



## Highfield Middle School

Highfield Lane

Prudhoe

NE42 6EY

01661 833922

[admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk)

[www.highfield.northumberland.sch.uk](http://www.highfield.northumberland.sch.uk)

Headteacher: Richard Oades

Dear Parent/ Carer

### TRANSFER TO HIGHFIELD MIDDLE SCHOOL: SEPTEMBER 2023

As Headteacher of Highfield Middle School, I am delighted to welcome you and your family to our school community from September 2023. I hope that this is the beginning of a positive and successful relationship between home and our school, in which we all work together in the best interests of your child's future. Your child will have had a few opportunities already this term to visit our school and get to know us a little bit. However, there are further opportunities to share information and ensure your child's transition is as smooth as possible.

#### Meeting for New Year 5 Parent/Carers

In preparation for your child's move to Highfield Middle in September 2023 we would like to invite you to an open evening on the **June 19<sup>th</sup> at 6.00pm** in our school hall. During the evening there will be a short presentation giving information about the school and arrangements for your child when they take up their place at Highfield. In addition, you will have the opportunity to meet the Year 5 team of teachers and other key staff.

#### Transfer Day for Year 5 Children

Highfield staff and pupils are also looking forward to your child coming to join our school for the day on **Monday 10<sup>th</sup> July 2023**.

This transfer day is an important event for everyone involved. It is hoped that the following information will be of help to you.

- Children should arrive at Highfield on Monday 10<sup>th</sup> July for 9am (arrangements for the children to get to Highfield are decided by each First school, for example some schools walk children up / some ask parents to bring their children straight to Highfield. Please check with your child's current school regarding this aspect of the arrangements.
- Once at Highfield all children will be met by the year 5 team and taken into the main hall where Mr Burt (Head of Year 5) will lead an assembly and a plan for the day will be shared.
- If your child would like a school lunch they will need to bring lunch money (£2.30) in a named envelope to pay for their meal. You may choose to put in more money if you wish to pay for additional items for lunch. Children can, of course, bring packed lunch if they prefer. Packed lunches should not include fizzy drinks, sweets/ chocolate or nuts.
- It would be advisable to send your child with a bottle of still water to drink throughout the day. They will of course have access to water at lunchtime.

- Any pupils who need inhalers or other medication should bring it with them. This should be clearly named and instructions attached to them. Please ensure Mr Burt, Year 5 Leader or any Y5 teacher knows about the medication when you arrive and it will be stored appropriately/safely for the day.
- All children involved in the Highfield transfer day should be collected by parents/carers at 3pm from the main hall. Please complete the attached slip and send it to Highfield Middle school by **Monday 3<sup>rd</sup> July**.

PLEASE DO NOT DRIVE INTO OR PARK IN THE SCHOOL CAR PARK. PLEASE DO NOT PARK ON THE YELLOW CHEVRONS AT EITHER SIDE OF THE SCHOOL GATE

### School uniform

Please find attached uniform guidance and an order form. Uniform can be ordered online with SALTO or the form taken into the shop. The deadline for ordering your uniform is Saturday **15<sup>th</sup> July** so that you receive items by September. We value our partnership with SALTO, a local company providing good quality, sustainable school clothing. The school sweatshirt, school polo shirt and PE polo shirt are compulsory 'badged' items. PE hoody, shorts and socks are recommended, but can be substituted with similar high street items. **Please refer to our school uniform list attached.** Pre-loved uniform is available from the Miner's Lamp Café.

### Highfield Admission Form

We require you to complete the attached admission form, photographic permission and short walks form, for the school records. Please return these to school by **Monday 3<sup>rd</sup> July**.

### Parent Governor

On another note, we currently have a vacancy for a Parent Governor at Highfield and would welcome expressions of interest from parents of pupils joining us in September. If you would like to know more, please email [admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk) for an information pack.

We are looking forward to seeing and working with you in the near future.

Yours sincerely  
Richard Oades  
Headteacher

### **Form to return to Highfield Middle School by 3<sup>rd</sup> July**

Name of Child \_\_\_\_\_

Current First School \_\_\_\_\_

Emergency contact number \_\_\_\_\_

Name of person collecting at 3p.m. on transfer day \_\_\_\_\_