

# Highfield Middle School

Highfield Lane, Prudhoe  
Northumberland, NE42 6EY  
Headteacher: Richard Oades  
T 01661 833922  
E [info@hms.cheviotlt.co.uk](mailto:info@hms.cheviotlt.co.uk)  
[hms.cheviotlt.co.uk](http://hms.cheviotlt.co.uk)



Dear Parent/ Carer

## TRANSFER TO HIGHFIELD MIDDLE SCHOOL – SEPTEMBER 2026

As Headteacher of Highfield Middle School, I am delighted to welcome you and your family to our school community from September 2026. I hope that this is the beginning of a positive and successful relationship between home and our school, in which we all work together in the best interests of your child's future. Your child will have several opportunities this term to visit our school and get to know us a little bit during transition events. Below you will find important information to ensure your child's transition is as smooth as possible.

### Meeting for New Year 5 Parent/Carers

In preparation for your child's move to Highfield Middle in September 2026 we would like to invite you to an open evening on **Tuesday June 16<sup>th</sup> at 6.00pm** in our school hall. During the evening there will be a short presentation giving information about the school and arrangements for your child when they take up their place at Highfield. In addition, you will have the opportunity to meet the Year 5 team of teachers and other key staff.

### Transfer Day for Year 5 Children

Highfield staff and pupils are also looking forward to your child coming to join our school for the day on **Monday 6<sup>th</sup> July** 2026. This transfer day is an important event for everyone involved. It is hoped that the following information will be of help to you.

- Children should arrive at Highfield on Monday 6<sup>th</sup> July for 9am (arrangements for the children to get to Highfield are decided by each First school, for example some schools walk children up / some ask parents to bring their children straight to Highfield. Please check with your child's current school regarding this aspect of the arrangements.
- Once at Highfield all children will be met by the year 5 team and taken into the main hall where Mrs McFadden (Head of Key Stage 2) will lead an assembly and share a plan for the day.
- If your child would like a school lunch they will need to bring lunch money (£2.80) in a named envelope to pay for their meal or pay via MCAS. You may choose to put in more money if you wish to pay for additional items for lunch. Children can, of course, bring packed lunch if they prefer. Packed lunches should not include fizzy drinks, sweets or nuts.
- It is advisable to send your child with a bottle of still water to drink throughout the day. They will of course have access to water at lunchtime.
- Any pupils who need inhalers or other medication should bring it with them. This should be clearly named and instructions attached to them. Please ensure Mrs McFadden or any Y5 teacher knows about the medication when you arrive. It will be stored safely for the day.

#### Cheviot Learning Trust

Sir Bobby Robson House,  
Esh Plaza, Sir Bobby Robson Way,  
Newcastle Upon Tyne, NE13 9BA  
T 0191 2322777  
E [info@cheviotlearningtrust.co.uk](mailto:info@cheviotlearningtrust.co.uk)  
[www.cheviotlearningtrust.co.uk](http://www.cheviotlearningtrust.co.uk)



Company Number: 7838203  
Registered in England and Wales  
VAT Registration Number: 123 4996 04

- All children involved in the Highfield transfer day should be collected by parents/carers at 3pm from the main hall. Please complete the online forms linked later in this letter by **Monday 22<sup>nd</sup> June**.

PLEASE DO NOT DRIVE INTO OR PARK IN THE SCHOOL CAR PARK.

PLEASE DO NOT PARK ON THE YELLOW CHEVRONS AT EITHER SIDE OF THE SCHOOL GATE.

### **School uniform**

Please find attached uniform guidance and an order form. Uniform can be ordered online with SALTO or the form taken into the shop. The deadline for ordering your uniform is Saturday **18<sup>th</sup> July** so that you receive items by September. We value our partnership with SALTO, a local company providing good quality, sustainable school clothing. The school sweatshirt, school polo shirt and PE polo shirt are compulsory 'badged' items. PE hoody, shorts and socks are recommended, but can be substituted with similar high street items if preferred. **Please refer to our school uniform list attached.** Good quality, pre-loved uniform is readily available at the front of school, just ask at the main reception.

### **Highfield Admission Forms**

We require you to complete online forms to provide information about your child:

- This short [information form](#) provides basic information for transfer day.
- This [online admission form](#) provides all the key information we need for our school records ahead of the new term.

Please complete both forms by **Monday 22<sup>nd</sup> June**.

We are looking forward to seeing and working with you in the near future.

Regards



Richard Oades  
Headteacher