



HIGHFIELD PRIMARY SCHOOL

Marsh Lane, Farnworth, Bolton, BL4 0AP

Head Teacher : Mr D Glyn-Jones

Telephone : 01204 571749 / Email : office@highfield.bolton.sch.uk

3rd September 2026

Dear Parents / Carers

Welcome back! I hope everyone has had an enjoyable summer. It was wonderful to welcome the children back into school yesterday for the start of our new school year. We warmly welcome all of our new children and their families across school and look forward to getting to know you all.

School Attendance

During the last academic year, over a fifth of all Highfield children (**21.2%**) had an attendance figure which was less than 90% (**more than 19 days off school**). This is classed as persistent absenteeism by the Department for Education (DFE) and is extremely worrying.

Our whole school attendance figure of 93.7% is still 1% lower than the national average and places us at 85th out of 97 primary schools in Bolton. It really is of the utmost important that we work together to continue to reduce persistent absenteeism and improve attendance across school.

Absence from school places your child at a significant disadvantage, not only academically but socially and emotionally. It is important that your child attends school every day. Please do not consider 'just a day' as OK.

Holidays during Term-Time

It is not our policy to authorise holidays in term time, unless under exceptional circumstances. Where authorisation is not granted then subsequent term time holiday absence will be reported as a matter of course to the Local Authority; we are under a duty to do this. Where unauthorised leave is taken, the Governing Body has decided that it will support the imposition of a fixed penalty fine. This can be very expensive. **A holiday request form must be completed under all circumstances and a meeting to discuss the request held with myself or Miss Helme.**

School Uniform

Our uniform is a symbol of belonging to our school and underlines the sense of community we seek to develop. The children should take pride in their appearance and present a positive image for our school. **Please refer to the Uniform Policy sent out to all parents/carers last week but be aware that unbranded school uniform is fine.**

On Woodland and PE days children will continue to come to school in their kits (see PE letter sent out in July) not in school uniform.





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Start & Finish Times

The school day begins at 8.40am for all children and will finish at 3.00 pm for Reception and 3.15 pm for Years 1 to 6.

We are operating an entrance and exit system at the school gates to avoid overcrowding – please follow the signs.

In order to keep our new reception children safe, the school gate will be opened at 2.55pm for Reception parents ONLY. All parents of children in other year groups will be let onto the playground at 3.10pm.

Children must not play with any of the gym equipment before or after school and bikes/scooters must be walked across the playground at all times.

Registration and Absence

Doors open promptly for all children at 8.40am. Registration will be complete and formally closed by 8.55am. Any child arriving after 8.55am will need to go to the School Office to be registered late in line with legal requirements. If a child has had a medical appointment and returns to school mid-session, the parent should sign their child in after reporting to the School Office. The Office staff will then give the child their appropriate attendance mark. At any time after 8.55am, if your child is arriving or leaving mid-session, please ensure you sign your child in and out of school. School should be informed of all reasons for absence/lateness by phone or letter **on the first morning of absence**, as early as possible.

Breakfast Club

Our popular **Breakfast Club** is up and running for the new school term and at £3.50 a day, it represents excellent value for those of you who need to get off to work early. Breakfast club **MUST BE PAID FOR IN ADVANCE ON A WEEKLY BASIS** via the School Money App. Spaces will be limited and children will not be able to turn up at 8am on the day and pay on the door. If you wish your child to have breakfast in school please bring them to the school playground between **8.00 am and 8.15am**. We are unable to let children in to Breakfast Club after 8.15am unless by prior arrangement.

Healthy Snacks and school dinners

Children should bring a named drinks bottle and a healthy snack to school with them each day.

School meals for all year groups will be eaten in the school hall.

All children in Reception, Year 1 and Year 2 will get a free school meal every day. Children in KS2 may get a free school meal if they are entitled to one, on the basis of their parents/carers benefits claims. Please speak to a member of the school office staff if you think that your child is eligible to receive a free school meal. Other children in KS2 who require a school meal will be charged.

The price of a school meal is £2.75 per day (£13.75 a week). All payments should be made via the School Money app. If you have any trouble with your account please speak to a member of the office staff.





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Medicines

We are unable to administer medicines other than those on a child's individual Health Care Plan and children will need to be sent home if feeling unwell. Please ensure we have the latest phone numbers of all your contacts. Sun cream must be applied before the child comes to school - staff cannot apply sun cream to any child. Please only bring sunhats into school if it is necessary.

Nut & Sesame Seed Allergies

Please be aware that we have some children in school who have a severe allergy to nuts and sesame seeds. We feel that it is necessary to request that nuts, sesame seeds and products containing them (Nutella, peanut butter, seeded bread with sesame etc), are not brought into school.

Birthdays

Please don't send in cakes or sweets to hand out to the rest of the class. If you would like to mark your child's birthday we would encourage you to make a donation of a book to their class library. A book as a class gift can be shared with everyone, not once, but many times. Thank you for your support with this.

Mobile Phones

Mobile phones should only be brought in by Year 5 and Year 6 children who are walking home on their own after school. They **must** be switched off and handed in to class teachers at the start of each day.

Earrings/Jewellery

A reminder to all parents that jewellery, including painted and false nails, is **not** allowed in school. The only exceptions are watches and stud earrings. For health and safety reasons, hoops are not allowed. If your child wears studs and is unable to remove them for PE lessons, please send in some plasters to cover them. **Children in Years 3 and 5 will not be allowed to swim during the summer term if they are unable to remove earrings.**

Jeans for Genes Day

Along with many other businesses and schools, we are giving our children the opportunity to **come into school on Friday 18th September in their jeans, whilst still wearing the rest of their school uniform.** In exchange, we are kindly asking for a donation through the School Money App towards the care and research into children who are born with a chromosome abnormality.





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Macmillan Coffee Afternoon

We would like to invite you to a coffee afternoon on Thursday 24th September at school as part of the Macmillan Cancer Support charity's 'Big Coffee Morning' event.

Coffee, tea and cakes will be available in the hall from 2.15pm, please come to the office entrance. Small children, family members and friends are all welcome

If you can donate any cakes, they would be very gratefully received. Also, if you are unable to attend, but would like to donate to this worthy cause, please send this into school with your child on the morning.

Important Dates

Dates for diaries for the Autumn Term are attached to this letter. I would like to highlight two early dates for you:

Monday 14th September **Parents Meetings for Y1, Y2, Y4 and Y6 at 3.30pm & 5.30pm**

Wednesday 16th September **Parents Meetings for Y3 and Y5 at 3.30pm & 5.30pm**

These parents meetings will focus on what the children are learning and will help you to support your child at home.

We would like to extend a warm welcome to Miss Lee (Y3 SNA) and Miss Wooff (Y3 SNA), who are joining a very strong and dedicated team, and we hope they will really enjoy working at Highfield.

Yours sincerely

D Glyn-Jones

Mr D Glyn-Jones
Head Teacher

