



HEIGHINGTON  
MILLFIELD  
A PRIORY ACADEMY

# ***Information for Parents of New Pupils***

*Heighington Millfield Primary Academy  
Mill Lane  
Heighington  
Lincoln  
LN4 1RQ  
01522 872625  
[www.heighingtonmillfield.co.uk](http://www.heighingtonmillfield.co.uk)*





Welcome to Heighington Millfield Primary Academy!

### **Our Vision**

We encourage the children of Heighington Millfield Primary Academy to maximise their learning potential through a stimulating, imaginative, fun curriculum.

A positive attitude is promoted by active involvement throughout the whole school and in partnership with parents and the local community.

Together we respect and celebrate our individual differences. We trust each other and have confidence to meet high personal expectations in a safe and happy learning environment.

Limitless learning is encouraged for all our children and staff, ensuring outstanding individual achievement through caring, supportive and creative leadership. New technologies are continually embraced across the whole curriculum to ensure our children develop the essential life skills required for this modern, rapidly changing world.

As part of the Priory Federation of Academies Trust, Heighington Millfield Primary Academy we gain and share earned responsibility to the Trust and make an even more significant contribution across our learning community.





## **School Staff**

Head Teacher:	Mr J Beaven
Assistant Head Teacher:	Miss Done, Mr Cosgrove
Teaching Staff:	Mr D Wise, Mrs S Copsey, Mr M Rainey, Mrs J Warman, Mrs S Johnson, Mrs J Leeks, Mrs L O'Neill, Mrs E Brown, Mrs Anderson, Miss E Andrews, Miss Gibson, Miss Broadhurst
Teaching Assistants:	Mrs J Burtenshaw, Mrs N Skippings, Mr D Hamson, Mrs I Thripp, Mrs J Garraghty, Ms E Harwood, Mrs D Kerry, Mrs D Lomers, Mrs L Neal, Mrs G Rigby, Miss E Robinson, Mrs M Soutar, Mr D Warwicker, Mrs Moore, Miss Peet
Senior Administrator:	Mrs J Wallis
Personal Assistant:	Miss D Hughes
Site Manager:	Mr A Addison
Midday Controller:	Mrs L Jones
Lunchtime Supervisors:	Mrs S Moore, Mrs B Fox, Mrs K Parker, Mrs M Rogerson, Mrs S Lawson, Mrs S Blindell, Mrs S Rust, Mrs J Wells, Mrs A Parker
School Cleaner:	Mrs B Fox

## **School Governors**

Chair:	Mrs L Tyreman
Governors:	Mr J Beaven, Mrs J Warman, Mr B Faulkner, Mrs T Bramley, Miss T Brookes, Mrs R Brooks
Clerk to the Governors:	Mrs C Sackfield



## **Parents and the School**

The academy actively encourages parents to be involved in the life of the school in a variety of ways. This can include volunteering to help with reading, baking, sewing etc. or to accompany children on school visits and extra-curricular activities.

We encourage active involvement in your child's education and you will be asked to sign and return a Home/School Agreement soon after your child starts school.

We encourage open communication and adopt an open door policy but please consider that asking to see a teacher at 9.00 a.m. when they have a class to supervise can be tricky! If you need to see a teacher for more than a few moments, please ring the School Office for an appointment. Staff will be happy to see you and answer any queries you may have.

For safeguarding issues, access to the school after 9.00am is through the main office only. All other doors are locked to ensure the safety of the children and staff.

## **Safeguarding**

All staff undergo stringent safeguarding training in accordance with the statutory requirements and The Priory Federation of Academies policy.

## **Absence from School**

The school must account for all absences. Please ring the office if your child is absent. This is important for your child's safety. While we will make every effort to contact you if your child does not arrive, be aware that it is your responsibility to ensure that your child arrives at school on time and properly equipped for the day. We will attempt to phone our contact number if no message is received by 9.30 a.m. Please confirm, in writing, the reason for the absence on your child's return.

The school can authorise absences for medical and other reasons, however these are strictly controlled.

## **Parking**

We have also had a request from our neighbours that parents do not park in the area next to the Mill, in front of Mill Cottages, as this is the driveway to the rear of the properties.

## **Holidays**

In the interests of your child receiving a full experience at school, it is best to avoid them being away during term time. The Government has advised that schools do not authorise holidays during term time. Therefore, leave of absence for holidays will not be authorised.

## **Absence Appointments during the day**

If your child needs to leave school during the day to attend, for example medical





appointments, they must be collected by a responsible adult.

### **Illness**

***Please do not send sick children to school.*** If your child has been sick, we recommend they stay at home for 48 hours to prevent the spread of infection. Some illnesses are notifiable, e.g. measles, and there is an exclusion period, please consult your family doctor.

If your child is poorly and not fit to continue with their lessons, or if they have an accident requiring your attention, we will ring you. Please make sure your emergency numbers are up to date so that we can contact you quickly. Staff are fully trained in First Aid.

### **Permission to Administer Medicine Forms**

Please note that, whenever possible, we would appreciate you coming into school to administer your child's medicine yourself. If you wish staff to give your child medicine during the school day, you should complete a permission form and hand it into the school office with the medicine. These forms are available from the school office or the school website. The medicine needs to be clearly marked with your child's name, preferably in its original box. Please ensure that a note is given to the class teacher giving details of the time the medicine is required. Older children should be encouraged to ask their class teacher for permission to go and take their medicine. In the case of younger children (particularly Reception and Year 1) staff will do their best to ensure medicine is taken at the appropriate time, although, we hope you will appreciate, this cannot be guaranteed.

All medicines should be collected from the office by an adult at the end of the day.

### **'Bumped Head' Notes**

If your child bumps their head at school, we will send home a note so that you can be alert. Bumped heads are treated with utmost importance as symptoms can develop some time after the actual incident. You would be informed by telephone if we felt the injury required your immediate attention.

### **Home Learning**

The school provides each child with a book bag when they join the school. This bag is the property of the school and parents must replace any losses. It is expected that parents actively involve themselves in their child's home learning. This will be directed by class teachers and should include regular sharing of learning and reading activities.





From Year One, your child will receive a home learning booklet each term. This will outline areas that your child will be studying so that you can help with their learning. There are activities for maths, English, topic learning and SEAL/PSHE, including practical problem solving activities. It is a free choice as to which activities are done each week.

### **Access to School Records**

The academy is required to provide a written report once a year. We also provide termly progress checks. Parents are also entitled to access a pupil's educational records. Your child's class teacher will discuss their progress with you at the parents' meetings in the Autumn and Spring Terms and at any other time if you have concerns.

### **Visits**

Regular outside visits are essential to our wonderful creative curriculum. We conform to Government Policy to reserve the right to make a small request for contribution for these visits. However, most of our visits are subsidised by school finance or the PTA, which cuts the cost considerably.

### **School Uniform**

The school operates a uniform policy as follows:

#### **Boys**

Trousers (or shorts) should be tailored: - Dark Grey or Black of a single colour

Shirt: - White

Sweatshirt, sweater/jumper: - Navy only

Shoes: - Black

School Ties: - For Year 6 only

#### **Summer**

The school does not accept beach shorts for everyday wear.

#### **Girls**

Skirt or tailored trousers: - Navy or Black of a single colour

Blouse: - White

Sweatshirt, jumper or cardigan: - Navy only

Shoes: - Black

School Ties: - For Year 6 only

#### **Summer**

If shorts are worn, they should be tailored; the school does not accept beach shorts for everyday wear.

Lightweight blue checked summer dresses or skirt/blouse may be worn with white socks only and not dark thick tights.



## **P.E. Kit**

### **Infants**

Plimsolls, plain shorts (navy or black), white t-shirt/polo shirt.

Outdoor Games - trainers suitable for outdoor use, white t-shirt/polo shirt, dark coloured or navy jogging bottoms and fleece top.

### **Juniors**

Indoor PE/Athletics – plimsolls, white t-shirt/polo shirt, plain shorts (navy or black).

Outdoor Games – football boots/trainers, shorts/netball skirt, white t-shirt/polo shirt, dark coloured or navy jogging bottoms and fleece top.

**NB.** Children selected for the school teams are loaned kit for these matches. Footballers must have shin guards (F.A. regulation). A drawstring bag to keep kit in.

## **Lost Property**

If your child has lost anything, please call in to collect it from the lost property box in the library. Unclaimed items will be disposed of on a termly basis. Please could parents ensure that all items of uniform, bags and equipment are clearly named.

## **Additional Guidelines**

Children can wear boots in the cold winter weather. However, children must bring other shoes to change into. Children are not permitted to wear boots in school.

We do not allow fashion jewellery. If a child has a pierced ear a simple stud may be worn. Studs **MUST** be removed for PE and swimming. If this is not possible – due to ears being newly pierced – parents must provide plasters for covering them. Watches may be worn by children but the school accepts no responsibility for loss or damage.

All clothing is obtainable from chain stores.

Uniform Direct in the High Street also sells a variety of school clothing displaying the school logo.

Please note: children must **NOT** wear tattoos or nail varnish for school.

Hair grades should be nothing less than a Grade 2 and haircuts/styles must be the same length.

Please see our school website for more details.

## **School Hours**

Infants

8.55 a.m. to 12.00 p.m.

1.00 p.m. to 3.15 p.m.





Juniors

8.55 a.m. to 12.00 / 12:30 p.m.

1.00 p.m./ 1:30 to 3.15 p.m.

### **Collection of Children**

We make the assumption that all of our children will be collected or go to after school club. There is a form that needs completing if you wish them to walk home on their own. If you know you are unable to collect your child from school on time, please inform the office. If you're going to be late, please contact the office. Any children who have not been collected at the end of the day will be taken to the office.

### **Equality of Opportunity**

Heighington Millfield Primary Academy is an equal opportunities school and all staff are committed to providing equal opportunities for all children.

### **Award Scheme**

Children will be awarded merits for super learning, attitude, effort and behaviour. Merits are given by all staff and are collected on merit cards.

Each week, class achievers are chosen by the teaching team and the children. These children are presented with a certificate in Achievers' Assembly which takes place every Friday morning. Parents of these children are invited to the assembly. Photos of the children are displayed on the class door and on the Achievers display.

### **Travelling to School**

Children should arrive at school between 8.45 a.m. and 8.55 a.m., during which time there will be staff on duty.

To promote a healthier lifestyle in school, we encourage children to walk or cycle to school when they can.

We actively encourage children to cycle to school. Children holding the Bikeability certificate, which is undertaken by children in Year 5, may ride their bikes to school unaccompanied; helmets are essential. Other children who live outside the immediate area of the village may be allowed to ride to school if accompanied, with the permission of the Head Teacher. Children who are seen to ride their bicycles in contravention of the Highway Code by a member of staff or the police, will have this privilege withdrawn.

Parking outside school is very restricted and there are often congestion issues on Mill Lane. For the safety of the children, please **do not park** in the staff car park or the access road off Mill Lane when delivering or collecting your child from school. If the access road is







blocked, entry of emergency vehicles is prevented.

### **School Meals**

We strongly encourage healthy packed lunches, which may be brought from home. Our school meals are provided by Good Lookin' Cookin' and they provide a nutritious and tasty meal for our children. Parents can order online by visiting [www.goodlookincookin.co.uk](http://www.goodlookincookin.co.uk).

We recommend you take up the opportunity for Free School Meals. If you think that you are eligible to apply, please pop in to the school office.

### **Mid-morning Snack**

If you wish, your child may bring a healthy snack and a carton of drink to have at mid-morning break. Fizzy drinks, nuts, nut products and unhealthy snacks are **not** to be brought into school. The school also participates in the Lincoln Co-op School Milk scheme and the 'healthy schools' fruit initiative; details are available on request.

Year 6 children run a healthy tuck shop at break times for children to buy healthy snacks and drinks. The cost of snacks ranges from 30p to 50p.

### **PTA**

Millfield has a thriving and active PTA, who work very hard to raise funds which help enhance and support our children's education. They welcome new members and if you are able to help support any of the events they organise or would like further information please contact the school office on 01522 872625 or by emailing [pta@millfield.lincs.sch.uk](mailto:pta@millfield.lincs.sch.uk).

### **Special Educational Needs and Disability**

SEND (Special Educational Needs) is the acronym for additional help or guidance required by a child in addition to/or replacing their normal curriculum entitlement. It is estimated that 20% of the children require additional resources or help at some time during their school career.

Some children will require additional support and if this is the case your child's class teacher will work closely with you to discuss options available to ensure your child receives maximum support with their learning.

With your permission we can involve outside agencies such as the educational psychologist, learning support and behavioural support if required.

### **The Curriculum**

We plan, develop and implement an exciting, varied and creative curriculum. This enables all pupils to reach their full potential and become active, responsible, positive





members of society. We provide lots of cross-curricular and topic-based learning opportunities for children to develop their skills.

### Mathematics

Maths is taught each day for up to an hour. We use lots of engaging and exciting resources and modern technology to bring our mathematics learning to life. Our lessons provide children with the challenge and problem solving skills they need to prepare them for the future.



### English

The children have daily English sessions, and regular guided reading and phonics sessions. Reading skills and phonics are essential in the early years of school, and children are encouraged to share books at home. Our Reading Zone has reading materials to suit all ages and interests. Children are given opportunities to write from an early age, and our many visits and visitors inspire and encourage them to excel in writing.

French is taught across KS2.

### Information Communication Technology (ICT)

It is vital that our children learn using the latest technologies. In addition to our class sets of laptops, we have a Digital Media Zone which is fully equipped with the latest educational software and resources for film making. We have invested in iPads to continue to enhance the children's opportunities to use technology.

### Topics

Science, History and Geography form the main basis for our topics. We take part in many educational visits throughout the year which enhance our children's learning. For more up to date information about our recent activities, see our website.

### The Arts

Children at our school enjoy a wide range of cross curricular Arts activities. We provide opportunities for all children to participate in instrument tuition and musical activities; the children in Year 4 Djembe/Samba drumming. We also have an active choir!





### Health and Wellbeing

We are a 'Healthy School'. All children are required to take part in physical education activities throughout their school career. We make our P.E. lessons as varied as possible and introduce children to a wide range of sports. Team games

are played on a friendly and league basis against neighbouring schools. Children in Year 3, 4 and 5 take part in swimming lessons at Branston Community Academy. In addition, we run a wide range of after school sports clubs.



The children take part in regular Personal, Social, Health Education & Citizenship sessions, giving them the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to prepare them for their role as active, responsible citizens. Through our School Council, the children actively participate in improving the school environment and become involved in making major school decisions.



### Religious Education

The school follows an agreed syllabus as advised by the Local Education Authority (LEA) and tries to give a wide experience of RE. Parents are reminded of their right to ask for a child to be withdrawn from these lessons. Please contact the Head Teacher to discuss the matter, should you wish to exercise your rights.

Please see the 'Curriculum' section of our website: [www.heighingtonmillfield.co.uk](http://www.heighingtonmillfield.co.uk) for information and activities in the different curriculum areas.

### Breakfast Club

Our Breakfast Club is open between 7.50 am and 8.50 am. If you wish to book a place for your child at our Breakfast Club, please telephone 01522 872625 between 8.30 am and 4.00 pm.

### Afterschool Club

The after school care at Millfield is run by Kaleidoscope Kids Club, and is available to all age groups, Monday to Friday, from 3.15 pm to 6.00pm. Children are offered a snack tea and there are lots of fun activities after a busy day at school. Places are limited and must be booked in advance. Please call 01529 414464 for more information.



### **Applying for a Place**

Lincolnshire County Council deals with all of our admissions and information can be found at - [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or by calling Admissions on; 01522 782030.