



# Parent Handbook

Taking you **step-by-step**  
through starting school



*Developing the Individual*





## Mrs Karen Schonau, Headteacher, says .....

Welcome to Hillside Primary School. It's great news that your child is starting their school journey with us. We look forward to getting to know you and your child.

### Next steps

We need some information from you so could you please follow the steps in this Parent Handbook, and hand in your completed forms at the school office no later than Friday 7th July 2017.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01782 235350 and we will be happy to help!

### Policies and term dates

On pages 16-17 are details of some important policies you need to know about...and page 15 has term dates.

## STEP 1: ADMISSION FORM Hillside Primary School

### Step 1

All parts of this form must be completed and then signed prior to admission.

Legal Surname		Legal Forename			
Preferred Surname		Preferred Forename			
Middle Name(s)		Gender		Date of birth	
Address					
Postcode		Main Telephone			
Name of any related pupil currently at this school					
Relationship to above pupil					

Please advise the school immediately if any important details change.

Please give details of all parents/carers who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order of priority you wish them to be contacted in an emergency to act on your behalf if we are unable to contact you. These numbers are very important because if your child becomes ill during the day we need to be able to contact you or someone acting for you who is able to collect your child. Please give at least 2 contacts.

Priority	Full Name & Title (Mr/Mrs/Ms/Dr)	Relationship	Home Address	Preferred Contact numbers
1			Postcode:	Home: Mobile: Work:
2			Postcode:	Home: Mobile: Work:
3			Postcode:	Home: Mobile: Work:
4			Postcode:	Home: Mobile: Work:

Name Address and tel. no. of previous school or nursery (if any): .....

Does your child have Special Educational Needs? If so, please give details: .....

Please tear here

Name of Social Worker (if applicable): .....

Is this child in the care of a Local Authority? ☐ YES ☐ NO

If yes, please specify which Care Authority:.....

.....

and Start Date: .....

Has your child previously been in the care of the local authority but has now been adopted? ☐ YES ☐ NO

If yes: Please specify which Care Authority and Start and End Dates: .....

Is either parent or legal guardian a member of the armed forces/service personnel? ☐ YES ☐ NO

If yes, please indicate category: .....

Mode of transport to/from school: ☐ Car or van ☐ Public Bus ☐ Taxi ☐ Walk ☐ Cycle ☐ Scooter

**Ethnic origin:**

Please confirm the ethnic origin of your child from the following options:

**White:** British ☐ Irish ☐

Any other White background ☐ Please specify: .....

**Mixed:** White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐

Any other mixed background ☐ Please specify: .....

**Asian or Asian British:** Indian ☐ Pakistani ☐ Bangladeshi ☐

Any other Asian background ☐ Please specify: .....

**Black or Black British:** Caribbean ☐ African ☐

Any other Black background ☐ Please specify: .....

**Chinese** ☐ **Gypsy / Roma** ☐ **Traveller of Irish Heritage** ☐ **Any Other** ☐ **Ethnic group** ☐

Any other ethnic background ☐ Please specify: .....

Please specify your child's: Nationality.....

Country of Birth: .....

Is English your child's first language? ☐ YES ☐ NO

If no, what is your child's first language?.....Please specify: .....

Is your child a refugee or an asylum seeker? ☐ YES ☐ NO

Please specify your child's religion (if applicable).....

.....

.....

Does your child have specific dietary needs? ☐ YES ☐ NO

Signed:..... (Parent/Guardian)

Date:.....

Step 1

Step 2

Child's Name:			
Doctor's Name:			
Practice Name:			
Practice Address:	Practice Telephone Number:		
Name of Health Visitor (if applicable)			

Does the above named child have any serious medical condition or disabilities? If yes, please give details (use a continuation sheet if needed):

.....

.....

.....

Does your child attend hospital or a clinic regularly? ☐ YES ☐ NO

Consultant's Name:		Hospital/Clinic	
Please give reasons:			

Does your child have medical conditions we need know about, e.g. asthma, eczema? If so, please give details:

.....

.....

.....

Details of any medication/treatment given on a regular basis:

.....

.....

.....

Does your child suffer from any allergies? If so, please give details: .....

**Nut Allergies:** Those children who have a known nut allergy must supply school with an Epi-pen. We have staff trained to administer this should an emergency arise.

I give consent for my child to be treated with plasters in the case of minor injuries. ☐ YES ☐ NO

Signed: ..... (Parent/Guardian)

Date:.....

Please tear here

Name of child:	
----------------	--

We are required to record the names of every person who has parental responsibility for the child under the Children Act.

The following adults live with the child and act as parent:

Full Name and title (Mr, Mrs, Miss etc)	Relationship to child	Do they have parental responsibility?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

2. The following adults have “parental responsibility” but do not live with the child:

Full Name and title (Mr, Mrs, Miss etc)	Relationship to child	Address

3. Are there any Court Orders which relate to the child? e.g. Custody Orders/Section 8 Orders under the Children Act 1989?

☐ YES ☐ NO

If YES please say what they are:

Please write any further information you may wish to give about your child or family circumstances (including Court Orders, access and contact):

This information will be transferred into the school’s computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with parental responsibility wherever possible.

**PARENT/GUARDIAN DECLARATION:**

I declare that all the information I have provided is true.

Signed: ..... (Mrs/Mrs/Ms/Miss)

Relationship to child: .....

Print Name: .....

Date: .....

Step 3

Step 4

Child’s Name:	
---------------	--

**Food in School**

At Hillside Primary School we often cook, eat and share food for various reasons. These may include food technology lessons, food tasting activities and for rewards and parties. Please note: we aim to be a nut-free school to safeguard our children and staff with severe allergies. Therefore, we ask that you do not send any peanut or nut containing products into school. I will inform the school if my child develops a new food allergy or intolerance. Please state any food allergies/intolerances or special dietary requirements that your child has:

Food Allergies		
Food Intolerances		
Special Dietary Requirements		

Signed: (Parent/Guardian) .....

Date:.....

**Playground Equipment:**

At Hillside we are lucky enough to have play trails adjacent to our Key Stage 1 and Key Stage 2 playgrounds and fixed outdoor play equipment and outdoor classroom in and around our Foundation Stage play area.

I am happy for my child to use the school’s playground equipment and that he/she must use the equipment carefully and responsibly.

Pupils are only allowed to use the equipment under direct staff supervision. Nobody is allowed on the equipment at any other time because of insurance restrictions. I therefore ask that you keep your children away from these areas at all times.

Signed:..... (Parent/Guardian)

Date:.....

**Risk of Sunburn:**

We recommend that children wear 24 hour sun cream which should be applied before your child comes to school. However, if this is not possible or you wish your child to apply/top-up sun cream themselves during the school day please label the container and sign below.

I give permission for my child to apply his or her own sun cream (containers to be labelled with their name).

Signed:..... (Parent/Guardian)

Date:.....

**Consent to watch PG rated films:**

On occasions, for a reward, wet break time etc., we show films. Also, we use films (or clips from them) which relate to a topic being studied. The staff always thoroughly check the film before showing it to the children, to make sure the content shown is appropriate.

☐ I consent to my child watching a PG rated film in school

☐ I do not consent to my child watching a PG rated film in school

Signed:..... (Parent/Guardian)

Date:.....

Please tear here



### Consent Form for the use of photographic images

Hillside Primary School together with Stoke-on-Trent City Council, their partners and the local press sometimes require the use of photographs and images of local school children to promote the school, council services and the city.

In order to comply with the Data Protection Act 1998, we are required to seek the permission of parents and carers before recording and using such photographs and images.

Photographs and images may be used for the following:

- School displays
- School website/app
- City Council's magazine – Our City
- Stoke-on-Line the City Council' website
- Brochures, leaflets and exhibitions
- Press coverage
- Video footage

Photographs and images will NOT be used to support any documents that have negative connotations and could cause distress to the person involved. In all photographs, videos etc. children will be appropriately clothed, e.g. school uniform, PE kit, own clothes.

I have read and understood the information above and give permission for my child to be photographed and I give permission for images of my child to be included in marketing and publicity materials.

Signed:..... (Parent/Guardian)

Date:.....

If you feel unable to give your overall permission please return the form giving your reasons and we will try to accommodate you.

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreements at any time.



Step 4

Step 5



**This form must be completed for all new pupils**  
**Free School Meal Registration and Claim Form**

**This form is to register for Universal infant Free School Meals in Reception class, Year 1 and Year 2 and to apply for Free School Meals in a Nursery class and any other year groups**

**Children in Reception Class, Year 1 and Year 2:– (Universal Infant Free School Meals)**

From September 2014, all children can receive free school meals regardless of income. For every eligible pupil registered with the Free School Meals Service, the school will receive additional funding called Pupil Premium which is used to help support children in schools. So that schools (and pupils) can continue to benefit from this extra funding it is important that parents who do meet the entitlement criteria continue to register their claim.

**EVEN IF YOU DO NOT WANT TO TAKE FREE MEALS, IT IS IMPORTANT FOR YOU TO REGISTER FOR THEM, SO THAT WE GET AS MUCH GOVERNMENT FUNDING AS POSSIBLE, please complete the form overleaf.**

**Children in a Nursery class and in Year 3 upwards:-**

If you believe you qualify for Free School Meals and receive any of the benefits below, please **complete the form overleaf**:

Income Support	Income Based Job Seekers Allowance	Universal credit
Income Related Employment and Support Allowance	Support under part VI of the Immigration and Asylum Act 1999	The Guarantee element of State Pension Credit (from 30th April 2005)
Eligible for Child Tax Credit <b>but not</b> Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. <b>Please note:</b> anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify		In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time) <i>In this instance please contact the Free School Meal Service on 01782 236813</i>

We DO NOT need to see proof of which benefit you receive in order to process your application. We check your entitlement using the National Free School Meals Eligibility Checking Service.

We will need your National Insurance number (or National Asylum Support Service number – (NASS) and your own date of birth. **Please note:** If you are entitled, and by completing the form overleaf, you are agreeing to allow us to check this service and to make regular checks to confirm your ongoing entitlement.

**Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.**

To prevent a delay in your claim, please do not apply before either:

- Your eligibility to working tax credit has ended (*Please see above, you can contact the Free School Meal Service on 01782 236813*) but you are still receiving child tax credit and have a household income (as used by HMRC to assess tax credits) of less than £16,190, or receive one of the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed

**Please note we may be unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.**

The Local Authority will use the information you have provided to confirm that you are in receipt of one of the benefits listed above, by checking out of work benefit data provided by H M Revenue & Customs and Department for Work and Pensions. We would like your consent to make this check. By signing the form overleaf, this will be our understanding that you give consent.

Please tear here

For School Use Only: - Date uploaded    -----/-----/-----

Please list **ALL** children in your household who attend a Stoke-on-Trent school

On FSM	Child's First Name	Child's Surname	Date of Birth	Name of School			Year Group of Child
For School use only Please tick			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
For school use only:- Is family new to your school				YES		NO	


Home address of child / children named above

		Contact Phone Number
Postcode		

Applicant's Details - Please write clearly and note that any incorrect or missing details WILL delay this form being processed

Applicant's National Insurance Number									
Applicant's NASS Reference Number (If applicable)									
What is your relationship to the child / children ( <b>Please Circle</b> )	Mother	Father	Guardian	Foster Carer					
Applicant's Title ( <b>Please Circle</b> )	Mr	Mrs	Miss	Ms.					
Applicant's First Name (Please use <b>BLOCK LETTERS</b> )									
Applicant's Surname (Please use <b>BLOCK LETTERS</b> )									
Applicant's Date of Birth	DAY		MONTH		YEAR				
Applicant's Address - if different than that of the child / children named above									

Declaration and Signature of Applicant



All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purposes of fulfilling the School's and Local Authority's statutory and operational needs in relation to Free School Meals, Education Benefits, Pupil Premium and Early Years Pupil Premium. It may also be shared with other departments in the council for the purposes of preventing fraud, misuse of public funds and any legal or statutory requirements. Information will also be shared with the Department for Education to facilitate the administration of Free School Meals, Pupil Premium and Early Years Pupil Premium. If you object to your information being shared in this way, please write to Free School Meals, Children and Family Services, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.

I declare that all the information I have provided is true. I will inform the school and the Free School Meals Service (Tel 01782 236813) if my circumstances change (including my address). <b>Applications will not be processed without a signature</b>	
Signature: <div></div>	Date <div></div>

Further information regarding free school meals can be found on the City Council's website:  
[www.stoke.gov.uk/ccm/navigation/education/schools-and-nurseries/school-meals/](http://www.stoke.gov.uk/ccm/navigation/education/schools-and-nurseries/school-meals/)

For School Use Only: - <b>Schools to note, if no date is entered the claim will start on the day the form is received by The FSM Service and may not be backdated</b> Start date of Claim: - ____/____/____
Name of School _____

For Free School Meal Service use only:- D/D Date _____
---

Asthma Register

This school has an Asthma Policy and maintains a register of pupils with asthma.

If your child has been diagnosed as asthmatic please give details:

Even if your child uses an inhaler very infrequently we are still obliged to keep one in school. It is the parents' responsibility to ensure that inhalers are always within the expiry date. If your child has been prescribed a reliever inhaler this should be clearly labelled with your child's name and kept in school at all times. A spacer must also be provided.

If your child should develop asthma later during their time at school please inform us as soon as possible.

Asthma Care Plan and Medication: Consent

If your child has been diagnosed as asthmatic and has been prescribed reliever therapy (Blue inhaler) please complete the first part of this form which gives your consent for school staff to give this if required.

I hereby give my consent for school staff to give my child reliever therapy for the treatment of an asthma attack/ prior to PE if required. I understand that I will be informed when treatment has been given other than for routine treatment by my request.

Name of child: .....

Date of birth: .....

Type of Inhaler:.....

Frequency of Use: .....

Number of Puffs: .....

Any other information useful in relation to this Asthmas Register:

If your child has an asthma attack the school's emergency procedure will be followed.

A copy of your child's school asthma care plan will be sent to you.

Please ensure that your child has a SPARE reliever inhaler and spacer kept in school and that your child's inhaler is within its expiry date.

If your child experiences breathing problems, especially at night or after exercise, or when laughing or crying, or he/she suffers from repeated chest infections please contact your School Nurse.

Signed:..... (Parent/Guardian)

Date.....

Please tear here

Step 5

Step 6



Hillside Primary School is a friendly, caring school where everyone works hard towards our school motto which is: 'Developing the Individual'. We facilitate this by fostering the values of Inspiration, Determination, Excellence, Friendship, Respect, Equality and Courage. These promote outstanding behaviour and mutual respect for one another.

At Hillside we strive to provide a safe, secure, pleasant environment where each individual is respected and valued. We provide an excellent foundation for our children to develop as individuals and are committed to enabling all pupils to fulfil their potential. We encourage children to grow personally, socially and morally as well as academically. We want our pupils to be positive, articulate and responsible individuals prepared to play their part in the local and wider community.

To meet the needs of our pupils it is essential that we work in partnership with parents and carers. With mutual respect, and the understanding that each has a part to play it is hoped that all individuals will take responsibility and be responsible, to strive for excellence and try their best for the school and for themselves.

To work towards these aims, we have put together this home-school agreement which forms the basis of our relationship with one another as a school community.

At school we shall:

- Keep pupils safe and treat them with respect
- Encourage children to do their best in all aspects of school life
- Encourage children to make the right choices in regard to their behaviour
- Provide parents and carers with regular information about school life, events and their child’s progress
- Provide a broad, balanced engaging curriculum which is tailored to the needs of our pupils
- Offer support to those children with specific educational needs and abilities
- Set homework in line with school policy to support and extend children’s progress
- Listen to parents and carers and their feedback, taking action where necessary
- Have high expectations of parents and pupils, insisting that all discussions are respectful

As a pupil I shall:

- Always try my very very best
- Take responsibility for myself, the choices I make and the actions I take
- Be polite and respectful at all times
- Treat others as I would like to be treated myself

Name:.....

Date:.....

As a parent/ carer I shall:

- Ensure that my child attends school, is on time and is well equipped
- Collect my child on time at the end of each school day
- Notify the school on the first day of absence if my child is unable to attend school
- Support my child in their home learning ( reading, homework etc.)
- Attend parents consultations and discussions about my child’s progress
- Let the school know about any concerns I have regarding attainment, progress and behaviour
- Contribute to school activities wherever possible

Signed:.....

Date: .....

Step 7

Key information

Safeguarding  
Children Statement

At Hillside the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place, including Safer Recruitment procedures. A Safeguarding Children Policy is in place and available in school.

What are our school times?

Main school

- 9.00am – 3.15pm.

Nursery

- 9.00am – 3.00pm.

Please note that the nursery closes at 1.15pm on Fridays.

School commences at 9.00am but pupils are encouraged to enter class when the doors open at 8.50am to ease congestion.

Arrivals and departures

Gates open at 8.40am and are locked at 9.10am. Children should not arrive at school before 8.40am unless they attend Breakfast Club. Pupils are allowed into the premises from 8.50am. Children remain the responsibility of their parents until entering the school, including whilst waiting on the playground. Promptly at 9.00am, the children’s entrances are closed and those arriving late must report to the school office, accompanied by an adult, to be signed in on the electronic signing in system. Gates re-open at 2.55pm and close at 3.35pm.

Wraparound Care

Breakfast Club

We have a Breakfast Club from 7.45am which pupils can access until 8.30am. The cost is £2.00 per child, with siblings reduced to £1.50.

After-School provision

We do not currently offer after-school provision but we can signpost parents to other providers who pick up from Hillside.

Uniform

The wearing of a school uniform provides children with a sense of pride and belonging to a community. We have very high expectations for presentation including clothes, shoes and hair and immediately address issues which fall short of these expectations.

Winter Uniform –

Autumn and Spring Terms

- Maroon pullover, cardigan or sweatshirt (preferably with school logo).

- White shirt or polo shirt (preferably with school logo).
- Grey trousers or skirt or pinafore.
- Sensible black shoes (not training shoes or boots).
- White or grey socks / Black or grey tights.

Optional Summer Uniform –  
Summer Term

- Maroon pullover, cardigan or sweatshirt (preferably with school logo).
- White shirt or polo shirt (preferably with school logo).
- Grey trousers or skirt or tailored shorts.
- Maroon/Red and white check or striped dress.
- Sensible black shoes (not training shoes, sandals or boots).
- White or grey socks.

For health and safety reasons sandals are not suitable as school wear. During wet or snowy weather wellies or boots can be worn to get to and from school but school shoes must be brought to change into once in school.

Hair, Jewellery, Make-up and Nails

Long hair should be tied back. Hair accessories should be minimal, plain and in school colours. Hair should be kept out of children’s eyes using headbands, clips and slides; again plain, using school colours. During term-time pupils are asked not to have fashion hairstyles which include: shaved, dyed or streaked hair, beading, patterns, mohawks, lines and tramlines.

The wearing of jewellery, except for plain stud earrings and watches, is not allowed on both safety and administrative grounds. Pupils are not allowed to wear make-up or false nails to school. Pupils are often required to engage in practical activities and thus the length of finger nails should reflect this. False nails are not suitable and nail paint should only be of the transparent lacquer type.

P.E.

Nursery, Reception, Year 1 & Year 2:

- Maroon t-shirt with Hillside lettering.
- Plain black shorts and black pumps.

Years 3 - 6 Indoor kit:

- Maroon t-shirt with Hillside lettering.
- Plain black shorts (no stripes or logos).
- Black pumps.

Years 3 - 6 Outdoor kit:

- Maroon t-shirt with Hillside lettering.
- Plain black tracksuit bottoms (no stripes or logos).
- Maroon hoody with Hillside lettering and trainers. All items to be labelled with child’s name and in a drawstring bag.

Purchase of school uniform items

School uniform embroidered with the Hillside logo is available to purchase from Motif Marketing in Milton.

Labeling of uniform

All items of clothing and equipment should be clearly marked with the child’s name and kept in a drawstring bag.

Food in school

Children can have a school meal or bring a packed lunch (excluding Nursery). School meals are prepared on the premises.

Payment for school meals

Payment is on a weekly basis and must be paid in advance on a Monday, by cash or cheque made payable to Stoke-on-Trent City Council. Meals cost £12.00 per week (£2.40 per day). Please send the correct money with your child to the class teacher in an envelope or purse clearly marked with your child’s name and class. We require a notice period of one week for any changes to school meal arrangements.

Free school meals

All children in the Foundation Stage and Key Stage One (Reception, Year 1 & 2) are entitled to a free school meal. Older children may also qualify for free school meals if their families are in receipt of certain benefits. Please ensure that the enclosed Free School Meal Registration Form is completed. If at any time you think you may become eligible for Free School Meals, please ask for an application form from the School Office. Any enquiry will be treated in the strictest confidence. Should you be eligible for this service but not wish to take advantage of it, we still need to know. Again, we do assure you that this information is strictly confidential.

Packed lunches, drinks and snacks

Children not opting for school meals will need to bring a packed lunch to school. As a health promoting school, we ask that children should bring only healthy food for lunch and breaktime snacks. Lunches should be packed in a secure container, clearly named and drinks should be in an unbreakable container. Hot or fizzy drinks are not allowed but please encourage your child to bring a fresh plastic bottle of water each day. Water coolers are situated throughout the school.

Children in Reception, Year 1 and Year 2 are provided with a free piece of fruit each day at morning break and older children are encouraged to bring a snack of fruit or vegetables to eat at this time.

Lunches and snacks must not contain nuts as there are staff and pupils with severe allergies.

Milk is provided free for children under 5 years.



# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

If a child is absent from school, a telephone call or a short note of explanation from a parent or guardian is required preferably on the first day of absence. All unexplained absences will be treated as unauthorised. It is not possible to send children home unsupervised during school hours but they will, of course, be allowed out of school if collected by a responsible adult for medical appointments. Children who are absent from school because of vomiting and/or diarrhea must be kept at home for 48 hours following the last episode.

### Late

Registration closes at 9.10am. Pupils arriving after this time will be recorded as 'late after registration closed' and will receive an unauthorised absence mark for the morning session. Attendance issues will be raised with parents through letters, newsletters, parents' evenings, or in more serious cases, via the Education Welfare Service.

Children returning to school after a period of absence are required to bring a note explaining the reasons for their non-attendance. A telephone call or a personal visit from a parent or other responsible adult will be acceptable. If no such explanation is forthcoming the office staff must be informed within two days and will then take steps to contact the parents.

### Holidays in term time

In light of the new regulations and amendments to school attendance set by the Department for Education, the school will no longer authorise any holiday absence. This change in regulations means that Headteachers/Governing Bodies no longer have the discretion to authorise absence from school for family holidays and can only authorise absence in exceptional circumstance.

## Medical and dental appointments

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays. If this is not possible then authorisation will be given where confirmation of the appointment is received from the parent/carer by telephone, note or by showing the medical appointment card. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment whenever possible.

## Medication in school

If your child is sick the best place for him/her is at home. If your child has been ill and is now fit for school but requires medicine prescribed by the doctor, then the following points should be noted:

Almost all medicines require doses three times per day. In this case, medicines should NOT be brought into school but should be taken (1) in the morning before school (2) at tea time and (3) at bedtime. On occasions however, it may be necessary for the administration of a medicine in the middle of the day. In such instances the parent will either administer the medication in person or arrange for a 'representative' to do so. A copy of the Medicines in School Policy is available on request.

### Asthma

Children with asthma must keep their inhalers with them at all times. The inhalers must be labelled with the child's name. If your child develops asthma please notify the school immediately.

## Helping to support children's learning at home

At Hillside we believe that there are clear benefits to Home Learning: it offers the ideal opportunity for children to share their learning with their parents/carers. The children who are the most successful are always those for whom parental involvement is high and encouragement from home matches the support and learning taking place at school.

## Queries, questions or complaints

If you have any queries, questions or complaints please speak to your child's Class Teacher as the first point of contact. Teaching staff are generally available at the beginning and end of each school day. If the issue remains unresolved please make an appointment to see Mrs Schonau. Our Complaints Procedures can be found on the school website.

## Clubs and activities

Many opportunities are voluntarily provided by teachers and external providers for children to develop their special interests outside the ordinary range of the curriculum. These are some of the activities which may be available:

- Athletics.
- Bike-It Crew.
- Change4Life.
- Chess and Board Games.
- Choir, Songbirds and instrumental groups (Recorders, Guitars and Rock Band).
- Concert and drama productions.
- Cookery.
- Cricket.
- Cross Country.
- Cycling training.
- eCadets.
- Festivals - Christmas, Harvest.
- Fizzy Totz.
- Football.
- Friendship Buddies.
- Gardening.
- Guitars.
- Indoor Rowing.
- Hockey.
- Multi-skills.
- Netball.
- Number Buddies.
- Play Leaders.
- Reading Buddies.
- Rock Band.
- Rounders.
- School Council.
- Street Dance.
- Tae-kwon-do.
- Tag Rugby.

### Educational Visits

Educational visits are a valuable part of the delivery of our curriculum. They are carefully planned to enhance and support our pupil's learning- often they are used to create a 'Wow' starter as a hook to enthuse and motivate. These visits are varied and give our children first hand experiences and a deeper insight into the topics and themes they are studying.

Parents are asked to make a voluntary contribution to subsidise the cost of these visits. Our charges and remissions policy can be found on the school website or is available from the school office.

### Enrichment activities

Nursery and Reception children take part in Forest School which is held in our beautiful woodland in the school grounds. The children will cover many areas of the curriculum during the sessions, encouraging them to become independent learners. We also welcome visits from organisations such as theatre groups and arrange termly trips for each year group. Year 3 and Year 6 children benefit from residential visits to Shugborough Hall and Stanley Head Outdoor Residential Centre.

# Frequently Asked Questions

## Celebrating Success

At Hillside we love to celebrate every success, no matter how small. We have a whole school approach to using 'team points' as a reward system. Each team point contributes to the 'team' total. A termly reward is given to the team who have collected the most points. We 'celebrate success' at an assembly each Friday morning, rewarding good work, attitude and progress as well as recognising children who have showed our school values.

## Special Educational Needs

At Hillside we aim to allow every child access to a broad and balanced curriculum, including the EYFS and National Curriculums, to ensure the early identification of a child with Special Educational Needs (SEN) and the nature of the child's need, so as to enable planned intervention, to ensure regular monitoring and review of the planned intervention and to enable children to reach their full potential.

### Partnership with parents

The support of the parents in our work with SEN children is very important. Parents are consulted if there are concerns about their child, involved in review meetings for children at School Support and for those with a Statement of SEN or EHC Plan, and made aware of what exactly the school will do to try to meet their child's need. If parents are concerned about their child's progress in school they should first discuss their concerns with the class teacher, then a further meeting may be arranged with the SENCO. Following this meeting, the Headteacher and the governing body may be involved as necessary. If parents have a major concern then they should contact the Headteacher immediately.

Our full SEN policy can be found on our website under the Parents drop-down menu.

### Access

The school building is all at ground level and ramps are provided in and around the school where required to facilitate access for any disabled pupils.

## Governance

Hillside Primary School's Governing Body is similar to a board of Directors you would find in business. It has the responsibility for decisions relating to the conduct of the School, its strategic aims and objectives, future planning and the performance of the School. Members are elected or appointed to serve for a period of four years.

Governors are involved in the following decision-making areas and specific Governor sub-committees are responsible for the following:

- Curriculum Committee - the school curriculum
- Personnel & Finance Committee - staffing, financial management and the School budget
- Premises Committee - condition of school / Health & Safety

Governors also interview and select the staff at the School.

Governors are appointed from a number of sources:

- **Parents** - Parent Governors are elected by parents every four years. Parent Governors must have a child in school when appointed.
- **Staff** - Representatives are elected by the staff.
- **Co-opted Governors** - These are Governors elected by the Governing Body from the local community e.g. businessmen or professional persons.
- **Local Council** - representatives of the local council are appointed to the Governing Body (these are non-elected appointments).
- **Headteacher** - Non-elected appointment.

## Fair Processing – Privacy Notice Data Protection Act 1998

This can be found on our school website in the Policies section.

## Working with parents Parental involvement PTFA

The Parents, Teachers and Friends Association [PTFA] raises significant amounts of money for the benefit of the school and its children. Each year the PTFA organise two main fundraising events, the Summer Fayre and Christmas Fayre. These events prove to be successful because, not only are they supported by the children of the school and their families, but also the wider village community as well as local businesses. There is still a real sense of "community spirit" evident in Baddeley Green and Milton, which is reflected in the atmosphere present at the two main fundraising events.

The PTFA works very hard to support the school, ensuring that the pupils benefit as much as possible during their time at Hillside. It is always nice to see new faces and you would be made very welcome if you decided to attend one or more of our very informal meetings.

## Communication with parents

At Hillside we understand the positive effects of parent involvement on pupils, families, and the school. We want the school and parents to continuously support and encourage the children's learning and development. This is achieved through clear lines of communication and high levels of parental engagement and involvement.

### Parent evenings and reports

Twice a year parents are invited into school to view their children's work and discuss progress and attainment with the class teacher. A written report is sent to parents at the end of each academic year and parents are invited to two showcase events and a class assembly per year giving children opportunity to share their learning experiences and demonstrate their knowledge and understanding.

### Meet the teachers

Class teachers welcome and dismiss the children on the playground each day and are available for short, informal chats. Both the Headteacher and other teaching staff are available to meet parents more formally at other mutually agreed times.

### News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together. The purpose of homework at Hillside is to provide opportunities for parents to be involved in their child's learning. It enables children to practice and consolidate skills and aims to broaden the context of learning and provide enrichment and extension. Finally, it aims to enable children to take responsibility for their own learning, to become independent learners and to develop perseverance. Homework tasks include reading, phonics activities, maths tasks, learning spellings and optional enrichment/creative homework.



The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

School App

We have launched a school app which is available to download for Apple, Windows and Android devices. It is free to download and will further help to keep you up to date with news and events from around school.

You can download the app by either searching in the relevant app store for 'Hillside Primary School', by using the relevant link or QR code below. A link can also be found on our website.

Android	IOS
URL Link: <a href="https://play.google.com/store/apps/details?id=com.hillside-primary.app&amp;hl=en">https://play.google.com/store/apps/details?id=com.hillside-primary.app&amp;hl=en</a>	URL Link: <a href="https://itunes.apple.com/us/app/hillside-primary/id1168973310?ls=1&amp;mt=8">https://itunes.apple.com/us/app/hillside-primary/id1168973310?ls=1&amp;mt=8</a>
Scan the QR code below:	Scan the QR code below:
	

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

- Some of our key policies are:
- Anti-bullying.
  - Attendance
  - Confidential Reporting - Whistleblowing
  - Positive behaviour.
  - Safeguarding Children
  - Special Educational Needs

A full list of our policies can be found on our website under the 'School Policies' drop-down menu.

Autumn Term

School opens: Tuesday 5th September  
Half-term: Monday 23rd October to Friday 27th October  
School closes: Tuesday 19th December

Spring Term

School opens: Thursday 4th January  
Half-term: Monday 19th February to Friday 23rd February  
School closes: Thursday 29th March at 3.15pm

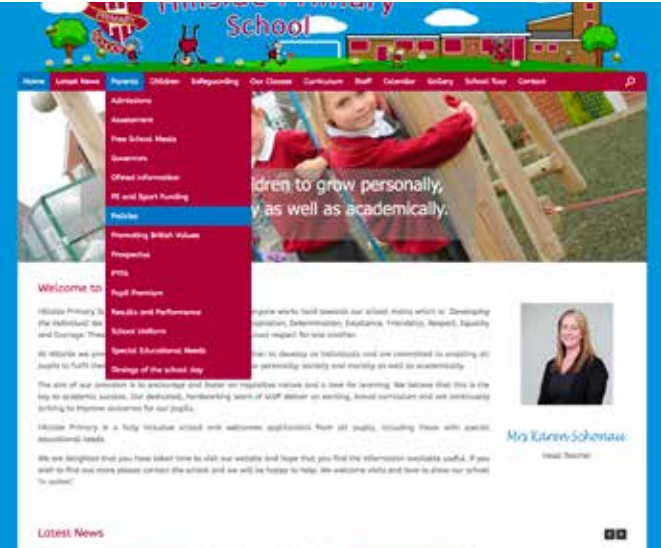
Summer Term

School opens: Monday 16th April  
Half-term: Friday 25th May to Friday 1st June  
School closes: Friday 20th July at 3.15 pm

Inset days

Monday 4th September 2017  
Wednesday 3rd January 2018  
Thursday 12th April 2018  
Friday 13th April 2018  
Friday 25th May 2018

Step 1



Step 2





# Tips for joining our Nursery

Is your child joining our Nursery or Reception class? Here are our tips for getting ready for Hillside...



**More top tips:**

- ★ Get your child ready for their new routine by switching their meal times to match those of the school day
- ★ Encourage your child to explore new environments and interact with new people
- ★ Talk to your child about what they are most looking forward to at school
- ★ Let your child practise putting their new school uniform on and taking it off
- ★ **And remember,** every child is different and starts school with different abilities



## Top Tips for Encouraging Reading at Hillside...

As parents you are your child's most influential teacher with an important part to play in helping your child to learn to read. Although reading books will not be sent home during the first term (in nursery) here are some suggestions on how you can help to make this a positive experience whether you are sharing a story or when your child does start to read...

### 1. Choose a quiet time

Set aside a quiet time with no distractions. Ten to fifteen minutes is usually long enough.

### 2. Give your child thinking time.

When you talk to your child about what's going on in a book, give them plenty of time to respond. Try to ask questions that don't require just yes or no answers. For example, ask them what they think will happen next or about how a character might be feeling.

### 3. Don't be shy- relax and have fun.

Use your hands and face as well as your voice – your child will love to see you smiling. Use animal sounds like woof, growl and hoot – this will really help to bring the story to life. Stories and rhymes can be shared with the whole family so why not invite siblings or other family members to join in? and remember if he or she is reluctant to read then do not pressurise them.

### 4. Be positive

If your child says something nearly right to start with that is fine. Boost your child's confidence with constant praise for even the smallest achievement.

### 5. Success is the key

Parents anxious for a child to progress can mistakenly give a child worded books too soon. This can have the opposite effect to the one they are wanting. Remember until your child has built up his or her confidence, it is better to keep to picture books.

### 6. Visit the Library

Encourage your child to use the public library regularly.

### 7. Regular practice

Try to read with your child on most school days. 'Little and often' is best.

### 8. Communicate

Your child's reading diary from school is very important. Try to communicate regularly with positive comments and any concerns. Your child will then know that you are interested in their progress and that you value reading.

### 9. Talk about the books

There is more to being a good reader than just being able to read the words accurately. Just as important is being able to understand what has been read. Always talk to your child about the book; about the pictures, the characters, how they think the story will end and their favourite part.

### 10. Variety is important

Remember children need to experience a variety of reading materials e.g. picture books, hard backs, comics, magazines, poems etc.

## Top Tips for Encouraging Writing at Hillside...

Our aim is for all children to write fluently, legibly and with increasing speed and to understand the different forms of handwriting used for different purposes by the time that they leave Hillside.

In order to achieve our main handwriting aim it is essential that pre-writing skills are developed in the early years. Teachers in nursery and reception develop fine and gross motor skills through activities such as climbing, manipulating play-dough, writing with a variety of implements and on different surfaces and materials.

Once children have the understanding and ability described above, they are ready to move on. For some children this will be in nursery; for others they will not be ready until Key Stage 1.

When cursive handwriting is introduced (from nursery), it will be as follows: writing each individual letter with a lead-in and a lead-out stroke and when phonic sounds are introduced, children will be taught how these letters join together.

The fundamentals of good handwriting are based on the following points and need to be encouraged both at school and at home:

1. Sit straight on to the table (which should be at a good height for them)
2. If a child is right-handed, their paper should be slightly to their right, and tilted slightly anticlockwise
3. If a child is left-handed, their paper should be slightly to their left, and tilted slightly clockwise
4. Have a good pencil grip, which lets them hold their pencil comfortably with their thumb and first two fingers.
5. Focus on patterns which build on the three basic letter shapes. (l, c, r) before introducing the letter with a lead in and lead out stroke.





# Our values

At Hillside School we work towards the school motto which is 'Developing the Individual'. We seek to promote a caring, compassionate and fair environment within which all pupils are valued and enabled to flourish. We facilitate this by fostering the values of:

- Inspiration.
- Determination.
- Excellence.
- Friendship.
- Respect.
- Equality.
- Courage.

All persons in school have high expectations of themselves and of others. They are resilient, determined and strive to be the best that they can be. We seek to develop leadership at all levels, valuing the support and inspiration that pupils can get from adults but also from their peers.

Pupils at Hillside grow Spiritually, Morally, Socially and Culturally and this ethos runs as a thread through everything that we do. We also promote the fundamental British Values of democracy, the rule of law, individual liberty, mutual respect and the respect and tolerance of those with different faiths and beliefs.



Hillside Primary School  
Field Avenue  
Baddeley Green  
ST2 7AS

Tel: 01782 235350  
Email: [office@hillsideprimary.org.uk](mailto:office@hillsideprimary.org.uk)  
Website: [www.hillsideprimary.org.uk](http://www.hillsideprimary.org.uk)

