

WELCOME TO HILLSIDE JUNIOR SCHOOL



INFORMATION FOR PARENTS  
2016-17



*'The school is well on its journey to outstanding'*

Ofsted - December 2015



## HEADTEACHER'S WELCOME

Hillside Junior School is a warm, safe and caring environment where children can reach their true potential. We believe children should take responsibility for their learning and we develop their skills to ensure they can achieve this so they are prepared to succeed in their future.

We have a great staff team who work together to provide a relevant and high quality creative curriculum. We celebrate the diversity of our children and we are a fully inclusive school. Learning takes place for pupils not only in the classroom but also in the extensive grounds and on the sports field. Our many before and after school activities reflect the importance we put on providing a variety of opportunities for our pupils. Parents and carers are welcomed into the school and we are proud of our links with the local community. As a Foundation School we work closely with our Governors to ensure that every child has a safe and happy environment in which they enjoy their education. Visitors to the school are warmly welcomed.

We hope that your child will work hard, take a full and active part in our events and activities, make lasting friendships and, above all, enjoy life at Hillside.

Mrs V. Shepherd  
**Headteacher**



## ADMISSIONS

The majority of children are admitted from Hillside Infant School at the start of Year 3 and there are close links between the two schools. A detailed admissions policy exists, outlining the criteria for admissions to the school. Copies of this and an application form for a school place are available from the school office or can be downloaded from the school website [www.hillsidejunior.org](http://www.hillsidejunior.org). Applications should be made by contacting Hillside Junior School direct on 01923 825991.

### Contact details for the Admissions team at the Borough of Hillingdon:

Email: [contact@hillingdon.gov.uk](mailto:contact@hillingdon.gov.uk)

Tel: 01895 556644

Web: [www.hillingdon.gov.uk/schoolsadmissions](http://www.hillingdon.gov.uk/schoolsadmissions)

## TIMING OF THE SCHOOL DAY

Morning school starts at 8.50 am and finishes at 12.15 pm for lunch. Morning break is from 10.20 am until 10.35am. Healthy snacks are available from our Tuck shop.

Afternoon school starts at 1.15pm and finishes at 3.20 pm. The playground is supervised from 8.40am and children should not be left unsupervised before this time.

Children should enter or leave school via the cloakroom exits by their classroom, unless they are being collected by an adult from the front office.

## BEFORE AND AFTER SCHOOL CARE

A breakfast and after school club provide before school and after school care for children whose parents need child care from 7:45am until 5:45pm. For further details phone the Infant School on **020 8249 6860**.

## EXTRA-CURRICULAR ACTIVITIES

At present, the following activities are offered at different times throughout the year.

<b>Athletics</b>	<b>Tennis</b>	<b>Choir</b>	<b>Rounders</b>
<b>Gymnastics</b>	<b>Drama</b>	<b>Guitar</b>	<b>Cricket</b>
<b>Basketball</b>	<b>Strings</b>	<b>Art</b>	<b>Netball (Boys &amp; Girls)</b>
<b>French</b>	<b>Drama</b>	<b>Modern Dance</b>	<b>Football (Boys &amp; Girls)</b>
<b>Woodwind</b>	<b>Cross-Country</b>	<b>Cookie Club</b>	<b>Dodgeball</b>
<b>Craft</b>	<b>Homework Club</b>	<b>Lego Club</b>	<b>Latin Club</b>

## PASTORAL CARE AND DISCIPLINE

We aim, jointly with parents, to encourage responsibility and self-discipline in all the children. A weekly achievement assembly is held in which a few children from each class are presented with certificates for excellent work, effort or good behaviour. As adults, the staff, parent helpers and governors set a good example through their relationships with each other and with

the children. In this way, we hope that the children will respect themselves more and will develop a sensitive, caring attitude towards others.

## **SAFEGUARDING**

Our aim at Hillside Junior School is to work in close partnership with parents and carers to support their children in every way possible. However, there is a clear responsibility on all schools to ensure they work together with other agencies to safeguard and promote the welfare of all children.

As a result, if concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we are required to refer such matters to the appropriate Children's Services.

Hillside Junior School are committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment. Consequently all adults working in school are required to complete a DBS (Disclosure and Barring Service) Enhanced Police Check.

## **BRITISH VALUES**

The DFE have recently reinforced the need, 'to create and enforce a clear and rigorous expectation on all schools to promote fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.' At Hillside we believe that these are embedded in our Spiritual, Social, Moral and Citizenship education, which runs through our whole curriculum. We also promote the 5Rs respect, responsibility, resourcefulness, resilience and reflection in our core values.

## **SCHOOL UNIFORM**

The wearing of school uniform identifies the children as the focal point of the school community. The school colours are red, grey/black and white. School uniform can be purchased from our on-line supplier **Different Class School Wear** by following the link <http://www.differentclassschoolwear.co.uk>

Our school username and password to access the site is as follows:-

**Username: hillside**

**Password: school**

Payment can be made by Paypal, debit or credit card. Orders can be either delivered to school for collection on a Wednesday (£1.00 delivery charge) or delivered to home (£3.00 delivery charge). Any returns or exchanges brought into school by parents will also be collected on a Wednesday and delivered the following week. Ties are available to purchase from the school at a cost of £3 for a clip on tie and £2.50 for a regular tie.

Please see our dress code below. All clothing should be clearly labelled with your child's name and class. Hair must be natural colour (e.g. not dyed or extreme styling) and tied back at all times once it reaches shoulder length.

<b>Boys</b>	<b>Girls</b>
Grey or black trousers or shorts	Grey pinafore dress, skirt or trousers.
White shirt	White blouse/shirt
Red school sweatshirt or fleece	Red school sweatshirt, cardigan or fleece
School Tie	School Tie
	Grey, white or black tights
Suitable black shoes	Suitable black shoes
	In summer, a red & white check dress may be worn
<b>PE Kit - Boys &amp; Girls</b> PE Bag (clearly marked with name) White T-shirt, red shorts (not Bermuda or cycling shorts) Plimsolls or trainers Black or Navy Blue Tracksuits may be worn in cold weather	
<b>Swimming - Year 5 Pupils</b> Girls - one piece costume (no bikinis or tankinis) Boys - swimming trunks (no longer than mid-thigh, no pockets & tight to the skin) If pupils have to cover up for religious reasons they need to wear appropriate swimwear and not clothing. Boys & girls must wear a swimming hat	

### **Jewellery, Valuables & Mobile Phones**

Jewellery should not be worn to school, with the exception of small plain gold/silver studs for pierced ears. These must be removed by the child for all P.E /Games lessons, unless newly pierced, when they must be completely taped over by the pupil themselves. Rings can be dangerous and must not be worn.

Pupils are **not** permitted to bring valuables to school.

Year 6 may bring mobile phones to school if they walk home unaccompanied, however the phone must be switched off and handed in to the office at the start of school and collected at 3.20pm. The school cannot take responsibility for any phones not handed in to the office.

### **ATTENDANCE**

At Hillside we stress the importance of excellent attendance and time keeping. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. The school strives to achieve at least 96% attendance by all pupils. Hospital and dental appointments should be made outside of school hours where possible and always identified by a letter or appointment card **prior** to the visit, unless it is an emergency. All children must be in school promptly by 8.50am for morning registration.

### **ILLNESS**

If your child is ill and unable to attend school, please inform the school office by either email [office@hillsidejunior.org](mailto:office@hillsidejunior.org) or telephone 01923 825991 by 9.15am. If your child has been

vomiting or had diarrhoea during the night, they should **not** return to school for 24 hours after the last bout of sickness.

Only prescribed medication from your GP can be administered during the school day. Medication must be supplied to us in the original pharmacist's and handed to the school office container and be accompanied by a 'Request for School to Administer Medicine' Form which can be found on our website or can be collected from the school office. **Non-prescription medicines cannot be administered**, apart from paracetamol and travel sickness medication on school trips. Any other medicine would need to be obtained on prescription from your doctor (e.g. hay fever or migraine tablets) for us to store and administer at school. Medicines, **prescribed by a doctor only**, may be sent into school in a safe container. They must be handed in to the School Office in the morning by the parent/carer and collected again in the afternoon. Parents/carers will be asked to sign a form authorising the school to give medicine.

#### **Medical Conditions and the Support of pupils with Medical Needs:**

On the Emergency Contact Forms parents are asked to state any medical information that the school needs to know concerning their child. It is important that this is completed and **updated** whenever necessary.

#### **SATs RESULTS 2016**

2016 was the first year of the new Key Stage 2 tests in maths, reading and grammar, punctuation and spelling. The tests assess children against a national standard. The table below compares the percentage of children at Hillside who achieved the expected standard with the national average.

KS2 2016	Reading	Maths	Writing	Grammar Punctuation & Spelling
<b>Hillside Junior</b>	<b>72%</b>	<b>77%</b>	<b>77%</b>	<b>81%</b>
National	66%	70%	74%	72%
<b>How far Hillside was above National Results</b>	<b>+ 6%</b>	<b>+7%</b>	<b>+3%</b>	<b>+9%</b>

#### **HOMEWORK**

Homework is put into your child's homework diary. It can also be found on our learning platform. In addition to regular reading, weekly spellings and times table practice; children will receive an additional homework, relating to a specific piece of work covered in class that week. Year 6 pupils will receive homework on a daily basis. Please use the homework book to write comments. Parents should check their child's homework diary and sign it to show that the work has been done.

## **SCHOOL COUNCIL**

School Council is made up of one member elected from each class and the Team Leaders. The aims of the School Council are to encourage participation and active citizenship, to gain new skills and confidence, to learn to listen to others and respect different opinions and to act as the children's voice in the school. Meetings are held half termly to raise and address any issues highlighted by their own classes. These may be as diverse as looking at how to improve the school environment or suggesting ways of supporting charities.

## **PARENT COUNCIL**

The Parent Council was started in October 2007 and is made up of volunteer parents who discuss issues about the school with a senior member of staff and give us more access to parental views. All parents are welcome to attend these meetings which are held approximately every half term.

## **REPORTS AND RECORDS**

Parents are able to make appointments to see staff at mutually convenient times, whilst regular open evenings are held to enable staff and parents to meet. We send out termly Interim Reports in the Autumn and Spring Terms. Towards the end of the summer term a written report is sent to every parent. This includes details of the SAT's for the Year 6 pupils and end of year assessments for all other pupils. To ensure that parents are kept up to date with school news and events, a newsletter is produced every Friday and sent out electronically, detailing relevant information including dates and activities. These newsletters can also be viewed on the school website at [www.hillsidejunior.org](http://www.hillsidejunior.org).

## **SPECIAL EDUCATIONAL NEEDS**

There are a range of strategies available to support children with special needs, please see the [School Information](#) section on the website for what we offer. For some children this may mean individual support or individualised learning programmes organised by our Inclusion Manager. In other cases support is in small groups or within the classroom working on differentiated tasks. Our Learning Support Assistants are all well qualified and have many years' experience in supporting children with a wide range of special needs.

## **SEX EDUCATION**

Aspects of plant and animal reproduction are covered in our science and personal, social and health education lessons. In the upper juniors, specific sex education lessons are given. These cover biological, moral, social and emotional issues, family life, values and responsibility. Parents have the right to apply to the governing body if they wish their child to be excluded from sex education. They will be invited to view the material presented to the pupils, prior to the specific sex education lesson.

## **JEWELLERY AND MONEY**

Children are not allowed to wear jewellery (including wristbands) at school. Children with pierced ears should only wear small studs, which must be removed by the child or covered for PE and swimming. No rings should be worn as these are dangerous for growing fingers. Any money brought into school must be kept in a named purse or clearly marked envelope.

## **MOBILE PHONES**

**No mobile phones**, toys or other articles of value should be brought to school. If it is absolutely necessary for your child to carry a mobile phone it should be handed to your child's teacher/member of staff first thing in the morning and collected at the end of the day. The governors accept no responsibility for any money or articles brought into school.

## **SCHOOL MEALS**

Children are offered the option of having a hot school lunch or alternatively they are able to bring a packed lunch into school. The hot lunch costs £2.15 per day (as of April 2017 the price will increase to £2.20) and parents are able to order and pay for their child's menu choice via ParentPay, our new cashless system. The [ParentPay](#) link is available on our website.

## **HEALTHY SNACKS**

All children in the Junior School are encouraged to bring a piece of fruit or healthy cereal bar to school each day to eat during morning break. Healthy snack bars can be purchased from our tuck shop at morning break at a cost of 20p - 40p. Crisps are discouraged in packed lunches except on Fridays and children are not expected to have chocolate bars, fizzy or energy drinks.

## **PARENTAL HELP IN SCHOOL**

Parent help is always welcomed by the teachers. Please offer your services for supporting groups of children with activities or on trips. Parent helpers are now required to be checked for criminal convictions in the same way as all school staff. Forms are available from the school office. Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## STAFF LIST 2016-2017

<b>Headteacher</b>	Mrs V Shepherd BSc (Hons) PGCE, BA, NPQH
<b>Deputy Headteacher</b>	Mr A Davies BA (Hons) PGCE
<b>Upper Team Leader &amp; Year 5 Teacher</b>	Miss C Kingston BSc PGCE
<b>Lower Team Leader &amp; Year 3 Teacher</b>	Ms O O'Connor BA (Hons) Primary
<b>Inclusion Manager</b>	Ms I Uriarte B Ed (Hons), DPSE (SEN)
<b>Teaching Staff</b>	Ms O O'Connor BA (Hons) Primary Mr M Goodchild BA (Hons) PGCE Ms J Wilson BA (Hons) PGCE Miss K Jenkins BA (Hons) PGCE Mr D Wright BA (Hons) MA Miss C Kingston B Sc PGCE Ms D Lansdown B Ed (Hons) Mrs R Mason B Ed (Hons) Miss A Long BA (Hons) PGCE Mr C Johns BA (Hons) QTS Mrs E Quillfeldt BA (Hons) PGCE, DDE (ISTD) Mrs L Holmes
<b>Art &amp; Play Therapist</b>	Mrs R Garbovan
<b>Bursar</b>	Mrs B Grimwood
<b>School Secretary/PA to Headteacher</b>	Mrs L Sweeney
<b>Receptionist</b>	Miss L Hawkwood
<b>Welfare Officer</b>	Mrs N Mulcahy
<b>Higher Learning Teaching Assistant</b>	Mrs K Holland
<b>Learning Support Assistants</b>	Mrs L Wilson, Mrs R Shah, Mrs A Themistocli, Mrs N Paxton, Miss M. Hooper, Mrs S De, Mrs M Martin, Miss M Shine, Mr M Wood (Sport), Mrs J Seeley, Mrs D Bowles, Mrs J Turner
<b>Lunchtime Supervisors</b>	Miss M Evans, Mrs M Lawrance, Mrs J Asoso, Mr A. Samson
<b>Site Manager</b>	Mr J Baker
<b>Cleaners</b>	Mrs T Whitney, Mrs A Redding

## **GOVERNING BODY**

The Governing Body has the legal responsibility for ensuring that the school comply with current education and employment laws, and is bound by strict financial regulations.

**Chair of Governors** - Ms Joy Mason

The Governors at Hillside work very closely with the staff and parents, and offer considerable commitment and support to the school. A full list of [Governors](#) is available on our website.

## **CONCERNS OR QUESTIONS**

As you get to know the school, you may have questions or concerns. If so, please speak to your child's teacher or the office staff who will do their best to help you. The Headteacher, who is usually available before and after school, and at arranged times during the school day, would be very happy to meet you to discuss any matters of concern. Details of the policies of the school and the schemes of work produced by the school are available for inspection upon request at the school office or on the school website. Copies of policies that are not on our website are available at the school office.

*Information in this booklet is correct at the time of publication and is based upon the current year. The school is constantly developing and changing and therefore certain statements in this booklet may be superseded or modified due to altered circumstances during the school year.*