



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

Monday 29<sup>th</sup> January 2024

Dear parents and carers,

We start this newsletter by celebrating 20 years of dedication from Mrs Elizabeth Warren. It is with mixed emotions that I share the news that Mrs Warren, our wonderful Higher Level Teaching Assistant, will be retiring after an incredible 20 years of dedicated service to our school community.

Mrs Warren has been an integral part of our school family, through her children attending Highwood and then through her impact on the lives of thousands of our pupils and staff. This cannot be overstated. Her unwavering commitment, kindness, and passion for education have left an indelible mark on our school.

Throughout her two decades of service, Mrs Warren has not only assisted in the classroom and taught classes but she has also organised and managed the swimming lessons. She has supported the school through Friends of Highwood PTA events. Outside school, many children will know her through her Scout Leadership duties. Mrs Warren is a source of support, encouragement, and inspiration for all of us. Her warm smile, nurturing nature, and genuine care for each child have created an environment where pupils feel valued and have made progress in their reading, writing and maths.

To honour Mrs. Warren's remarkable career and to express our gratitude for her tireless efforts, we are planning a retirement celebration assembly on her last day. We would be honoured to share your well wishes with Mrs. Warren. If you would like to contribute by writing a card or sending in a message of a fond memory, we will gratefully welcome them. If you would like to contribute to her leaving gift, please bring it to the school office in a named, sealed envelope, marked for her leaving gift. Please make any contributions by Monday 26<sup>th</sup> February. We will be compiling a book of memories and messages from the school community to present to her on her last day, Thursday 29<sup>th</sup> February.

While we will miss Mrs Warren dearly, we wish her all the joy, relaxation, and adventure that retirement has to offer with her family.



We have a broad and experienced senior leadership team with Progress Phase Leaders, Miss Hewitt and Miss May. Mrs Kenny is available to lead SEND and inclusion matters. Furthermore, our Assistant Headteachers are always available to discuss specific concerns. We are a school team that works collaboratively and in partnership with you to ensure that every child can reach their potential.



### **Writing Review with School Improvement Advisor**

Last Wednesday, the school undertook a writing review with our school improvement advisor. The visit was positive from Early Years to Year 6. Pupils at all ability levels were engaged and working hard to achieve the learning objective of the lesson or through child-initiated learning. There were good teaching strategies such as partner talk, careful explanations offered and excellent scaffolding support of writing on flipcharts pads. Later during the visit, selected pupils spoke about their English, reading, and writing. It was marvellous to observe the children speaking confidently about how adults help them to extend their vocabulary, check and edit their writing, and when they are unsure about objectives, how they are given time to revisit their learning.

We have revised the Marking, Presentation and Feedback Policy and will ensure it continues to be embedded in our teaching and learning, as there was variation and inconsistency in some pupil exercise books.

**We look forward to seeing you next Monday, 5<sup>th</sup> February for the Book Look event 3.45 – 4.15pm.**



With Internet Safety Week commencing next week, it is really important to chat with your children on an ongoing basis about staying safe online.

Not sure where to begin? These conversation starter suggestions can help;

1. Ask your children to tell you about the sites they like to visit and what they enjoy doing online.
2. Ask them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and not OK to share?
3. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.
4. Encourage them to help someone! Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.
5. Think about how you each use the internet. What more could you do to use the internet together? Are there activities that you could enjoy as a family?

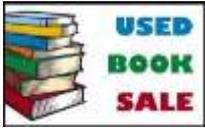
Please remember to check the diary dates below for upcoming events in school.

Yours sincerely,

Bindu Rai  
Headteacher



Diary dates for the rest of the academic year 2024

Thursday 01/02/24	Friends of Highwood – Committee meeting
Friday 02/02/24	<b>NSPCC Number Day</b> <b>Donations of £1 or more if possible and have fun dressing up!</b>
Monday 05/02/24	<b>February Book Look 3:25pm – 4:15pm</b> - parents invited into school after pick up to look through their children’s books and learning. It’s a good time to spend 10 – 15 minutes talking to your child about their learning. Can they remember what they have learned? Can they explain mathematical methods to you? Can they read their work to you? What learning have they found inspirational?
Tuesday 06/02/24	Safer Internet Day
Friday 09/02/24	Poplar 5 class Assembly 9:10am
Saturday 10/02/24	<b>Happy Lunar New Year. Year of the Dragon 2024</b> 
<b>Thursday</b> 15/02/24	Break up for half term – school ends at 3:25pm
<b>Friday</b> 16/02/24	<b>INSET Day – school closed to pupils. Staff training day.</b>
<b>Monday 19<sup>th</sup> – Friday 23<sup>rd</sup> February HALF TERM</b>	
Monday 26/02/24	Back to school – usual times
w/c 26/02/24 	<b>Friends of Highwood will be holding a World Book Day costume sale and pre-loved Book Sale on Friday 1<sup>st</sup> March.</b> This week, please donate any books or costumes that you no longer need. Enjoy giving and sharing with others! 
Thursday 29/02/24	Early Years Maths workshops (Nursery and Reception) – details to follow 2:30pm and repeated at 5:30pm
March and April	Waste Week led by Eco Committee and School Council – details will be shared nearer the time. It’s a great way to get the whole school working together, behind an environmental caring project. <b>We will be discussing and checking the food waste created at snack time and lunchtime.</b> <b>We will be involved in getting our school grounds tidy and litter-free.</b> 
Thursday 07/03/24	<b>World Book Day!</b>

Friday 08/03/24	<b>Friends of Highwood – Mothers and Others Secret Shopping Room</b> <b>Elm 1</b> class sharing Assembly 2:50pm
w/c Monday 11/03/24	<b>Year 5</b> Bikeability course – all week
Friday 15/03/24	<b>Year 1</b> Trip to Windsor Castle <b>Hazel 4</b> sharing assembly 9:10am
Sunday 17/03/24	St Patrick's Day
Tuesday 19/03/24	Parent Consultation Meetings
Wednesday 20/03/24	Parent Consultation Meetings
<b>Thursday</b> 28/03/24	END OF TERM - school ends at <b>2:00pm</b>