



# **Hillcrest School Parent Handbook 2025 - 2026**

This booklet has been produced to introduce you and your child to Hillcrest. Please read it carefully and keep it for reference.

In light of current educational trends, some information in this booklet may change during your child's school career. You will, of course, be notified of any changes via our many circulars, newsletters and the website.

## **Welcome to Hillcrest School and Sixth Form Centre**

At Hillcrest, we provide each student with the opportunity to achieve their full potential both academically and socially. We believe in combining the best of traditional values with high-quality teaching, inspiring our students to meet our school's core values: work hard, be kind, and aim high in everything they do.

We believe there is no ceiling on the potential of our students, and we are unapologetically aspirational for all of them. Where young people are educated in an environment characterised by high expectations, rigour, and warmth, we know that students can flourish. Through a knowledge-rich curriculum, we ensure that every student leaves Hillcrest equipped with the knowledge and skills to access any part of society they choose.

Our students leave Hillcrest as confident, resilient, and compassionate young people, equipped with the knowledge, skills, and character to thrive in further education, careers, and as active, responsible members of society.

Within a supportive and inclusive community, students learn the value of hard work, kindness, and ambition, ready to embrace every opportunity and make a positive impact in the world.

We view it as a privilege to educate your child at the school, and parents and carers of both current and prospective students are welcome to visit the school. We look forward to meeting you.

Mr S Abbotts  
Headteacher



**WORK HARD   |   BE KIND   |   AIM HIGH**

## The School Day

08.00	<i>Dining Room open to students Building open to students for clubs</i>
08.45 - 09.10	Registration and Form Period/Assembly
09.10 -10.10	Period 1
10.10 -11.10	Period 2
11.10 -11.30	<b>BREAK</b> Warning Bell (11.25)
11.30 -12.30	Period 3
12.30 -13.15	<b>LUNCH</b> Warning Bell (13.10)
13.15 -14.15	Period 4
14.15 -15.15	Period 5
15.15	Dismissal of students

## Attendance

We believe that all students should develop excellent habits of attendance and punctuality, and we appreciate the support of parents and carers in this endeavour.

School attendance regulations require every student to attend school except when ill. Attendance below **95%** is unsatisfactory and can affect academic and social progress. Students with attendance below **90%** will fall into the '**Persistent Absentee**' category. If school are concerned about a student's attendance, parents will be invited into the school to meet the **Deputy Headteacher (Mr Connor-Hemming)** or **respective Head of Year** to discuss early help and agree an **Attendance Action Plan** as part of the Local Authority's '**Support First**' programme. This may result in a **fixed penalty fine or legal prosecution** if a student continues to have **unauthorised absences** from school and appropriate medical evidence has not been provided by parents/carers.

When your child is absent, please telephone the school on the first morning to let the **Attendance Officer (Miss Stuart)** know the reason. Parents/carers can also use the **Studybugs App or the Studybugs link** on our school website to report an absence from school. Otherwise, it is our policy to contact you asking for a reason.

**Studybugs App Link** - <https://studybugs.com/about/parents>

- There is a voicemail telephone service, and parents may be automatically contacted if a student is absent from school. Continuous contact will be made until the telephone call is acknowledged.
- If a student persists in having unauthorised absences, the school may request parents to provide medical evidence to explain the absence, i.e. a doctor's medical note, appointment card or receipt from pharmacy.
- If we do not receive any communication to explain why your child was absent, the absence will be recorded as unauthorised.
- If a student is absent for **three days** and we have not received any communication from parents/carers, the school will complete a home visit and may contact the police to carry out a 'Safe and Well Check' to ensure the student is safe or may refer concerns to Birmingham Children's Trust for support.
- Please try to make dental and medical appointments outside school hours. Where this is not possible, your child should give either a note or an appointment card to her form tutor in advance.
- When students enter or leave the school premises for medical appointments, they must report to Student Reception, who will record their arrival or departure time and will give them a permission slip. This authorises them to be out of school, and the Police may ask your child to produce it to verify that she has permission

to be out of school during the day. This also enables us to know where students are if there is an emergency. Students represent the school when they are in uniform and must ensure they do so appropriately on their journey.

- It is the student's responsibility to catch up on missed work when they return to school.

## **Lateness**

If students have not arrived at their form rooms by 8.45am, they will be marked late. If a student is late to school, they will receive a 30-minute detention that day. Class Charts will notify parents/carers that their child is expected to serve a detention that day. If a student fails to attend this detention, they will receive an extended 40-minute detention. If a student fails to attend this second detention, they will be internally isolated the following day in the Reset Room.

If there is a legitimate reason why a student is late to school, including transport difficulties, medical appointments or car breakdown, we would ask parents/carers to contact the school to inform us in advance. Your child will be marked late, but we will take this into account when deciding to issue a detention.

## Holidays (Leave of Absence) during term time

- Family holidays or overseas visits **must** be arranged to coincide with school holidays. The school cannot authorise any time for holidays during term time unless the circumstances are exceptional. **For all leave of absence requests, please contact the school for an appointment with Mr Connor-Hemming (Deputy Headteacher).** The Headteacher has the right to use his discretion to authorise leave of absence during term time, i.e., family funeral abroad. Parents/carers **will** face a **fixed penalty fine (£80-£160 per parent)** if they take their child on holiday without authorisation from the school. Parents/carers will be asked to provide evidence of travel tickets to confirm the dates of travel arrangements. The school has the right to contact Birmingham Children's Trust or the police if there are any concerns about a child's safety during a leave of absence.

Our updated and revised 'Holidays in Term Time' leaflet has now been published. If you would like to order these for your school, please telephone 0121 303 5121 Cost: £6 / 100 leaflets  
Education Welfare Service

**For further help and advice, speak to your school attendance officer or Head Teacher**

You can also contact your local area Education Welfare Office:

**BEN (Birmingham East and North)**  
Telephone: 0121 303 8900  
Email: [EWSHelpNorth@birmingham.gov.uk](mailto:EWSHelpNorth@birmingham.gov.uk)

**HOB (Heart of Birmingham)**  
Telephone: 0121 303 1200  
Email: [EWSHelpCentral@birmingham.gov.uk](mailto:EWSHelpCentral@birmingham.gov.uk)

**South Birmingham**  
Telephone: 0121 303 8050  
Email: [EWSHelpSouth@birmingham.gov.uk](mailto:EWSHelpSouth@birmingham.gov.uk)

[www.birmingham.gov.uk/educationwelfare](http://www.birmingham.gov.uk/educationwelfare)

children & young people **matter** BIRMINGHAM  
Birmingham City Council

**holidays during school term time are not allowed**

[www.birmingham.gov.uk/educationwelfare](http://www.birmingham.gov.uk/educationwelfare)

The school will be monitoring your child's attendance as follows:

### How 'wise' is your child's attendance?

EXCELLENT	<p>Your child's attendance is above 98%.</p> <p>They are 'WISED UP' on attendance.</p> <p>As well as being an excellent attender your child will almost certainly achieve the best grades for her ability and have real opportunity in further education or the world of work</p>
GOOD	<p>Your child's attendance is 95-97%</p> <p>They are 'GETTING WISE'</p> <p>Your child is likely to achieve their grades that will give them real opportunities to continue their studies or in the world of work.</p>
UNSATISFACTORY	<p>Your child's attendance is 94-90%.</p> <p>They are below the national government threshold of 95%</p> <p><u>Your child will miss up to 18 days each school year and this will make it difficult for her to achieve her best</u></p>
CONCERN	<p>Your child's attendance is between 85-90%.</p> <p>They 'NEED TO WISE UP'!</p> <p>Parents / Carers may face a fixed penalty fine as your child's attendance is below 90% and they are 'Persistent Absentees'</p> <p><u>Your child is missing so much time from school that it will be difficult for her to keep in touch with lessons or work</u></p>
SERIOUS CONCERN	<p>Your child's attendance is below 85%</p> <p>You need to 'WISE UP and TAKE ACTION NOW as you will face a fixed penalty fine or further legal prosecution if your child's attendance does not improve!</p> <p><u>Your child is missing so much time from school that it will be almost impossible for her to keep in touch with lessons or work!</u></p>



**ALL PARENTS must SIGN UP AT:**  
**<https://www.parentmail.co.uk/> to receive**  
**texts/letters from school and pay online for your**  
**child's lunch money, school trips, etc.**

Hillcrest School is committed to ensuring that parents are kept informed of all the exciting events and activities that occur in school. We use a system called ParentMail to communicate with our parents/carers. You can use your ParentMail account from your computer, IPAD or the free ParentMail App on your mobile phone. We will keep you informed of the following via ParentMail:

**ParentMail - Text/Communications**

- Emergency/school closure information will be sent by text message.
- Receive messages, newsletters and school letters via email.
- Keep up to date with school events and information.

**ParentMail - Paying for School Items (students CANNOT bring cash into school)**

- Top up your child's lunch money so that they can use their swipe card to purchase food and drinks in the school dining hall.
- Pay for items online, e.g., all school trips, school ties, revision books, swipe cards, and stationery.
- View the meals that your child has eaten at the school dining hall.

**Not yet registered?**

Registering on ParentMail is simple; all you need to do is ensure that we have your most up-to-date email address and mobile phone number, and then activate your account when you receive a registration link.

Please contact the school and **request a ParentMail link to activate an account** (if you have not already received or lost the ParentMail activation letter).

**Need access to the internet to use ParentMail?**

We provide an internet access point in the school reception area for you to use ParentMail online if needed.

## Breaks and lunchtime



- Students stay on site during the school day. No student other than a member of the sixth form (Years 12 and 13) may leave the premises during lunch.
- Students may bring their own packed lunch if they wish. However, an excellent school meals service is available in our school dining room before school, at break and at lunchtime. Hot and cold food, snacks, sandwiches and drinks are available and take account of vegetarian and cultural needs. Students who need special diets for medical needs are also catered for. Parents are asked to contact the school in writing or by telephone if they need this provision.
- Students are charged for each item they take so it is not possible to state the exact cost of a full meal; in general, about £2.58 per day should be ample. There are Meal Deals available each day that include a hot meal or sandwich, a drink and a fruit pot or snack for £2.58.
- All students are issued with a swipe card that they can use to purchase snacks, food and drinks in the dining room. Parents will need to go to [www.parentmail.com](http://www.parentmail.com) to add credit/money to the card. Students are then able to purchase items in the school dining room. When parents log onto ParentMail, they will also be able to view what their child has purchased each day.
- Students who are entitled to free meals are credited with £2.58 on their card each day.
- If you would like to check if your child is entitled to receive free meals, the school office can provide you with an application form. Please complete this form (detailing your national insurance number/Asylum support number) and return it to Miss Parween, who will then check if your child is eligible. **Please contact Miss Parween at the school if you would like any further information on free meals.**
- Students bringing packed lunches may eat them in the dining room or in the allocated picnic area.
- Students may not eat in the corridors when they are moving around school.
- The school operates a system whereby if a student forgets their swipe card, they can have lunch, and parents/carers should add the money onto their child's ParentMail account later that day to reimburse the school.
- Hillcrest has a Healthy Eating Policy. Students should not bring 'family-sized' packets of cakes, biscuits, crisps, large bottles of drinks, or energy drinks into school.

## Canteen

The school canteen is open to students from 8:00am for breakfast, at break time, and at lunchtime.



The school canteen offers:

- A Grab and Go counter
- World Kitchen - weekly menu of hot meals
- Hot Deli counter - hot wraps, paninis, topped jacket potatoes, pizza slices and fresh pasta with homemade sauces
- Cold Deli counter - range of homemade savoury and sweet items, freshly baked baguettes, rolls, wraps, sandwiches and salads
- Range of - cold desserts, homemade cakes, biscuits and fruit pots
- Live cooking events on special occasions

The school dining hall guarantees:

- Fresh, high-quality, and locally sourced food
- British Red Tractor farm assured meat
- Fish from sustainable sources
- Free range eggs
- Locally sourced fruit and vegetables
- All food will be made from fresh ingredients
- Halal and non-halal selections

## Visiting the School/Parking Near School

- In the interest of **student safety**, parents who bring their children to school by car, or who collect them at the end of the day, must park on the school side of Stonehouse Lane or in the car park at the bottom of the drive and not come up the school drive. **Please only park in the marked spaces in the lower car park; any other parking will block the flow of cars and emergency services.**
- We have worked with West Midlands Travel to produce a school travel plan. Students' and parents' views were part of this review.
- Students must use the pedestrian crossing at the bottom of the school drive.
- If your child has a medical condition that requires you to drop her off and collect her right outside school, please apply directly to the Headteacher for permission. Parents/Carers will be issued with a written pass to confirm they have permission to drive up to school.
- There is a car park behind the school, please turn left at the top of the drive. Disabled parking bays are signposted to the right as you reach the top of the drive.
- If you have a concern of any kind, and you would like to talk to us about it, please do not hesitate to let us know. If, from what your child says, things are not going well at school, please contact us rather than worrying, perhaps unnecessarily. The Head of Years will typically deal with such matters in the first instance.
- Please telephone the school to make an appointment, as all staff have teaching and other commitments, and difficulties arise if parents arrive at school without an appointment.
- **Please enter via the Main Reception when visiting the school and report to the reception desk.** If you have any special access requirements, please let us know so that we can make your visit as successful as possible.
- Parents/carers are reminded that Hillcrest is a **no-smoking site**, which applies to all members of the school community and to all visitors.
- Parents/carers are reminded to adhere to the terms of the '**Parent Code of Conduct**' when visiting the school or contacting the school via telephone, email or in writing.

## Books and Equipment



The school supplies books and teaching materials, but students must replace lost or damaged books and equipment, **and will be asked to pay for any damage to school property wilfully caused.**

It is standard practice for students to take articles home from lessons such as Food Technology, and, in these circumstances, parents are asked to provide the necessary resources.

All students will be given all the equipment and stationery they need for school. The school is buying this for you as a one-off.

We are doing this because we know that being well-prepared helps you succeed in your learning.

In the pencil case, they will receive:

- 2 black pens
- Green pen
- 2 pencils
- Pencil sharpener
- Rubber
- Highlighter
- 2 whiteboard pens
- 30cm ruler

Students will be issued a swipe card to borrow books from the **Library**.

A selection of equipment is available for purchase in the Library.

## Uniform and Jewellery

We expect our students to take pride in their appearance, and we believe that the wearing of a school uniform fosters a sense of identity. If students attend school inappropriately dressed, their parents will be contacted. Students are not allowed to attend lessons out of uniform.

**Students must wear:**

- Black blazer with Hillcrest Badge.
- Black skirt (not stretched or tight materials. Should be at least knee length) or trousers of regulation style and length (Not leggings or cropped/slim legged/tight fitting trousers).
- Plain black tights, or black socks.

- White school shirt (not a polo shirt), closed collar, autumn and spring term, and open collar in summer, optional in the summer term.
- Black shoes of plain style, well-fitting and flat-heeled.
- School tie (correctly worn to the neck).
- Lanyards and swipe cards must be worn at all times.

**Optional:**

- Black V-neck jumper.
- For Religious reasons, students may wear the regulation headscarf in white or black plain material.
- If students wish to wear extra clothing under their uniform, it must not be visible.

**Trainers, pumps, sling backs, boots and crocks are not to be worn.** Students will be expected to wear a pair of school-authorized shoes if they fail to wear appropriate footwear for school. If they refuse to, they will be internally isolated until they wear the correct footwear or school-authorized shoes (until the correct footwear can be purchased by parents).

**For PE:**

- Hillcrest design polo shirt.
- Hillcrest design sports sweater/quarter zip top (optional)
- Black shorts or skirt (optional).
- Black tracksuit bottoms (Not leggings or tight-fitted)
- Black Football socks.
- Sports Trainers.
- Shin pads
- Black PE Headscarf (please see our uniform booklet)

**Uniform Suppliers 2025-26**

**Gogna Schoolwear and Sports**

Unit 1B Junction Two Industrial Estate, Demuth Way

Oldbury B69 4LT

Tel: 0121 523 5572

w: [www.gognaschoolwear.co.uk](http://www.gognaschoolwear.co.uk)

**Somal Fashions**

11 Faraday Avenue

Birmingham B32 1JP

Tel : 0121 423 2969

w: [Somal School Uniforms](http://Somal School Uniforms)

## **Kids Essentials**

762 Bristol Road South, Northfield

Birmingham B31 2NN

Tel: 0121 477 0736

e: [northfield.kidsessentials@gmail.com](mailto:northfield.kidsessentials@gmail.com)

w: [www.kidsessentialsschoolwearbirmingham.co.uk](http://www.kidsessentialsschoolwearbirmingham.co.uk)

**Jewellery** must not be worn. One pair of small stud earrings is allowed. Body piercing, e.g., nose studs, eyebrow studs, tongue studs, etc, is not permitted. Students will be asked to remove body piercings and will be sent home if they fail to do so. Jewellery, if worn, will be taken and will be returned to students at the end of term, or parents may come in person to collect the item.

**Make-up** and nail varnish, including nail and eyelash extensions, should not be worn to school. Students who arrive at school wearing make-up or nail varnish will be given the appropriate materials to ensure it is removed. Students wearing eyelash extensions will be asked to remove them.

**Hair styles** should be appropriate for school and without unnatural colouring, e.g., blue, purple, red, pink. This includes unnaturally coloured hair extensions, braids and weaves. Students may be asked to work in isolation until the issue with unnatural hair colouring is resolved. The school will agree a timescale with parents/carers for the unnatural colouring to be removed.

## **Personal Property**

All property brought to school must be marked clearly with the owner's name. Students are asked not to bring valuable items.

Mobile phones and smartwatches are not encouraged, but we understand that some students may want them as a safety measure on the way to and from school. Therefore, if brought in, they must be switched off and kept in a bag, out of sight, as soon as the student first enters through the school gates at the start of the day. They must remain switched off and out of sight until the student leaves through the school gates at the end of their day. Mobile phones are not allowed to be used or visible at any time on the school site.

Mobile phones used, seen or heard in school will be taken from students, and a 60-minute C3 detention will be issued on the same day. Class Charts will notify parents/carers that their child is expected to serve the detention that evening after school, and will be asked to collect the device in person from the school. If a student refuses to hand over their mobile phone to a member of staff, they will receive a 60-minute detention (C3) and an initial one-day fixed-term suspension for failing to comply with instructions. In these circumstances, students returning to school from a suspension will be required to hand their mobile phone into the main reception for the next five days. Failure or refusal to do so will result in a further suspension being issued. Students using their mobile phones or other devices to record and post images/videos of

staff and other students, without their consent, may receive a fixed-term suspension of up to 10 days or be permanently excluded from school.

**The school can take no responsibility for any phones, smartwatches or other valuables brought into school.**

Students are issued a locker and should bring a small padlock to safeguard their belongings. Coats should be kept in lockers and not carried around school during the day.

Money and bus passes should be kept on their person. Large amounts of money should not be brought into school unless necessary, and in this case, should be handed to staff for safekeeping.

The Governors have asked us to point out that there is no insurance cover for students' property. Parents should make their own arrangements if required. Insurers will often extend a home contents insurance policy for this purpose.

### **School Fund**

The school is responsible for its own budget. Within this budget, there is minimal scope for those little things that make life in school pleasant - such as prizes for students, expenses for visiting speakers and membership fees for various organisations. We ask parents to help by contributing **£10 per year per family**. You may, of course, contribute more if you wish! We do realise that this might cause hardship and, if this is the case, please send a note to your child's Head of Year.

### **Complaints Procedure**

The school endeavours to respond to any concerns raised positively and promptly. Please contact the school in the first instance to discuss any concerns. Should any parent/carers have recourse to a formal complaint, the school has a complaints procedure, details of which can be obtained from the school website.



## Curriculum

Year 7 students are arranged in mixed ability groups in which they are taught the following subjects: Science, Dance, Drama, PE, Technology, Art, Computer Science, History, Geography, Music, French, Religion and Worldviews and Life Skills. Students are placed in ability sets for the core subjects (English and Maths) usually at the end of the first half-term in Year 7.

All Year 7 students will experience the lessons below:

Art  
Computer Science  
Dance  
Drama  
English  
French  
Geography  
History  
Mathematics  
Music  
Life Skills  
Physical Education (P.E.)  
Religion and Worldviews  
Science  
Technology

In Key Stage 4, compulsory subjects are English, Mathematics, Science, French, PE and RE. Advice and guidance on the most appropriate choices are provided to all Year 9 students during the options process. All GCSE courses start formally in Year 10.



## Careers Information Advice and Guidance (CEIAG)

Careers Information, Advice, and Guidance is an ongoing part of student support as they progress through Key Stages 3, 4, and 5. Parents/carers will also receive information regarding curriculum choices and developments at parent consultation evenings and via other school communications. Our **Careers Advisor** at school is **Mrs Matto**. Information and support on careers for students and parents can be found on the school website. If parents/carers have any questions about their child's career options, they should contact **Mr Connor-Hemming (Deputy Headteacher)** or **Mr Kennard (Careers Lead)**.

## Teaching and Learning

Effective teaching is central to our success. All students are entitled to receive a high-quality education.

We aim to ensure that students develop a habit of lifelong learning, that they acquire the skills needed to continue further into education and work, and that they fulfil their potential over the seven years they will study with us.

Through the delivery of exciting, motivating and relevant topics, students are taught that knowledge is power, and they will learn how to:

- *Question and challenge*
- *Make connections and see relationships*
- *Make predictions*
- *Explore ideas*
- *Reflect critically on ideas*

At Hillcrest, we believe that understanding how you learn effectively is crucial to achieving success. Teachers focus on six key strategies for academic success, and they will make explicit links to the work of cognitive scientists and specifically '**The Learning Scientists**'.

More information on the strategies can be found at: [www.learningscientists.org](http://www.learningscientists.org)

## Education for Life Skills

The school places considerable importance on personal, social, moral and health education. Learning in these areas is developed through the Life Skills and Character Education curriculum, as well as the day-to-day life of the school.

It is the school's legal responsibility to provide 'Relationship and Sex' and 'Health' education in the context of family relationships and to inform parents that this is taking place. Parents do have the legal right to withdraw their children from the sex education aspects of Life Skills days after formally writing to **Mr Abbotts (Headteacher)** and meeting to discuss the reasons for the withdrawal. The Children and Social Work Act 2017 makes RSE mandatory in all schools from 2020. Sex Education in Science is

mandatory. Parents are not allowed to withdraw their child from relationship or health education.

### **Assemblies and Religious Studies**

Assemblies and lessons are entirely in accordance with the 1988 Education Act and are planned with the awareness that students of all faiths and none are present. The vast majority find no difficulty in joining in. On very rare occasions, parents have found that something said or done in school is not quite in accordance with their religious beliefs or cultural practices. If this were to happen, it would likely be unintentional, but we would be most anxious to know about it, as we are all learning all the time! Parents/carers do have the right to withdraw their child from Assemblies if they wish after discussion with the school. Again, parents/carers should formally write to **Mr Abbotts (Headteacher)**.

### **Homework**

We recognise the importance of homework in developing students' knowledge and skills beyond the classroom and extending their learning. Homework will be set and explained in class, but also posted on Class Charts. All students and parents/carers have a personal login to the site. All deadlines for homework will be clearly visible on the individual student's homework list.

A copy of the homework overview can be found on the school website.

### **What are knowledge organisers?**

Expertise in an area relies on a person possessing a high level of knowledge. Students who know more can understand more and thereby become more successful in their studies.

*Higher-order thinking is knowledge-based: the almost universal feature of reliable higher-order thinking about any subject or problem is the possession of a broad, well-integrated base of background knowledge relevant to the subject'. **ED Hirsch***

We, therefore, have knowledge organisers for each topic or unit of work. For example, in a unit of study (e.g. 4-6 weeks), teachers compile the 40-50 key facts students need to have acquired in their long-term memory to be able to master the topic. (Note: though knowledge organisers can be used for revision purposes, they are not in themselves a revision pack). Departments may provide subject-specific revision packs.

You can support your child in several ways:

- Check your child's 'Class Charts' homepage each day to monitor the extended learning set and ensure your child uses the resources to complete the extended learning to the correct standard.
- Look at your child's knowledge organiser and support them in learning some of the key knowledge and subject-specific vocabulary.
- Encourage your child to send a message on 'Class Charts' to their teacher if they experience any problems completing the homework.
- If it appears that homework is not being set, please contact your child's Head of Year. This also applies if too much homework is being set.
- Take an encouraging interest in the homework being completed; help and praise as appropriate.
- Ensure that your child takes her homework self-quizzing book(s) to school the next day.

### **Our Pastoral system**

In **Year 7**, students are split into form groups in **Nightingale College**. In **Years 8 and 9**, students are organised into tutor groups in **Parks College**. In **Years 10 and 11**, students are organised into tutor groups in **Malala College**. Form groups meet during registration periods at the start of each day (8.45-9.10am).

**Year 7 Head of Year** - Miss J McDonald

**Year 8 Head of Year** - Miss A Adenike

**Year 9 Head of Year** - Miss H Winter

**Year 10 Head of Year** - Miss K Ankiah

**Year 11 Head of Year** - Miss J Smallwood

**Head of Sixth Form** - Mr M Johnson

**SENDCo** - Mrs C Jacobs

**Safeguarding and Welfare Co-ordinator** - Mrs M Bunce

### **Peripatetic Music lessons**

Music teachers come to the school each week to give lessons on a variety of instruments. Students already receiving lessons in their primary schools are given priority if we have to limit numbers. Please contact **Mr Nock** at school if you would like any further information about music lessons.

## Special Educational Needs and Inclusion

Hillcrest is an inclusive school where the teaching and learning, achievements, attitudes and well-being of every child matter. Our SEND policy aligns with the SEND Code of Practice 2014.

In Year 7, we identify the additional needs of students based on information and results provided by primary schools, as well as the completion of tasks that focus on literacy and numeracy skills. This allows us to put the needed support in place for our students, such as in-class assistance or small group work following specific programmes. Students can also join lunchtime and after-school reading and homework groups. Support is also provided for students who need additional help when English is not their first language.

Key staff will work together with students on the targets for their Individual Education Plan or Educational, Health and Care Plan in consultation with you. We understand that you know your child best and firmly believe that school and home should work closely together. Our **SENDCo (Special Educational Needs Coordinator) is Ms Jacobs**. Please feel free to contact her at school if you would like any further information about the support your child can access.

To ensure we have the best chance of removing barriers to achievement, Hillcrest also has strong links with vital support agencies outside the school, e.g., the Educational Psychologist Service.

## Sixth Form

Hillcrest Sixth Form is a small and highly successful Sixth Form, with strong examination results and destinations for our leavers. Our Sixth Form is a supportive environment where students can flourish academically, alongside developing their skills to be well-prepared for their next stage of education, training, or employment. During students' time with us, they develop the knowledge and skills to play an active role in society and lead a healthy, happy and fulfilling life.



We are fortunate to have experienced expert academic and pastoral staff who are persistent in their willingness to help, support and guide students through their post-16 studies. As our staff are already familiar with your child, we believe that they are best placed to build upon their prior learning and support them through their post-16 journey.

At Hillcrest Sixth Form, students are not simply a student number on the roll. All children become valued members of our community, supported individually to achieve their academic excellence.

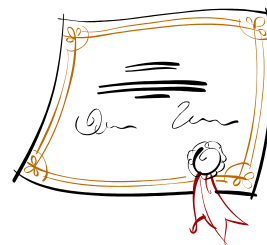
Currently, we offer a range of A-level and applied courses. For example, for the September 2026 entry, we will be offering the following A-level courses: Biology, Chemistry, English, History, Mathematics, Physics, Psychology, Religious Studies and Sociology alongside a diploma in criminology and BTEC Applied Science.

Whatever your child's future aspirations, Mr Johnson and colleagues stand ready to facilitate and support them in achieving their best if they wish to continue their studies post-16.



## Rewards

We firmly believe in recognising and rewarding hard work, effort and behaviour.



## 'Getting It Right'



The school aims to create a happy and successful environment where students can learn and develop to their full potential. They can therefore expect to be valued and respected as individuals, to be treated with fairness and understanding and to be encouraged and praised for effort. We welcome and encourage the involvement of parents/carers and members of the community in school to enrich and improve education for all. Students must be prepared to follow the 'Getting It Right' Policy. The policy rewards 'good' behaviour and hard work, but also outlines the consequences issued when students fail to meet school expectations.

## Getting It Right Rewards

The 'Getting It Right' system underpins every aspect of learning and school life to encourage every student to **work hard, be kind and aim high**. Students automatically have a GIR point at the start of each lesson. Their challenge is to keep their GIR point by the end of the lesson by following school expectations in terms of **behaviour, attitude to learning, organisation, completion of homework, and punctuality to lessons**. Students lose their GIR point in a lesson if they fail to meet any of these expectations.

As outlined below, there are several different levels of consequences that can be issued to students when they fail to meet these expectations:

- Warning (student name is written on the board)
- C1 = -1 GIR point
- C2 = -2 GIR points
- C3 = -3 GIR points
- C4 (Internal Suspension) = -4 GIR points
- C5 (External Suspension) = -5 GIR points
- Failure to complete a piece of homework = -2 GIR points

This means that if a student kept their GIR point in every lesson, their GIR points total would be 0, as they did not receive any negative points. Similarly, if a student received 2 x C1 and 1 x C2 in a term, their cumulative points total would be -4 points.

At the end of each term, students with a cumulative score of **0 to -11 points** will be eligible to **participate in a school celebration rewards event**. However, despite meeting the threshold, they will not be eligible to participate in the event if their attendance is below 90%, they are late to school five times, they receive a suspension, or they receive two or more C3 consequences during the term.

**Students with a cumulative score of -12 or greater will not be eligible to participate in the event.** The cumulative points total will be reset at the start of each term, so students not eligible to participate in a rewards event at the end of a term will have the opportunity to participate in other events during the year, provided their cumulative score is not greater than -12 points.

Parents/carers of students with a cumulative points score of -12 points or greater will be invited into school to meet with the Deputy Headteacher (Inclusion) and Head of Year to agree targets on a Behaviour Support Plan, which will be regularly reviewed throughout the year.

Students with a **cumulative score of 0** will earn a **'Zero Champion'** Award each term. They will be invited to a special rewards activity to recognise the fact that they kept their GIR point in every lesson during the term. Students with a **cumulative score of -1 to -3 points** in a term will earn a **special recognition award** for their consistent effort and commitment.

Parents/carers will receive a letter at the end of each term with their child's cumulative GIR points total.

### **Bonus Points**

Students can earn **Academic Bonus Points** for producing exceptional pieces of work in lessons and **Community Bonus Points** for their efforts out of lessons. Students can earn rewards throughout the year if they meet the expected bonus point threshold. In addition, students can also receive special **'shout-out' awards** from their teachers.

### **The Hillcrest Superstar Award:**

This is the highest level of award at Hillcrest. A Hillcrest Superstar will be someone at the end of the year who has:

- Received a Zero Champion Award in at least two terms
- Earned a minimum of 40 Academic Bonus Points
- Earned a minimum of 15 Community Bonus Points
- Attendance above 95% in at least two terms

Hillcrest Superstars will receive a special certificate, and their names will be displayed on a roll of honour. They will also be awarded a special Headteacher tie, one that is of a different design to the school tie. Students who achieve the award for a second time receive a special glass trophy; for a third time, a Headteacher's medal; and for a fourth time, a Headteacher's cup.

An Awards Ceremony is held annually to which parents/carers are invited. Prizes are presented to those who are judged to have made the most effort or progress or who have given outstanding service to the school throughout the year.



## **Supporting Learning in the Classroom: How Does the GIR System Work?**

- First misbehaviour ..... Verbal warning and name written on the board.
- Second misbehaviour ..... C1 = -1 GIR point
- Third misbehaviour ..... C2 = -2 GIR points and a 30-minute same-day detention.
- Fourth misbehaviour ..... C3 = -3 GIR points, and the student is sent to the Reset Room and serves a 60-minute detention throughout the day.

## **Behaviour Around School - How Does It Work?**

There are no warnings for misbehaviour around school - C2 detention is given for

- Running or making inappropriate noise in school  
*(If a student continues to run and does not stop giving their name, this will be a C3)*
- Chewing
- If mobile phones are used, seen or heard at any time of the school day (including before and after school), they will be confiscated and a same-day 60-minute detention issued. Phones should be turned off and put away before the students come through the school gate, and only taken out when they leave. In addition, refusal to hand over a phone will result in a one-day fixed-term suspension at home, and the mobile phone must be handed in to the main reception for the next five days after returning from suspension.

## **The Canteen - How Does It Work?**

- Pushing or queue jumping = C2
- Leaving trays or mess at the table = C2
- Students are to follow the Canteen rules in relation to taking food out. Failure to do so will result in a C2.
  - Students who do not follow canteen rules may be banned from using the facility.*\*The canteen reserves the right to refuse to serve any member of the school community.*

## **Water Bottles - how does it work?**

- Drinking in a lesson is not a right - the teacher must give permission. Water bottles are then to be used as instructed by the teacher.
- Clear water is the only drink allowed during lesson times.
- Water bottles are not to be filled during lesson time.
- Water bottles are not allowed to be out in Science/ICT lessons due to health and safety issues (this may also apply in other lessons).
- Spillages are to be reported immediately to the teacher.
- If a student does not follow the guidance given in relation to water bottles, then the GIR consequence system will be followed - i.e. warning, C1, C2, etc

## **The Community - How Does It Work?**

- Any physical violence will lead to a fixed-term suspension at home.
- Bullying, verbal violence, swearing at another student or member of staff will result in a C3 consequence or fixed-term suspension at home (dependent upon the severity of the incident).
- Any student caught smoking or standing with other students smoking (cigarette, e-cigarette, vaping) or drinking / under the influence of alcohol will receive a fixed-term suspension at home and possible permanent exclusion. This also includes students found in possession of such items. The school has the right to search a student if there are any suspicions that the student may have any of the items listed above.
- Any student carrying a banned or illegal object will be initially suspended from school, and a permanent exclusion will be issued. This may also be extended to other students who were aware of the items being in school. The school has the right to search a student if there is any suspicion that the student may have a banned or illegal object.
- Any student found in possession of any form of illegal drugs and/or drug-related paraphernalia will be initially suspended, and a permanent exclusion from school will be issued. This also includes students who arrive at school under the influence of any form of illegal substances. This may also be extended to other students who are involved in the incident, even though they may not have brought the items into school. The school has the right to search a student if there is any suspicion that the student may be in possession or under the influence of an illegal substance.
  - The school will communicate with the police in any of the situations listed above, and anyone breaking the law may face legal action.

## **Information and Communication Technology - How Does It Work?**

- Downloading of inappropriate material from the internet = C2
- Students on inappropriate websites in lessons = C2
- Students on the internet when they should be working = C2
- Any inappropriate messages sent via the internet or mobile phones = C3
- Drinking or eating in an ICT room = C1

## **Digital Media - How Does It Work?**

- Recording any member of the school community without their permission is not allowed. It will result in a fixed-term suspension at home for up to 10 days or a possible permanent exclusion.
- The display, supply or posting of any such materials will result in a fixed-term suspension at home for up to 10 days or possible permanent exclusion.
- The school does not take responsibility for inappropriate use of digital media outside of school hours or outside of the school premises. Such issues which affect the running of the school will result in the involvement of any appropriate agency and the school following the 'Getting it Right policy towards the individual'. However, the school reserves the right to issue a fixed-term

suspension if a student's behaviour out of school brings the school into disrepute, including online behaviour, i.e. cyber-bullying, harassment, or physical threats.

- Serious incidents may result in a permanent exclusion.

### **Inappropriate Objects/Items - How Does It Work?**

The Education and Inspections Act (2006) gives schools the right to search students who it is believed to have items which are banned from the school premises.

Examples may include weapons, bladed items, cigarettes, vapes, alcohol or drugs.

1. The student will be informed that a search will take place.
2. Any search will be conducted by a member of the Senior Leadership Team and a witness.
3. Parents/Carers will be informed, and if necessary, the Police.
4. If a student refuses to co-operate, then both Parents/Carers and the Police will be called immediately to the school premises.
5. Bringing a dangerous object onto school premises will result in a permanent exclusion.

### **Language - how does it work?**

1. Staff will always respond appropriately to inappropriate language.
2. If staff can hear inappropriate language directed at them or about them, the student will be removed from the classroom (C3).
3. If two students are using inappropriate language between them, a C3 is given to both.
4. A student shouting inappropriate language across the classroom so other students can hear will receive a C3.
5. Any form of verbal aggression towards a member of staff will always be dealt with.

*Loud enough to be heard ... loud enough to be punished*

### **GIR Overview - Detentions**

- Students can receive a same-day after-school detention under the following circumstances:
  - Receiving a C2 for inappropriate attitude to learning (30-minutes)
  - Receiving a C2 for inappropriate behaviour out of lessons (30-minutes)
  - Receiving a C2 for arriving to lesson 5 minutes or more late (30-minutes)
  - Receiving a C2 for being late to school (8.46-9.00am = 20-minutes / After 9.00am = 30-minutes)
  - Receiving a C3 detention for inappropriate behaviour in lessons and/or around school (60-minutes during the school day)

- Students will be invited to a Homework Hub intervention session after school if they fail to complete a piece of homework / fail to complete it to the appropriate standard (up to 30-minutes).
- Detentions are held after school on the same day the consequence is issued to the student, and parents/carers will be notified of this by ClassCharts on that day.
- If a student fails to attend the original 30-minute detention or Homework Hub, without prior confirmation from parents/carers, a 40-minute detention will be issued.
  - If a student fails to attend a 40-minute detention, they will be internally isolated the following day for periods 1, 2, 3, including break and lunchtime.
  - If a student fails to attend the after-school part of a 60-minute detention, without any prior confirmation from parents/carers, they will be internally isolated the following day, including break and lunchtime.
  - If a student fails to attend two C3 detentions in a term, they will be internally suspended.
  - If a student fails to attend three C3 detentions in a term, they will be suspended at home.

### Successful Behaviour

Always	Never
Speak politely and be helpful	Be rude or defiant
Be attentive in class	Do anything to stop others learning
Follow instructions	Be absent unnecessarily
Be on time	Bring chewing gum or eat in class
Bring the right equipment	Drop litter or deface school property
Look after books and school property	Be out of class without a signed planned
Hand in homework on time	Shout or run
Walk about school quietly	Break the rules about jewellery and uniform
Wear smart school uniform	

### Anti-bullying Policy

It is a fundamental right of all young people to receive their education free from fear, humiliation and abuse. Every person who is a part of Hillcrest School has a responsibility to take action to care for each other to create and maintain a secure and safe environment at school.

The school has an anti-bullying policy, which has been produced in consultation with students, parents, staff and governors: -

Bullying is when an unpleasant situation gets out of control. It is a form of child-on-child abuse. Bullying can include physical violence, mental abuse such as name-calling, threatening, ignoring or insulting another person or his/her family, sexuality, gender, religion or race, or anything which intentionally makes a person feel unhappy. It can happen face-to-face or online. Students must speak with their Head of Year immediately if they experience any relationship issues with other students in school, out of school or online.

**What Students should do:**

You have a responsibility to prevent bullying.

If you are being bullied, or you see someone being bullied:

- You should talk to someone (teacher, friend or parent)
- Remember, we want to put a stop to bullying
- Trust staff to take appropriate action
- You should not encourage the bully
- Students who tolerate bullies are supporting them.

**What Staff and other adults employed at the school should do:**

- Be prepared to listen to students
- Report any instances of bullying straight away
- Examine their behaviour to ensure they are not bullying students or colleagues
- Include teaching of positive behaviour

**Parents have a responsibility to:**

- Contact the school if you are aware or suspect that bullying is taking place
- Encourage your child to talk to someone if they are aware or suspect that bullying is taking place
- Encourage your child not to be aggressive with other people

Parents/carers are encouraged to look at the school website as it contains a great range of information about how to ensure your child is behaving safely and appropriately online.

The school has a group of trained peer mentors who regularly meet with and support students experiencing difficulties in their relationships with other students, both in and out of school. Students can also access support from our Safeguarding and Welfare Coordinator, Mrs Bunce, at lunchtimes.

## **Cyberbullying**

Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.

Today's children and young people have grown up in a world that is very different from that of most adults. Many young people experience the internet and mobile phones as a positive, productive and creative part of their activities and development.

Unfortunately, such technologies can also be used in a negative manner. As mobile phone and internet use have increased, so has the possible misuse of these technologies to bully. If you are concerned about 'Cyberbullying', please contact the school. We would ask all parents/carers to:

- Be vigilant of how your child uses such technologies.
- Use the relevant safety 'tools' that are available to help monitor and manage the internet. Keep any evidence of offending emails, text messages or online conversations.

## **Pupil Premium**

Pupil Premium is additional funding provided by the Government to enhance the education of the most socio-economically deprived.

### **Pupil Premium Strategy**

Our Pupil Premium Strategy ensures that funding is allocated to enable eligible students to receive additional support and resources, thereby removing any barriers to learning. This happens across all key stages where we have extra staff hours to allow smaller groups, small group and teaching assistant support. Funding is also being used to finance Out of Hours Learning Support Classes, behaviour and pastoral support programmes, revision programmes and materials, special projects and additional resources. For example, music tuition, Aim Higher Programmes, The Brilliant Club Scholars Programme, Home Learning Programmes and Special Educational Needs resources. The impact of Pupil Premium expenditure on educational achievement is the outcomes for these students, as demonstrated in achievement, attendance and reward data.

## Taking Responsibility

The school is committed to providing students with as many opportunities as possible to take on real responsibilities.

- Each form elects a **College Prefect**. This post is for the whole academic year. College Council meetings are held every week. The students put items for discussion forward, and they also organise many whole school charity events.
- We have an active **Student Parliament** that is made up of elected representatives from the College Prefect teams.
- In Years 8, 9, 10 and 12, students can complete a training programme to become **Peer Mentors**. They work with students who may experience issues with homework and behaviour, as well as any emotional issues they may face.
- In Year 7, students can train to be Transition Mentors to work with the Primary to Secondary transition.
- In Year 8, every student can take part in reception duty in the Main Reception area.
- In Year 11, students are encouraged to become prefects and to take on a variety of roles in the day-to-day running of school life.

## Assessment and Reporting

We monitor each student's academic progress through regular assessment and testing.

Each year group will receive three reports every academic year, including the following information.

### Key Stage 3

- Attainment (%)
- Year Average
- Effort in Lessons
- Number of Homework Submissions Missed

### Key Stage 4

- Working At Grade (WA):
- Estimate Grade (EG)
- Effort in Lessons
- Number of Homework Submissions Missed

## Home School Partnership Agreement

<b>The Parent(s)/Carer(s)</b>
-------------------------------

**I/We have chosen to send my child to Hillcrest School and Sixth Form Centre;  
therefore, I/We agree to:**

- Send my/our child to school regularly and on time
- Inform the school promptly of the reasons for any absence
- Ensure my/our child has all the necessary uniform and equipment
- Avoid, except in exceptional circumstances, appointments during school time
- Make the school aware of any concerns or problems that might affect their work or behaviour
- Support my/our child in their homework and other learning opportunities
- Support the school's policies and guidelines. This includes all aspects of the 'Getting it Right' policy, the use of sanctions such as detentions and the arrangements of Passport and Off-Site Direction placements in the Oaks Collegiate as required
- Attend parents' meetings and discussions about your child's progress
- Take an active interest in their life at school
- Encourage my/our child to respect school property
- Encourage my/our child to treat all members of the school community with respect, regardless of race, nationality, age, disability, religious belief, gender and sexuality identity and orientation and support the school in its commitment to promote 'British Values' in our school community
- Adhere to the school Parental Code of Conduct

<b>The School</b>
-------------------

**The school will:**

- Provide a safe, well-ordered and caring environment
- Provide a high standard of teaching in line with the requirements of the National Curriculum
- Expect that all students should achieve their personal best

- Encourage high standards of work and behaviour through building good relationships and developing a sense of responsibility, and ensuring that all students follow the 'Getting it Right' Policy
- Keep you informed through regular newsletters about events and activities
- Promote British Values and respect all members of the school community regardless of race, nationality, age, disability, religious belief, gender and sexuality identity and orientation
- Provide support for students to help them keep safe in and out of school, including online risks such as child sexual exploitation, forced marriage and extremist radicalisation
- Reward achievements and use appropriate sanctions as necessary
- Provide continual feedback both in class and in written format once per term
- Develop in students a responsibility for their own lifelong learning
- Provide a range of extra-curricular activities
- Provide quality careers guidance and advice

<b>The Student</b>
--------------------

*I will:*

- Attend school regularly and on time
- Be organised and well-equipped (bringing my knowledge organiser folder and the essential equipment every day)
- Behave well
- Complete all homework, class work and coursework to the best of my ability
- Talk to my parent(s)/carer(s) about school
- Value the opportunity to learn
- Wear the school uniform with pride and be tidy in appearance

- Respect British Values and treat all members of the school community fairly regardless of race, nationality, age, disability, religious belief, gender and sexuality identity and orientation
- Keep the school rules and follow the school 'Getting it Right' Policy
- Attend any detentions or serve any other sanction which is issued to me.
- Treat the school building with care
- Complete any duties with which I am issued as part of the school community, e.g. Recycling Bin rota
- Pass on newsletters and other information to parents/carers

<b>Governors</b>
------------------

We will:

- Support the school
- Seek financial efficiency and value for money
- Ensure school policies are updated regularly in line with current legislation, particularly in relation to the promotion of British Values and other safeguarding issues to protect the safety of all students (i.e., Female Genital Mutilation, Extremist Radicalisation, Child Sexual Exploitation, Forced Marriages and Honour Violence).
- Ensure compliance with statutory obligations
- Monitor and review all aspects of school life
- Meet regularly with the Headteacher and members of staff to discuss matters of issue
- Seek to appoint high-quality staff

## Extra-curricular and Out of Hours Learning Activities

Activities during lunchtime or after school are an essential part of life at Hillcrest. They encourage students to pursue their interests and help them make friends in other forms or years.

The PE, Dance, Drama and Music Departments organise a wealth of activities. These range from choirs and instrumental groups to dance and drama activities, and parents/carers are invited to our concerts, which are held each term. There are various PE teams and activities held during the lunch hour and after school. There is also an Art Club, Maths Clinic, Science Club, Technology Club and Homework Club, to name but a few.

## Medical Problems and Emergencies

- If your child has any medical problem that is likely to affect her work or her life in school, please inform her **Head of Year or Mrs Bunce**.
- The school staff cannot give students any form of medicine or tablets unless special arrangements are made with parents/carers in connection with medication prescribed by a doctor.
- All medicines/tablets which must be brought into school should be clearly labelled with your child's name and form, as well as clear instructions regarding the dosage to be taken. This must be discussed with the Head of Year or Mrs Bunce, who will then ensure the relevant staff are informed and Medical Alert Cards updated, as required.
- In terms of asthma, allergies and diabetes, it is the responsibility of the parent/carer to ensure their child has the correct equipment with them in school to deal with any medical emergencies, ie, inhaler, EPI-Pen, blood glucose monitor. Parents/carers must ensure that their child brings a spare inhaler and EPI-Pen that can be stored in the student reception and used in emergencies.
- If you have any queries relating to your child's health, you may contact the relevant Head of Year or the **School Nurse directly at Quinton Medical Practice. Telephone number: 0121 466 3510.**
- If your child is taken ill or has an accident, we may need to contact you urgently. Every year, you are asked to provide us with an update on whom we could contact in an emergency. **If these details change, please ensure that we are informed.**
- Messages can be conveyed to students only in extreme emergencies. Similarly, students may only use the school telephone in the event of an emergency.
- Child Protection is an integral part of the caring ethos of the school. We are committed to protecting and ensuring the safety of all students, and the school has a legal duty to follow the Birmingham LA Child Protection procedures.
- If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of the child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parents wishing to view this policy may do so on request.

- The school has separate Asthma and Epi-Pen policies; please refer to these, which are available on the school website.

## Safeguarding

Hillcrest School and Sixth Form Centre is committed to the highest standard in protecting and safeguarding the children entrusted to our care. Information on our safeguarding procedures, along with guidance for parents on e-safety and prevention against extremist radicalisation, can be found in the 'Keeping Children Safe' section on the school website.



Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Hillcrest, to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued, and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed or is at risk of harm, you must contact the following staff members as quickly as possible.

***Mr Connor-Hemming (Deputy Headteacher and Designated Safeguarding Lead)***

***Mrs Bunce (Senior Learning Mentor and Deputy Safeguarding Lead)***

***Ms Jacobs (SENDCo)***

***Miss Ankiah (Deputy Safeguarding Lead)***

***Miss Smallwood (Deputy Safeguarding Lead)***

***Miss Winter (Deputy Safeguarding Lead)***

***Miss McDonald (Deputy Safeguarding Lead)***

***Miss Adenike (Deputy Safeguarding Lead)***

***Mrs Stansbie (Deputy Safeguarding Lead)***

## **Emergency Closure of School**

In extreme weather conditions or other emergencies when it is necessary to close the school, details will be posted on the school website, sent via X and a text message via ParentMail.

If, for any reason, we were unable to re-open as announced because of secondary factors, e.g. burst pipes, heating failure, this will be communicated as above.

Please ensure that students have an alternative place of safety in case it becomes necessary to close the school early in an emergency. Students must be aware of this place of safety, as it is quite impossible to accommodate students using the telephone in large numbers.

## **The Governing Body**

**Chair:** Miss D McIlmurray

**Vice-Chair:** Mr L Palin

**Governors:** Mr P Early  
Miss L Macarther-Clare  
Mrs K Earl  
Mr Ahmed Elderiny



DAY	BEFORE SCHOOL	LUNCHTIME	AFTER SCHOOL
<b>MONDAY</b>	Library - 8am-8.30am Breakfast Badminton - LTS Sports Hall 8.10am Breakfast Club 8am-Rm 54 Literature intervention group (Malla Bhargav)	Library Break and Lunch Club- Rm 54 Mindfulness Art Club - Mr Featon Rm 45 Active Lunch- Outside (selection of equipment to use) Badminton - LTS Sports Hall - All Years Mindfulness Club - Room 32 Year 11 Dance studio - Open rehearsal Year 11 History revision drop-in - Room 22 Drama Club - student run French Revision Club GCSE Foundation - Mr Harrison Rm 27 GCSE Textiles Support Club Y11- Ms Gill Room 62 (WEEK A)	Library until 4pm Homework Club 1515-1600 Rm 54 Steel Pans - Hall 3:30-4:30
<b>TUESDAY</b>	Library 8am-8.30am Breakfast Badminton – LTS Sports Hall 8.10am Breakfast Club 8am-Rm 54 Choir For All - Mr Nock Rm 12	Library Break and Lunch Club- Rm 54 Active Lunch - Outside (selection of equipment to use) Badminton - Gym - All Years DofE Bronze Year 9 - Miss Glendening - Week B Rm28 Drama Club - student run Art Club KS3 -Mr Featon Rm 45	Library until 4pm Homework Club 1515-1600 Rm 54 Performing Arts - Mrs Berlyn Cricket Club with coach - 3:20-4:20pm Football Club - 3:20-4:20pm Badminton - LTS - All Years Choir For All - Mr Nock Rm 12 3:30-4:00pm Biology intervention - Year 11 - Ms Mostofi English Intervention (11n4) - 3:15-3:50 Mrs Bhargav Rm 37

**WORK HARD | BE KIND | AIM HIGH**



<b>WEDNESDAY</b>	Library 8am-8.30am Breakfast Badminton – LTS Sports Hall 8.10am Breakfast Club 8am-Rm 54	Library Break and Lunch Club- Rm 54 Keyboard 1230-1300 Mr Nock Rm 12 Active Lunch- Outside (selection of equipment to use) Badminton - LTS - Gym All Years Basketball – KS3 Chess Club - Room 23 - Mr O'Neill Geography revision - L Gregory	Library until 4pm Maths Sparx support - Dr Gardner Room 32 - 3:15-4:00pm Performing Arts - Mrs Kirby Computer Science revision (Week A) - Miss Tanday Room 33 History Revision session - drop-in - Mr Holman Bench balll - LTS - KS3 (from 28.9.24) Couch to 5K 3:20-4:00pm School Band - Mr Nock 3:30-4:15pm English Exam Practice (11EN1) - Ms Meacher 3:15-4:15 Room 36
<b>THURSDAY</b>	Library 8am-8.30am Choir (form time) Music room - all years Breakfast Badminton - LTS Sports Hall 8.10am Breakfast Club 8am-Rm 54	Library Break and Lunch Club- Rm 54 Art Club GCSE - Year 11 - Mr Featon Poetry by Heart Club 1235-1300 Mr James Rm 40 Active Lunch- Outside (selection of equipment to use) GCSE Textiles Support Club Y11- Ms Gill Room 62 (WEEK B) English Intervention - Mrs Holmes Rm 39 Dance studio - Open rehearsal Badminton - KS3 Creative Writing Club KS3 - student run Ms Meacher Rm 36	Library until 4pm Homework Club 15:15-16:00 Rm 54 Performing Arts - Mrs Broomhall KS3 Science Club 15:20-16:20 Mr Squires in lab 55 or lab 60 Netball Club - Years 7 & 8 Miss Farr Sports Hall/Outside 3:20-4:20pm Netball Club - Years 9 & 10 3:20-4:20pm Music Coursework Club KS4 - Mr Nock 3:30-4:15pm Chemistry revision -LHe 3:20-4:20pm DnD & TTRPGs Club – Mr Doyle Rm 39 (from 7.11.24)



<b>FRIDAY</b>	Library 8am-8.30am Breakfast Badminton - LTS Sports Hall 8.10am Breakfast Club 8am-Rm 54	Library Break and Lunch Club- Rm 54 Active Lunch - Outside (selection of equipment to use) Badminton - LTS Sports Hall All Years French Revision Club GCSE Higher - Mr Harrison Rm 27 The Reading Room - Mrs Bhargav Room 37 from 12.45 (Y7 - 9)	Library until 3.30pm Homework Club 1515-1600 Rm 54 Art Club GCSE Year 11 - Mr Featon until 4:30pm
---------------	--	---	---

**WORK HARD | BE KIND | AIM HIGH**

## School Details

Address	Stonehouse Lane Bartley Green Birmingham B32 3AE
Telephone	0121 464 3172
e-mail	<a href="mailto:enquiry@hillcrest.bham.sch.uk">enquiry@hillcrest.bham.sch.uk</a>
Headteacher	Mr Sam Abbotts
Deputy Headteacher	Mr Steven Connor-Hemming (DSL)
Deputy Headteacher	Mrs Shamim Palmer
Assistant Headteacher/SENDCo	Ms Catherine Jacobs (SENDCo)
Assistant Headteacher	Mr Thomas Squires
Business Manager	Mrs Sharron Johnson
Chair of Governors	Miss Dee McIlmurray
Safeguarding and Welfare Co-ordinator	Mrs Mary Bunce