



**HIGHFIELD PREP SCHOOL.
ADMISSIONS
INFORMATION
2018/19.**

Where a Passion for Learning
and a Love of Life Begins

Boys and Girls 4-11 years

WELCOME TO HIGHFIELD PREP SCHOOL

We aim to make the process of joining Highfield Prep School a very personal experience as we understand that every child and every family has individual needs. We hold a number of Open Mornings and Information Evenings throughout the year, which are a great way of having a first look at our school, however we do recommend that you follow this up with a personal visit.

A young boy with dark hair and glasses, wearing a white shirt and a dark tie with green and white stripes, is smiling and pointing towards the camera. He is holding a red sign with the text "I AM ME." in white, bold, sans-serif font. The background is a textured, light-colored wall.

**I AM
ME.**

How to Apply

Most children join us at the age of 4 into our Reception Classes. Children join us from a wide range of nursery and pre-school settings across Harrogate and the surrounding area, as well as from our own Highfield Pre-School. (Children from Highfield Pre-school and the siblings of current pupils are given priority places in our Reception classes).

We also have children who join us throughout the year in other year groups as families move into the area, or choose to move schools for other reasons.

Here's an overview of the process of applying to Highfield:

- > **Parent Visit:** We normally recommend a personal visit as a first step. This is a great way to start to understand Highfield and what makes us so unique.
- > **Registration:** Once you've visited, we'll normally ask you to complete a Registration Form to confirm that you would like to proceed with your application.
- > **Taster Experience:** As a next step, we typically like to invite your child to come in and spend some time with us. This might be a couple of hours, half a day or a full day, depending on the age of your child.
- > **Offer:** Once we've met your child, we'll aim to make an offer as soon as possible, usually within a week. (Reception Class offers will normally be made during the Autumn Term in the year prior to starting school).
- > **Acceptance:** To accept your place, we'll ask you to complete an Acceptance Form and return your deposit.
- > **Transition:** For children joining our Reception Classes we have a formal transition process in place including a Welcome Supper for parents and a Welcome Day for pupils during the Summer Term. For children joining other year groups, we are happy to arrange an individual transition session. Whatever year group and whatever time of year, we aim to ensure that by the time you join us, you and your child will already feel part of our amazing Highfield community.

Ethos and Aims

We aim to develop a deep passion for learning and a love of life in all of our pupils. This ethos underpins everything we do and is at the heart of our school community.

We are a Christian foundation and our pupils are challenged to be the best that they can be, both inside and outside the classroom.

Fees for 2018/19

Day Fees:

Reception Class to Prep 2: **£3,140 per term**
Prep 3 to Prep 6: **£3,580 per term**

Our Day Fees at all stages of the curriculum include the following:

- > Tuition
- > Text books
- > Lunch
- > Medical services provided by the College Health Centre
- > Personal accident insurance
- > An extensive extra-curricular programme

Full Boarding Fees: **£7,940 per term** (Prep 5 and Prep 6, girls only)

Our boarding fees include the following:

- > Tuition
- > Text books
- > Accommodation (during term time)
- > All meals including breakfast, lunch, supper
- > Full laundry service
- > Supervised after school care
- > Medical provision from the Health Centre
- > Personal accident insurance
- > An extensive extra-curricular programme

Open Mornings

Friday 28th September 2018

Friday 15th February 2019

Weekly, Flexi and Occasional Boarding (Prep 5 and 6 girls only)

We adopt a flexible approach to boarding to meet a wide range of individual family needs. As well as the standard termly boarding we also offer Weekly, Flexi and Occasional boarding. All boarders have full access to the same facilities, share the same houses and receive the same levels of support from the whole family of boarding staff. These boarding options are charged as an addition to the standard day fees as follows:

Weekly Boarding (4 or 5 nights a week) **£160 per week**

Flexi-Boarding (3 nights a week) **£110 per week**

Occasional Boarding **£45 per night**

Fees listed are applicable to EU domiciled families. For details of Non-EU fees please contact our Admissions Team on 01423 537045.

Fees are invoiced termly and are payable before the start of each term or in 9 monthly instalments if paying by direct debit.



Fee Discounts

- > 15% discount on all fees is applied for the children of serving members of the regular UK Armed Forces.
- > Children of former College pupils are eligible for a 10% fee reduction.
- > A discount of 5% is available for a child who has a younger sibling in Highfield or Highfield Pre-School.

Parents are entitled to benefit from one of the above concessions only. This will be the highest percentage concession.

Registration Fee and Deposit

There is a non-refundable Registration Fee of £75 for all applications, except those transferring from Highfield Pre-School. Once you receive an offer from Highfield, you'll also be asked to pay a deposit of £300 for day pupils or £1,000 for boarders in order to secure your place.

Before and After School Care

To help families juggling busy schedules, we run our own Before and After School programme from 7.30am and until 6pm. Many families also combine this with our extensive programme of extra-curricular clubs. Before and After School Care is charged at £3.00 per designated half hour session. Half hour sessions run from 7.30am to 8am and 8am to 8.30am before school, and from 4pm to 4.30pm, 4.30pm to 5pm, 5pm to 5.30pm and 5.30pm to 6pm after school.

Music Lessons

Pre-arranged instrument and singing lessons are available on a weekly basis. Individual lessons lasting 35 minutes cost £25 per lesson.

For beginners in string, woodwind or brass, a school instrument is available for hire for the first year at a cost of £49 per term.

Bank Transfer Information

Fees, deposits and registration fees can be paid directly to Highfield Prep School by electronic bank transfer. Please quote your child's full name as a reference when making a payment.

Bank Details:

Barclays Bank plc, BANBURY, Oxfordshire, OX16 8PS.

Account Details:

Sort Code: **20-03-50**
 Account: **Highfield Prep.(HLC Ltd)**
 Account No: **80255351**
 IBAN code: **GB04 BARC 2003 5080 2553 51**
 BIC code: **BARCGB22**

School Transport

We welcome day pupils from a wide range of locations across Yorkshire. To help parents juggle busy family lives, we operate 5 daily bus services to and from our school. Our bus services are operated by our own members of staff and are available on a flexible basis (subject to availability). Our current routes include:

South of Harrogate to Leeds (route 1)

Burn Bridge, Harewood, Moortown, Weetwood and Headingley.

South of Harrogate to Leeds (route 2)

Beckwithshaw, Huby, Pool-in-Wharfedale, Leeds Bradford Airport, Bramhope, Adel, Weetwood and Moortown.

West of Harrogate towards Skipton

Huby, Pool-in-Wharfedale, Otley, Burley in Wharfedale, Ilkley, Addingham and Bolton Abbey.

North of Harrogate to Ripon

Kettlesing, Darley, Summerbridge, Shaw Mills, Markington, Burton Leonard, Bishop Monkton, Littlethorpe and Ripon.

South East of Harrogate to Wetherby

Pannal, Follifoot, Spofforth, Linton, Sicklinghall, Wetherby and East Keswick.

Our school transport routes are designed to meet the needs of our pupils and their families and we are always happy to consider new or customised routes where possible.

Nutrition & Medical Care

Our award winning Catering Team prepare all of our meals on-site using seasonal, free range, organic and locally sourced ingredients. The children enjoy a 2 course hot lunch every day served in the main Dining Room of Harrogate Ladies' College (during Highfield only sittings) and we offer separate Early Years and Primary menus to suit the nutritional needs of different age groups. We also cater for all dietary requirements such as vegetarian, vegan, halal, nut-free and gluten free.

We have a dedicated on-site Wellness Centre with a full time qualified nursing team. As well as being on-hand to deal with the medical and healthcare needs of our children, our nursing team are also there for our parents. They work with parents to provide practical advice, guidance and support to help ensure the wellbeing of the children.

Curriculum

Reception

In Reception our curriculum is a continuation of the Early Years Foundation Stage (EYFS) curriculum which children began to follow in Pre-School. The focus is on learning through play and we plan activities around the individual interests, developmental stages and learning styles of the children. Learning is based around the key EYFS areas (Personal, Social and Emotional Development; Communication and Language; and Physical Development) with an increasing focus on Literacy, Mathematics, Knowledge and Understanding of the World, and Expressive Arts and Design.

Children throughout Highfield from Reception onwards also enjoy weekly French, Music and Drama lessons with specialist teachers and timetabled PE, including Swimming.

Key Stage 1

In Prep 1, children move on from the EYFS curriculum to the Key Stage 1 (KS1) curriculum. Key Stage 1 builds on the firm foundations of EYFS and we ensure it is a seamless transition for the children. As well as all of the academic progression and development, KS1 focuses on encouraging children to build independence through work and through play. There is an increasing focus on Reading, Writing, Phonics and practical based Maths activities as well as Topic based learning supported by a variety of day trips.

Key Stage 2

When a child enters Prep 3, they move into Key Stage 2 (KS2) where we seek to build upon the wonderful foundations that have been put in place in KS1. In KS2 we encourage greater independence and an ability to look after belongings. There are more specialist teachers at KS2 as well as lessons and talks led by staff from Harrogate Ladies' College. KS2 children have many performance opportunities in Music and Drama and play competitive sports against other schools. All children from Prep 3 onwards experience residential trips as part of their growing independence and preparation for the next stage of their educational journey as they move on to senior school.

Extra Curricular Clubs and Activities

Football	Cricket	Tap dance	Gallery choir	Chess
Running club	Rounders	Street dance	Boyz noyz	Lego club
Netball	Athletics	Orchestra	Theatre box	Colour me numberley
Karate	Swimming	Junior strings	Speech and drama	Fashion and textiles
Gymnastics	Tennis	Show choir	Latin club	Sewing club
Tchoukball	Fitness to music	Junior choir	Coding club	Prep club
Pop lacrosse	Ball skills	Middle choir	Funky thinkers	
Rugby	Ballet	Senior choir	Tricky times tables	

Each term we publish a complete programme of the clubs running and the age groups they are open to. Most of our extra-curricular clubs and activities are included in the termly fees, however where they are delivered by a specialist 3rd party provider additional charges will apply.

2018/19 Term Dates:

Autumn Term 2018

Monday 10 September	Term Begins
Wednesday 24 October (1pm)	Half Term Begins
Monday 5 November	School Resumes
Friday 14 December	Term Ends

Spring Term 2019

Monday 7 January	Term Begins
Friday 22 February	Half Term Begins
Monday 4 March	School Resumes
Friday 5 April	Term Ends

Summer Term 2019

Monday 29 April	School Resumes
Monday 6 May	Bank Holiday (school closed)
Friday 24 May	Half Term Begins
Monday 3 June	School Resumes
Friday 5 July	Term Ends

Contact Us Today

If you are interested in applying for a place at Highfield Prep School please contact our Admissions Team in the first instance. The Admissions Team work closely with families to help make the process as smooth and as simple as possible.

Contact:

Admissions Team

Email: admissions@hlc.org.uk

Tel: 01423 537045

Governance

Our Chair of Governors, Francine Holroyd, can be contacted via Harrogate Ladies' College, Clarence Drive, Harrogate, HG1 2QG.



ISI Inspection Results Excellent in All Areas (2-18 years)

The independent ISI inspectors spent 3 days undertaking a detailed inspection of Highfield Prep School and our associated senior school and pre-school. The inspectors awarded us the highest possible rating of Excellent in All Areas from 2 to 18 years. Here are some of the key findings of our Education Quality Inspection:

The quality of the pupils' academic and other achievements is EXCELLENT.

- › A culture of high achievement pervades the school.
- › Academic Standards across the school are high.
- › Pupils of all ages are confident, and articulate knowledge and understanding well.
- › Prep pupils are confident mathematicians who apply their knowledge to real life situations.
- › Prep school pupils' level of competence in communication is excellent.
- › Pupils achieve excellent standards and successes in group activities and individually in music, public speaking and sports.
- › Pupils develop excellent skills and take responsibility for their own learning.
- › More able pupils in the preparatory school are successful, with some achieving 100 per cent success in public speaking examinations.

The quality of the pupils' personal development is EXCELLENT.

- › All members of the school community respect different faiths and cultures.
- › Pupils develop excellent personal skills and enjoy working collaboratively.
- › Pupils learn to mix with all age groups relishing the many opportunities to work together in both house and school activities.
- › Pupils contribute very strongly to the school and wider community and are sensitive to the needs of others
- › Year 6 pupils are highly valued as buddies by pupils in Reception.
- › Pupils in the preparatory school sponsor children in Uganda as part of a school-wide project, demonstrating a keen awareness of those less fortunate than themselves.
- › Pupils in the preparatory school value the 'fresh start every day' approach.

I AM ME.



Highfield Prep School

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