

WELCOME TO HILLSIDE JUNIOR SCHOOL



INFORMATION FOR PARENTS 2017-18



'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. Applications should be made by contacting Hillside Junior School direct on 01923 825991.

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

Email: contact@hillingdon.gov.uk

Tel: 01895 556644

Web: 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.

Athletics	Tennis	Choir	Rounders
Gymnastics	Drama	Guitar	Cricket
Basketball	Strings	Art	Netball (Boys & Girls)
French	Drama	Modern Dance	Football (Boys & Girls)
Woodwind	Homework Club	Cookie Club	Dodgeball

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

BRITISH VALUES

The DFE has 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 online 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.

Boys	Girls
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
PE Kit - Boys & Girls 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	
Swimming - Year 5 Pupils 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 Governing Body does not accept responsibility for any articles brought into school.

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 or telephone 01923 825991 by 9am. 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 container and handed to the school office and a 'Request for School to Administer Medicine' form must be completed, a copy of which can be found on our website or can be collected from the school office. **Non-prescription medicines cannot be administered.** 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**, must be handed in to the School Office in the morning by the parent/carer and collected again in the afternoon.

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 2017

The tests assess children against a national standard.

KS2 2017	Reading	Maths	Writing	Grammar Punctuation & Spelling
	62% with 27% achieving greater depth	89% with 31% achieving greater depth	79% with 16% achieving greater depth	80% with 30% achieving greater depth

HOMEWORK

Homework is put into your child's homework diary. It can also be found on our website. 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.

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 Summer Term the report will also include 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.

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 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.

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 and parents are able to order and pay for their child's menu choice via The Pantry. The Pantry 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 2017-2018

Headteacher	Mrs V Shepherd BSc (Hons) PGCE, BA, NPQH
Deputy Headteacher	Mr A Davies BA (Hons) PGCE
Upper Team Leader & Year 5 Teacher	Miss C Kingston BSc PGCE
Inclusion Manager/Lower Team Leader/ Year 3 Teacher	Ms O O'Connor BA (Hons) Primary
Teaching Staff	Ms O O'Connor MA English Education, BA (Hons) Primary Mr M Goodchild BA (Hons) PGCE Miss A Long BA (Hons) PGCE Mrs J Rice 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) Mr C Johns BA (Hons) QTS Mrs E Quillfeldt BA (Hons) PGCE, DDE (ISTD) Mrs L Holmes
Art & Play Therapist	Mrs R Garbovan
Bursar	Mrs B Grimwood
School Secretary/PA to Headteacher	Mrs L Sweeney
Receptionist	Miss L Hawkwood
Welfare Officer	Mrs N Mulcahy
Higher Learning Teaching Assistant	Mrs K Holland
Learning Support Assistants	Miss E Cluett, Mrs S De, Miss M Hooper, Mrs M Lawrance, Mrs M Martin, Mrs E McEvoy, Mrs M McHale, Mrs N Paxton, Mrs J Seeley, Mrs R Shah, Mrs A Thermistocli, Mrs S Whipp, Mr M Wood (Sport)
Lunchtime Supervisors	Miss M Evans, Mrs M Lawrance, Mr A. Samson
Site Manager	Mr J Baker
Cleaners	Mrs T Whitney, Mrs A Redding

GOVERNING BODY

The Governing Body has the legal responsibility for ensuring that the school complies 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.