



# HIGHFIELD PREP SCHOOL. ADMISSIONS INFORMATION 2024/25.

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.



## 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 Transition children in our Pre-School the transition process starts in the Spring Term when Reception staff spend time in the Transition Class. In the Summer Term children spend time in the Reception classroom and children joining our Reception Classes from other schools are also invited to join two transition morning sessions.

During the Summer Term we also hold a Welcome Supper for new parents joining all year groups and a Welcome Day 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 2024/25

### Day Fees:

Reception Class to Prep 2: **£3,935 per term**  
Prep 3 to Prep 6: **£4,480 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: **£9,990 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**

[www.hlc.org.uk/opendays](http://www.hlc.org.uk/opendays)

### 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)

**£330/400 per week**

Flexi-Boarding (3 nights a week) **£250 per week**

Occasional Boarding **£85 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 £100 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 £4.00 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 £31 per lesson.

For beginners in string, woodwind or brass, a school instrument is available for hire for the first year at a cost of £55 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:

### Ilkley/Addingham

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

### Leeds – Route 1

Shadwell, Moortown, Roundhay, Gledhow, Moor Allerton, Alwoodley and Harewood.

### Leeds – Route 2

Headingley, Kirkstall, Moortown, West Park, Weetwood, Adel, Bramhope, Leeds-Bradford Airport, Pool-in-Wharfedale and Beckwithshaw.

### Wetherby

Scholes, Barwick in Elmet, Thorner, Bramham, Clifford, Boston Spa, Wetherby, Sicklinghall, Linton, Spofforth, Follifoot and Pannal.

### Ripon/Nidderdale

Ripon, Littlethorpe, Burton Leonard, Scotton, Markington, Shaw Mills, Bishop Monkton, Pateley Bridge, Summerbridge, Dacre, Darley, Thornthwaite, Kettleasing, Tang, Birstwith and Hampsthwaite.

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 EYFS/KS1 and KS2 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 focused around achieving the EYFS early learning goals. The focus is on learning through play; we plan adult-led and child initiated activities around the individual interests. Learning is based around three prime areas of development (Personal, Social and Emotional Development; Communication and Language; and Physical Development) with an additional focus on the four specific areas: Literacy, Mathematics, Understanding the World, and Expressive Arts and Design.

Reception children 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 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.



### Sample Extra Curricular Clubs and Activities

Creative Cats Theatre Company	Senior Choir	Dance
Orchestra	Multisports	Eco
Junior Choir	Swim Squad	Prep Club
Middle Choir	Tennis	Taekwondo

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.

## 2024/25 Term Dates:

### Autumn Term 2024

Drop in for new pupils	Thursday 5 September 14:30 - 15:00
First Teaching Day	Friday 6 September, all pupils to school for 08:40
Half Term Begins	Friday 18 October 16:00
School Resumes	Monday 4 November, all pupils to school for 08:40
Term Ends	Friday 13 December, 16:00

### Spring Term 2025

First Teaching Day	Tuesday 7 January, all pupils to school for 08:40
Half Term Begins	Friday 14 February, 16:00
School Resumes	Monday 24 February, all pupils to school for 08:40
Term Ends	Wednesday 2 April, 16:00

### Summer Term 2025

First Teaching Day	Thursday 24 April, all pupils to school for 08:40
May Bank Holiday	Monday 5 May - Closed
Half Term Begins	Friday 23 May, 16:00
School Resumes	Monday 2 June, all pupils to school for 08:40
Speech Day, 11.00am	Friday 11 July
Term Ends	Friday 11 July

## 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](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 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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[www.hlc.org.uk/highfield](http://www.hlc.org.uk/highfield)

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