



# Hillside First School

## Prospectus

Nurture ~ Inspire ~ Achieve



*"We believe all children are entitled to the highest quality education. Education involves the learning of skills and the acquisition of knowledge, it also involves the opportunity to develop emotionally, spiritually and socially"*

# Hillside First School

## Prospectus

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## Our School

### Welcome to Hillside First School

*Nurture ~ Inspire ~ Achieve*

*We are a community school for children aged 4-9 years.  
Since January 2019 we have been part of Wimborne Academy Trust:  
a growing multi-academy trust of schools in Wimborne and East Dorset.*

We aim to provide our pupils with skills, knowledge, attitudes and understanding that will enable them to flourish in the modern world and meet the challenges of the future with confidence and compassion.

As a first school we educate children from Reception (4 years of age) to Year 4 (9 year olds). Our standard admissions level is 60 with two classes of up to 30 children, per year group.

The school is situated in spacious grounds that border heathland and forest. The school consists of the main block, which accommodates Reception and Key Stage 1 and a new build that accommodates Year 3 and Year 4.

We have a large field, as well as a hard play surface that is marked for tennis, netball and football. We have an outdoor classroom and a 'Trim Trail', to further enhance the grounds. Our grounds have a garden area where children can go at playtimes and lunchtimes for quieter, more reflective activities.

Our purpose-built computer suite provides a comfortable, well-equipped environment for learning.



Every classroom has an interactive whiteboard and computers. As well as teaching specific computing skills, we use ICT to support learning across the curriculum.

## **Admissions**

Children can attend Hillside First School at Foundation Stage by joining our Reception Classes, Little Owls. Little Owls is for children who will reach five years of age between September 1<sup>st</sup> and August 31<sup>st</sup> in the year of admission.

At Hillside First School we adhere to the Local Authority Admissions Policy.



Full details of school admissions together with additional information and advice can be requested from the school office, or found on the Dorset Parents Guide, located via the menu page on [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions).

## **The Staff**

The children are supported by a team of adults who are committed to providing high quality education for the children. Teachers and teaching assistants are well qualified and bring with them a range of expertise and experience. Lunchtime Supervisors support the children over the lunchtime and behind the scenes we have a small team of cleaners and caretaker who care for the environment. At 'front of house' our administrative staff provide support for the school on a day-to-day basis and also assist parents with enquiries.

## **The Academy Committee**

The Local Academy Committee works hard to support the school. The over-riding responsibility of the Academy Committee is strategic development of the school. Parents are represented by Parent Governors who are voted onto our Academy Committee.

## **Equal Opportunities**

We uphold the right of all pupils to receive the highest quality education regardless of age, race, ethnicity, special needs or disability, family or social background. We believe that the community of the school should reflect the diversity of its local and regional community and that diversity can, and should, enhance the 'life experience' of those within the community.

## Special Educational Needs and Disabilities (SEND)

Governors and staff at Hillside First School have a commitment to inclusion, wherever possible, of children recognised as having additional learning needs. We aim to ensure the best match between identified need and provision. The ethos of Hillside First School aims to support positive attitudes towards individuals with different needs. This is expressed through the language we use, our relationships with one another and through the resources and environment we provide.

In school, there will be children with SEND and these may include children who find reading and writing difficult, have speech and language difficulties, who find concentrating hard, who may have behaviour problems, or other needs. In Hillside First School, the class teachers are responsible for teaching and caring for SEND children under the guidance of our SEND Co-ordinator (SENDCO). This means that the SENDCO will be able to ensure these children receive any extra help that may be available.

Regular consultations with parents ensure the best possible outcomes for the children. We also liaise with a range of outside agencies including Health, Education and Social Care.

The school recognises that parents have a wealth of knowledge about their child and always seek to work in partnership with parents. Parents are fully involved in all arrangements concerning their child.

The Governors and staff at Hillside First School continually improve and review accessibility and actively seek support and advice from the Local Authority advisors to make appropriate provision. The staff also ensure that issues of access are taken into consideration when planning activities and field trips.

### **Family Information Service**

The Family Information Service provide a wide range of information on their website ([www.dorsetforyou.com/fis](http://www.dorsetforyou.com/fis)) offering advice, guidance or help for families, carers and young people. They will also give information over the telephone or via the internet.

These are a few of the many subjects covered:

- Looking for 0-19 information, advice, guidance or help?
- Brokerage and outreach services
- Support for children with additional needs
- Childcare information
- Activities and clubs
- Holiday club information
- Financial support

## Pupil Premium

The Government provides some extra funding for schools to help families in challenging circumstances. The school can use this to provide for extra learning support, help with uniform costs, travel costs for school trips and extra resources. Families in receipt of pupil premium are entitled to free school meals during their time at school. The guidance on applying for this extra grant can be found at <https://www.dorsetforyou.com/eyp/eligibility-checker>. Please contact the school office for further information.

## The School Day

The School day runs as follows:

School begins at	<b>8.35 am</b>
Registration	<b>8.40 am</b>
Morning break at	<b>10.05 – 10.20 am</b>
Morning session ends at	<b>12.00 midday</b>
Afternoon session begins	<b>1.00 pm</b>
KS1 afternoon play	<b>2.00 pm – 2.10 pm</b>
End of school	<b>3.00 pm</b>

Please do not arrive before 8.30am as there is no playground supervision in the mornings.

There is some flexibility to morning drop off time for children who have siblings attending Emmanuel Middle School. Please speak to the school office regarding this.

## Hot School Meals



Hot School meals are offered to all children in the school who stay for lunch. These are ordered online from Chartwells ([www.dorsetmealselector.co.uk](http://www.dorsetmealselector.co.uk)).

Children in Reception, Year 1 and Year 2 are entitled to free school meals.

Milk is also available to all children for their playtime drink. This is kept refrigerated during the morning. Children under five years of age are entitled to this free of charge.

Fresh Fruit and vegetables are available for Key Stage 1 free of charge for their morning break.

## School Uniform

We have a uniform at Hillside First School. The owl is our school mascot and appears on our royal blue sweatshirts, cardigans and fleeces.

### Uniform for Boys



Grey shorts or trousers  
Sky blue polo shirt  
Royal blue sweatshirt or fleece\*

### Uniform for Girls



Grey skirt, pinafore or trousers  
Sky blue polo shirt  
Royal blue sweatshirt, cardigan  
or fleece\*

Summer option: blue and white dress

### All Children

Shoes: flat, laced, Velcro or buckled shoes (black or navy).  
Summer option: flat sandals with closed toes.

**Please note fashion footwear, trainers, shoes or sandals with heels and opened toes are not suitable.**



**P.E. Kit:** black football shorts or cycling shorts, white collarless (not polo) t-shirt and trainers with velcro fasteners. Black tracksuit bottoms and black tracksuit top. *Please note skorts are not suitable.*

**Coat:** warm, waterproof coat for playtimes and lunchtime.

*\* Items with the school logo are only available from Threads & Treads school uniform shop, in Verwood.*

**ALL ITEMS OF CLOTHING MUST BE CLEARLY AND PERMANENTLY LABELLED WITH YOUR CHILD'S NAME**

## Appearance

It is not appropriate for children to wear jewellery to school, nor should nail polish be worn to school. Children are allowed to wear earrings during the school day, provided they are small studs. These must be covered for PE and parents accept responsibility for injury caused or loss of items.

Key stage two children may wear small, discreet watches, but will need to remove them for PE. The school accepts no responsibility for loss or damage to watches.

Shoulder length hair should ideally be tied up at all times, but definitely for PE.

## School Security

All children in our school have a right to be safe. During the day, all gates are locked at 9.15am. The main entrance gate remains unlocked, but shut. All gates are unlocked at 2.55, allowing parents to walk to their child's classroom.

Parents wishing to pick up their children early or are bringing them to school late for any reason should always report to the school office and sign the children in or out. Please do not walk into classrooms to collect your child or see a teacher.

During the day, all visitors must report to the main office to sign-in.

Please remember to shut all school gates.

In the interests of safety for all, please ensure that children continue to follow school rules such as, walking, not climbing on walls or railings, not walking through car parks and dismounting from scooters or bikes before entering school premises.

## Cycling to School

We are a Sustrans Bike-It School and support safer routes to school. Children who wish to cycle to school must wear a helmet and be accompanied by a responsible adult.

Bikes can be locked and kept dry in the bike shed area at the front of the school building. Bikes and scooters must be pushed on the school premises.





## The Curriculum

We believe that learning should be stimulating, purposeful and motivating. Wherever possible, links are made between different curriculum areas and children have the opportunity to apply literacy, numeracy and ICT skills in a range of subjects. Learning is further enhanced by 'theme' weeks, which our children value greatly.

Our curriculum aims to develop the 'whole child' and to promote awareness, understanding and respect for different cultures and lifestyles. Hillside First School promotes the moral and cultural values from within a broadly Christian ethos.

## Assessment and Marking

Assessment underpins our teaching as we recognise the need to be always building on children's knowledge, skills and understanding. Pupils work towards 'targets', expressed as small steps so that they can recognise their success. In accordance with national procedures, Hillside First School participates in compulsory assessments at the end of EYFS, Year 1 Phonics check and statutory testing at the end of Key Stage 1. These are largely teacher assessments but are supported by some tests. We also participate in year 3 and 4 testing. This information identifies school performance against national standards. We use this data to help us to identify areas of strength and aspects for improvement.

## Rights Respecting School (RRS)



We are a Rights Respecting School. This means that we respect and adhere to the UNICEF Convention of the Rights of the Child. The children learn about the Articles in the Convention and explore their rights and responsibilities in society. Hillside First School has achieved the silver award.

<http://www.unicef.org.uk/rrsa>

## Jigsaw PSHE

Jigsaw PSHE brings together Personal, Social, Health and Economic education, emotional literacy, social skills and spiritual development in a lesson-a-week programme.

Jigsaw provides a comprehensive scheme of learning with well-structured, progressive lesson plans with topics such as:

- Being Me
- Celebrating Difference
- Dreams & Goals
- Healthy Me
- Relationships
- Changing Me



## Home Learning

Children across the school receive home learning. Our aims are to:

- reinforce the learning that takes place in school, reinforcing skills, knowledge and understanding
- establish good learning habits
- enable pupils to appreciate that learning is not just a school based activity
- enable children to investigate and explore in more depth and at their own pace
- provide parents with insight into the pupils' progress, promoting the home/school partnership
- show pupils that parents are interested in their learning progress
- create opportunities for families to work together on a project or activity

## Health and Wellbeing

The school has a number of trained ELSAs (Emotional Literacy Support Assistants). There are a number of support groups with specific emotional needs including a nurture group.

The school nurse provides a regular Drop In service to allow parents to discuss any particular issues to do with their child's health.

We have a number of staff with appropriate First Aid qualifications.

## Child Protection Procedures

Our first priority is to your child's welfare and we will usually discuss any concerns we might have about your child with you. There might be times, however, when we have to provide information to, or consult with other agencies such as Social Care before we contact you. Our responsibility to do so is determined by Bournemouth, Dorset and Poole Inter Agency Child Protection procedures. If you want to know more about these procedures, please speak to the Headteacher.

The designated Child protection members of staff are Mr Jeremy Harrison (Headteacher), Mrs Karen Pain (Deputy Headteacher) and Mrs Heather Harris (Inclusion Manager and Family Support).

## Attendance

Being at school is a very **important** part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents or carers it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly and aiming for at least 95% attendance.

1. We do not authorise absences without a good reason.
2. We will try to ring you if your child is absent and we have not heard from you.
3. We monitor attendance carefully and we will write to you if your child's attendance drops below 95%.
4. If attendance problems continue we will ask you to meet with us to discuss the way forward and possibly ask you to provide medical evidence before we will authorise any more absences.

If all measures fail to lead to an improvement in attendance, we may refer your child to the Education Welfare Service and this may lead to legal action being investigated and may result in a penalty notice.

If your child is away from School, you must contact the School before 9.30am so that we know that your child is safe with you. This is a legal requirement and any unauthorised absences will be noted on your child's Annual Report.

Our attendance is computerised, so that parents will receive letters regarding any absence which has not been explained. Please let us know in advance if your child is going to be withdrawn for medical or dental treatment. If your child has to leave School for an appointment, or because they are unwell, please sign your child out at the school office. Time in school is important and, if possible, try to ensure appointments are made after school and during school holidays.

## Holidays

Following the changes to the Attendance Regulations, schools are no longer able to grant leave of absence during term time unless there are "exceptional circumstances." Under these regulations, holidays are not considered as exceptional circumstances and may result in a penalty notice.

The Governors at Hillside First School have determined that exceptional circumstances are:

- Bereavement. Up to 3 days for a close family bereavement. (Close family is the child's great grandparents, grandparents, aunts, uncles, siblings (brother/sister), cousins, mother, father, carer and guardians.)
- Any major incident in the lives of parents or carers of the child, causing practical difficulties for a child getting to school will be given up to 3 days leave of absence.
- Any family crisis. Up to 3 days.
- Close family wedding. (members as above) Up to 2 days per year.
- Leave following the return of a lengthy absent parent

All other exceptional circumstances need to be discussed with the Headteacher. All applications for leave of absence during term time must be made by letter to the Headteacher.

## Illness

**Please think carefully about whether or not your child is well enough to be at school.**

A child who is unwell will gain very little from being at school, whereas some quiet time at home is likely to help them recover more quickly and prevent the spread of illness. In cases of diarrhoea and/or vomiting, please keep your child at home for two school days after the last episode to prevent the spread of the virus.

## Medicine

If your child needs prescribed medicines during the school day, please contact the school office to complete the necessary consent forms. Please note we will only administer antibiotics at school if they are needed 4 times a day.

If your child needs an inhaler, these will be kept in your child's classroom. Please speak to the school office to complete the appropriate paperwork.

## Communication with Parents/Carers

By knowing the children really well we can respond to their needs, build confidence and support their learning. We learn about the children by establishing trusting relationships with them and by building good relationships with parents. We will keep you regularly updated with information regarding your child's learning.

Parent helpers are welcomed in school and on school visits. All adults in school must have clearance from the Disclosure & Barring Service. We also invite parents to class showing assemblies and performances where pupils celebrate their work.

Our Home School Agreement outlines the way that school, parents and children should work together.

We will communicate with you through:

### ➤ **Newsletters**

All newsletters are sent electronically to an email address. Please let us have your home email address and do get into the habit of checking it. Parents can ask for a paper copy of any letters. Please keep them safe, we do try to make them informative and notify you of future events and dates. PTA newsletters and individual class letters will also be sent home occasionally.

### ➤ **Parents and Open Evenings**

There are two formal parents' evenings in the Autumn and Summer terms when parents can discuss their children's progress with the teacher. There is also an opportunity in the Spring term for parents to see the children's work.

### ➤ **Curriculum Plans**

At the start of each term parents are sent information about what curriculum areas and skills the children are studying that term.

### ➤ **Annual Reports**

A written report is sent home near the end of the Spring term. Progress reports are also sent home in the Autumn and Summer terms.

### ➤ **Website**

Our school website will have a good deal of information that parents will find useful. Please go to [www.hillsidefirst.dorset.sch.uk](http://www.hillsidefirst.dorset.sch.uk)

### ➤ **Parent Drop In Sessions**

Parents are invited to termly informal drop in sessions, where they can discuss any concerns/ issues they may have with key support staff.

Parents are also welcome to talk to teachers about their child at any time during the school year.

**The best time is at the end of the day when more time is available.**

## **Clubs**

Currently Key Stage 2 children are encouraged to pursue areas of personal interest through after school activities. Members of staff run clubs on a voluntary basis. The range of clubs available relies upon the expressed interest and teacher availability. Clubs generally available are ICT, recorders, art and film club.

We also have several sports clubs available that are run on a private and fee paying basis.

## **Breakfast and After School Clubs**

There is an after school club run in Hillside Pre-School after school each day in term time. Children attending Hillside First School have the opportunity to attend this after school club, which is located on the same site.

This is an excellent provision providing outstanding care for the children in a familiar environment.

Children also have access to a breakfast club run by the Pre-School. This means that children can be dropped off from 7.45am and eat breakfast in a leisurely fashion before being taken by staff to the appropriate class.

## School Visits



We benefit from finding ourselves on the edge of forest and heathland. We make good use of this environment, particularly during the summer term. We are well supported by local churches and the Verwood Heritage Centre.

We also plan visits to places of interest to support the curriculum. Visits have included Priest's House Museum, Blashford Nature Reserve, Nothe Fort, Marwell Zoo and Streetwise. We rely on voluntary contributions to support the school visits and usually seek parental assistance on such trips.

Year 4 children have the opportunity to attend a 2 night residential visit at Hooke Court

## Parent Teacher Association (PTA)

We have a committed PTA, who organise a wide range of events throughout the school year. These are as much for fun as for fundraising. All parents are automatically members of the Association and are encouraged to contribute in whatever capacity they have the time and /or talent for. Whatever the occasion, do come along and enjoy yourself. It is a good way to get to know all the parents and staff that make up the Hillside First School family, whilst at the same time generating much needed funds, which give the school the "extras" that make such a difference to the children's school experience.

In recent years the PTA have helped raise funds for play equipment, computers, reading books, party entertainers and classroom games and equipment.

## Complaints Procedure

From time to time parents may wish to express dissatisfaction or concern about an issue arising at the school. We hope to be able to work alongside parents, and aim to resolve any difficulties through our partnership and ability to discuss issues openly. The school's Complaint Policy is on our website.

## Emergency School Closure

This is the procedure that will be followed in the event of our school having to close early due to any of the following:

- snow, leading to dangerous road conditions
- lack of gas or water supplies
- failure of the heating system

If any of these events do occur, the school will contact parents via text/email. The school will endeavour to contact all parents as soon as possible.

The children will only be sent home if:

- the parents have been contacted and have come to school to collect their children
- the alternative address and telephone number have been contacted and that person is able to collect the specified children

### **IN CASES OF SNOWY WEATHER**

In the case of overnight snow making travel dangerous, please check the school website for school closure information. Parents will also be informed by text message.

Alternatively telephone the office on 01202 822737 to check that the school is open.



We hope you found this prospectus informative. Please contact the school if you would like further information.

*We look forward to welcoming you  
to the Hillside First School Family!*





**Hillside First School**

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