



# HIGHFIELD PRE-SCHOOL. ADMISSIONS INFORMATION 2022/23.



Where a Passion for Learning  
and a Love of Life Begins

Boys and Girls 2-4 years

# WELCOME TO HIGHFIELD PRE-SCHOOL

Highfield Pre-School is one of Harrogate's leading independent Nursery and Pre-School settings. Children are able to join us from the age of 2 and most will stay with us until they join Highfield Prep School at the age of 4.

## ETHOS AND AIMS

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

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



## Joining Highfield Pre-School

Children can join us at any point in the year subject to availability of places but we normally recommend applying for a place as early as possible to avoid disappointment. We also understand that children develop at different rates and so we don't set any specific development criteria for joining us.

The application process for Highfield Pre-School is less formal than that of the rest of Highfield and Harrogate Ladies' College and is based around the following stages:

- > **Parental Visit:** We normally recommend a personal visit as a first step to give you the opportunity to view the facilities; meet members of staff and other children and get a feel of day to day life at Highfield Pre-School.
- > **Registration:** Once you've visited, we'll ask you to complete a Registration Form and to indicate the sessions that you would like to attend.
- > **Offer:** Once we've confirmed the availability of your chosen sessions, we'll send you an offer of a place for the sessions you have requested.
- > **Acceptance:** To confirm that you would like to accept the place, we'll then ask you to return the Acceptance Form together with a deposit to secure your place.
- > **Welcome Session:** Prior to joining, we'll invite you and your child to attend a Welcome Session, so that you and your child can spend some time settling in; meeting the staff and meeting the other children.

We hope that the process of applying to join Highfield Pre-School is as straightforward as possible, however if you have any questions please do contact our Admissions Team on 01423 537045 or email [admissions@hlc.org.uk](mailto:admissions@hlc.org.uk).

## Fees for 2022/23

Termly fees for Highfield Pre-School are based on the number of sessions attended each week. (Our standard sessions are 9am-12pm or 1pm-4pm).

<b>1 session per week</b>	<b>£755 per term</b>
<b>2 sessions per week</b>	<b>£1,055 per term</b>
<b>3 sessions per week</b>	<b>£1,280 per term</b>
<b>4 sessions per week</b>	<b>£1,505 per term</b>
<b>5 sessions per week</b>	<b>£1,730 per term</b>
<b>6 sessions per week</b>	<b>£1,955 per term</b>
<b>7 sessions per week</b>	<b>£2,180 per term</b>
<b>8 sessions per week</b>	<b>£2,405 per term</b>
<b>9 sessions per week</b>	<b>£2,630 per term</b>
<b>10 sessions per week</b>	<b>£2,855 per term</b>

As well as our standard morning and afternoon sessions we also offer a lunchtime session each day between 12-1pm which includes a 2 course hot lunch. Lunchtime sessions are available with any combination of standard morning or afternoon sessions.

As with our standard termly fees, charges for lunchtime sessions are based on the number of sessions attended per week:

<b>1 lunchtime per week</b>	<b>£155 per term</b>
<b>2 lunchtimes per week</b>	<b>£310 per term</b>
<b>3 lunchtimes per week</b>	<b>£465 per term</b>
<b>4 lunchtimes per week</b>	<b>£620 per term</b>
<b>5 lunchtimes per week</b>	<b>£775 per term</b>

**“Parent friendly with a fun to learn ethos, where children are encouraged and have opportunity to participate and succeed in a range of diverse activities.”**

The Good Schools Guide

**Open Mornings**

**Friday 23 September 2022**

**Friday 24 February 2023**

## Registration Fee & Deposit

There is a non-refundable Registration Fee of £75 for all applications. Once you receive an offer from Highfield Pre-School, you'll also be asked to pay a deposit of £300 which is refundable at the end of the final term.

## 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 any child who has a younger sibling at Highfield Pre-School.

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

## Early Years Funding

Early Years Funding is available for all eligible 3 and 4 year olds. Please contact the Admissions Department on 01423 537045 or email [admissions@hlc.org.uk](mailto:admissions@hlc.org.uk) for further details.



## 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. Before and After School Care is run by our own staff as an extension of the standard school day and is located in our Pre-School building.

Before School Care is charged at £3.40 per half hour session from 7.30am to 8am and 8am to 8.30am; and £1.65 from 8.30am to 8.45am. Parents are able to drop off from 8.45am until the start of the morning session at 9am free of charge.

After School Care is charged at £3.40 per designated half hour session. Half hour sessions run from 4pm to 4.30pm, 4.30pm to 5pm, 5pm to 5.30pm and 5.30pm to 6pm.

## Pre-School Holiday Care

During the school holidays, Pre-School children have the option to attend our Holiday Camps which are designed to enable children to play and have fun, while easing the childcare pressures on parents.

To meet the needs of both working and non-working parents, we offer a standard day from 9am-4pm with the option of an early drop off from 8am and a late pick up until 6pm.

The holiday camps provide cover for 48-49 weeks of the year (depending on when Christmas falls). Holiday Camps are charged at £42 per day (9am-4pm). Early drop offs (8am-9am) are charged at £6.80 per day and late pick-ups (4pm-6pm) at £13.60 per day.

## Bank Transfer Information

Fees, deposits and registration fees can be paid directly to Highfield Pre-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 Pre-School  
(Harrogate Ladies' College Ltd)**  
 Account No: **90131261**  
 IBAN code: **GB39 BARC 2003 5090 1312 61**  
 BIC code: **BARCGB22**

## Curriculum

The curriculum at Highfield Pre-School is based on the Early Years Foundation Stage (EYFS). Learning through play is at the heart of the EYFS curriculum. We want our children to have fun and to love learning. The curriculum we teach is based on four key themes:

- › A Unique Child. Every child is different and we plan the learning journey of each individual child to suit their needs and their own development. Each child is assigned a named key person who has a special responsibility for their all-round welfare and for their individual learning journey.
- › Enabling Environments. Every single area of our school, both inside and outside, is designed to be creative, interesting and to stimulate learning.
- › Positive Relationships. We aim to help our children to build positive relationships with their friends, families and our staff.
- › Learning and Development. All of the activities the children enjoy at school are designed to encourage and enhance their learning and development.

Our curriculum is also based on the EYFS Areas of Development, initially focusing on three prime areas:

- › Physical Development
- › Communication and Language
- › Personal, Social and Emotional

Staff also plan for specific areas of development: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

No two days are ever quite the same at Highfield Pre-School, but we do have a daily routine which mirrors that of the Highfield Prep School Reception Classes with adult-led activities focused around the beginnings of Literacy, Numeracy, PE, Outdoor Learning, Music and Baking. The children in Transition are also introduced to French through games, rhymes and songs.

## Facilities

Highfield Pre-School occupies a large Victorian house on Duchy Road. Our buildings are adjacent to Harrogate Ladies' College and Highfield Prep School. Set within its own private grounds, our Pre-School has a unique home from home environment with excellent facilities designed to inspire and develop pre-school children. We also have a private car park right outside for safe, secure and convenient drop off and collection.

## Nutrition & Medical Care

Our award winning Catering Team prepare all of our meals on-site using seasonal, free range, organic and locally sourced ingredients. Children enjoy a 2 course hot lunch every day served in the dedicated Dining Room at Highfield Pre-School. We cater for all dietary requirements such as vegetarian, vegan, halal, nut-free and gluten free.

We also 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.

**“The facilities are fantastic! The children have space to confidently play, (make a mess!) explore and learn. There is a lovely atmosphere and an endless supply of things to capture their imagination and interest.”**

Highfield Pre-School Parent

## 2022/23 Term Dates:

### Autumn Term 2022

Induction Day for all new pupils	Thursday 1 September
Term begins	Friday 2 September (all pupils to school for 09:00)
Half term begins	Friday 14 October at 16:00
Term recommences	Monday 31 October (all pupils to school for 09:00)
Term ends	Friday 9 December at 16:00

### Spring Term 2023

Term begins	Wednesday 4 January (all pupils to school for 09:00)
Half term begins	Friday 10 February at 16:00
Term recommences	Monday 20 February (all pupils to school for 09:00)
Term ends	Friday 24 March at 16:00

### Summer Term 2023

Term begins	Monday 17 April (all pupils to school for 09:00)
Bank Holiday (school closed)	Monday 1 May
Half term begins	Friday 26 May at 16:00
Term recommences	Monday 5 June (all pupils to school for 09:00)
Term ends	Friday 7 July at 16:00

## Contact Us Today

If you are interested in applying for a place at Highfield Pre-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](mailto: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 Pre-School and our associated prep school and senior 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.
- › The quality of the pupils' personal development is EXCELLENT.
- › In EYFS, children enter the school with broadly average ability. By the end of Reception the majority exceed age-related expectations across the range of areas of development.
- › EYFS children develop their fine and gross motor skills as a result of well-planned learning with enjoyable and well-structured activities.
- › They develop a good pincer grip when using readily accessible writing materials, leading on to excellent progress in writing skills.
- › They use the independence of free play to enable more time to solve problems and challenges on their own.

# I AM ME.



**Highfield Pre-School**

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[www.hlc.org.uk/pre-school](http://www.hlc.org.uk/pre-school)

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