

Hillcrest School and Sixth Form Centre



Student Guide

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Some names to remember:

Ms Davies (Headteacher)
 Mr Connor-Hemming (Deputy Headteacher)
 Mr Abbotts (Deputy Headteacher)
 Mrs Palmer (Assistant Headteacher)
 Miss King (Nightingale College Leader)
 Mrs Bunce (Learning Mentor)
 Mrs Penn (SENDCO)



Induction



We hope to hold an induction day before or during the summer holidays to give you the chance to spend a day at Hillcrest getting to know your new classmates, your form tutor and other teachers. You will take part in some activities and lessons, have a tour of the school and have lunch in the canteen.

You will also have your photograph taken so that you will have a 'swipe card' ready on the first day in September. This card is used in the canteen and in the Open Learning Centre. In the afternoon/evening your parents/carers will also get the opportunity to meet your Form Tutor and College Leader.

Making Friends

You may come to Hillcrest with people from your Primary School, but the great thing about joining a new school is that you can meet a whole range of new people from different schools. On induction day, you will do a range of activities, which will let you get to know the people in your form.



On your first two days in September Year 7 will be the only year group in school. This will give you the chance to become familiar with the school before students in other year groups return to school.

Rewards

G₂ E₁ T₁ T₁ I₁ N₁ G₂ I₁ T₁ R₁ I₁ G₂ H₄ T₁ ✓

At Hillcrest we operate a 'Getting It Right' system (GIR). This is a reward system based upon Praise and Choice—Making the RIGHT choices! You will keep your bonus points if you arrive to lesson on time, bring the correct equipment, complete homework to the correct standard and behave appropriately in lesson.

Every term your parents/carers will receive a letter that states how many GIR points you have kept and if this is above or below average for the school.

At the end of each half-term, you will receive a certificate if your GIR score is above 95%. The different levels of certificates are shown below:

Gold Certificate—your GIR score is 99-100%

Silver Certificate—your GIR score is between 97-99%

Bronze Certificate—your GIR score is 95-97%

At the end of the year students with an average score of 95% points or over will receive a 'Hillcrest Star' badge and will be able to take part in specially organised events at the end of the year. This will be celebrated each July in the 'Getting It Right Awards Morning' and your parents/carers will also be invited to attend.



Rewards

GIR Bonus Points

At Hillcrest we also have a Bonus Points. When you complete work that a teacher believes goes beyond the expected level of work, you receive a Bonus Point.

Bonus Point certificates are awarded for:

- 30 Bonus Points = Bronze Certificate
- 40 Bonus Points = Silver Certificate
- 50 Bonus Points = Gold Certificate
- 60 Bonus Points = Platinum Certificate
- 80 Bonus Points = Diamond Certificate
- 100 Bonus Points = Emerald Certificate



Praise Postcards

These are sent home to inform your parents / carers of an achievement in school.

Community Certificate

These are 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.

Hillcrest Superstar Award

All students have a chance to become a 'Hillcrest Superstar' for continuous effort and hard work during the year. You will win a 'Hillcrest Superstar Award' if you:

- Keep a minimum of 95% Getting It Right points
- Earn a minimum of 50 Bonus Points
- Earn six Community Certificates





Our Emotional Well-Being Advisor is Danielle Hasler. If you need some advice or someone to talk to, then come to The Zone and speak with Mrs Bunce. She will be able to offer you some advice and arrange a meeting with Danielle on your behalf.

We also have a team of Peer Mentors and Anti-Bullying Ambassadors who are trained to talk to other students about any concerns or worries they may have. The mentors meet with Year 7 students each week during form period and the Ambassadors run a drop-in session for students every lunchtime.

THE ZONE

The Zone is a student support centre. Students visit 'The Zone' for many reasons. You may go to an induction session when you join Hillcrest, or for a mentoring meeting, or for one of the many intervention courses that are held throughout the year.

The room has a comfortable seating area, a work area and ICT facilities.

The Zone is also where Mrs Bunce is based. She delivers workshops on emotional well-being and shows you have to get the support you may need.



You can also go to 'The Base' in Room 19 to see Mrs Penn or Mrs Preston if you would also like to speak to a member of staff about a concern you have.

The School Day



It is important to arrive to school on time at the start of every day. You must be in your form room before 8.50 each morning. Unfortunately, you will receive a lunchtime detention if you are late to school after 8.50am.

The College System

At Hillcrest, students are organised into three Colleges:

Year 7—Nightingale College

Years 8 and 9—Rosa Parks College

Years 10 and 11—Malala College

Form Rooms

Each class is given a form room when they start, you are allowed in to your room at break and lunchtime to work or talk with your friends. Each form room has a room rota, which students are on in pairs and everyone takes their turn to make sure the form room is tidy after lunch for the next lesson. If you don't have assembly, then you will have form period. This is a chance to see your form tutor and discuss any queries you might have. At Christmas, each form group decorates their form room and prizes are awarded.

Student Leadership at Hillcrest

You will also have the opportunity to become a College Prefect every year at Hillcrest. You will be required to complete an application form and be interviewed by the College Leader to assess your suitability for the role. The main role of a College Prefect is organise fundraising activities in the College and deliver assemblies on themes agreed by the team of Prefects. In Years 10 and 11, College Prefects are responsible for organising the school prom at the end of Year 11.

We also have a 'Student Parliament'. Two students from each year group are elected to represent their year group on the Parliament. Parliament members play a key role in leading on a range of whole-school projects. In recent years, the Parliament has played a big role in changing the school uniform and raising awareness of issues such as mental health and environmental pollution.

Payments

School Meals, Trips & Other Items

The school uses ParentMail so that your parents/carers can pay for school items on their smartphone, tablet and computer or on the free ParentMail app. They can access ParentMail online via www.parentmail.co.uk or search for ParentMail in the app store.

They can make payments online so that they can:

- Purchase food in the school dining/canteen.
- Pay for school trips and events.
- Purchase school items like books, ties and swipe cards.
- Download the app then they will also receive school messages, letters and important information all in one place.



If they need any help setting this up, they can contact the school for more information.



The Canteen

You can go to the dining room where you can buy both hot and cold food before school, at break and lunch time. It is open from 7.30am until 8.40am, at break time for 20 minutes and at lunch time. There are bells for you to know when it is your turn to line up for lunch, and you have to listen out for one bell. We have a range of foods in our canteen and also a healthy eating menu. You are not, however, allowed to take your bags into the canteen and must take them to your form room before coming down for break or lunch.



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 compasses
- A Casio fx-83GT PLUS Natural-V.P.A.M Scientific calculator (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.

Homework



Homework is set by your subject teachers and should not take more than an hour to do each night in Year 7. You will be given a copy of your homework timetable and will need to write it out in your planner.

All pieces of homework will be set on 'Show My Homework'. You can access it on a computer, tablet and even download the App to your mobile phone. Your teachers will add tips and resources to help you to complete the homework.

If you don't understand your homework, you can either ask before you leave school that day or send your teacher a message on 'Show My Homework'.

Always try to do your homework to the best of your ability and don't be late giving homework in as you will lose your GIR point in that lesson and receive a 30 minute after school detention.

Sometimes teachers will set you your homework through other sites such as Hegarty Maths and Accelerated Reading.

There are many places in school for you to complete your homework such as the OLC, Room 33 lunchtime club and the after-school homework club in Dotcom.




**KEEP
CALM
AND
DO YOUR
HOMEWORK**

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 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.
- 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.

- Hillcrest design Polo Shirt
- Hillcrest design Sports Sweater
- Black shorts or skirt (optional)
- Black Tracksuit Bottoms (Not leggings or tight fitted)
- Black Football Socks
- Sports Trainers
- Shin Pads

Students wearing head scarfs for cultural reasons, must be secured safely and be sufficiently tight fitting to prevent any part being caught on equipment or interfering with the student's vision at any time, they must not contain any pins or be loose or long. One-piece headscarfs must be black and can be purchased from the school through ParentMail for £6 each.

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 re- turned 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.

Out of Hours Learning

There are lots of activities to get involved in, before school, at lunchtime, after school and during the holidays.

These include:

- Dance Club
- Netball Club
- Science Club
- Football Club
- Rounders Club
- Steel Pans
- Languages Club
- Drama/Dance Club
- Environment Club
- Basketball Club
- Book/Reading Club
- Debate Club



And lots more!!

You will have a timetable for these activities in your form room. Your form tutor will tell you how to join. You will also find out about trips and other events from your tutors.

Lockers

Lockers are in your form room or just outside in the corridor. The lockers are for everyone in your form, and there should be some left over for any new students. Lockers can be used for putting books and PE kit in when you don't need them and any other items that doesn't need to be used.

You must put your coat in your locker and not carry it around with you.

Before you start in Year 7, you will need to buy a padlock for your lockers for the first day. You should give a spare key to your College Leader just in case you lose yours. If your locker is in a classroom, you must collect books and other things you need a few minutes before your lesson

Planners

These are small books that you use to organise your timetable, work and homework. They will be checked each week by your Form Tutor and you also need to get them signed at home each week.



Swipe Cards

When you come to Hillcrest for your Induction day, you will have your photograph taken ready for your school swipe card. These cards are issued to each student, at the beginning of term in September for use in the school canteen to buy food at break and lunchtime, and can also be used to take out books from our Library.

Assembly

You have assembly once a week which is held either in the Theatre Hall or the Dance Studio. You will have to listen out for the bell at 11-05am and make your way to the area where assembly is being held.



Assemblies are taken by different teachers, each of them having a moral to the assembly. Form groups also do assemblies to the other students in their year.

School Buses

Students who travel to school by bus now have an easier bus route to get to and from school. There are bus stops at the end of the school drive which makes it easier and safer for pupils to catch the bus, and it is much quicker. Members of the leadership team wait by the bus stop to make sure students get on the bus safely.



We have a school bus in the afternoon the 22E that goes into Harborne and then Five Ways. There is also the 29 and 833 to Northfield and Weoley Castle. The normal service buses X22 and 23 stop outside the school.

The Open Learning Centre

The Open Learning Centre is great. It's open before and after school as well as during break and lunchtimes. There are computers that you can book to do work on and you can borrow books and magazines.

It's really useful when you have a project to do. It's also great to just relax and read a book.

You use your 'swipe' card to loan books and can ask the librarian for help with research. You can also become a student librarian and help others.



Learning at Hillcrest



The lessons that we have at Hillcrest are in different rooms with different teachers. At first, it may feel a little strange, but after a few weeks you will be used to moving around the school and finding the rooms you should be in, if you do get lost just ask someone.

At the start of the lesson you must line up outside the room and the teacher will ask you to come in and stand behind your desks. Lessons are great, with lots of new things to learn and try out. At the end of each lesson the teachers will ask you to pack all of your things away and stand behind your desk until the bell rings.

Teachers all teach separate subjects, you may end up with more than ten teachers teaching different things. When you arrive in September, the school will seem massive, like a maze, but as you continue to settle in to routine, you will find rooms much easier!

Teachers at Hillcrest work hard to make sure you make the most of your learning and will help you learn in lots of different ways, including practical work, group work, experiments, presentations and visits outside the classroom.



Language Village

The village can be turned into a French high street and has a bank, chemist, bakery, tourist information centre and café. The centre also houses a conference/teaching room and ICT facilities. The most exciting thing is that as a student at Hillcrest you will get to visit the village during your French lessons and as you get older you will get the chance to be on duty in there and help with younger students at the same time as improving your own language skills.



Careers at Hillcrest

From the start of Year 7 you will be supported to think about your 'Next Steps' in terms of Post 16 Education, University, Apprenticeships and Careers.

Our Careers Advisor is Gujit Matto. You will have the chance to meet her in Year 7 and work with her up to Year 13 to plan your future career. You will have the opportunity to visit several Universities, meet a wide range of different employers and complete work experience placements in years 10 and 12.

Hillcrest Sixth Form

After five years at Hillcrest School it will be time to decide what you would like to do after your GCSE exams. Here at Hillcrest we have an excellent Sixth Form Centre where you can study A Levels or BTECs in a number of different subjects.

The Sixth Form here at Hillcrest is a supportive and caring place and has excellent teachers who will help you do the best you can.

As well as enjoying working in all of your lessons, you will also be able to take part in a wide range of fun activities including trips, charity events, sports events and writing for the Sixth Form Newsletter.



Hillcrest School and Sixth Form Centre 2020