



HILL HOUSE SCHOOL

PARENT HANDBOOK 2022

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1. GENERAL INFORMATION FOR ALL PARENTS

Our Mission

We educate, develop and inspire the whole pupil, now, and for life.

Our Values

We are ambitious for our pupils.

We celebrate both outstanding academic performance, and success in all areas of school life.

We value participation, perseverance and the embrace of challenge.

We promote traditional characteristics such as respect, decency and integrity.

We strive to give pupils of all backgrounds the chance to benefit from the many opportunities provided by Hill House.

Our Aims

To provide full and enriching opportunities, a curriculum of balance and substance.

To instil in pupils a lifelong love of learning, ambition and resilience in facing the challenges they will meet.

To offer a supportive and friendly community, where everyone is known and treated as an individual, within a framework of encouraging and disciplined pastoral care.

To enable our children to become confident, capable and compassionate people, who will develop into adults with independent minds and a proper sense of values, service and responsibility.

To be an innovative yet traditional, co-educational, 3-18 northern day school.

A) INTRODUCTION

Parents should feel free to discuss matters concerning their child at any appropriate time. It is better for us to know of any worries than to be ignorant of them.

At Hill House, staff provide good lessons, a full education and look to develop the skills and character needed to be fulfilled, both at school and in later life.

Pupils join in this process by working hard, following the rules of our community and above all by showing respect, care and consideration for others.

The school has policies for all aspects of school. Key policies are included in this handbook. If you would like to see any other policies, please ask at the School Office.

B) HOUSES

The school is divided into four houses; Field (green), Master (red), New (purple) and School (blue).

There are inter-house events throughout the year. Details are in the school calendar. There is a reward system whereby pupils may earn house points for good work, effort or behaviour.

C) SCHOOL UNIFORM SUPPLY

Purchase of school uniform is via the online supplier (www.schoolblazer.com) or via the link on the Hill House website. New parents will be required to register their child's details in order to set up an account.

The Friends of Hill House sell second hand uniform from their shop, within the school, on Friday Mornings in term time from 8.15am – 9.00am

D) BRING YOUR OWN DEVICE POLICY

Pupils from Year 5 to Upper Sixth should have their own laptop to bring to school. There is a full BYOD Policy available from the school. A full suggested specification is available from the School Office, but minimum requirements are:

- Windows 10 or up to date MacBook
- Chrome or Firefox
- 12 Inch Screen
- Mouse or trackpad
- Microphone
- Camera
- Headphones (not Bluetooth)
- WIFI
- 4GB RAM
- 8 Hour Battery

Online Learning is provided where appropriate via Google Classroom. This may be used in times of school closure (e.g. snow, lockdown) and also for pupils who may not physically be able to attend (e.g. hospitalised, overseas). Homework is routinely published on Google Classroom for the use of pupils and parents.

2. ARRIVALS & DEPARTURES

E) PUNCTUALITY

Pupils are expected to be punctual for school and for all lessons.

Any pupils arriving at school after registration should go to Reception to be marked present. Unnotified absence will be recorded as unauthorised.

If leaving before the end of the normal school day, pupils must sign out. If leaving and returning they must remember to sign in again on their return.

F) SCHOOL TRANSPORT

Pupils from Reception upwards are able to use school transport, both for journeys to and from school, and for events in the school day, on the understanding that their behaviour is good. Routes are published on the school website.

Younger pupils may be given a 'Bus Buddy', a responsible pupil from the senior school to ensure their journey is an enjoyable one.

For EYFS, parents will be made aware of the procedure for transporting their child to and from school and be asked to sign an acceptance form. This will make it clear when parents' responsibility for the children commences and ceases. This will usually be when they are met or delivered to the vehicle and handed over to the school staff at the various pickup and drop off points.

Any pupil who misbehaves on school transport can cause unpleasantness, inconvenience, and danger. Misbehaviour on school transport can lead to a pupil being banned from using school transport, either temporarily or permanently. Seatbelts must be used at all times on school transport and full risk assessments are carried out to assess the levels of supervision needed.

For EYFS pupils, records about vehicles in which children are transported, including insurance details and a list of named drivers are kept.

G) PARKING

Parents coming to school to visit the office or for a meeting are welcome to park in the Turning Circle car park on the far side of Sixth Avenue. Entry is then via the green gate by the hockey pitch, and then via Reception at the front of school. There is no vehicular access to the front of the school.

The school has 4 car parks for different usage:

Fifth Avenue/Main Entrance

Sixth Form Centre Car Park: Visitors Only

Sixth Avenue

Car Park adjoining Hockey Pitch (Left off Sixth Avenue):	Staff and Sixth Form Only.
Turning Circle Car Park (Right off Sixth Avenue):	Parents Year 6 to Upper Sixth
Junior Car Park (End of Sixth Avenue):	Staff & Parents, Nursery to Year 5

Please note

- 1) the car park in front of Oxford House is private, reserved for the businesses in Oxford House
- 2) pupils, staff and parents use the school's car parks at their own risk
- 3) for safety reasons, pupils arriving and departing by car must alight in a car park, and must not be dropped or collected from the roadside.

Exit onto First Avenue

Please note, at busy times parents are requested to turn left on leaving the site, in order to avoid the congestion caused by parents turning right.

Animals

Any pets brought onto the school grounds must be left in cars.

H) ARRIVAL AND DEPARTURE

Pupils should arrive at school for registration by 8:30 am.

No pupil should be on the school site premises before 7.30 am. Pupils of any age arriving between 7.30am and 8.00am **MUST** go to Wraparound Care in the Dining Hall, for which there is an extra charge.

From 8:00 am, pupils arriving early should go to the Junior Music and Drama Studio, (Year 3-Year 6) or Houses (Year 7- Year 11), where they will be supervised. Pupils in Reception to Year 2 will be taken to the classrooms at 8:00am

Doors to the Senior and Junior School will not be open during the course of the day once school has started. If a pupil needs collecting or is arriving late, they should come via Reception at the front of the School.

PE Bags must be taken to the cloakroom areas. Cricket bags are not allowed in the main school building and must be taken directly to be stored in the pavilion. They should only be brought when being used for a match; the school provides bats, pads etc for practices.

At the end of the day, pupils leave by the correct door and via Sixth Avenue. Junior School pupils should be collected from the Junior Car Park. Junior School pupils cannot walk home themselves unless with a senior school sibling. Those walking home or using public transport should take care when crossing side and main roads.

Pupils staying for activities after school should be collected promptly.

Wrap-around provision to 6.00 pm is available by arrangement (extra charge). Pupils not collected by 5.00pm will automatically be taken to Wrap-around, for which an extra charge is incurred.

I) AFTER SCHOOL

On dark winter nights Junior School pupils should be collected from the Junior Playground or, in the case of bad weather, the Junior Music and Drama Studio.

Senior school pupils **MUST** return to Reception if they have not been collected by 4.10pm

Pupils may not leave the site after school and then return to be collected by parents later.

J) PREP

Senior Prep starts in the Cusworth Library at 4.00pm. Junior Prep starts in the Junior School at 4.00pm.

Any pupil not collected by 4.10pm will join Prep.

To avoid disruption, all pupils in Senior Prep must remain in the Library until 5.00pm.

K) ABSENCE

If a pupil is ill, notification should be by telephone **before 8.30 am on the first day of the illness**.

If a child contracts an infectious disease, including head lice, conjunctivitis and impetigo, the school should be informed at once and the situation discussed. Children with infectious diseases should not be brought to school and medical advice should be sought concerning the exclusion period.

A full list of school holidays is provided well in advance. Holidays should be taken within these dates to avoid affecting the pupil's progress. **The law does not allow holidays in term time** except in exceptional circumstances; in these cases, parents are strongly advised to ask for permission before booking, to avoid disappointment.

All pupils are expected to maintain a minimum attendance rate of 95%.

3. CALENDAR

L) TERM DATES

These are fixed in consultation with other schools and authorities, and are published over a year in advance. They are also available on the school's website.

M) CALENDAR

Every family is issued with a school calendar each year. The calendar is also available on the school website. Parents are warmly invited to attend any event, which include school productions, concerts, matches, and to the varied social and fund-raising functions organised by the Friends of Hill House. Your support is much appreciated.

N) HOLIDAY CLUB

Hill House has an activity programme during school holidays. Exact dates and fees are available from the school office.

This covers:

- 2 weeks at the October half term holiday
- 1 or 2 weeks at Christmas subject to where Christmas Day may fall.
- 2 weeks at Easter
- Throughout the Summer holiday, except for the final week.
- The children are cared for by qualified and experienced members of staff.
- Hours of opening are 8am until 5pm, including breakfast.

O) FRIENDS OF HILL HOUSE

This is a very strong and supportive Parents' Association, which meets regularly and holds events throughout the school year. Proceeds from many past events have been donated to the school and used to enhance and extend the range of equipment and resources available.

4. WELFARE

P) FOOD AND DRINK

All pupils from Reception to Upper Sixth attend **school lunch**. Vegetarian and vegan options, salad bar and soup are also available as well as the main meal. Halal meat is available on request.

The menu for the week is displayed throughout the school and on the school website. The school does not allow packed lunches. Any requests for special arrangements, on dietary or medical grounds, should be addressed to the Bursar.

Pupils may bring **still water** in a small bottle for drinking in the classroom. There are also water machines for the refilling of water bottles. **Disposable plastic bottles are not allowed in school**

The school promotes healthy eating and therefore suggests this is reflected in snacks brought to school. No food is to be eaten during lessons, or while walking around school.

Tea is included as part of wrap-around care between 5.00 pm and 6.00 pm (extra charge).

Please do not send anything containing **NUTS** as we have pupils in school with severe nut allergies.

Chewing gum is not allowed on the school site; any pupil who disregards this rule will serve an appropriate punishment involving community service.

Q) SAFEGUARDING

The Designated Safeguard Lead is Mrs Belinda McCrea, Deputy Head. Mrs Rachael Scott-Simons and Mrs Christine Havard are the Deputy DSLs. All are available to parents via the School Office.

All members of staff have undergone enhanced checks with the Disclosure and Barring Service.

Entry to all areas of school is through secure controlled-entry doors.

For safeguarding reasons, parents are asked to enter the building only via Reception. Junior and senior pupils should enter the building at the start of the day unescorted.

All visitors to school must report to Reception where they sign in and receive a visitor's badge.

We take our responsibilities for ensuring the safety and well-being of all our pupils very seriously and we are legally obliged to contact the local Social Services Department about any pupil whom we feel may be at risk.

R) PHOTOGRAPHS & VIDEOS OF PUPILS

The school takes photographs of pupils from time to time, which may be used within school, in news stories including the local press, the school website, school social media accounts, and occasionally in marketing material. Video footage may also be taken and used in the same way. This is carefully managed and scrutinised by the school office and marketing department.

Parents understandably enjoy seeing images of their children. When pupils join the school, however, parents are able to request that photographs of their children are not taken. Where the school publishes photographs of school events on social media, it is not possible for the school to ensure all relevant pupils are featured.

The school does not prohibit parents, within reason, from taking photographs and video of their children at school events. For safeguarding reasons, however, the school does not allow such images to be posted on parents' social media if they feature pupils other than the parent's own child.

S) IF A PUPIL IS WORRIED

Bullying is any action or behaviour repeated over time which causes one to feel frightened, threatened, hurt or damaged in any way. Hill House does not accept any form of bullying.

If a pupil is worried about something, they are encouraged to talk to someone – Prefects, Tutor, Class Teacher, Headmaster, Deputy Head, Head of Juniors, Head of Seniors or any other member of staff. They are also encouraged to talk, telephone or write to one of the following:

- Parents
- Child line 0800 1111
- There are also concern boxes around school, and a web-based worry box called Tootoot, where pupils may leave notes for SMT members to read and act upon.

T) MEDICAL CARE AND MEDICINE

If a pupil is unwell or has an accident in school, then the parents will be informed by telephone. If the parents are not available one of the emergency numbers you gave the school will be contacted.

The Children Act 1989 provides that teachers have a duty of care towards the children under their supervision, as well as promoting the safety and welfare of the children in their care. The level of this duty of care is measured as being that of a 'reasonable parent.' The Health and Safety at Work Act 1974 puts a further obligation on the school as a whole to safeguard the wellbeing and safety of pupils in its care. The school has, in addition, sought written permission from parents to deal with any pupil in an emergency

Any minor ailment or injury is dealt with in school. The great majority of staff have been trained and qualified to administer First Aid.

If you have given permission on the Pupil Profile form, then Paracetamol/Calpol will be administered to your child if necessary. We will contact you in advance for confirmation of permission and for your information.

Should your child need to bring any medication into school, it MUST be given to the School Office who will administer it according to the instructions given on the medication form, which needs to be completed and signed by the parent on arrival at school.

For health and safety reasons all medicine should be brought to school in the original packaging.

Younger asthma/allergy sufferers must give their medication/epipens etc to their form teacher. Senior School pupils should keep their inhalers/epipens with them at all times. A spare inhaler/epipen should be stored in the school office and exchanged regularly to ensure it is in date.

U) HEALTH AND SAFETY

Fire drills are carried out on a regular basis

Risk assessments are carried out and updated on all aspects of school life on a regular basis and steps taken to resolve any issues or concerns.

Hill House has a procedure to deal with a missing pupil.

The Health and Safety at Work Act makes it a criminal offence to interfere with safety equipment or otherwise to put at risk any member of the school, whether pupil, teaching staff or workman, etc. Pupils must behave responsibly at all times by showing concern for personal safety and for the safety of others, and by always behaving in a reasonable manner. This includes using all facilities with care. Specifically, pupils must:

Follow the instructions given;

Always use the correct tools and equipment and use safety equipment and protective clothing when appropriate.

Keep tools and equipment in good condition and report any defects in plant and equipment to the teaching staff.

Pupils are accountable to teaching staff for their actions on school premises. They can assist by suggesting ways of eliminating hazards, and must always report accidents causing injury, damage, loss or any dangerous incidence to the member of staff in charge.

5. CONDUCT & APPEARANCE

V) CONDUCT

The reputation of the school and its members depends on the conduct, manners and appearance of each of its members. These personal qualities are developed at school, but our efforts need to be supported at home. Your help is much appreciated.

Discipline and reward systems are in place and are designed to offer positive reinforcement to the children. Should the need arise, there is an agreed procedure to discipline a child and to ensure that parents are informed.

School rules are kept to a minimum and pupils are encouraged to work hard and behave sensibly, responsibly and with good manners.

At the end of the school day all pupils are expected to leave school premises correctly attired in full school uniform. In special circumstances, and upon request, the Headmaster may grant permission for individuals to leave in casual clothing. Behaviour and dress, to and from school, must be exemplary.

CHEWING GUM

This causes expensive damage to clothes, furniture and carpets. It is not allowed at any time in school. Contravention of this rule leads to community service.

SMOKING

Hill House is a no smoking school; this applies to all staff, parents and children. This is totally prohibited, both on the school site and in its immediate vicinity. This includes e-cigarettes.

EATING

Pupils must not eat or drink while walking around the school site.

DANGEROUS ITEMS

Dangerous items such as penknives and laser pens are strictly banned. Pupils should not bring spray deodorants to school.

TELEPHONES

The telephone in the office is available for pupils in emergencies only. Should a parent feel it is essential for a child to bring a mobile telephone into school, the mobile phone **must** then be handed in on arrival and collected at the end of the school day. **Failure to hand in a mobile phone will result in its confiscation.** For a first offence, the

telephone will be kept for one week. For a further offence, it will be kept for the remainder of the half term, or longer as appropriate.

SOCIAL NETWORKING

Members of the school are expected to use social networking sites responsibly and should not bring the school into disrepute through social networking. Pupils should not refer to the school, or publicise photographs etc, of other pupils or staff on any social media. **Any instances of pupils doing this with negative consequences will be dealt with seriously.**

W) PERSONAL PROPERTY

Pupils should not bring to school large amounts of money, tablets and smart watches, or other expensive equipment. Any of these items brought in by accident, should be taken to the Housemaster/Housemistress or Head of Junior School for safekeeping. School is not the place for precious belongings. The school cannot accept responsibility for loss or damage, and it is recommended that any such equipment be insured under the family policy.

X) DRESS

Whether pupils like it or not, people are likely to base their ideas about them and the school on the way they dress and whether they look smart:

- Please refer to the School Uniform Booklet for full details. All necessary items are obtainable from **www.schoolblazer.com**. Other items (which are marked with an asterisk in the Uniform Booklet) are readily available in departmental stores.
- The second-hand shop is run by the Friends of Hill House and is open on specified days throughout the school terms.
- For all school engagements, including Parents' Evenings and concerts, full school uniform **MUST** be worn, unless special permission has been given by the Headmaster. This also applies to accompanying siblings, and includes the standard rules about hair etc.
- School uniform should be worn correctly to and from school, and at all times in school.
- Girls should wear uniform trousers, or skirts to the appropriate length, which is considered to be knee length.
- Please ensure that **all** items are clearly marked with your child's name.
- Junior School summer uniform is optional from Easter until half term in the Michaelmas Term, and compulsory from May Day Holiday until the start of the Michaelmas Term.
- All pupils in the Junior School need a school book bag. School kit bags should be used for PE kit. Year 5 and above should use **plain black bags** as their book bag.

- To ensure a smart appearance, shoes must be polished, **shirts tucked in** with top buttons fastened. Visible cuffs should be fastened or neatly rolled up. In extreme heat, schoolwide permission may be given to remove blazers.
- Correct House ties or awarded ties should be worn. Ties should display a minimum of six bands of stripes.
- **Shoes** must be smart, polishable full leather, and business like. Shoes should have no visible logos/branding. Pupils from Year 5 upwards may not have shoes with velcro fastening. Shoes with excessive heels or of the trainer variety should be avoided. No boots are to be worn.

Y) PHYSICAL APPEARANCE

- **Make-up is not allowed**, except for a discreet amount for girls at Year 9 and above. Any make-up which draws attention to itself is inappropriate. **Nail varnish or extensions** are **not allowed**.
- **Hair**, including eyebrows, should be of its own natural colour. Wearing of **hair products** including gel, wax mousse etc. is not permitted, nor is braiding, highlighting or artificially colouring hair.
- **Skin** should be of its own natural colour. Use of fake tan, coloured moisturiser, sunbeds or other ways of changing skin colour is not permitted.
- Any hair style which draws attention to itself through colour, style or length is inappropriate. Tramlines etc must be avoided. Pupils with such a style can expect to be asked to remain at home until the problem is rectified.
- Girls' hair should be neatly tied back (in school colours or navy/black), and boys' hair should be above the collar, eyes and ears.
- Older boys are expected to be clean shaven.
- For health and safety reasons jewellery should **not** be worn, with the exception of a small gold or silver coloured stud in each ear lobe for girls, if ears have been pierced. A **small sensible watch or fitness tracker** of subdued colour may be worn by pupils able to tell the time.

In any discussion about appearance and dress, the Headmaster's judgement is final.

6. OUTSIDE THE CLASSROOM

Z) EDUCATIONAL VISITS

All children will be taken on day trips during as part of their education. The cost of these will be charged in arrears as disbursements on the school bill.

AA) ACTIVITIES PROGRAMME

There is a range of morning, lunchtime and after school activities, including prep supervision between 4.05 pm and 5.00 pm. All pupils are expected to participate in the Activities Programme.

BB) BREAK

Nursery to Year 6 have breaks in their playgrounds. Years 5 & 6 are also allowed the privilege of access to the Lawn. Junior pupils are allowed into the Woods under supervision.

Senior School pupils may use the Library for work/reading. They may also have the privilege of access to the Woods, Lawn and Tennis Courts. The Senior School playgrounds are available to all Senior School pupils.

CC) EXTRA CURRICULAR COMMITMENTS

As a member of the school community, there are certain events and activities in which pupils are expected to participate. For example:

- Speech Day is a compulsory event, and **MUST** not be missed.
- All pupils from Year 5 upwards **MUST** attend the Carol Service
- Pupils selected to represent the school in sports' teams **MUST** do so; this is likely to include late returns or occasional weekends. Alternative travel arrangements may need to be made.
- Pupils selected to represent the school in musical events must do so.
- Pupils from Year 3 to Year 9 are expected to participate in at least two options from the Activities Programme on a weekly basis. Pupils from Year 10 and above are expected to take part in at least one option.

INDIVIDUAL MUSIC LESSONS

Various peripatetic music teachers visit school to give lessons using a wide variety of instruments. Children are welcome to participate and parents should contact the Head of Practical Music to make arrangements.

MUSIC COMMITMENTS

The school is very committed to music. All pupils selected for a choir or orchestra are expected to represent the school at concerts etc.

OPEN DAY

Open Days take place regularly, and pupils should see these as an opportunity of giving service to the school community. Pupils, especially

Prefects, Junior School House Captains & Prefects, will be expected to represent the school at Open Day and other functions.

SPORTS' FIXTURES

Fixtures are published at the start of each term. Sports' teams are selected each Friday and published via e-mail; these are also displayed on the Sports' Noticeboard. Pupils selected to represent the school **MUST** do so.

SUPPORTING FIXTURES & MATCH TEAS

Parents are warmly invited to support matches; for away fixtures, the postcode of the venue is published on the team sheet.

All team members must attend match teas both at home and away before leaving the venue. At home, parents are warmly invited to enjoy match teas; we hope that parents' teas are a pleasant social occasion. Brothers or sisters of players should wait for their parents & siblings in their normal waiting area.

ASSEMBLY

On Thursday or Fridays, the school community, or sections of it, assembles in the Main Hall. On other days there are House Assemblies or Form Periods.

7. ADMINISTRATIVE

DD) CONFIDENTIALITY

All information regarding individual children and their parents is treated in the strictest confidence. Failure by staff to respect confidentiality will be treated as a serious disciplinary offence.

Other than following statutory obligations, where information needs to be shared e.g. referral to an outside agency for help or advice, the written permission of the parent is gained in advance.

EE) NOTICES & LETTERS

Website and School Letters

Correspondence from school will be sent directly to the email addresses supplied to us via pupil profile forms. If you change your email address please let the school office know as soon as possible. Where a response is required you will be directed to a link for replies. Letters will not be sent home in hard copy.

We also use the website as the medium for communicating school letters to parents. There is a link on the school website, which will take you to Letters for Junior School, Senior School and Sixth Form. These letters will be updated each Friday by 2.00pm.

Email Address

Please direct enquiries to parents@hillhouse.doncaster.sch.uk. You will receive an automatic reply letting you know that your email has reached us and will be dealt with as quickly as possible. If you do not receive such a response, please re-send from a different address or contact the school office.

Social Media

We are active on, Twitter and Facebook, @HillHouseSchool, YouTube, Instagram and LinkedIn. We use these accounts to bring you updates on the various events, fixtures, trips and classroom activities that take place day to day and it is a fantastic way to connect with the Hill House community.

FF) REPORTING TO PARENTS

For Reception to Year 4, regular reports are compiled electronically for parents each half term. For Year 5 and above, progress reports are provided electronically every 3 weeks, with a full academic subject report once each year.

Parents' Evenings take place at key points of the year for each Year Group. These are operated on an appointment system.

Parents are warmly invited to discuss their child's progress at any convenient time

GG) CORRESPONDENCE

General letters are available electronically each Friday. Alerts are occasionally sent by text or email. Please make sure that the school office has a functional e-mail address for your family or inform the office that you do not have access to e-mail.

Correspondence on school business should be addressed to:	Correspondence concerning fees should be addressed to:
<p>The Headmaster Hill House School Sixth Avenue Auckley DONCASTER DN9 3GG</p> <p>Telephone 01302 776300 Fax: 01302 776334</p>	<p>The Bursar Hill House School Sixth Avenue Auckley DONCASTER DN9 3GG</p> <p>Telephone 01302 776300 Fax: 01302 776334</p>

HH) FEES

School fees are due by the first day of term. Any non-payment of fees will result in the pupil not being allowed in school until the fees are paid.

A full term's fees are due if a pupil is removed at any time without a full term's notice.

For details of methods of payment, please contact the Bursar.

If a parent or member of staff wishes to make a disclosure in relation to School Fee Plan credit activities, they must contact the School Fee Plan Whistleblowing Champion at MLRO@pcl.co.uk.

II) KEY SCHOOL POLICIES

As parents may be aware, schools have a large amount of statutory documents, including schemes of work for subjects and age groups, and policies on various areas of the school.

Some of the most important policies are published on the school website

Other documents which are available to parents upon request include:

- Safeguarding Policy
- School Trips Policy
- Personal, Social & Health Education Policy
- Careers' Guidance
- Complaints' Procedure & Number of Complaints
- Details of Academic Performance
- Special Educational Needs Policy
- Relationship and Sex Education

8. SENIOR SCHOOL

Each pupil is allocated a Form Tutor who can deal with academic, personal and social problems. Form Tutors work within House and are responsible to the Housemaster or Housemistress.

Besides the organised times, if you wish to talk to a teacher about anything to do with work (Subject Teacher) or anything else that you have concerns about (Form Tutor) please telephone to arrange a suitable time to discuss the matter.

Mrs Havard (School House), Mrs Green (New House), Mrs Otley (Field House) and Mr Shipston (Master House) or the Head of Senior School, Second Master, Deputy Head or Headmaster are available if you would like to speak to someone other than the teachers. Please telephone for an appointment.

Pupils should always talk to their Form Tutors and/or Subject Teachers first about any difficulty.

- *PLANNERS:* All pupils have a Planner, which is be used by parents and staff to relay messages and information between home and school. Please check this and sign **weekly**.
- If a pupil does not seem to be receiving sufficient homework, please inform the relevant Tutor.
- As a guide, pupils in the following years should be receiving the following amount of homework, according to the annual homework timetable.

Years 7 – 9: 30 minutes per subject, normally 2 or 3 subjects daily.

Years 10 & 11: 30-40 minutes per subject, normally 2 or 3 subjects daily.

- All homework is to be handed in on the morning of the next school day. If this is not possible due to circumstances, the pupil should discuss this with the relevant teacher.

HOUSE POINTS

50 House Points

100 House Points

150 House Points

Bronze and Badge

Silver and Badge

Gold and Badge + £10 Voucher

Parents are asked to check House Points and Order Marks in the pupil planner

EQUIPMENT

Certain items of equipment are required as follows:

- A full selection of writing materials – pen, pencils, pencil sharpener, rubber, coloured pencils and felt pens, ruler;
- Calculator (casio);
- Pair of compasses and a protractor;

9. JUNIOR SCHOOL

YEAR 1 TO YEAR 6

MERIT BADGES

These are awarded each term to children when they have reached the following targets:

50 House Points	-	Bronze
100 House Points	-	Silver
150 House Points	-	Gold
200 House Points	-	Platinum

CURRICULUM

- All pupils have weekly music lessons taught by specialist teachers.
- All pupils use the ICT suite for a weekly lesson from a specialist teacher.
- All PE, Games and swimming lessons are taught by specialist staff.
- All pupils in Year 5/6 will receive some specialist Science teaching.
- Pupils from Reception upwards will receive specialist MFL teaching.
- All children take part in team and individual sports working on basic skills leading to representing school. Competitive matches start in Years 3 and 4.
- An individual support lesson from a specialist teacher is available for pupils when it is felt that spelling and/or reading would benefit from extra help. Parents are always consulted and kept informed of progress on a regular basis.
- All pupils bring home a reading book and should read every evening. Pupils may bring books from home if they are free readers and the book is felt appropriate.

HOMEWORK

- Years 3 to 6 have weekly spellings to learn and maths tasks such as tables.
- All pupils are expected to read each evening.
- Year 2 have 1 prep per week.
- Year 3 have 2 preps per week.
- Year 4 have 2 preps per week.
- Year 5 have 30 minutes of prep each night
- Year 6 have 40 minutes of prep each night

COMMUNICATIONS

All pupils have a school planner which may be used by parents and staff to relay messages and information between home and school, and will contain any letter distributed by school that day. Please check this folder **every night** and return it to

school each day after removing any enclosed letter.

Please use this to inform us of any change in the adult collecting your child at home time.

ASSESSMENTS

All pupils are assessed on a regular basis, including reading and spelling ages.

RECEPTION to YEAR 2

All pupils finish at 3.45pm, but supervision to 5 pm is available for all Junior School pupils

Please advise school, either in the communication folder or by telephone, if there are any changes to the picking up arrangements.

COMMUNICATION FOLDER

- All pupils have a 'Communication Folder' which may be used by parents and staff to relay messages and information between home and school and will contain any letter distributed by school that day. Please check this folder **every night** and return it to school each day after removing any enclosed letter.
- All pupils have an individual target card which covers academic as well as social target (e.g. fastening buttons). These will be reviewed and updated regularly. This card is kept in the communication file so that parents are kept informed of progress.

CURRICULUM

- Weekly music lessons are taught by specialist teachers (not usually their form teacher). The recorder is introduced to all pupils in Year 2.
- All PE and swimming lessons are taught by specialist staff.
- Years 1 and 2 have weekly swimming lessons.
- Pupils use the ICT suite for a weekly lesson.

ASSESSMENTS

- All pupils are assessed on a regular basis, including reading and spelling ages.

READING, SPELLING AND OTHER HOMEWORK

- All pupils bring home a reading book and should read every evening.
- Years 1, 2 have weekly spellings to learn.
- Other homework may be sent home on a regular basis.

EDUCATIONAL VISITS

We seek assistance from parents to keep the pupil/adult ratio as small as possible, but parents are not invited to go on the same outing as their own child.

MEDICINES

Medicines are given to the School Office

10. NURSERY

Times of sessions are as follows:

Full day	8.00 am - 5.00 pm
Morning	8.00 am – 12.30 pm (Morning session includes lunch)
Afternoon	12.30 pm - 5.00 pm

Children become eligible for nursery funding the term after their third birthday. This grant covers term time only and is claimed by the school on your behalf and deducted from your bill.

The nursery funding under the present government can be for 15 or 30 hours. To qualify for 30 hours, parents must apply through the HMRC website for an eligibility code.

STAFFING

The Nursery is managed by a full qualified teacher. All other staff are appropriately qualified holding at least NVQ level 3 (or equivalent). All staff attend regular training courses, including first aid and child protection. The following staff ratios apply

Rising 3 years to 5 years	1:13
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ADMISSION

All children follow an induction procedure before starting nursery, including starter visits.

COMMUNICATIONS

- A Nursery Newsletter is published every half term. This will contain information of forthcoming events as well as curricular information about that half terms topic.
- All pupils have a 'Communication Drawer' which may be used by parents and staff to relay messages and information between home and school.
- **Staff should be informed if there is a different adult collecting your child that day, who should have the appropriate password.**
- All Nursery children may stay for school lunch which they eat with the Nursery staff. A healthy snack and drink is provided during every Nursery session.

- Wrap-around care from **5.00pm to 6.00 pm** is available by arrangement (extra charge).

REPORTING TO PARENTS

- A learning journal is built up for every child during the year. This provides evidence of their development, and gives a lasting memory of their time in Nursery.
- There is a parents' evening twice each year for Nursery parents. Parents can make appointments to see Nursery Staff at other times.
- All children in Nursery 1 will receive a report before they finally leave Nursery in the Summer Term.
- Please feel free to discuss your child's progress informally with the Nursery staff.
- A curricular evening for parents of Nursery children is held in the first term. This includes information on how to help your child in developing numeracy and literacy skills. It is also an opportunity for parents to chat with staff in a more informal setting.



HILL HOUSE SCHOOL

Complaints Procedure

Introduction

It is the School's policy to ensure that parents with a grievance relating to their child's education can use a procedure that can help to resolve problems as quickly and fairly as possible. This procedure applies to all areas of the school, including Early Years Foundation Stage.

This policy is available to parents (via the Parent Handbook) and prospective parents (via the Prospectus)

Stage 1 (Informal)

If a parent has a grievance they should discuss it initially with the relevant Teacher, Tutor, Head of Department, Housemaster/Mistress or Senior Manager. We hope that the majority of concerns will be resolved in this way. Such concerns will normally be dealt with within one week.

Stage 2 (Formal)

If the problem remains unresolved, parents will be invited to write to the Headmaster about the complaint. He will then arrange a formal meeting normally within 10 days to discuss the complaint and parents may be accompanied by a person of their choice, if they so wish; this does not include legal representation.

Following this meeting, the Headmaster will give a written response normally within 10 working days. Complaints concerning EYFS will be dealt with within 28 days. If parents are not satisfied with the Headmaster's response, they should inform the school of this within 28 days of receiving the written response outlined above, explaining which of their concerns remain. Otherwise, the complaint will be considered to have been closed.

Stage 3 (Panel)

If, having completed the above stages, the problem remains unresolved, parents may approach the Governors in writing via the School Office.

If the complaint is against the Headmaster, parents should make their complaint directly to the Governors in writing via the School Office.

The Chairman (or Deputy) will then convene a Complaints' Hearing. This will take place normally within the next 14 days, and constitute a panel of 3 persons, at least one of whom will be independent of the management and running of the school. None of the panel will be involved in the issues specific to the complaint. Parents may attend the hearing, and be accompanied if they so wish; this does not include legal representation.

The Complaints' Panel will make findings and recommendations, which will be given in writing to the parents, Headmaster, and, if applicable, the member of staff about whom the complaint

has been made. This will normally be done within 10 days of the Hearing. The Governors' decision is final.

Persistent Correspondence

Where repeated attempts are made by a parent to raise the same complaint after it has been considered at all three stages, this can be regarded as vexatious and outside the scope of the policy.

Record Keeping

A record of complaints is kept for at least 7 years, including details of at which stage a complaint was resolved. Records concerning allegations of abuse must be preserved for the term of the Independent inquiry into Child Sexual Abuse and at least until the accused has reached normal pension age or for 10 years from the date of the allegation if it is longer.

All meetings will be documented. A written record of all Complaints' Panel Hearings and Recommendations will be kept by the Headmaster and be available at school to the complainant.

All correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act, as amended, requests access to them. The record of complaints in EYFS will be made available to OFSTED and ISI on request.

Other Bodies

Parent can also contact OFSTED (Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA) or the Independent Schools Inspectorate (CAP House, 9 - 12 Long Lane, London EC1A 9HA, Telephone 020 7600 0100) to make a complaint.

School Fee Plan

If a parent wishes to make a complaint relating to the School's credit broking activities or the sale of School Fee Plan, they should send details to the School Bursar. The School will then notify the Premium Credit Limited (PCL) Compliance Team. All investigations, enquiries and communications with the complainant will be conducted by PCL, therefore the School will not attempt to discuss or resolve complaints directly with the complainant. PCL will send a Summary Resolution letter for complaints resolved by the close of three business days. If a complaint cannot be resolved in three business days PCL have eight weeks to investigate and resolve a complaint to be in line with Dispute Resolution rules (found in the Financial Conduct Authority handbook).