



HILL HOUSE SCHOOL



PARENT HANDBOOK

CONTENTS

1. GENERAL INFORMATION FOR ALL PARENTS <ul style="list-style-type: none">a. Introductionb. Housesc. School Uniform Supplyd. Lost Propertye. Bring Your Own Device Policy	2. ARRIVALS & DEPARTURES <ul style="list-style-type: none">a. Punctualityb. School Transportc. Parkingd. Arrival and Departuree. After Schoolf. Prepg. Absence
3. CALENDAR <ul style="list-style-type: none">a. Term Datesb. Calendarc. Holiday Clubd. Friends of Hill House	4. WELFARE <ul style="list-style-type: none">a. Food and Drinkb. Safeguardingc. Photographs & Videos of Pupilsd. If a Pupil is Worriede. Medical Care and Medicinef. Health and Safety
5. CONDUCT & APPEARANCE <ul style="list-style-type: none">a. Conduct & Code of Conductb. Personal Propertyc. Dressd. Physical Appearance	6. OUTSIDE THE CLASSROOM <ul style="list-style-type: none">a. Educational Visitsb. Activities Programmec. Breakd. Extra-Curricular Commitments
7. ADMINISTRATIVE <ul style="list-style-type: none">a. Confidentialityb. Notices & Lettersc. Reporting to Parentsd. Correspondencee. Feesf. Key School Policies	8. SENIOR SCHOOL 9. JUNIOR SCHOOL 10. NURSERY
11. COMPLAINTS PROCEDURE	12. UNIFORM DETAILS

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.



1. GENERAL INFORMATION FOR ALL PARENTS

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. 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. LOST PROPERTY

Uniform must be labelled/named.

Lost Property is gathered together each week and organised by The Friends of Hill House School. Named items are redistributed to pupils. Un-named items are resold by The Friends or given to Charity.

e. BRING YOUR OWN DEVICE POLICY

Pupils from Year 5 to Upper Sixth should have their own laptop to bring to school. There is a BYOD Policy available on the school website.

2. ARRIVALS & DEPARTURES

a. PUNCTUALITY

Pupils are expected to be punctual for school and for all lessons, which commence at 8.40am.

Pupils from Year 6 upwards should sign-in using the biometric system.

Any pupils arriving at school after registration should go to Reception to be marked present. **Unnotified or unauthorised absence will be recorded as unauthorised on the pupil's school record.**

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 at reception on their return.

Leave Requests (for planned absences) should be submitted through **My School Portal > Parents' Forms**. The request will be reviewed by Heads of School and a decision sent to parents through My School Portal.

Absence Notifications (for unplanned absences and sickness) should be submitted through **My School Portal > Parents' Forms**. There is no need to call the school.

b. 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 behaviour is good. Routes are published on the school website. Journeys can be booked via the school's Baton Route App (contact the school office for setup details).

Full risk assessments are carried out to assess the levels of supervision needed. Any pupil who misbehaves on any 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.

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. Records about vehicles in which children are transported, including insurance details and a list of named drivers are kept.

c. 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

Hockey Pitch Car Park (Left off Sixth Avenue): Sixth Form Only

Turning Circle/New Court Car Parks (Right off Sixth Avenue): Parents Year 6 to Upper Sixth

Junior Car Park (End of Sixth Avenue): Staff Only

Please note

- 1) pupils, staff and parents use the school's car parks at their own risk.
- 2) 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 strongly encouraged to turn left onto First Avenue when leaving the site, in order to avoid the congestion caused by parents attempting to turn right.

Animals

Any pets brought onto the school grounds, including at Blaxton, must be left in cars.

Smoking/Vaping

Please note that the entire Hill House site, including Blaxton Sports Grounds, is a no smoking/vaping site.

d. ARRIVAL AND DEPARTURE

Pupils should arrive at school ready to start lessons promptly at 8:40 am. Senior School pupils must use the biometric registration system.

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 their form rooms.

If a pupil needs collecting or is arriving late during the school day, they should leave via Reception at the front of the school.

PE Bags must be taken to the cloakroom areas. Senior Cricket bags are not allowed in the main school building and must be taken directly to be stored in the pavilion.

At the end of the day, pupils should leave by the correct door and via Sixth Avenue. Junior School pupils are not permitted 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 may not leave the site after school and then return to be collected by parents later. Senior school pupils **MUST** return to Reception if they have not been collected by 4.10pm. Pupils staying for activities after school should be collected promptly.

e. AFTER SCHOOL

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

f. PREP

Senior Prep starts in the New Court 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 Prep must remain in there until 5.00pm.

g. ABSENCE

If a pupil is ill, notification should be by telephone **before 8.30 am on the first day of the illness**. This may also be achieved via My School Portal

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.

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.

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

3. CALENDAR

a. 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.

b. 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.

c. HOLIDAY CLUB

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

- The children are cared for by qualified and experienced members of staff.
- Hours of opening are 8.00am until 5.00pm, including breakfast.

d. FRIENDS OF HILL HOUSE SCHOOL

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

a. 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. 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.

b. SAFEGUARDING

The Designated Safeguard Lead (DSL) is Mrs Christine Havard, Senior Mistress. Mrs Rachael Scott-Simons, Dr Katherine Randall and Mrs Rachel Frisby are the Deputy DSLs. All are available to parents via the School Office.

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.

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.

c. 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, parents are asked whether they consent to photographs being taken and shared. 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.

d. 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.
- Our school subscribes to a digital platform called: Tooled Up Education. This gives our families and staff privileged access to a digital library, packed full of evidence-based tips, activities, educational webinars and enlightening podcasts, on all matters relating to mental health, aspiration, learning, digital life and family life.

e. 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/Antihistamine will be administered to your child if necessary. We will

contact you 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.

A copy of a child's care plan should be provided to the school office.

f. HEALTH AND SAFETY

Fire drills are carried out on a regular basis. Hill House has a procedure to deal with a missing pupil. 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.

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

a. 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.

CODE OF CONDUCT

All pupils must:

- Be polite and courteous at all times.
- Be kind and helpful to others.
- Set a good example in the way you speak and act.
- Take responsibility for your own belongings and actions.
- Open doors and give right of way to adults.
- Always have the appropriate equipment – books, stationery, P.E. kit, apron or overalls.
- Complete class and homework to the best of your ability.
- Always walk quietly and sensibly, take care of the buildings, grounds and furniture.
- Follow instructions given by a teacher or prefect.
- Address members of staff as Mrs xxx, Ms xxx, Miss xxx, Mr xxx, or 'Sir'.

During lessons, all pupils must:

- Arrive on time.
 - Enter a classroom in a quiet and orderly manner, stand by your chair and wait to be seated.
 - Get the correct equipment out.
 - Listen in silence to the teacher and always face the person who is speaking.
 - Stand up when visitors or a teacher enters the classroom.
 - Always leave the classroom tidy.
 - DO YOUR BEST.
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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 phone into school, the mobile phone **must, below the Sixth Form, 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 phone 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.**

b. PERSONAL PROPERTY

Pupils should not bring to school large amounts of money, tablets, 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.

c. 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:

- 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
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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 a Hill House rucksack as their book bag. Those in Year 7 and above may use a **plain black 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.

d. 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 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.
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- Older boys are expected to be clean shaven, unless Sixth Form boys wish to wear beards for religious observation.
- 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, 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

a. 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.

b. 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 from Year 3-9 should take at least 2 activities each week. Years 10 and 11 should take at least 1 activity each week. Activities run for a minimum of a term, and some are compulsory for some children.

c. BREAK

Nursery to Year 6 have breaks in their playgrounds.. Junior pupils are allowed into the Woods under supervision. Year 6 are able to use the quadrangle in New Court at times agreed with their form teachers.

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.

Pupils in Years 10 and 11 may use their house common rooms at break and lunchtime, while Sixth Form pupils benefit from the Loft and Coffee Shop.

d. 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 6 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.
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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 Meetings or Form Periods.

7. ADMINISTRATIVE

a. 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.

b. NOTICES & LETTERS

Website and School Letters

Correspondence from school will be sent directly to the email addresses supplied to us via pupil profile forms, normally on Friday afternoons. 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.

Email Address

Please direct enquiries to **parents@thehillhouseschool.com**. You will receive a 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.

c. 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 twice per half term, 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.

d. 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</p>	<p>The School Accountant Hill House School Sixth Avenue Auckley DONCASTER DN9 3GG</p> <p>Telephone 01302 776300</p>

e. 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 School Accountant.

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.

f. 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 Donnelly (School House), Mrs Green (New House), Mr Byrne (Field House) and Mr Barnett (Master House), the Head of Senior School, Senior Mistress, Deputy Head of Senior School 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

Alternative thresholds exist for Year 10 upwards

Parents are asked to check Order Marks in the pupil planner and sign in acknowledgement.

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

MERIT BADGES

These are awarded each term to pupils 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 and Games are taught by specialist staff.
- Years 1 and 2 have weekly swimming lessons 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 Year 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. 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.

MEDICINES

Medicines are given to the School Nurse.

10. NURSERY

Nursery operates a flexible sessional system as follows:

Full day: 8.00am - 5.00pm

Morning: 8.00am - 12.15pm (Morning session includes lunch)

Afternoon: 12.15pm - 5.00pm

A healthy snack and drink are provided during every Nursery session.

Breakfast Club is available from **7.30am to 8.00am** (extra charge) and is held in the Dining Hall.

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

Eligible working parents of children aged 2 years old can receive 30 hours funded childcare. An eligibility code will need to be provided.

All children become eligible for the Early Years Free Provision in the term after their third birthday. The grant provides 15 or 30 hours per week of Early Years Free Provision during term time only. An eligibility code will need to be provided if you wish to take up more than the universal 15 hours of Free Early Years Provision. This is claimed by the school on your behalf and deducted from your bill. This funding is also available in the Reception year depending on the child's birthday.

STAFFING

The Nursery is managed by a fully 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

The following staff ratios apply:

In Nursery	2 years	1 adult to every 5 children
	3 years to 4 years	1 adult to every 13 children

ADMISSION

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

COMMUNICATIONS

- A Nursery Curriculum Letter is published every term. This will contain information about forthcoming events as well as curricular information about that half term's topic.
- 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. These letters will be updated each Friday by 4.00pm.
- Letters that are specific to your child's year group 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.
- **Staff should be informed if there is a different adult collecting your child that day, who should have the appropriate password.**

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.
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11. 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.

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 working 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

Parents 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).

UNIFORM DETAILS



**Your child will be allocated a House from Reception, or the year they enter school.
(Please check with the school which house your child is in.)**

Availability

Items marked with an asterisk (*) must be purchased from the Schoolblazer website (see the link from the Hill House website or go to www.schoolblazer.com).

The Friends of Hill House School run a second-hand school uniform shop which is open every Friday 8:15am until 9.00am. This can be accessed via Main Reception.

Junior School Summer Uniform is optional from Easter until half term in the Michaelmas Term, and compulsory from the May Day Holiday until the start of Michaelmas Term.

Identification

It is essential that all items, including shoes and underwear are marked with the owner's name.

NURSERY

Winter Uniform

Boys

White short-sleeved shirt
Mid grey trousers *
Navy sweater with gold trim *
Grey socks
Striped navy tie *
Black shoes
Plain Navy coat
Plain Navy hat, plain or Hill House scarf and gloves
Waterproof jacket with hood and wellington boots
Navy Art Overall *

Girls

White short-sleeved blouse
Navy crested cardigan *
Navy socks/tights
Plain navy tie *
Plain Navy coat
Tartan Tunic *
Black shoes
Plain Navy hat, scarf and gloves
Navy Art Overall *

Summer Uniform

Boys

As the Winter uniform, except:

Mid grey shorts instead of trousers
Hill House Cap (via online School Shop)

Girls

As the Winter uniform, except:

Instead of wearing the blouse, tie and the tunic, the school summer dress* is to be worn with white socks.
Hill House Cap (via online School Shop)

Sportswear – all terms, all Nursery pupils:

White crested Polo shirt *
Navy PE shorts *
Navy crested sweatshirt *
Navy jogging bottoms *
White socks

Forest School – all terms, all pupils:

Waterproof jacket with hood and wellington boots

Please note: Hill House sport kit is required for Kixx and Rugby Tots (if children do not have the kit provided by the activity provider) and is also required for events such as Nursery Sport

RECEPTION TO YEAR 6 - BOYS

Winter Uniform

White shirt (Long sleeved) *
Mid grey trousers *
Navy sweater with gold trim *
Grey socks
Navy braided blazer with school crest *
Striped navy tie *
Navy Unisex Heavyweight Puffer* or Plain Navy coat
Black polishable shoes, not boots (Year 5 upwards no velcro fastenings on shoes)
Hill House bobble hat, plain navy or Hill House scarf and gloves

Other items required are:

For Reception to Year 2 school crested book bag *

For Years 3 - 6 Hill House Rucksack *

For Reception to Year 2 navy art overall *

Hill House Cap (via online School Shop)

Summer Uniform

As the Winter uniform, except:

Reception to Year 2 **are to wear Mid grey Shorts* instead of trousers (must be purchased from Schoolblazer.com).**

Years 3 to 6 **have the option to wear Mid grey Shorts* if they wish.**

Reception to Year 6 **have the option of wearing a short-sleeved shirt.**

SPORTSWEAR (UP TO YEAR 3 – THEN SEE YEAR 7 – 11 FOR SPORTSWEAR)

All Terms

White crested Polo shirt *
Navy PE shorts *
Navy crested sweatshirt *
Navy jogging bottoms *
White socks
Black slip-on plimsolls
Navy swimming trunks/costume *

Other items required:

* Navy swim bag
Towel

Forest School – all terms, Nursery - Reception pupils:

Waterproof jacket with hood and wellington boots (see School Online Shop for Branded Set).

RECEPTION TO YEAR 6 - GIRLS

Winter Uniform

White blouse (Long sleeved) *
Navy crested cardigan *
Navy socks/tights
Navy braided blazer with school crest *
Plain navy tie *
Navy Unisex Heavyweight Puffer* or Plain Navy coat
Reception to Year 2 - Tartan Tunic *
Years 3 to 6 - Tartan Kilt *
Black polishable shoes, not high heels & not boots
Year 5 upwards no Velcro fastenings on shoes
Hill House bobble hat, plain navy or Hill House scarf and gloves

Other items required are:

For Reception to Year 2 school crested book bag *

For Years 3 - 6 Hill House Rucksack *

For Reception to Year 2 navy art overall *

Hill House Cap (via online School Shop)

Summer Uniform

As the Winter uniform, except:

Instead of wearing the blouse, tie and the tunic/kilt a Hill House Summer dress * is to be worn and white socks.

Years 6 Girls **have the option to wear a short-sleeved shirt.**

SPORTSWEAR (UP TO YEAR 3 – THEN SEE YEAR 7 – 11 FOR SPORTSWEAR)

All Terms

White crested Polo shirt *
Navy PE shorts *
Navy crested sweatshirt *
Navy jogging bottoms *
White socks
Black slip-on plimsolls
Navy swimming trunks/costume *

Other items required:

Navy swim bag *
Towel

Forest School – all terms, Nursery – Reception pupils:

Waterproof jacket with hood and wellington boots (see School Online Shop for Branded Set).

YEAR 7 TO 11 - BOYS

Winter Uniform

White shirt (Long sleeved) *
Mid grey trousers *
Navy sweater with gold trim *
Grey socks
Navy crested blazer (not braided) *
House tie *
Hill House coat/Plain Navy coat
Plain black polishable shoes, not boots or trainers (no velcro fastenings on shoes).

Other items required are:

Plain Black Bag/Rucksack/Briefcase (not too large and not the rigid plastic type) or Hill House school rucksack

Summer Uniform

As the Winter uniform with the option of wearing a short-sleeved shirt.

SPORTSWEAR (Year 3 TO 11)

Michaelmas Term

House reversible rugby shirt *
Hooped games socks *
Navy crested performance rugby shorts *
Tracksuit (crested tracksuit top and navy training pants with gold piping) *
Navy crested mid-layer *
Football/Rugby boots
White Trainers
White crested Polo shirt *
White sports socks

Equipment

School games kit bag *
Boot bag
Towel
Gum shield
Shin pads
RFU Shoulder pads (optional)

Please note: Football boots are acceptable but will need studs changing to all metal ones for rugby.

Lent Term

As Michaelmas term except:
Navy PE shorts with gold piping *
Astro boots

Equipment

Shin pads

Summer Term

As for the Michaelmas term, plus:
Cricket trousers *
Crested cricket shirt *
Crested cricket slipover *
White cricket shoes (for team players)
School Cricket Cap (from Online Shop)

Equipment

School games kit bag *
Towel
Cricket abdominal protector
Cricket boots (optional, but must be non spike)
Pads/Gloves (optional)
Bat (optional)
Helmet (optional)

Please note: this applies to Year 6 to Year 11 boys representing the school (U11A to 1st XI)

YEAR 7 TO 11 - GIRLS

Winter Uniform

White blouse (Long sleeved) *
Straight tartan skirt (knee length) or trousers *
Navy crested cardigan or navy sweater with gold trim *
Navy tights or Navy Socks
Navy crested blazer (not braided) *
House tie *
Hill House coat/Plain Navy coat
Plain black polishable shoes, not high heels & not boots (No Velcro fastenings on shoes and no visible logos or embellishments)

Other items required are:

Black Bag/Rucksack/Briefcase (not too large and not the rigid plastic type) or Hill House school rucksack

Summer Uniform

As the Winter uniform with the option of wearing a short-sleeved shirt.

SPORTSWEAR (Year 3 TO 11)

All Terms

House Polo training shirt *
Navy Skort or shorts*
Hooped games socks *
Tracksuit (crested tracksuit top and navy training pants with gold piping) *
Navy crested mid-layer *
Astro boots for Hockey
White trainers
White crested Polo match shirt *
White sports socks

Equipment

School games kit bag *
Boot bag
Towel
Gum shield
Shin Pads
Hockey stick (optional)
Astro boots

SIXTH FORM DRESS CODE

Members of the Sixth Form are expected to take pride in their appearance. Students should be smartly turned out, in keeping with a professional working environment:

- Students are required to wear smart business suits, these should be plain and dark in colour. Girls can wear suits with either skirts or trousers, all skirts should be of knee length.
- Hair must be smart and of an appropriate length, style and natural in colour.
- For girls, jewellery should be kept to a minimum with piercings limited to single studs in ear lobes. Additional piercings are not allowed. Boys' jewellery should be limited to a watch.
- Boys should be clean-shaven at all times unless for religious or cultural reasons.
- On Mondays, Wednesdays and Fridays boys should wear the school tie or an appropriate colours tie.
- Shoes should be formal and in keeping with a business environment. Students taking science subjects are reminded of the need for closed toe shoes.
- Coats should be dark in colour and are not to be worn indoors. Only the official Hill House coat may be worn to fixtures.
- Bags should be plain and dark coloured

The Headmaster is the final arbiter of what constitutes appropriate attire and may require students to leave the site if they do not meet our expectations.

SPORTSWEAR

For team players, required kit and equipment will be as for Years 9 – 11. Please note that the tracksuit top and bottoms are compulsory.

For those simply pursuing sports activities for recreational purposes, students will require a house top for their appropriate house and to dress sensibly and appropriately for their chosen activity in blue/white colours.