

Why a Small School?

In a rapidly changing world, with its information-rich environment and new communication technologies, employers are crying out for people not only with good academic qualifications but more importantly, the necessary life skills to cope with the heavy demands of today's workplace. The present education system is seen by many to be unable to provide the kind of environment needed to foster these skills in some of our children. As a result, many parents are turning to alternative forms of education such as Small Schools. These places, they feel, will give their children the individual attention they need to promote the resourcefulness, organisational skills, flexibility and confidence so essential for success in modern day adult life.

A Small School is not just a smaller version of a big school. Not just driven by academic achievement, it seeks to develop the whole person by encouraging the creative, emotional and moral potential of the child as well as the intellectual and physical.

Offering a rich and safe environment, a Small School allows the child to have a happy and fruitful time at school. At Highfields, it is our aim to create that environment and provide the quality of teaching necessary to ensure that the potential of every child is realised.

Mrs M. D. Haddy (Headteacher)

PROPRIETOR

Highfields Private School
Lower Cardrew Lane
Redruth
Cornwall
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The School

Highfields is situated in an easily accessible part of Redruth in a deceptively spacious two-storey building. It has a wonderful atmosphere and we believe it makes an excellent learning environment. There are sports fields nearby and an enclosed playground area behind the building.

The school is co-educational, catering for children from the age of 3 to 16.

The children are taught in

- a caring, friendly atmosphere
- small classes (maximum of 12 in a class)
- a way that suits their individual needs

The children are encouraged rather than 'pushed' to achieve their goals. Idleness, however, is not tolerated and bright pupils are not allowed to cruise!

The children are able to

- forge better relationships with their peers, teachers, parents and other adults
- learn by active participation - talking, thinking and doing in co-operation with others
- interact with children older and younger than themselves
- develop more awareness of the community around them
- acquire self-discipline, build up self-confidence, self-reliance and capability, resulting in a high self-esteem
- achieve full academic potential

The primary part of the school is divided into

- Nursery – 3 and 4 year olds
- Infants – Reception, years 1 and 2
- Juniors – Years 3, 4, 5 and 6

The senior part of the school, Years 7 to 11, is taught in the individual year groups.

The Curriculum

The National Curriculum is followed by all age groups. The infants and junior groups have class teachers with specialist teachers taking French and Music lessons only. The senior groups are taught by subject specialist teachers

The curriculum covers

- Mathematics
- English
- Science (taught as Physics, Chemistry and Biology in the Senior school)
- ICT
- History
- Geography
- French (from the Infants onwards)
- Spanish (from year 8)
- Music
- Art
- Design Technology (Food, Textiles and Systems Control)
- RE
- PSHE
- PE

The whole of the Junior School and year 7 go swimming once a week throughout the year at Carn Brea. Cricket and tennis and archery are also available at various times of the year.

Year 10 GCSE options are kept as flexible as possible in order to cater for the individual. We offer

- Mathematics
- Statistics
- English
- English Literature
- French
- Spanish
- History
- Geography
- RE
- Music
- Physics
- Chemistry
- Biology
- ICT
- PE
- Textiles Technology
- Food Technology
- Art

Various GCSEs can be taken a year early depending on ability.

The Staff

Junior Staff

Infants	Mrs G Machin	BSc (Hons) PGCE
	Miss L Ball	Teaching Assistant
	Miss A Payne	Teaching Assistant
Juniors	Mrs S Harrison	Cert Ed
	Mrs M Jones	BA (Hons) PGCE French

Senior Staff

Mrs J Brett	BA (Hons) PGCE	French, Spanish, English
Mrs J Rowling	BEd (Hons) Cert Ed	Biology
Mrs M Haddy	BSc (Hons) PGCE	Mathematics, Chemistry
Mr A Hyde	NDD Cert Ed	Art
Mrs L Jones	BEd Cert Ed	English, History
Mrs M Jones	BA (Hons) PGCE	French
Mrs M McMenamain	BA (Hons) Cert Ed	Design Technology
Mrs V Robinson	BEd Cert Ed	Geography
Miss R Sampson	BA (Hons) PGCE	GCSE Music
Mr D Stockton	BEd (Hons)	PE
Mrs M Stockton	BEd (Hons) Cert Ed	RE, PSHE
Miss M Uren	DipTCL PGTCL	Junior and KS3 Music
Mr C Wiseman	MA (Cantab), MSc, C. Eng, MIEE	IT, Physics, Mathematics
Miss J Coughtrie	NVQ 3 EYCE, NEBOSH Cert Occ Health & Safety, Cert IT & Comp, Cert Comp & Maths, Dip I.T.	ICT, HLTA, Health & Safety

BASIC DAILY TIMETABLE

09.00 -10.10	Lesson 1
10.10 - 10.30	BREAK
10.30 -11.40	Lesson 2
11.40 - 11.55	ASSEMBLY/TUTORIAL TIME
11.55 - 12.45	LUNCH
12.45 -13.55	Lesson 3
13.55 - 14.10	BREAK
14.10 -15.20	Lesson 4

N.B. The school is open between 8.15 am and 3.50 pm.

GENERAL INFORMATION

Absence

If your child is away from school because of illness, the school office must be telephoned on the **first** day and every day of the absence. If this does not happen, the absence will be counted as **unauthorised**. A letter to confirm this absence **must** also be sent in as soon as he/she returns to school.

After School Care

The school day ends at 3.20pm but because of the limited parking facilities, the proprietor encourages parents to stagger collection times to ease the traffic congestion. However, parents are asked to note that this should be no later than 3.50pm as the proprietor cannot accept responsibility for the children after this time.

Behaviour

Good behaviour is expected at all times. Pupils and their parents are asked to sign a code of conduct form when they join the school so that they are aware of the acceptable standard of behaviour.

Complaints

All complaints are taken seriously. The school has a very 'open door' policy and the Head Teacher can be seen either before or after school without an appointment. However, if a situation is not resolved to your satisfaction a complaints procedure enclosed with your 'welcome pack' may be followed.

Contact

The proprietor can be contacted during the school day at the school address or on the school telephone number. Messages can be left on the school telephone number or mobile number after school hours.

Discipline

Minor breaches of discipline are dealt with by the class teacher with each case being treated in an individual way. Normal sanctions include verbal reprimands, loss of free time, letters of apology, poor courtesy marks and detentions after school. Major breaches of discipline such as deliberate damage to property or physical assault will be dealt with by the following procedure: verbal warning, suspension for one day, suspension for one week and finally exclusion if the problem is severe or recurring after consultation with all concerned. N.B. A very serious problem may result in the parent being asked to take their child home straight away.

Entry

Selection is through suitability rather than academic ability. Parents arrange an interview to see the Headteacher so that they may be shown around the school. If the parents like what they see, they may then arrange for their child to try out the school. Every child is expected to come for several days before any decision is made about entry into the school. This trial period is a two way process. It allows us to see if the child fits in well and gives the child a good opportunity to find out whether a small school is the right environment for them. Children may enter in the term that they are three. Children from ethnic minorities are welcome to join the school even if English is not their first language. The school is **not** able to take on statemented pupils unless parents are prepared to meet the extra cost for any necessary individual support.

Fees

A non-returnable fee of **£50** is payable on registration.

The fee for each pupil is **£1900** per term (subject to annual increase). This is payable in advance, either before or on the first day of each term or monthly instalments of **£475** (subject to annual increase) by standing order only. A payment of fees agreement has to be completed by parents before their child starts at the school.

Notice of withdrawal must be in writing on or before the first day of the term at the end of which the pupil will leave. **A full term's fees will be payable in lieu of written notice.**

Scholarships and bursaries may be available at the proprietor's discretion.

Parents will also have to pay for GCSE feeswhen the time comes!

First Aid

Members of the full-time staff have First Aid qualifications.

Food

All children are required to bring a packed lunch in a **fully labelled lunch box**. The school operates a healthy eating policy at break times.

Health and Sickness

Health and emergency forms are to be completed after registration has taken place. If a child needs special medical treatment, every effort will be made to contact the parent or guardian. If this fails, the Headteacher, acting 'in loco parentis', is authorised to give consent for such treatment as recommended by the doctor.

Holidays

Parents are requested not to take their children on holiday during term time as a substantial amount of work can be missed even in a short time. The DFEE has stated that 'only the school through an authorised representative can grant leave of absence for pupils of compulsory school age. **Parents may not authorise absence.**' Parents seeking leave of absence must do so **in writing** to the Headteacher, as far in advance as possible.

Music Lessons

Private individual lessons for guitar, flute, clarinet and saxophone, piano and keyboard are available. (Payment for these are requested a week in advance and half a term's notice is required if lessons are to be discontinued.) Teachers for other instruments will be found if requested.

Parents Forum

Parents are invited to come along and discuss school issues in an informal way. Parents are considered to be an invaluable resource for the school!

Parking

This is very limited! Parents are requested **not** to park on the Murdoch Building car park and to leave space for the coaches to move up through Cardrew Lane.

Policies

All school policies in line with government regulations are available for parents to view.

Statements

The school aims to be fully inclusive. If you think the small class sizes are all that your child requires, then it is possible that we would suit your needs.

Please note that state provision for statemented children is not available in the private sector.

Term Dates

There are three terms with half term breaks of one week. School holidays are in line with other independent schools.

Trips/Visits

Full risk assessments are carried out on any school trip before permission is granted. Depending on the activity, parents may be asked for a contribution towards the cost.

Uniform

Details of the school uniform are available when registration is completed. Some uniform is available through the school. To create a good image of the school, it is important that the school uniform is strictly adhered to and parents are asked for their full co-operation in this matter.

Withdrawal

Notice of withdrawal is asked for in writing on or before the first day of the term at the end of which the pupil will leave. **A full term's fees will be payable in lieu of written notice.** The Headteacher reserves the right to ask for the removal of a pupil at her discretion and, if necessary, with immediate effect.

Dates for Academic Year 2010/2011

Autumn Term

Wednesday 8th September 2010 Inset Day*

Thursday 9th September - Friday 10th December 2010

Half-term Monday 25th October - Friday 29th October 2010

Spring Term

Monday 10th January - Friday 8th April 2011

Half-term Monday 21st February - Friday 25th February 2011

Summer Term

Monday 2nd May - Friday 8th July 2011

Monday 2nd May 2011 (Bank Holiday)

Half-term Monday 30th May - Friday 3rd June 2011

*Children do not attend school on this day.

MISSION STATEMENT

“The school will endeavour to provide a stimulating, high quality learning environment which will bring out the potential of every child by

- teaching them to respect the people and the environment around them*
- valuing co-operation based on mutual respect and tolerance*
- inviting the active participation of all*
- developing openness and trust leading to a sense of self-worth, responsibility and true belonging”*