



HIGHFIELD SOUTH FARNHAM
WEYDON LANE FARNHAM SURREY GU9 8QH
Headteacher: Mr Gregory West
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HIGHFIELD SOUTH FARNHAM



www.highfield-sf.surrey.sch.uk

South Farnham Educational Trust
CEO Sir Andrew Carter OBE
Registered Office : Menin Way, Farnham, Surrey GU9 8DY
Company Registration Number 07652902 (England and Wales)



Dear Parents,

Welcome to Highfield South Farnham, an **Ofsted 'Outstanding'** school following our inspection in January 2018. I hope you will find this prospectus informative and helpful in discovering more about our school.

It is always a pleasure to welcome new parents to our School for them to see all that is on offer. As a parent myself, I fully appreciate that the choice of school for prospective parents is a very important one. Visits to the School are welcome during the day, and I am happy to meet with prospective parents/carers if you would like to meet with me, or with a member of the Senior Leadership Team. Any one of the team would be happy to discuss your son/daughter's future education. I am sure that you will find the School website informative and useful, however if you are unable to find the information that you are looking for please do not hesitate to contact us.

Highfield South Farnham is an exceptional learning environment with a real community spirit. The quality of teaching and learning has led to outstanding attainment and progress results over the last 3 years. This achievement places us within the top 2% of schools in the Country and was recognised by the Minister of State for School Standards, Rt Hon Nick Gibb (2018).

The staff share a commitment to delivering inspiring and engaging lessons and to a relentless drive towards raising the attainment of all pupils, regardless of their different starting points. Relationships between staff and pupils are excellent and behaviour is outstanding, characterised by mutual respect and high expectations of all. The School offers a broad, balanced curriculum and works hard to meet the needs of all our pupils, from those who come to us with exceptional talents and abilities to those who require additional support in order to succeed. This positive culture permeates all aspects of school life and the promotion of learning, through the full range of teaching approaches, takes account of the needs of all learners.

At Highfield South Farnham the health, safety, happiness and wellbeing of every pupil is our paramount concern. We listen to our pupils ensuring that they feel safe and enjoy their time in the School. We aim to be a world class school and offer a rich education to equip our pupils with the skills, knowledge and attitudes to ensure a smooth and successful transition into secondary education.

We hope that you will join us in supporting your child to fulfil their potential and we look forward to welcoming you!

Gregory West

Headteacher

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INTRODUCTION

Highfield South Farnham stands on an attractive two-acre site sitting in the south of Farnham. We are a Primary and Nursery School situated on Weydon Lane.

The school opened in February 2015 as part of South Farnham Educational Trust, welcoming pupils in the age range 3-11 years.

The learning environment includes a well-equipped library, a music studio including three small group learning rooms, an additional learning zone and food technology area. A multipurpose hall, used on a daily

basis, offers a full range of gymnastic apparatus and performance space. The two acres of play area include, a grassed sports fields, EYFS playground and a netball court. Our PE provision has been greatly enhanced by the addition of our outstanding astrotruf multi games area. Extensive development to our educational environment and provision are ongoing to ensure all children's learning needs are met. We have 4 focus group classrooms with the latest interactive technology. Most of the children move on to Weydon Secondary School when they leave at 11 years of age, although once again parents have the right to choose any secondary school. We maintain close contact with Weydon to preserve continuity in our children's education.



ETHOS, VALUES AND AIMS

We aim to help our children, with the co-operation of their parents, to

- develop into happy and confident individuals with a secure foundation in learning that will last throughout their lives.
- develop lively and enquiring minds through knowledge with understanding.
- establish a command of the subjects contained in the National Curriculum.
- value and understand religious and moral beliefs and develop a respect for the views of others.
- understand something of the world in which we live with regard for our mutual dependence on others as individuals, groups and nations.
- appreciate human achievements and aspirations.

We try to do this by providing

- a school environment in which they can enjoy developing their mental and physical abilities.
- whole school and individual staff professional development which ensures the highest quality of teaching and learning.
- opportunities to work with other children and adults in a friendly atmosphere and so develop social skills in co-operating with each other.
- an environment that vigorously pursues excellence.

CURRICULUM

Our curriculum is balanced and broadly based. It consists of all the activities designed or encouraged in the school to develop the intellectual, personal, social and physical activities of the children.

Our curriculum includes not only the formal programme of lessons, but the 'informal' programme of extra curricular activities as well as the features which produce the school's ethos, such as equality of opportunity, the values shown in the way the school sets about its task and the way in which it is organised and managed.

The curriculum is planned by the staff and governors. The National Curriculum provides a necessary framework and ensures continuity throughout the child's school life. The curriculum detail forms the most important element in the School Improvement Plan which in turn covers all aspects of school life.

Our teaching is child-centred in that our pupils are central to all our planning. We have high expectations of our children. They have already learned a great deal so that we start with what is familiar and, using practical activities wherever possible, extend this knowledge. We aim to interest the children, even excite them, so that they want to learn and enjoy their new skills. Success is a firm foundation for future learning and we show our appreciation of their successes.

Within the class our children are grouped according to their abilities in the different fields. Our planning is detailed, inclusive and differentiated to meet all pupils' talents, skills and abilities

Class Organisation

Each year group teacher works in collaboration with the members of the senior leadership team, who oversee the curriculum. Every class in each year covers a similar curriculum – but will have individual delivery depending on teacher personality and class needs. The work is aimed at covering the appropriate attainment targets which are detailed in the National Curriculum

Curriculum Co-ordinators

Each class teacher is able to teach a broad curriculum including the core subjects. They are supported by the use of specialist curriculum co-ordinators who are able to advise and work alongside colleagues within the classroom. Specialist help and advice are also available from supporting consultants and advisory teachers from within the Trust.

Teaching Assistants

We employ a number of assistants to help and support the work of the class teacher. Teaching assistants help with both individual children and groups; they assist with the general supervision of the children and learning activities. They provide invaluable help to the class teacher and are a very welcome addition to our team. All classroom assistants undergo a rigorous training programme and many continue this into a higher level teacher training programme.



Information and Communications Technology (ICT) The school has a range of ICT resources. Each class has a weekly teaching session and a further range of computers is available within the classrooms to extend the use of ICT across the curriculum. There is a whole school network providing Internet access to all areas of the school.

Sex Education

Sex education is taught in every year. The children are led gently to a deeper understanding of all the issues involved in this subject according to their level of maturity. The programme of work incorporates knowledge, attitudes and behaviour. All aspects of sex education require close co-operation between home and school and parents are informed in advance when sex education is to be taught. The school has a written policy on sex and relationship education, available on request from the school office.

Religious Education

The R.E. syllabus is in accordance with the Surrey Handbook for Religious Education in Surrey Schools. Parents are reminded of their right to withdraw their children from all or part of the religious education and collective worship provided. This should be discussed with the Headteacher

Music

All children have weekly singing and music sessions, led by their class teacher and there is an opportunity for children to become part of the school choir and perform in a number of musical productions throughout the academic year.

A variety of music tuition is available from our instrumental teachers. Details of tuition possibilities are available from the School Office.

English

Our English curriculum encompasses the essential skills of communication through speaking and listening, reading and writing. Children explore a wide range of texts and learn about the creation of characters, setting and plot and how to write in a range of genres. They are taught about how to read for information and we have library facilities where children can develop a love of books and reading for pleasure.

Mathematics

Mathematics is taught, whenever possible, in the context of children's life experiences. A range of skills are learned and a variety of strategies developed so that children become proficient in and enjoy the manipulation of numbers and shapes. Opportunities are given to develop problem-solving skills which can be applied and used across the spectrum of mathematics.



Extra-Curricular Activities

Many activities and clubs take place at lunchtime and at the end of the normal school day. The choice of clubs varies each term but is likely to include activities such as choir, netball, football, rugby, multi sports, art, business enterprise and computing.

We are always seeking to extend the range and variety of experiences that we can offer our children and if you are able to help in any way then we will be very pleased to hear from you.

School Visits

We take every opportunity to explore our local environment both within the school grounds and beyond. These educational activities and visits give the children valuable first-hand experience and expand their world.

The cost of school visits within the school day is met by the school. However, we do ask for 'voluntary contributions' whenever these trips take place. If there are insufficient contributions then the trip may have to be cancelled

School Records

Highfield South Farnham School is compliant with the General Data Protection Regulation which means we seek your specific consent to use the data we are collecting within this Admissions Form for the purposes as detailed within the Privacy Policy on the School website. We request that you sign this form to confirm that you are giving us your specific consent for the use of this data for the specific purposes outlined.

There are two main reasons for keeping records on children. Firstly it is important that the school has facts concerning the child, e.g. who they are, how old, where they live and who is their guardian. Secondly we need to record how and what each child has learned so that teachers know where to start with new pupils and have records which show the progress of a child through the school. We can then make sure that parents are reliably informed.

The records are confidential and are not open documents which can be consulted by anyone. They are confidential to the school and to entitled and responsible persons. 'Entitled' persons are in general the parents or guardians, and 'responsible' persons would include the Head of another school where admission is sought or a transfer has taken place. If you wish to see your child's record please write to the Headteacher.

Special Needs

From time to time many children will need special help either to overcome a learning difficulty or to ensure that the curriculum fully extends their abilities. Specialist help is available within the school. Our SENDco oversees the work of a team of teachers and classroom assistants who support and advise the classroom teacher. They work with small groups and monitor the progress of children. Additional help is available when appropriate from Educational Psychologists and the other outside support agencies, including those with particular regard for looked after children.

The More Able Child

Our school policy is to identify through clear curriculum guidelines those children who have outstanding abilities. Opportunities are given for children to develop their specific skills or talents right across the curriculum. Parents are always closely involved in all aspects of this special provision. The school employs a teacher with special responsibility for the more able.

Discipline

It is our aim to promote a sense of self discipline and proper regard for authority. Problems of discipline in the day to day life of the children are normally a matter of discussion with a child to improve behaviour. However, in the event of persistent trouble or serious difficulties the child's parents would be consulted with the aim of developing a joint approach to the problem. In the unlikely event that it is considered necessary to suspend a child, it would be done strictly in accordance with the school procedure laid down by South Farnham Educational Trust.

2017-18 End of Key Stage 2 Results

We are delighted with our 2017-18 End of Key Stage 2 Results for both the statutory externally marked tests and also of Teacher Assessment.

The following tables show the percentage of Year 6 pupils (59 children) at Highfield South Farnham School achieving the expected standard in 2018 compared to national average.

	National Test Results	Highfield South Farnham School Test Results	Highfield South Farnham School Teacher Assessment	Highfield South Farnham Pupil Progress from KS1 to KS2
Reading	75%	98%	97%	+4.9
English Grammar, Punctuation, Vocabulary and Spelling	78%	97%		
Mathematics	76%	98%	97%	+5.5
Writing (Teacher Assessment only)	78%		95%	+3.3
Science (Teacher Assessment only)			100%	

National percentage of pupils who achieved the expected standard in Mathematics, Reading and Writing	Highfield South Farnham School percentage of pupils who achieved the expected standard Mathematics, Reading and Writing	Highfield South Farnham School percentage of pupils who achieved a higher standard Mathematics, Reading and Writing
Attainment 64%		Reading 44%
Progress National Average	95%	Writing 27%
0		Maths 53%
Pupils average score in the Reading Test	109	
Pupils average score in the Maths Test	109	

2017-18 End of Key Stage 1 Results

We are delighted with our 2017-18 End of Key Stage 1 Results for both the statutory externally marked tests and also of Teacher Assessment.

Children sitting Key Stage 1 tests in May 2018

The following tables show the percentage of Year 2 pupils (30 children) at Highfield South Farnham School achieving the expected standard in 2018.

	Highfield South Farnham School Test Results	Highfield South Farnham School Teacher Assessment	National Average Teacher Assessment
Reading	93%	93%	75%
English Grammar, Punctuation, Vocabulary and Spelling	82%		
Mathematics	89%	93%	76%
Writing (Teacher Assessment only)		89%	70%
Science (Teacher Assessment only)		93%	83%

	Highfield South Farnham School	National Average
Year 1 Phonics	90%	82%

STAFF

HEADTEACHER

Mr G. West

DEPUTY HEADTEACHER & SENDco

Ms D. Wilson

TEACHING STAFF

Year R Penguin

Miss G. Surman

Year R Puffin

Miss L. Runham

Year 1

Miss S. Brown

Year 2

Miss K. Barber

Year 2

Mrs J. Stonehill

Year 3

Mrs Z. Ennor

Year 4

Mr S. Munns

Year 5

Miss T. Khan

Year 6

Miss H. Ashford

Extended Learning Team

Miss K Flanc

Mrs A. Brown

Miss J. Pape

Mrs N.Campbell

Ms D. Wilson

Home School Link Worker

Becky Porter

French

Mrs F. Gray

DESIGNATED TEACHERS FOR SAFEGUARDING

DSL

Mr G. West

DDSL/ Designated Teacher (CLA)

Ms D. Wilson

DDSL

Mrs. J. Stonehill

DDSL (Nursery)

Miss C. Cole

SCHOOL OFFICE STAFF

Mrs L. Crouch
Mrs C. Buckton
Mrs L. Atkinson

TEACHING ASSISTANTS

Mrs Almazi
Mrs Bartolmei
Mrs Giles
Mrs Grevink
Mrs Cripps
Mrs Harman –Smith
Mrs Hardman
Mrs Hammond
Mrs Jeffrey
Mrs Skipsey
Mrs Squires
Miss Smith
Mrs Scott
Mrs Springer
Mrs Tahim

NURSERY

Nursery Manager
Nursery Nurse
Nursery Nurse
Nursery Nurse
Nursery Nurse

Chloe Coles
Rahena Begum
Sophie Keynes
Naghham Yassine
Kirsty Millerchip

CARETAKER

Mr. R. Askew

SOUTH FARNHAM EDUCATIONAL TRUST

CEO
DEPUTY CEO
DIRECTOR OF FINANCE

Sir Andrew Carter OBE
Mrs S. Shoveller
Mrs C. Booth

South Farnham Educational Trust
Registered Office : Menin Way, Farnham, Surrey GU9 8DY
Company Registration Number 07652902 (England and Wales)

GOVERNING BODY

Chair of Governors Mr J Reyersbach

Vice Chair Mr J Pownall

Headteacher Mr G West

Staff Governor Miss H Ashford

Parent Governor Mrs C Hartley

Co-Opted Governors Mr P Brinsden
Mr R Steel
Dr M Small
Mr T Lennard

Clerk to the Governors Mrs C Buckton

HOME & SCHOOL PARTNERSHIP

Open Door Policy

We have an open door policy and you are always welcome to visit the school. If you wish to see the Headteacher to discuss any school matter it is helpful if you first make an appointment.

If you have concerns or worries about any aspect of your child's education do not hesitate to get in touch with your child's class teacher or the Headteacher. We usually resolve difficulties through informal meetings but, if necessary, there are formal complaint procedures available at the school office.

We welcome parents at school assemblies, particularly those at which their children are involved.

Liaison with Parents

Teachers are normally available immediately before and after school, but we would advise you to telephone the school office beforehand to ensure that the teacher has no previous commitment. It is also helpful if you can let us know the reason for your visit so that the teacher can prepare appropriately.

We also like to meet parents regularly to discuss your child's progress. Open evenings are held each term. Children's work is then displayed and class teachers are available to meet parents. Time is necessarily brief on the open evenings, but if you need a longer discussion please arrange to come and see the teacher at another time. Wherever possible appointments for meetings with your child's teacher will be made at a time to suit you. However, the best time to have a meaningful conversation would be after 3.30pm when we can devote more time to you. Parents receive regular newsletters giving information about school dates and activities. Comprehensive information is also available on the school web site:

Leave of Absence (Which Includes family holidays)

Absences from school other than for illness and exceptional circumstances will be 'unauthorised' and will appear on a child's record accordingly. In accordance with The Education (Pupil Registration)(England) (Amendment) Regulations 2013, requests for leave of absence are treated sympathetically by the Headteacher, but only in exceptional circumstances can they be approved. The policy of Surrey County Council to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will each be liable to receive a penalty notice.

Home-School Agreement

At Highfield we recognise the crucial role that parents play in helping their children learn and we firmly believe that children achieve more when school and parents work together. Parents can contribute more effectively if they know what the school is trying to achieve and how they can help. Together with parents and Governors we have written a Home-School Agreement which provides the framework for such a partnership and which outlines the roles and responsibilities of both home and school. Each child's parents are asked to sign the agreement when their child starts at our school. We give a full written report annually.

Homework

We want our pupils to look forward to each school day. Spending an inordinate amount of time the previous evening doing homework is liable to dampen enthusiasm. Equally there is a need for children to develop the habit of working away from school and to understand that learning does not only happen within school.

From their first term the children are encouraged to take work home. This will often be completing unfinished work, spelling, further practice in a particular skill etc. As the children progress through the school the amount of homework will increase and also the nature of the tasks. The children will have a homework book with details of set homework and you are asked to sign that it has been attempted. If you have any concerns about the amount or type of homework please contact the class teacher as it is important that parents and teachers work together.

Parent Helpers

We are always pleased to discuss the possibility of parents helping within the school. We consider that it is valuable for the children to meet a variety of adults with whom they can work and share experiences. At any time many parents are involved in school activities on a voluntary basis, working with groups of children under the close guidance and control of the class teachers.

Parents' and Friends' Association The school enjoys an active Parents, Teachers and Friends' Association (PTFA) that organises regular fund raising and social activities.

These range from the Christmas and Summer fairs to family quiz evenings, children's film evenings, cake sales, competitions and discos. There is no membership fee, and all parents with children on the school roll are automatically members. We value whatever contribution you can make whether in terms of giving time, arranging company sponsorships or donating items to sell at our events. We are always open to suggestions for new social and fund-raising ideas. If you would like to contact the PTFA then please email us at highfieldptfa@gmail.com



GENERAL INFORMATION

Admissions

We admit children into Nursery from the term after they turn 3 and Reception in the September after their fourth birthday. Pupils also join us, from time to time, during the school year when occasional vacancies occur. Whenever possible we like children to visit the school before they are admitted to get to know the building, and the staff with whom they will be working. In the Summer Term of each year children due to join us in September visit us for part of the working day, with their parents. Our staff visit most of the local Nurseries to discuss the children due to transfer and we also co-operate closely with staff from local Secondary Schools to ensure a smooth transition to the next stage of education. School admissions are made in accordance with the Highfield South Farnham Admissions Policy.

Charging and Remissions

Education provided at a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during the school hours. There are exceptions to this general rule and from time to time parents may be asked to make voluntary contributions for school trips etc. A copy of the Governors' Charging and Remissions Policy is available in the school office.

Safeguarding

Highfield South Farnham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Child Protection Policy and procedures in place that are available to view on our website www.highfield-sf.surrey.sch.uk or upon request. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Inclusion

The School is committed to a policy of inclusion for all members of the school community irrespective of social background, culture, race, gender, differences in ability and disabilities (in accordance with the Disability Discrimination Act 1995 and the Sex Discrimination Act 1975).

We are committed to promoting racial equality and good race relations across all areas of school life including curriculum, teaching and learning, progress, attainment and assessment, admissions, attendance, behaviour, discipline and exclusions, pupils' personal development and pastoral care, staff recruitment and professional development, membership of the governing body, partnerships with parents and community.

Disability and Accessibility

We assess all children when they enter the school and seek to integrate them into the school with due regard to their individual needs, the school facilities and the needs of the whole school community.

Community Cohesion

Children are encouraged to think of themselves as part of the community. Aims of the school include understanding something of the world we live in with regard for our mutual dependence on others as individuals, groups and nations and to appreciate human achievements and aspirations. We promote community cohesion at many different levels: within school, within the local community, across the UK and globally.

Teaching Hours

We teach approximately 24 hours per week. These include religious education but exclude the statutory daily act of collective worship, registration and breaks (including lunch). We can only be responsible for children who arrive on our school premises after 8.40am.

Uniform

The Highfield South Farnham uniform colours are royal blue and gold. Uniform is available to order from our [online shop](http://www.highfield-sf.surrey.sch.uk) at [highfield-sf.surrey.sch.uk](http://www.highfield-sf.surrey.sch.uk). We also hold stock to purchase directly from the school shop if you prefer to pay by cash or cheque.

Items of Clothing:

Royal blue sweatshirt or cardigan

Junior: Blue shirt and school tie

Infant: White polo shirt

Grey trousers, shorts, skirt or pinafore dress

Grey or white socks, grey or blue tights

Blue and white dress (checked or striped)

Black school shoes - trainers are not permitted - open-toed sandals are not permitted for health and safety reasons

Sportswear:

Blue shorts, white T-shirt/polo shirt with school logo

Please make sure your child's name is on school clothing.

School Meals

School meals are cooked on the premises. There is a good variety of dishes representing very good value for money. If you want your child to stop having school meals, please write to the school office at least one week in advance.

Meals are paid for in advance on the first day of each week but may also be paid half-termly or termly. Payment should be made using the online payment system. Absences will, of course, be credited. Pupils in Reception and Key Stage One qualify for free school meals. If you think your Y3-6 child may qualify for free meals please get in touch with the school office.

Packed Lunch

Facilities are available in school for children to eat a packed lunch. Food must be brought in plastic, non-breakable containers which are clearly marked with the child's name and should be taken home every day. Due to possible allergies we request that no nuts or nut products are brought into school. Highfield is a "Healthy Eating School" and has been awarded a silver level. We therefore encourage all children to eat healthy snacks and packed lunches.

Medical

From time to time the school nurse visits the school as a general measure to promote good health. We also have a number of trained first-aiders on our staff to look after minor mishaps.

After absence for medical reasons, if the doctor says your child may return to school but must continue to take medicine, please either bring the medicine yourself or send a letter to accompany it and complete the school medical form. We cannot guarantee to give your child medicine at a particular time and, if this is essential, it would be better for your child to stay at home.

Please telephone, email or write:-

- a. If your child is absent for any reason.
- b. If your child has an appointment with the hospital, dentist, doctor etc.
- c. If, on a particular occasion, you require your child to come home during the school day.

We also need a letter if you do not wish your child to participate in Games or P.E. Please make sure that any emergency contact numbers are available to the school. We hope you understand why we cannot rely on verbal messages on any matter.

Security

Procedures relating to school security are reviewed regularly and the school has taken advice from the Police Crime Prevention Officer. Procedures have been established to deal with situations should they arise.

Valuables

No jewellery may be worn in school including all types of earrings, children will not be able to take part in any P.E. activity with ear studs. Watches should be marked with your child's name.

Sporting Aims

Our aim in Physical Education is to help the children learn more about their bodies through a programme of sporting fitness incorporating gymnastics, dance and games. A full competitive sporting programme has been developed with children from all years encouraged to take part at whatever level they can. A positive social attitude towards team games is fostered enabling the children to understand the importance of teamwork and co-operation.

Competitive games played are football, netball, hockey, athletics, rounders, swimming, cricket and rugby.

School Day

Morning Session 08.45am – 12.00pm

(Gates open at 08.30am and close at 08:50am)

Afternoon Sessions 13.00pm – 15.15pm



Extended Day

We are delighted to offer parents and carers high quality wrap around care for children attending Highfield South Farnham School. The children will be looked after by Child Care Assistants who are committed to generating an atmosphere of care and respect within a safe and secure environment.

Highfield South Farnham School offers Breakfast Club and After School Care for all children attending school & Nursery



Breakfast Club: 7.45am – 9.00am

Please deliver your child to the Nursery building. The children will be provided with breakfast (typically cereal, a drink and fruit) at 08.40 the children will be taken to their classroom or taken to the playground for supervised play. All Nursery children will be supervised indoors until their session starts at 09.00am.



After School Care: 3.00pm – 6.00pm

The After School Care Facility is for children who attend school at Highfield. The children are provided with a drink, fruit and biscuits and are given a broad range of activities which will include, arts and crafts, cookery and outdoor activities when weather permits. There is the opportunity for children to work on their homework and read.

Charges from September 2018 will be at the following rates:

Breakfast Club: 7.45am – 9.00am £7.00 (including breakfast)

Afterschool Club Short: 3.15pm - 4.30pm £6.50

Afterschool Club Long: 3.15pm – 6.00pm £13.00

After Club Session: 4.30pm – 6.00pm £10.00

Bookings & Payments

All bookings are made and paid for via the Parent Pay booking system. Parents can make, amend bookings and pay for them up until 12 noon on the day of the After School Club and 12 noon on the previous day for the Breakfast Club. **Please note that your child is not booked in until the booking is paid for.** The school will not be able to accommodate your request if the sessions are not booked and paid for in advance as the facility is staffed according to pre-booked numbers. (childcare vouchers are accepted)

LOCATION & PARKING

The school is situated in Weydon Lane, South West Farnham with easy access to the A31 and to the town centre. For those driving their children to school we have a rear footpath entrance, off Ryle Road. Because we are concerned about the safety of our children we would ask parents to follow this advice:

- share cars whenever possible
- when dropping or picking up children please remember there is no parking outside the front of school.
- park at a safe distance from school and make sure that children alight or enter cars from the pavement.
- most importantly, respect the zig-zag markings by the school entrance. Please do not stop on or opposite the markings even to drop children off or to pick up waiting children.
- our school car park should not be used as a drop-off or pick-up point.

The school gates will be opened 8.30am and locked at 8.50am. We positively encourage independence for year groups 4, 5 and 6. Therefore I'm very happy for them to walk to their class door unaccompanied. A staff member will greet you at the either gate and others are on duty in the playground to ensure complete safety and prompt arrival of your child.

After 8.50am, children will need to be brought into school through the front office, where you will be asked to sign in for legal registration purposes and to provide a reason for the lateness.

HIGHFIELD SOUTH FARNHAM SCHOOL ADMISSIONS POLICY FOR ADMISSION FROM 1st SEPTEMBER 2019 – 31st AUGUST 2020

Highfield South Farnham School is a primary school lying to the south of Farnham.

The school participates in the local authority co-ordinated admissions scheme where an equal preference system operates (for details see LA website).

The current Published Admission Number PAN is 30 in Year R.

It is proposed to introduce an additional form of entry at Year 3 with a PAN of 30 so that the numbers in the junior section of the school will eventually be 60 in each year group. To provide the parents of St Andrew's C of E Infant School with a choice for the next school, a new feeder school criteria is proposed giving priority for St Andrew's School children to enter Highfield South Farnham at priority 5, Highfield South Farnham being their second nearest school with direct pedestrian access to the town centre.

All children applying for a place at the school in Year R or Year 3, starting in September 2019 whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plans names the school will be admitted.

Priority for admission arrangements from 2019 will be as follows:

1. Looked After Children and Previously Looked After Children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Exceptional Arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements apply which mean that Highfield South Farnham is the only appropriate school for the child. Evidence from a consultant doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required. These exceptional arrangements may override other admissions priorities. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

3. Children of staff at the school

Priority will be given to children of members of the senior leadership team who have been employed at the school for two or more years and for new staff employed to a difficult to recruit position. For normal round admissions the date that will be used to assess this will be the closing date for applications (15 January 2019). For in-year applications the date that will be used will be the date the application is made.

4. Siblings

Places are then offered to siblings of pupils who would be attending the school at the time of admission i.e. September 2019. A sibling is a brother or sister, or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children or adopted children living at the same address.

5. All other applicants

This will be measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nominated gate.

Junior – Year 3 (Age 7)

1. Looked After Children and Previously Looked After Children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Exceptional Arrangements

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3. Children of staff at the school

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4. Siblings

Places are then offered to siblings of pupils who would be attending the school at the time of admission i.e. September 2019. A sibling is a brother or sister, or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children or adopted children living at the same address.

5. Children attending a named feeder school

This is:

St Andrew's C of E Infant, Farnham

6. All other applicants

This will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nominated gate.

Tie Breaker

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nominated gate. The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of shared custody it is the address where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

The address to be used for the initial allocation of places to Reception and Year 3 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Co-ordinated Schemes if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have an obligation to notify the school of any change of address.

Where two applicants live equidistant and share priority for a place we will apply an independently supervised random allocation to determine which child would receive priority. In the case of multiple births where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by each child's rank position.

Children of members of leadership team staff who don't initially fulfil the two year requirement will have their position on the waiting list updated according to eligibility on the date in question.

Starting School

There is a single intake into Reception. All children whose date of birth falls between 1 September 2014 and 31 August 2015 will be eligible to apply for a full time place in Reception for September 2019. Parents can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. A child can start part time until they reach statutory school age.

Out of Year Group Requests

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown and without regard to the date the application was received or when a child's name was added to the waiting list. Where additional children are added to the waiting list, it will be ranked again in line with the oversubscription criteria. As part of the initial intake to Reception and Year 3, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2018, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2019, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

From 1st September 2019 in-year admissions for Years 3-6 will be administered using the criteria referred to above excluding Criteria 5 regarding named feeder school.

Late applications

Late applications for the initial intake to Reception and Year 3 will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

Appeals

If a place is not offered at the school there is a right to appeal to an independent panel. Contact is through the Surrey Schools Appeals Service to request an appeal form. Surrey Schools Appeals Service, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN www.surreycc.gov.uk/schoolappeals.

This draft policy was agreed for consultation by the Trust Admissions Committee on 16th October 2017 and the Local Governing Body at their meeting on Thursday 9th November 2017 and will be reviewed annually.

PUBLIC ACCESS TO DOCUMENTS & INFORMATION IN SCHOOL

You are most welcome to view any of our curriculum statements and schemes of work together with curriculum documents supplied by the LA and DfE but please make an appointment through the school office.

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Weydon Lane
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