



Highwood Primary School
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Promoting Resilience, Achieving Potential
 Headteacher Mrs B Rai

Monday 11th May 2026

Dear Parents and Carers,

The Summer term is truly underway, and the last few weeks have been exceptionally busy. It's great to have the sunshine (when it appears!), which has allowed us the opportunity to use the field, especially at lunchtimes.

The school team has been embracing a range of new Continuing Professional Development (CPD) training opportunities. This has included a focus on the EduKey programme to support the introduction of provision mapping for pupils with specific additional needs.

As part of this development, we are moving away from Personal Support Plans (PSPs) and introducing Individual Support Plans (ISPs), in line with the government's vision outlined in the SEND and Alternative Provision Improvement Plan White Paper.

The school team will be meeting with parents and carers of pupils with identified needs to review and discuss their child's Individual Support Plan, ensuring that support is personalised, effective, and regularly monitored in partnership with families.

Our SEND Governor is Mrs Angela Goonetilleke.

Our Consultant SENDCo is Mrs Vicky Fernandes.

Our SENDCo is Mrs Suzie Uezzell.



Every Child Achieving and Thriving

EduKey Provision Map

Helping your child get the right support, at the right time.

The Provision Map shows the different levels of support available in school to help every child learn, grow and thrive.

Level 1
Universal Support



High quality teaching for all children in class. Support that helps everyone to learn and succeed.

Level 2
Targeted Support




Additional small group or short-term support to help children who need a little extra help to catch up.

Level 3
Specialist Support



More personalised support from specialists. For children with higher or more complex needs.

Level 4
Enhanced / External Support





Intensive support in school and/or working with external professionals. For children with significant needs.

GOAL
Every child can achieve and thrive

Working together We will talk with you, listen to your views and work together to make sure your child gets the right support to be happy and successful.

For Parents
This map helps you see how support is planned in school. Your child may move between levels depending on what they need.

What this means

-  Most children will receive support at Level 1.
-  Some children may need extra help for a short time (Level 2).
-  Some children need more specialist support (Level 3).
-  A few children need intensive support with school and outside agencies (Level 4).

The white paper is a **system-wide reset** with Inclusion central to mainstream schools.

The Goal is: **Every child achieves and thrives**



Year 6 SATs

This week our amazing Year 6 pupils take part in their end of Key Stage 2 SATs. This is an important milestone, and we know how hard they have worked in preparation. Each have demonstrated the **Highwood values of determination and resilience**.

A huge, good luck to everyone. However, remember this is just one week in the learning journey so far and all we can ask is that they **try their best to achieve their potential**.

Working in Partnership and Resolving Concerns

Who Should I Speak To?

We very much hope that all our children are settled and thriving in school, and that you will not have any worries or concerns. However, if you do have any concerns regarding your child at any point during the school year, please follow the steps below so that we can work together to resolve them as quickly as possible.

DEALING WITH A CONCERN

Please ensure you are following the ladder below in raising any concerns you may have.

1. **Speak to your child's class teacher**

Your child's class teacher should always be the first point of contact. We recommend making an appointment, as teachers are supervising pupils at the beginning and end of the school day.

2. **Contact the School Office**

You may also email or speak to the School Office team to request a meeting or to share that you would like to discuss a concern with the class teacher.

3. **Phase Leader involvement**

The class teacher will inform the relevant Phase Leader of your concern so that appropriate support and guidance can be provided.

4. **Meeting with an Assistant Headteacher**

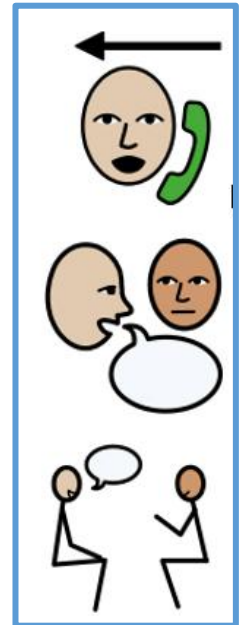
If the matter is not resolved, it will be referred to an Assistant Headteacher, who will meet with you to help address your concerns.

5. **Meeting with the Headteacher**

If you still feel the concern has not been resolved, a meeting with the Headteacher can be arranged at a mutually convenient time through the School Office.

6. **Complaints Procedure**

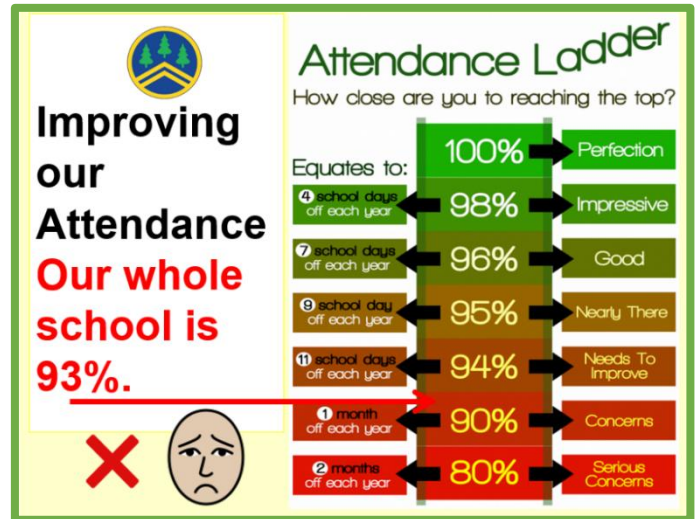
Should you remain dissatisfied following these steps, you may wish to refer to the school's Complaints Policy, which is available in the Policies section of the school website.



ATTENDANCE MATTERS

At Highwood we place a high importance on attendance and feel every effort should be made to attend school regularly and to achieve 100% attendance.

The greater your child's attendance at school, the more likely your child is to achieve their targets. The following information gives you some idea of what pupils should be working towards, and what action might be taken if you fall below accepted levels in line with government guidelines.



Government guidance explains that the threshold for persistent absenteeism is below 90%.

100% Excellent – this is what pupils should achieve. It means they can be really successful and make lots of progress.

95% Satisfactory – This means a pupil has missed almost 10 school days in a year. In five years this is almost a full term.

Below 95% is considered 'Unsatisfactory' At this stage a pupil's absence will be closely monitored. Parents will be contacted and invited to an Attendance Improvement Meeting (A.I.M).

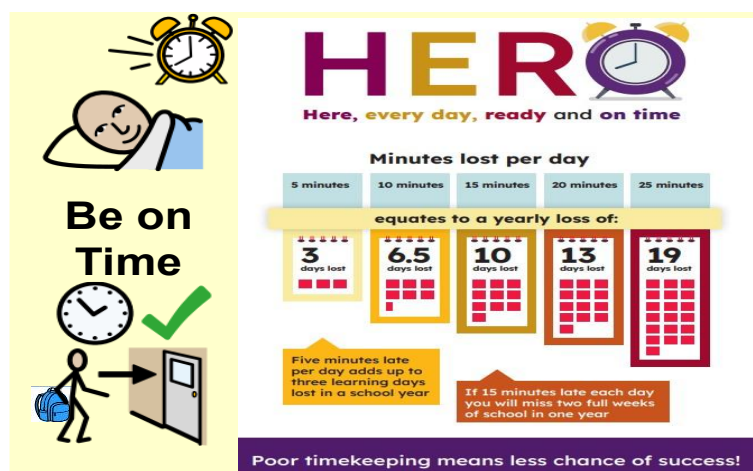
90% attendance means a pupil has missed almost 20 days in a school year. In five years, this is ½ a school year. This now puts a pupil in the Government category of 'Persistent Absence' and **the school is expected to put things in place to improve a pupil's attendance.**

Parents will be contacted and expected to attend a meeting in school. At this stage parents can face further action such as a Fixed Penalty Notice from the Local Authority.

85% Poor – This means a pupil has missed almost 30 days in a school year. In five years, this is ¾ of a school year. At this stage parents face the possibility of court action.

80% Very Poor – This means a pupil has missed almost 40 days in a school year. In five years, this is a whole school year off school. At Highwood Primary we fully understand that there are exceptional circumstances that can impact on attendance and we will work closely with families to offer the necessary support and advice. Ultimately, we want all our children to attend for as many days as is possible to enable them to progress to the best of their ability and we hope to work with you to enable this to happen.

Together, we can make sure every child has the best chance to succeed.



A Big Thank you to Friends of Highwood. We now have a fabulous Role Play Home corner which will be cherished and used by all our children for many years to come.



The grand Opening took place with the cutting of the ribbon.



"Home is where the Heart is - a sense of belonging, routine, and socialising."

New Parent Governor We are pleased to announce that following the recent parent governor election, **Sophie Harrison** has been successfully elected as our new Parent Governor. As you know it was a hard voting decision to make, where all parent candidates had skills and expertise that would strengthen our membership body. **We would like to thank all parent candidates who expressed interest.** We look forward to welcoming Sophie at her first meeting as she brings her perspective on board and represents the parent community making a positive impact in helping shape improvements at Highwood. Please join us in welcoming Sophie to the governing body.

We would like to invite parents and carers to learn more about our Jigsaw Relationships and Sex Education (RSE) curriculum. This programme is designed to support children’s emotional wellbeing, relationships, and personal development in an age-appropriate and sensitive way. We encourage you to explore the curriculum content, ask questions, and work in partnership with us to support your child’s learning and understanding. A separate letter will be sent to you regarding this.



Thank you for your continued support in helping us maintain high expectations for all our pupils.

Best wishes for the summer term.




Bindu Rai, Headteacher






Please look below to see the Diary Dates for the Summer term.

Diary Dates for the Summer term

Further events will be added.

We look forward to you helping and joining us at many of these events.

11/05/26	Key Stage 2 SATs Week commences Good Luck!	
15/05/26	Friends of Highwood Disco Please come along to help! Please refer to your email from the School Office.	 
18/05/26	Year 4 Parent/carer meeting PSHE/RSE Workshop 9.10am – 9.40am (Letter to be sent)	
18/05/26	Book Look Day after school	
18/05/26 and 20/05/26	Year 6 taking part in the Mini Medics Programme. 18 th Sycamore – 20 th Chestnut	
19/05/26	Geography online workshops (Safer Crossing Places) for Year 3	

21/05/26	<p>Census Day – BURGER DAY!</p> <p>Class Photo Day</p> 
20/05/26 and 22/05/26	<p>Safer Travel Team Scooter Safety sessions for Year 2</p> 
20/05/26	Positive Minds Workshop Year 6
20/05/26	Year 5 Parent/ carer meeting PSHE , RSE Workshop 9.10am – 9.40am – (Letter to be sent)
22/05/26	Year 6 Parent/ carer meeting PSHE , RSE Workshop 9.10am – 9.40am – (Letter to be sent)
22/05/25	<p>NON SCHOOL UNIFORM DAY - £1 Donation</p> <p>Friends Donut Pop up Shop (after school by KS1/KS2)</p> <p>Break Up for Half Term</p> 
01/06/26	INSET Day – school closed to pupils. Staff training day
02/06/26	INSET Day – school closed to pupils. Staff training day
03/06/26	Pupils return to School – Please book your School Meals
03/06/26	Year 4 Multiplication Times table Check - Testing period commences
04/06/26	Deadline for Della Allen Award nominations (Details to follow in a separate letter)
05/06/26	SEND Coffee Morning – Drop in at 8.50am. Everybody is invited
08/06/26	Phonic Screening Check begins for Year 1
08/06/26	Year 3 Parent/ carer meeting PSHE , RSE Workshop 9.10am – 9.40am – (Letter to be sent)
11/06/26	Year 2 class Trip to Ashridge Estate
15/06/26	<p>Book Look Day after school</p> 
16/06/26	Year 3 classes Trip to Knebworth House
17/06/26	New Reception Parent Meeting 6.00pm
18/06/26	Early Years Family Maths day
19/06/26	<p>Friends of Highwood Dads and Lads Pop Up Shopping Room all day- please come along to help before or during the event. Thank you</p> 
23/06/26	Sports Day – TBC details to follow in a separate letter
24/06/26	New Nursery Parent Meeting 6.00pm
25/06/26	Year 4 Tudor Workshop all day
26/06/26	Ark Farm Visit at Highwood for Reception
26/06/26	History Toy Day Workshop Year 1 classes
26/06/26	Year 4 Pedestrian Skills Workshop

27/06/26	Friends of Highwood Summer Fair - please come along to help before or during the event. Thank you	
29/06/26	Year 5 Trip to St Alban's Cathedral Victorian Day	
02/07/26	Year 6 Workshop with Watford School Trust – Ready for High School Transition	
	Dates are to be confirmed for Year 6 Leavers Performance and Year 6 End of Primary School fun Trip.	
09/07/26	Year 6 Transition Day at Secondary School	
09/07/26	Class swap morning – All pupils will meet their new teachers New to Reception will also visit their new teacher	
10/07/26	Pupil Annual Reports are sent home	
21/07/26	NON SCHOOL UNIFORM DAY - £1 donation Last day of academic year. School closes at 2.00pm	