



# Hillcrest School and Sixth Form Centre Parents' Handbook 2023 - 2024

*'Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming. They enjoy coming to school and achieve well.'*

*Ofsted September 2022*

*'Leaders have high expectations for staff and pupils alike. They have planned an ambitious curriculum for all pupils, including those with special educational needs and/or disabilities (SEND).'*

*Ofsted September 2022*

[www.hillcrest.bham.sch.uk](http://www.hillcrest.bham.sch.uk)

Twitter @HillcrestSch



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# Hillcrest

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Head Teacher	Ms Julie-Ann Davies
Deputy Headteacher	Mr Steven Connor-Hemming
Deputy Headteacher	Mr Sam Abbotts
Assistant Headteacher	Mrs Shamim Palmer
Assistant Headteacher/SENDCo	Mrs Catherine Jacobs
Business Manager	Mrs Sharron Johnson
Chair of Governors	Miss Dee Mcilmurray
Emotional Well-Being Co-ordinator	Mrs Mary Bunce

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

In the 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.



## School Values and Ethos

Hillcrest School and Sixth Form Centre is a **safe and respectful** learning environment where **every child is valued as an individual with unique talents and ambitions.**

We:

- are an **outward looking** and **confident** community, actively promoting the **fundamental British values** of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs;
- are a **happy, responsible** and **fair** school respected by the community;
- improve our environment to meet the **educational demands of the twenty-first century**;
- raise expectations and **achievement for all**;
- prepare everyone for the **challenges of modern Britain** and a **changing world**; and
- develop a **passion for life-long learning**



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## Welcome to Hillcrest School

At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. I hope within these pages you will discover something of how we combine the best of traditional values with the very latest in teaching methods and technologies to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on: self-discipline and self-respect; hard work and achievement; and high standards of behaviour.

We have a highly qualified team of staff committed to delivering quality education to all our students. Your child will enter a safe and secure environment in which high quality learning can take place effectively. We are proud to play our part in helping students become the thoughtful, caring, confident and well educated young adults of tomorrow.

We believe our school is an ideal size, since it is large enough to provide a full range of subjects and to enable us to employ specialist teachers, but not so large that the individual becomes lost in the crowd.





## The School Day



	<i>Dining Room open to students</i>
08:00	<i>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
<b>11:10 - 11:30</b>	<b>BREAK</b>
11:25	Warning Bell
11:30 - 12:30	Period 3
<b>12:30 - 1:15</b>	<b>LUNCH</b>
1:10	Warning Bell
1:15 - 2:15	Period 4
2:15 - 3:15	Period 5
3:15	Dismissal of students

The canteen serves breakfast between 8:00am and 8.30am. Upon arrival students should use the main student entrance adjacent to Room 5.

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If students are not sat in their form rooms by 8.45am they will be marked late. If a student is late to school, they will receive a 30-minute C2 lates detention that day. Parents/carers will be notified by ClassCharts that their child is expected to serve the C2 detention that day. If a student fails to attend the C2 detention on the day they are late to school, they will receive a 40-minute SLT detention (Friday). If a student fails to attend this SLT detention, they will be internally isolated the following day.

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.

## Attendance

We believe that all students should develop habits of excellent attendance and punctuality and we ask for the support of parents in this.

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 and parents may be invited into the school to meet the **Deputy Headteacher (Mr Connor-Hemming) and Educational Welfare Officer (Anita Gray)** to agree an Attendance Action Plan as part of the Local Authority's '**Fast Track**' programme. This may result in a fixed penalty fine or legal prosecution if a child is absent from school for ten days in the previous twelve month period and appropriate medical evidence has not been provided by parents / carers.



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When your child is absent, please telephone the school on the first morning to let the **Attendance Officer (Miss Stuart)** know the reason. Otherwise, it is our policy to contact you asking for a reason.

- There is also 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 to have unauthorised absences the school may request parents to provide medical evidence to explain absence i.e. a doctor's medical note, appointment card or receipt from pharmacy.
- When your child returns to school she should give her form teacher a note from you giving the reason for the absence.
- If the tutor does not receive a note your child's absence will be recorded as unauthorised.
- If a student is absent for more than three days and we have not received a letter or phone call 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 Children's Social Care for additional 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. No note is then required when she returns.
- When students enter or leave school premises for medical appointments they must report to Student Reception who will record their arrival or departure time and will give them a slip. This authorises them to be out of school and your child may be asked by the Police 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.



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## 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 school for an appointment with Mr Connor-Hemming (Deputy Headteacher).** The Headteacher has the right to use her discretion to authorise leave of absence during term time, i.e. – family funeral abroad. Parents/carers **will** face a **fixed penalty fine** if they take their child on holiday without authorisation from the school. Parents will be asked to provide evidence of travel tickets to confirm the dates of travel arrangements. The school has the right to contact Children’s Social Care or the police if there are any concerns about a child’s safety during a leave of absence.

Birmingham City Council  
'Holidays During Term Time are not Allowed' Leaflet

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)



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

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

<b>EXCELLENT</b>	<p>Your child's attendance is above 98%. They are 'WISED UP' on attendance. 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>
<b>GOOD</b>	<p>Your child's attendance is 95-97% They are 'GETTING WISE' 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>
<b>UNSATISFACTORY</b>	<p>Your child's attendance is 94-90%. They are below the national government threshold of 95% <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>
<b>CONCERN</b>	<p>Your child's attendance is between 85-90%. They 'NEED TO WISE UP!' Parents / Carers may face a fixed penalty fine as your child's attendance is below 90% and they are 'Persistent Absentees' <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>
<b>SERIOUS CONCERN</b>	<p>Your child's attendance is below 85% 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! <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>



**IT IS VERY IMPORTANT THAT ALL PARENTS SIGN UP TO <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 on all the exciting events and activities that occur in school. We use a system called ParentMail to communicate with our parents and 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, stationary.
- 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 make sure that we have your most up-to-date email address and mobile phone number and just activate your account when you are sent 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 come into school 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 £2.53 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 £2.53.
- 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 onto 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 £2.53 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 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 or in the Hall.
- The school operates a system whereby if a student forgets their swipe card they can have lunch and parents should add the money onto their child's ParentMail account later that day to reimburse the school.



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- Hillcrest has a Healthy Eating Policy. Students should not be bringing 'family' sized packets of cakes, biscuits, crisps, large bottles of drinks or energy drinks into school.

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



The school dining hall 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. Student 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. College Leaders will normally deal with such matters in the first instance.
- Please telephone 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 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.

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## 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 normal 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.



It is important that students have the basic equipment for lessons. Suggested essentials are:

- Pens (blue, black and green).
- Pencils, a pencil sharpener, a selection of coloured pencils
- A rubber
- A ruler
- Glue stick.
- A notebook for rough work
- A protractor and compass.
- Casio Scientific Calculator FX-83GTXBLACK (available from most supermarkets).
- An English Dictionary.
- A French Language Dictionary.
- Scissors and a small stapler.

Students will be issued with a swipe card in order to borrow books from the **Open Learning Centre.**

A selection of equipment is available to be purchased in the Open Learning Centre.



## Uniform and Jewellery

We expect our students to take pride in their appearance and we believe that the wearing of 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, but not sling backs or Crocs.
- School tie (correctly worn to the neck).

### 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 and boots are not to be worn. Students will be expected to wear a pair of school authorised 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 authorised shoes (until the correct footwear can be purchased by parents).



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## For PE:

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

## Uniform Suppliers 2023-24

### Uniform Suppliers

#### 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

#### Kids Essentials

762 Bristol Road South, Northfield

Birmingham B31 2NN

Tel: 0121 477 0736

e: [sales@kids-essentials.co.uk](mailto:sales@kids-essentials.co.uk)

w: [www.kidssentialschoolwearbirmingham.co.uk](http://www.kidssentialschoolwearbirmingham.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 are 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 extensions should not be worn for school. Students who arrive at school wearing make-up or nail varnish will be given the appropriate materials to ensure it is removed.

**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 such as smartwatches, MP3 players or iPods to school.

Mobile phones 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 of the day 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. Parents/carers will be notified by ClassCharts that their child is expected to serve the detention that evening after school and will be asked to collect them in person from the school. If a student refuses to give their mobile phone to a member of staff, they will receive a 60-minute C3 detention and a one-day fixed term suspension for refusing to comply with instructions. Students returning to school from a suspension will be required to hand their mobile phone into 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 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.

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

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Students are issued with 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 absolutely 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 very little 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 College Leader.

## 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 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 form groups in which they are taught for the following subjects: Dance, Drama, PE, Technology, Art, Computing, History, Geography, Music, Religious Education and Life Skills. Students are placed in ability sets for the core subjects (English, Maths and Science) usually at the end of the first half-term in Year 7. Students are then banded into groups in French during the first term in Year 7.

All Year 7 students will experience the lessons below:

Art

Computing

Dance

Drama

English

French

Geography

History

Mathematics

Music

Life Skills

Physical Education (P.E.)

Religious Education (R.E.)

Science

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## Technology

In Key Stage 4, compulsory subjects are English, Mathematics, Science, French, PE and RE. Advice and guidance about the most appropriate choices is given to all students in Year 9 during the options process. All GCSE courses start formally in Year 10, although students will begin to study course content in lessons in Year 9.



## Information Advice and Guidance (IAG)

Information Advice and Guidance (IAG) is an ongoing part of student support as they progress through KS3, 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** in 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 also essential to 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, and 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 **Ms Davies (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 fully in accordance with the 1988 Education Act and are planned in 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

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should happen, it is likely to be quite unintentional but we would be most anxious to know about it as we are all learning all the time! Parents do have the right to withdraw their child from Assemblies if they wish after discussion with the school. Again, parents should formally write to **Ms Davies (Headteacher)**.

## Extended Learning

**This helps our students in a number of ways: -**

- To learn how to work independently
- To develop responsibility for planning and organising their own time effectively
- To do background reading and research to extend what they have learnt in lessons or prepare for the learning in the next lesson
- To reflect on their work and think things through for themselves

An 'Extended Learning' timetable is sent to parents at the start of each school year and is also available on the school website. All 'Extended Learning' is recorded on the 'Class charts' section on the school website. Each student and parent will have a **unique username and password** to access the site. Here, students and parents can find information on the nature of the extended learning, useful resources and deadlines to complete and submit homework.

In their first year students should be doing about an hour to 1½ hours each night, and this increases to 2 hours from year 9.

Extended Learning will be set in the following ways:



***It is an expectation your child will read for 20 minutes every evening.  
Please support them in doing so.***

- Online Work Hegarty Maths (or other online platforms - Active Learn, Seneca etc.)
- Work set around **knowledge organisers** (self-quizzing on essential knowledge or, preparation for retrieval tests etc.)
- Any other work the class teacher sets (if an extended piece of writing is set, then the teacher will provide feedback on this).

## **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. Subject-specific revision packs would be provided by departments).

You can support your child in several ways:



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- 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 'ClassCharts' to her teacher if she experiences any problems completing the homework.
- If it appears that extended learning is not being set, please contact your child's College Leader. This also applies if too much extended learning is being set.
- Take an encouraging interest in the extended learning being completed; help and praise as appropriate.
- Ensure that your child takes her extended learning books 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 and end of each day, as well as the daily form period during the day.

**Year 7 College Leader** - Miss J McDonald

**Year 8 College Leader** - Miss K Ankiah

**Year 9 College Leader** - Miss J Smallwood

**Year 10 College Leader** - Miss A Adenike

**Year 11 College Leader** - Miss H Winter

**Head of Sixth Form** - Mr L Provis

**SENDCo** - Mrs C Jacobs

**Learning and Emotional Well-Being Mentor** - Mrs M Bunce

**High Level Teaching Assistant** - Mrs T Stansbie

**Place2Be Practitioner** - Miss A McFetridge



## 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 wellbeing of every child matters. Our SEND policy is in line with the SEND code of practice 2014.

In Year 7, we identify the additional needs of students from information and results provided by primary schools and the completion of tasks focusing 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 also have the opportunity to 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 Mrs Jacobs**. Please feel free to contact her at school

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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. - Educational Psychologist Service.



## Sixth Form

The Sixth Form at Hillcrest is part of 'The Oaks Collegiate' of schools who work together to provide Post 16 Education. This allows students to access a broad and balanced range of subjects at Hillcrest and from across the collegiate. Schools in 'The Oaks Collegiate' Sixth Forms are: Hillcrest School, Lordswood Girls' School and St Thomas Aquinas School.

**Our Head of Sixth Form is Mr Provis.**

### What does this mean?

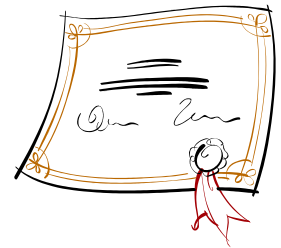
This means that a student can choose to do one or more subjects at Hillcrest School together with a subject (if not taught at Hillcrest) at another school. Every Wednesday students are involved in 'Enrichment' where they can choose from a range of activities. Students in the Sixth Form have their own personal tutor who they meet with to discuss their progress and have personal guidance in completing their higher education or apprenticeship applications.

Many visiting speakers lead sessions for Sixth Form students to give guidance on the options available after Year 12 and then Year 13. Sixth Form students have their own facilities in the school including a common room and a dedicated computer suite.



## Rewards

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



## 'Getting It Right'



It is the aim of the school to create a happy, successful school in which students are able to 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 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

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Getting It Right Rewards underpin every aspect of learning and school life. Every lesson students automatically have a GIR point. Their challenge is to keep their point by the end of the lesson by following school expectations in terms of behaviour, organisation, and punctuality to lessons. However, they can lose their GIR point in a lesson if they fail to meet any of these expectations (see page 29). **By the end of the year students are expected to have kept a minimum of 96% GIR points in lessons.** However, they cannot earn their GIR points if they are not in school, so attendance is crucial if students are going to achieve above the 96% threshold. During the year students receive certificates based on their GIR % at the end of each half-term.

**Gold certificate** awarded to students with **100% GIR total**

**Silver certificate** awarded to students with **98%-99.9% GIR total**

**Bronze certificate** awarded to students with **96%-97.9% GIR total**

At the end of the year students who meet the minimum thresholds will receive a '**Hillcrest Star**' badge and will be able to take part in specially organised celebration events.

Parents/carers will receive a letter at the end of each term showing if their child's GIR% is above or below the 96% minimum threshold.

## Getting It Right Bonus Points

In addition, students can also earn GIR Bonus Points for producing exceptional pieces of work in lessons. There is also a special Headteacher Commendation (worth 5 bonus points). Students are also invited to participate in other celebratory events if they meet the expected bonus point threshold and can achieve different levels of certificates.

**Bronze certificate** is awarded to students who earn **30 bonus points**

**Silver certificate** is awarded to students who earn **40 bonus points**

**Gold certificate** is awarded to students who earn **50 bonus points**

**Platinum certificate** is awarded to students who earn **60 bonus points**

**Diamond certificate** is awarded to students who earn **80 bonus points**

**Emerald certificate** is awarded to students who earn **100 bonus points**



## **Community Certificate**

These will be awarded to students who make a contribution to the Hillcrest community. This might include being part of a team, taking part in an event or being a guide when we have visitors in school.

## **The Hillcrest Superstar Award:**

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

- A minimum of 96% Getting It Right points
- 50 or more Getting It Right bonus points
- 6 community certificates
- An exceptional one off achievement e.g. School athletic games medal winner

Hillcrest Superstars will receive a special certificate and their names will be displayed on a roll of honour. They will also be awarded with a special Headteacher tie - one which 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 medal and for a fourth time a Headteacher cup.

An Awards Morning 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.

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## Extended Learning Awards

We celebrate student's achievements in their efforts to successfully complete 'Extended Learning' throughout the year. Students can receive the following awards:

### ***Termly:***

Gold Award - Student completes every piece of extended learning in the term

Silver Award - Student only receives one H consequence in the term

Bronze Award - Student only receives two H consequences in the term

### ***Annually:***

Gold Award - Student completes every piece of extended learning in the year

Silver Award - Student only receives three H consequences in the year

Bronze Award - Student only receives five H consequences in the term

**'Getting It Right' Policy (GIR).** This is a behaviour policy based upon:

- ✓ Praise



- ✓ Choice - students make choices which dictate their actions. These actions can then result in either positive or negative consequences.

## **'Getting it Right'**

- In all classrooms everyone should feel comfortable and non-threatened
- We expect that in all classrooms there should be three times as much praise as there are Consequences
- 'Getting it Right' points - students will start the lesson with a point and will only lose it if they receive a 'C' - Consequence
- Every half-term the 'Getting it Right' points are added up
- Certificates will then be presented and letters sent home through ParentMail

## **Supporting learning in the classroom - how does it work?**

- *First misbehaviour ..... Verbal warning and name written on the board.*
- *Second misbehaviour ..... C1- Lost GIR point for lesson*
- *Third misbehaviour ..... C2- Issued with a 30 minute same day detention*
- *Fourth misbehaviour ..... C3 - Isolation room for the next two lessons of the day and 60 minute same day detention*

## **C1 will be issued for.....**

- Late to lessons by more than 5 minutes
- Failure to bring equipment, including knowledge organisers
- Failure to bring kit
- Misbehaviour in a lesson after an initial warning from the teacher

## **Supporting the Learning Environment - 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 not stop to give their name, they will get a C3)*



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- Chewing
- Being in the wrong toilet (not including lesson times)
- 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 C3 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 handing in the mobile phone to main reception for the next five days after returning from suspension.

## **Supporting the Learning Environment: 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.*

## **Supporting the Learning Environment: Water Bottles - how does it work?**

- Drinking in a lesson is not a right - permission has to be given by the teacher. 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...

## **Supporting the Learning Environment: 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 warning or a C3 or fixed term suspension at home (dependent upon the severity of the incident).



- Any student caught smoking or stood with other students smoking (cigarette, e-cigarette, vaping) will receive a fixed term suspension at home. This also includes students found in possession of such items\*.
- Any student carrying inappropriate objects will be suspended from school and in the case of drugs the school drugs policy will be followed and a permanent exclusion from school will be issued.

\* It is illegal to smoke/vape on school premises and applies to all members of the school community. Anyone breaking this law may face legal action.

## **Supporting the Learning Environment: Information and Communication Technology - how does it work?**

- Downloading of inappropriate material from the internet will receive a C2
- Students on inappropriate web sites in lessons will receive a C2
- Students on the internet when they should be working will receive C2
- Any inappropriate messages sent via the internet or mobile phones will receive a C3
- Drinking or eating in a ICT room will receive a C1

## **Supporting the Learning Environment: Digital Media - how does it work?**

- Recording any member of the school community without their permission is not allowed and will result in a fixed term suspension at home for up to 10 days.
- The display, supply or posting of any such materials will result in a fixed term suspension at home for up to 10 days.
- 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 on-line behaviour i.e. cyber-bullying harassment, physical threats.
- Serious incidents may result in a permanent exclusion.

## **Supporting the Learning Environment: Inappropriate objects/items - how does it work?**

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The Education and Inspections Act (2006) gives schools the right to search students who it is believed 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.

## **Supporting the Learning Environment: Language - how does it work?**

1. Staff will always respond appropriately to inappropriate language.
2. If staff can hear inappropriate language directed to 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 30-minute after school detention under the following circumstances:
  - Receiving a C2 in lesson for inappropriate behaviour;
  - Receiving a C2 for inappropriate behaviour out of lessons;



- Receiving a C2 for persistent failure to put an appropriate amount of effort into classwork over a number of lessons;
- Receiving a C2 for persistently failing to bring the correct equipment to lessons over a period of time;
- Receiving a C2 for being late to school;
- Receiving a H1-H2 consequence for failing to complete a piece of 'Extended Learning' (including attempting but failing to complete extended learning to the expected standard or the student's level of ability)
- 30-minute detentions are held 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, without prior confirmation from parents/carers, a 60-minute SLT detention will be issued on the next available Friday (40 minutes for initial C2 lates detention). Students will receive an SLT detention letter and are expected to give it to their parents/carers.
- If a student fails to attend an SLT detention, they will be internally isolated the following day.
- Students can receive a same day 60-minute detention if they receive a C3 for inappropriate behaviour in lessons and/or around school. This includes; having their mobile phones visible during the school day, truanting from school, lessons and/or form period, and damage to school property, as well as failure to follow instructions issued by any member of staff. Parents/carers will be notified by ClassCharts on the day the consequence is issued to inform them that their child will serve the 60-minute detention after school that day.
- If a student fails to attend a 60-minute detention, without any prior confirmation from parents/carers, they will receive a 70-minute SLT detention (Friday).
- If a student fails to attend this SLT detention, they will be internally isolated the following day.
- Students can receive H3 consequences (onwards) for failure to complete three or more pieces of 'Extended Learning' in the same subject, including attempting but failing to complete extended learning to the expected standard or the student's level of ability.
- H3, H4, H5 consequences (onwards) will result in the student receiving a 60-minute detention on either a Tuesday or Thursday. Failure to

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attend any such detentions will result in a 70-minute SLT detention being issued (Friday only). Repeated failure to attend these SLT detentions will result in the student being internally isolated for a period of time.

## Successful Behaviour

<b>Always</b>	<b>Never</b>
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 basic 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 in order 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, 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 College Leader immediately if they experience any relationship issues with other students in school, out of school or on-line.

### **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 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 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

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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 will regularly meet with and support any student experiencing difficulties in their relationships with other students in and out of school. Students can also access support from our Place2Be Practitioner (Miss McFetridge) in room 17 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 than 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 negatively. As mobile phone and internet use has 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 their 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 spent to enable entitled students to receive additional support and resources to remove 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, the Accelerated Reading Programme, music tuition, Gifted and Talented programmes (The Brilliant Club), Home Learning Programmes and Special Educational Needs resources. The impact on educational achievement arising Pupil Premium expenditure are the outcomes for these students, as demonstrated in achievement, attendance and reward data.

## Taking Responsibility

The school is committed to providing as many opportunities as possible for students 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.
- Each form selects an **IAG representative**. This post is for the full academic year and the students selected will organise careers events.
- In Years 8, 9, 10 and 12 students have the opportunity to 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 Primary to Secondary transition.
- In Year 8 every student has the opportunity to take part in reception duty in the Main Reception area.



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- 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. School examinations are held each year in the summer term and for older students in December as well. Students are entered for a range of external examinations. Dates of examinations are sent to parents/carers in advance.

Every student receives a detailed written report once a year. A reply slip will be provided for you to acknowledge receipt and to comment if you wish to do so. Parents/carers will also receive two snapshot reports each year. These give an indication of the grade your child is working at and an estimated grade they are predicted to achieve at the end of the year. This report will also show if your child is handing in homework, putting in the required effort and bringing all the correct equipment to lessons on a regular basis.

## Home School Partnership Agreement

The Parent(s)/Carer(s)
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**I/We have chosen to send my child to Hillcrest School, 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 in school time
- Make the school aware of any concerns or problems that might affect her work or behaviour
- Support my/our child in 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 her progress
- Take an active interest in her 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

***The School***

*The school will:*

- Provide a safe, well-ordered and caring environment

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- 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 to 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><i>The Student</i></b>
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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
- Do 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 to 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. Bin rota
- Use my planner effectively
- Pass on newsletters and other information to parents

**Governors**

We will:

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- 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 (ie - 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

## Friends of Hillcrest

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All parents/carers of students attending Hillcrest are automatically Members of the Friends of Hillcrest (PTA), as are all members the school staff.

We aim to:

- Encourage activities of all kinds to promote the education and welfare of all students attending the school.
- Assist the school staff in making new families welcome and to feel that they belong to a large community comprising of other parents as well as students and teachers.
- Support the school in times of difficulty whichever way will prove to be beneficial.
- Help the school to maintain and improve amenities, with financial support, which is not provided by central funding.
- To support the school in raising funds for equipment and activities which cannot be provided out of normal school budgets.

The really important consideration is the full and happy education of your child. The Friends of Hillcrest continually strives to this end.

**If you would like to know more, please contact Mrs Fowler (Chair of Friends) via the school office.**

## **Extra-curricular and Out of Hours Learning Activities**

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

The Performing Arts Department organises a range of choirs, instrumental groups, Dance and Drama activities and parents 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.



Visits have also been to Spain, America, Australia, Alton Towers, Drayton Manor, London and Stratford. Language visits have also taken place to France. There are residential field courses in Geography for Sixth Form students and many day trips for all students in curriculum areas, including Outward Bound Activities. Visits to theatres, art galleries and museums are also an integral part of the school curriculum.

A sample grid showing Out of Hours Learning Opportunities is included on Page 51 of this handbook.

## Medical Problems and Emergencies

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- If your child has any medical problem that is likely to affect her work or her life in school, please inform her **College Leader 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 have to 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 College Leader or Mrs Bunce who will then ensure the relevant staff are informed.
- 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 student reception and used in emergency situations.
- If you have any queries relating to your child's health you may contact the relevant College Leader 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 of 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 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.



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

## Safeguarding

Hillcrest school 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 in order 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)***

***Ms Davies (Headteacher)***

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

***Mrs Jacobs (SENDCo)***

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

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

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

***Miss McDonald (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 twitter 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 do ensure that students have an alternative place of safety should it become necessary to close the school early in an emergency. It is essential that students are 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

**Clerk:** Ms S Rancins

**Governors:** Mr I Otomewo  
Mr P Early  
Miss L Macarther-Clare  
Dr R Priest  
Ms J Davies  
Mr D James  
Mrs K Earl



## School Holidays 2023-2024

	<b>Opening Date</b>	<b>Closing Date</b>
Autumn Term 2023	Wednesday, 6 <sup>th</sup> September	Friday, 27 <sup>th</sup> October
	Monday, 6 <sup>th</sup> November	Friday, 22 <sup>nd</sup> December
Spring Term 2024	Monday, 8 <sup>th</sup> January	Friday, 9 <sup>th</sup> February
	Monday, 19 <sup>th</sup> February	Friday, 22 <sup>nd</sup> March
Summer Term 2024	Monday 8 <sup>th</sup> April	Friday, 24 <sup>th</sup> May
	Monday, 3 <sup>rd</sup> June	Tuesday, 19 <sup>th</sup> July

### **Teacher's Training Days**

Monday 4<sup>th</sup> & Tuesday 5<sup>th</sup> September

Friday 24<sup>th</sup> November

Monday 8<sup>th</sup> January

Monday 22<sup>nd</sup> July

DAY	BEFORE SCHOOL	LUNCHTIME	AFTER SCHOOL
<b>MONDAY</b>	Open learning centre 8am-8.30am Tennis - Outside 8.10am Breakfast Club 8am-Rm 54	Open Learning Centre EAL Club 1230-1300 Ms Razzaq Rm 51 Break and Lunch Club- Rm 54 Active Lunch- Field (selection of equipment to use) Volleyball - al years Gym - Mrs Ginn Tennis - outside courts GCSE Art, Independent Work Y10&11, 1230-1310 Miss Cox Rm 46	Open Learning Centre until 4pm  Homework Club 1515-1600 Rm 54
<b>TUESDAY</b>	Open Learning centre 8am-8.30am Tennis - Outside 8.10am Breakfast Club 8am-Rm 54	Open Learning Centre EAL Club 1230-1300 Ms Razzaq Rm 51 Break and Lunch Club- Rm 54 Active Lunch - Field (selection of equipment to use) Tennis - outside courts Y11 GCSE Geography Rm 29, Mr Gregory Crochet Club - Room 37 KS4 - Mrs Bhargav DofE Bronze Year 9 - Miss Glendening - Week B	Open Learning Centre until 4pm Homework Club 1515-1600 Rm 54 Rugby -Club Gym or outside - all years Cricket Club - Field - all years - Mrs Ginn Athletics Club - Field - all years Musical Theatre Club - Drama room - all years Ms Flynn Higher French GCSE Revision Mr Harrison Webster Rm 7 Science Y11 Set 1 Revision 1530-1615 (Mrs Mostofi) Dance Club - Years 7&8 Dance studio Mrs Berlyn
<b>WEDNESDAY</b>	Open Learning centre 8am-8.30am Tennis - Outside 8.10am Breakfast Club 8am-Rm 54	Open Learning Centre EAL Club 1230-1300 Ms Razzaq Rm 51 Break and Lunch Club- Rm 54 Keyboard 1230-1300 Mr Nock Rm 12 Active Lunch- Field (selection of equipment to use) Tennis - outside courts Keyboard Club - Music room - all years Art Club GCSE Years 10&11 - Independent work Room 45 Ms Cox	<u>Clubs/Activities run from 2:20pm</u>  Open Learning Centre- until 3pm
<b>THURSDAY</b>	Open Learning centre 8am-8.30am Choir (form time) Music room - all years Tennis - outside 8.10am Breakfast Club 8am-Rm 54  Choir 8.50-9.10 Mr Nock Rm 12	Open Learning Centre EAL Club 1230-1300 Ms Razzaq Rm 51 Break and Lunch Club- Rm 54 Poetry by Heart Club 1235-1300 Mr James Rm 40 Active Lunch- Field (selection of equipment to use) Football - Mr Perks - Gym - Years 7&8 Tennis - Outside courts GCSE Art, Independent Work Y10&11, 1230-1310 Miss Cox Rm 46 Textiles Y10- Ms Gill (Week A) Room 62 French Film Club 12:35 - Room 5 - Miss Ramsay Art Club Year 7 Room 45 Ms Cox	Open Learning Centre until 4pm Homework Club 1515-1600 Rm 54 Rounders Club - all years Field - Mrs Ginn Dance Performance group - Dance studio Mrs Berlyn Drama Club - Drama room - all years Ms Flynn KS3 Science Club 15:20-16:20 Mr Squires in lab 55 or lab 60 Science Revision Club (Y11 Set 3) 1515-1615 Ms Hendrickse Rm 56
<b>FRIDAY</b>	Open Learning centre 8am-8.30am Tennis - Outside 8.10am Breakfast Club 8am-Rm 54	Open Learning Centre EAL Club 1230-1300 Ms Razzaq Rm 51 Break and Lunch Club- Rm 54 Active Lunch- Field (selection of equipment to use) Volleyball - Gym - Sixth Form only Tennis - Outside courts GCSE Art, Independent Work Y10&11, 1230-1310 Miss Cox Rm 46 Textiles Y10- Ms Gill (Week B) Room 62 Book Club Mrs Bhargav Room 37 from 12.45 (Y7 – 9) Chess Club - Rooms 23 and 24 - Mr O'Neill and Mr Holan	Open Learning Centre until 3.30pm  Homework Club 1515-1600 Rm 54





Hillcrest School

Quality Learning, Quality Care

