



# **Year 10 Pupil Handbook 2024/2025**

## **Hillside High School**

*Excellence in the Heart of the Community*



# We are proud to welcome pupils from...

**All Saints Catholic Primary**     **Arnot St Mary CofE Primary School**

Bedford Primary     Christ Church CE Primary School

**Florence Melly Community Primary School**     **Four Oaks Primary School**

**Gwladys Street Primary**     Holy Cross Catholic Primary School

**Kirkdale St Lawrence Primary CofE Primary School**     **Lander Road Primary**

Linacre Primary School     Litherland Moss Primary

**Northcote Primary School**     **Our Lady & St. Swithin**

Pinehurst Primary School     Ranworth Square Primary School

**Redgate Primary School**     **Rice Lane Primary School**

**St. Elizabeth's Catholic Primary**     St Francis de Sales Junior

**St John's CE Primary Waterloo**     **St John's Catholic Primary School**

St Monica's Catholic Primary     St Nicholas's Catholic Primary School

**St Teresa of Lisieux Catholic Primary School**

**Thomas Gray Primary**     **Woolton Primary School**

Wellesbourne Community School

# Welcome to Hillside High School



**Mrs A Ryan**  
**Principal**

As you start a new academic year at Hillside I would like to take this opportunity to welcome you back to school.

In assemblies I often talk about how the effort you put into school life will be reflected in what you get out of your time here and I would like to remind you of this as you start a new school year. This is going to be a really exciting year and I know you will go from strength to strength as you start your GCSE studies and complete your work experience in the Spring Term.

As you know we have high standards and expectations of all our pupils at Hillside and this booklet provides you with some timely reminders of these. I would remind you of the need to be in school on time, every day with your Essential 8 and following The Hillside Way. Your Attitude to Learning (AtL) also needs to be exemplary in every lesson. I know if you do this you will have a successful year. Please take the time to read this booklet, take it home and use it as a point of reference throughout the year.

At Hillside we are always striving for “Excellence in the Heart of the Community” and achieving ‘excellence’ needs to be your goal every day. We expect ‘excellence’ and the highest standards from you, in terms of attendance, punctuality, uniform, behaviour and attitude for learning. We are unwavering in our ambition that you will leave us having fulfilled your academic potential and in doing so, you are able to fulfil your hopes, dreams and ambitions for the future.

There has never been a more exciting time to join our school. Last September we received a ‘GOOD’ from Ofsted, a well-deserved judgement for our school community. This year we have welcomed visitors from Challenge Partners and held a Wade Deacon Trust Quality Assurance visit. Both of these visits have been extremely positive and have demonstrated the many strengths of our school. We have also received significant investment in our school ensuring the front of our building demonstrates the grand and historical building our school is. Hillside is a local landmark and I am extremely proud to be the Principal of such an amazing school. Our pupils deserve the best facilities and there has been lots of investment in improving our classrooms and learning spaces too. Hopefully all members of our school community feel as proud as I do of our fantastic school. We now have a school which truly reflects ‘Excellence in the Heart of the Community’.

## Head Pupils

I am delighted to formally introduce our Head Pupils, Jack Vaughan, Tilly Wallace and Jack Gee who support me and the Leadership Team in leading our school.

Please read through this handbook with your parents. We look forward to seeing you back at school, don't forget to check our website [www.hillsidehigh.co.uk](http://www.hillsidehigh.co.uk), our Twitter feed [@Hillside\\_high](https://twitter.com/Hillside_high) and our Instagram page [@hillside\\_high\\_school](https://www.instagram.com/hillside_high_school) to keep up to date with everything that's going on at Hillside.





**Senior Link Year 10**  
**Miss O'Hara**  
**Assistant Vice Principal**

Welcome to your GCSE years. Part of my role this year will be working with Miss Roby in supporting you all with your learning and pastoral needs. I will regularly be checking in on your learning and progress to ensure that you are all on track to reach your potential. My main role at Hillside is as Subject Leader of Mathematics, where I will be ensuring that you all have access to the best learning opportunities to support you through your GCSE. I am very excited to be part of your GCSE journey and I look forward to celebrating all of your successes in the near future. My advice to you would be to make the most of all the opportunities and support afforded to you. I am honoured and very much looking forward to be working with you all as your leadership link as you embark on your GCSEs.



**Miss Roby**  
**Year 10 Progress Leader**

I am delighted to continue as your Progress Leader for Year 10. I have had the pleasure of getting to know you and your families very well over the last three years and have forged strong relationships with many of you. I look forward to developing these further in the coming year. Year 10 is a very important and exciting time when you will study your chosen subjects, some of which will be completely new to you. Year 10 brings about new opportunities for you all, such as entering the world of work when you go out of school on your work experience. This is a time when you can find your own placement in an area that interests you. It is never too early to start looking for these placements, pupils who find their own placements usually enjoy this experience much more. The standards and expectations that we have as a school will underpin everything we do to achieve excellence. Treating others with kindness and respect are key values at Hillside and as you already know it is something I talk about a lot and is very important to me. Attendance is a high priority and is clearly linked to progress. If you are not in school and lessons you are missing valuable learning time which can never be repeated. It is hoped we can all work together to strive to achieve excellent attendance. I know as a year group you are all capable of great things. I look forward to spending lots of time with you over the coming year and hope you grasp every opportunity that comes your way. Let's make this the best year yet!



**Mr Edwards**  
**Vice Principal**

It is my great pleasure to welcome you to Year 10 on your continuing journey at Hillside. With hard work, a willingness to take part, resilience and a smile you will get the most out of your time with us. Time flies at Hillside and you must try to take advantage of all of the opportunities open to you from day one if you are to achieve 'excellence'. My role as Vice Principal is to lead on behaviour and attendance, and to make sure that you have access to the very best lessons and subjects to ensure that you leave us with world class qualifications. If you are ever unsure or worried about any part of school life you must talk to us and we will always do our very best to help you. By demonstrating a positive attitude to learning, being kind to others and always trying your very best, you will have a happy and successful time in Year 10.



**Mrs Wardale**  
**Vice Principal**

Welcome back to Year 10. I am really looking forward to continuing to work with you this academic year. My role is to make sure you achieve the best academic success possible. I work with your teachers to choose the very best knowledge and skills to deliver in your curriculum. As part of my role here at Hillside I will often talk to you about your learning; I regularly look at your books and visit your lessons so that I can learn more about how hard you are working in your lessons and most importantly, find out what you are learning about. Our vision here is to strive for excellence and three of the most important subjects for you to excel in are English, maths and science. I talk to your teachers in these subjects all of the time to make sure you are all on track to succeed and make the best progress that you can. I am really looking forward to working with you all and supporting you in your GCSE studies.



**Mrs Jones**  
**Assistant Vice Principal**

Welcome back to Year 10. I hope you had a lovely summer and are now looking forward to a great year of learning ahead! This is such an exciting year in which you will begin your GCSE subjects and have many additional opportunities such as work experience, mock interviews and college visits. My role at Hillside is to work with your class teachers to make sure that you achieve excellence in all of the subjects you study. I also lead on aspects of pupil welfare and keeping you safe. I work with all staff at Hillside to make sure that they know how to create safe environments for all young people and that they are trained to identify and respond to any concerns they have.



**Mr Campbell**  
**Assistant Vice Principal**

Welcome back to Hillside Year 10. I hope you have had a pleasant and restful Summer, and that you are refreshed and motivated to start a new academic year but also ready to start your important journey through GCSE. I am really excited to be supporting you and lead on whole school rewards, behaviour for learning and behaviour curriculum. I will be looking to ensure that you are all well prepared, feel safe and confident to make the necessary academic progress throughout this year and beyond. Hopefully, I will be fortunate enough to teach some of you in GCSE Geography. I look forward to seeing you all progress over the next few years ahead through excellent attendance, hard work, great determination and resilience.



**Miss Collins**  
**Assistant Vice Principal**

Welcome back to Hillside Year 10, I hope you are all ready for another positive year and that you are ready to begin your chosen GCSE courses. It is part of my role at Hillside to make sure that pupils from all around the world who join our school, whether that be in Year 7 to Year 11, feel supported and welcomed and are able to achieve their true potential in all subject areas. I also lead on Personal Development here at Hillside, ensuring we celebrate our diverse school community, making sure everyone feels included and equipping you all with essential life skills to become responsible citizens who make positive contributions. Enjoy this year and don't forget that with resilience and determination, you are sure to achieve your goals.



**Mrs Miller**

**Associate Assistant Vice Principal, SENCO**

Welcome back to Year 10 as we look forward to a fantastic year ahead as you begin your GCSEs. Whilst in Year 10 you will have the opportunity to learn new things, visit new places, meet new people and have experiences that you will not even be able to imagine. As the Special Educational Needs Coordinator my role is to support you and your family with learning and wellbeing. I work closely with the Pastoral Team and your teachers to ensure that you get the support you need in every part of life at school. I am committed to ensuring that you have a successful year at Hillside and are able to reach your potential. I am looking forward to working with you all this year and I wish you lots of luck as you continue on your journey with us at Hillside.



**Mr Rayson**

**Associate Assistant Vice Principal**

Hello and welcome back to Hillside Year 10! I am the Subject Lead for Humanities, and I am so excited to support you in achieving your goals alongside the dedicated teaching staff here at Hillside. As part of my role, I will also be working with the various aspects of Student Leadership, including your Head Pupils, Prefects and Student Council, to further enhance your learning and experiences at Hillside. I am passionate about making sure that each of you makes the most of your time at high school and I'm sure that our time together will be full of happy memories. This is such an important year for you as you put the foundations in place to ready yourselves for your GCSE examinations next year and I'm very proud to have the opportunity to support you in making this your best year yet.



**Mr Haygarth**

**Associate Assistant Vice Principal**

Hi Year 10 welcome back to school, I hope you have had a great summer. I am the Subject Leader for Computer Science, Business Studies and ICT. I also lead on careers in school. I am passionate about helping you to achieve your goals and I'm here to support you every step of the way. Let's work together to make sure you have the skills and knowledge you need to succeed on your school journey and to prepare you for the world of work in the future.



**Mr Smedley**

**Inclusion Manager**

Welcome back, I hope you all had a great summer break. As the Inclusion Manager at Hillside, it is my role to work with those pupils who may require some extra help and support in order to access their learning, be that in the main school or the Inclusion Base. Respect is at the forefront of everything we do for our pupils at Hillside and we promote this in a fully inclusive environment where pupils feel they belong and they that are valued. I am very proud of our pupils and understand the huge responsibility we have to enable them to achieve their full potential and become responsible citizens.



**Miss Barrow-Higgins**

**Lead Practitioner, Associate Assistant Vice Principal**

Welcome back to Hillside, Year 10. It's such a pleasure to welcome you back after what I hope was a lovely Summer break. The first year of your GCSE courses is such an important time for you and I hope you make the most of the opportunities you have to succeed and the experiences that are coming your way! Having recently joined the school myself, I can say with confidence that Hillside is a place where curiosity is nurtured, talents are discovered, and dreams are realized. We believe in each and every one of you and are committed to providing an environment where you can thrive academically, socially, and personally. As Lead Practitioner in Maths, I look forward to continuing to see you progress in your skills, and to puzzling through the year together!



**Miss Brown (10LB)**

Welcome to Key Stage 4, 10LB! I am looking forward to supporting you in all aspects of school life at Hillside as you begin your GCSE courses. After being your Form Tutor in Year 9, I know what a wonderful group of young people you are, I'm going to help you make sure that all of the school gets to see the brilliant versions of yourselves that I see in the drama studio every week. So, make sure you are in on time for form every day; the best way to start the day is together with our morning catch up, some fantastic reading and a positive thought we can all carry into our day. We will celebrate birthdays, achievements and support each other through whatever Year 10 throws at us. So, it's time to knuckle down, give it our all and do it with a smile. It's going to be great 10LB!

**Mr Kitching**

Welcome back to an exciting new chapter in your Hillside journey! As you step into Year 10, you are embarking on a critical stage of your education, one that will challenge and inspire you in equal measure. This year is not only about academic growth but also about personal development, exploring new interests, and laying the groundwork for your future aspirations. All of the staff at Hillside are here to help and support whenever you need it. We will have a great last two years!

**Miss Gallagher (10LG)**

Welcome back 10LG! I hope you all enjoyed your summer holiday. I'm really proud of how much you have all achieved over the last year and I'm sure you will continue to thrive in Year 10. This year marks the start of your GCSE's and although I won't be with you all year, I want you to know you all continue to have my support and I want you to work hard! This year will be full of many more proud moments for us and will be so important for your futures. I've seen you all mature and learn so much during Year 9 and this year we need to continue and do things the hillside way and remember our end goals. Remember, "People do not decide their futures, they decide their habits and their habits decide their futures." – *F. M. Alexander*.

**Miss Wharton**

Welcome back 10LG, I hope you all had a fun and restful summer and feel ready to hit the ground running as you enter your GCSE years. In Miss Gallagher's absence I will have the pleasure of looking after you all. Although I already know many of you, I am super excited to get to know everybody's individualities and build a fantastic relationship over the course of the next academic year. Year 10 is your opportunity to start fresh as you begin to learn the GCSE curriculum, building upon the knowledge and skills you have already established in KS3. You have all the tools to make this year meaningful, give yourself the best possible chance at success by putting 100% into everything you do from the very start. I will be here along the way to guide you, offer support and start every day the right way during form time. So 10LG, let's start as we mean to go on, following The Hillside Way to make excellent progress and fantastic memories that we can share with Miss Gallagher upon her return.

**Mr Wardale**

Welcome back everyone! I hope you have had an enjoyable summer break and are well rested and ready to tackle the demands of Year 10. The start of Key Stage 4 is always a watershed moment when it all becomes very serious. I want everyone to come back firing on all cylinders ready to take on all the challenges that face us. Not only are you beginning your GCSEs in your core subjects, you are all about to get your first taste of the option subjects you chose in the summer term of Year 9. I look forward to hearing about how they are going. This year also brings an opportunity to engage in work experience and get a flavour of what the real world is like, I'm sure you can't wait. As always, I will be on hand to stress the importance of attendance and punctuality on a daily basis and when necessary, step in to support and guide you if the need should arise. Remember to stay positive, be resilient and make good choices.

# Before You Arrive

Before term starts it would be a good idea to check that everything is ready for the BIG DAY!

You will need to check that you have all your uniform; you will also need a pen, pencil, purple pen, ruler and calculator (along with a pencil case to keep them in), a school bag, PE/Drama kit as required. On the first day you will be given a timetable and your Knowledge Organiser, which you must bring to school every day. At Hillside we call this the Essential 8.

It is essential that you have a bag CLEARLY named for your belongings.

You will need your PE and Drama kit. They must be clearly labelled with your name.

## The First Day

On Tuesday 3<sup>rd</sup> September 2024, you will arrive at 8.20am. For this day only, you can come in through the front of school.

You will need to bring:

- Your Essential 8 (see page 9).
  - Money to credit your cashless catering account for school lunch (maximum daily spend £4).
- or*
- Your packed lunch if you are not purchasing a school lunch.

If you are entitled to free school meals, **your entitlement will not automatically transfer over to Hillside High School. You must contact your local authority and inform them of the change of school.** Your parents/guardians need to apply to your Local Authority, who then notify us.

### Sefton Residents

Pupil Support Section  
Free School Meals  
Magdalene House  
Trinity Road  
Bootle  
L20 3NJ  
Tel: 0151 934 3263

<https://forms.sefton.gov.uk/freeschoolmeals/>

### Liverpool Residents

Liverpool Direct  
Free School Meals  
Education Awards  
PO Box No. 6573  
Liverpool  
L69 2WJ  
Tel: 0151 233 3006

<https://liverpool.gov.uk/benefits/free-school-meals/application-form/>

**REMEMBER: You are not allowed to go out of school at lunchtime.**



# What you need

## Essential 8

Please note it is essential you bring a bag to school **every** day.

This school bag should be big enough to hold your Knowledge Organiser which is A4 in size.

You must bring all your Essential 8 into school every day. Without a properly stocked pencil case and bag, you will be putting up your first hurdle to making excellent progress – for yourself and your peers.

At the start of every day in form time, your Form Tutor will conduct an 'Essential 8 Equipment Check'. If you do not have the complete set of necessary items in your Essential 8, a negative behaviour point will be logged on your Class Charts and you will receive a 10-minute break time detention for that day.

You should not bring anything valuable to school with you. The school is not covered by insurance for the loss of personal property on the premises.

**Hillside High School accepts no responsibility for replacing personal property that is lost, stolen or damaged whilst on school premises, during school events, travelling to and from school or whilst attending educational visits. Parents/guardians are therefore advised to take out appropriate insurance cover for your property, including mobile phones, portable devices, bicycles and other valuable items.**

## ParentPay - our online payment service

All trips that are organised at Hillside High School, ParentPay is our only method of payment. The online platform also gives your parents/guardians the option to top up your dinner money account. To set up your online account you will need your activation code which is provided by school on your first day. Using the secure website, you will be able to pay online using your credit or debit card.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available. Once you have activated your account, you can make online payments straight away.

If you want to find out more about ParentPay go to:

[www.parentpay.com/Parents](http://www.parentpay.com/Parents)



# Your School Uniform

Option 1		Option 2	
Skirt	School Kilt	Trousers	Charcoal grey or black, no colours
Blazer	Black with trim and badge	Blazer	Black with trim and badge
Blouse	White, collar and short/long sleeves	Shirt	White, collar and short/long sleeves
Cardigan or Pullover	Plain black with long sleeves Plain black, V-necked with long sleeves	Pullover	Plain black, V-necked with long sleeves
Tie	Royal Blue	Tie	Royal Blue
Socks	White	Socks	Black, dark grey or navy blue
Tights	Black or navy blue		
Shoes	Standard black (no boots) see page 12	Shoes	Standard black (no boots) see page 12

## Items of clothing which are not allowed

Under no circumstances may training shoes, pumps or shoes that look like training shoes be worn in school. Shoes must be plain black with no colouring or designs on them. Plimsolls, sparkling or decorated shoes are not allowed. Boots are not allowed. White or other coloured tights, coloured/patterned socks, sweatshirts of any kind, pinafores, scarves, caps or any other variations on standard school uniform are not allowed. Any missing items of uniform (e.g. blazer, ties, school shoes) can be borrowed from our spare uniform in Pupil Support and worn for the day. Refusal to wear necessary uniform will result in you being isolated with either your Form Tutor or in our reflection room.

## School Blazer

A school Blazer is **compulsory** throughout the school. The only coat you are allowed to wear in school is a blazer. Outdoor coats must be removed when you arrive at school and are not worn inside the school buildings.

## Kilts

Kilts must be an appropriate length i.e. to the knee. You must not roll your kilt up, if you do you will be directed to adjust this.



## **Jewellery**

No jewellery is allowed to be worn except a wrist watch, which should not be a smart watch of any type. If you come into school wearing jewellery you will be expected to remove it, this includes earrings.

## **Make up**

It is not appropriate for you to wear make-up, coloured nail varnish or false eyelashes for school. You will be expected to remove any make-up. If you refuse or cannot remove it (e.g. nails) you will be isolated with your Form Tutor or in our reflection room.

## **Hair**

A pupil's haircut is a very important part of their overall presentation. At Hillside we will not accept extreme haircuts and colour change should appear **natural**. If you arrive to school with an extreme haircut or hair/braids of a colour that does not appear natural you will be isolated with your form tutor or in our Reflection Room. Hair bands/bobbles should be small, simple and black or navy.

## **Uniform Suppliers**

Items of daily school uniform can be bought from various specialist shops, including:

- TRUTEX, 27 COUNTY ROAD, WALTON L4 3QU  
(0151 523 8422)
- LASER SCHOOLWEAR, 61 COUNTY ROAD, WALTON, L4 3QD  
(0151 524 9818)
- PAUL'S PLACE, 272 STANLEY ROAD, BOOTLE, L20 3ER  
(0151 922 2472)

At Hillside we have extremely high standards of uniform. This means that if you come to school without full uniform for any reason you will automatically spend the day away from other pupils working in isolation in our reflection room. This is not a punishment, but a way of ensuring that we maintain our high standards at all times.

We expect all of you to wear full school uniform, including school shoes and blazer on their way to and from school. This is something we take very seriously as we believe you are ambassadors for our school at all times.



# Examples of appropriate footwear:

Boys



Girls



If you are unsure about what shoes to buy please speak to your Progress Leader

# Examples of inappropriate footwear:

Boys



Girls



# Examples of appropriate school bags:

All pupils need a suitable sized school bag.

Big enough to fit your Knowledge Organiser, and all Essential 8.





## PE Equipment - Unisex PE Kit, manufactured by O'Neill's Sportswear

We do not expect our existing families to go out and purchase this new kit until you need to replace your current kit. Then we hope you will purchase this new O'Neills kit which I'm sure you agree looks fantastic!

### **Essential**

- Navy blue t-shirt with logo
- Black shorts with logo
- Black football socks
- Training shoes

### **Additional Optional**

- 3 Quarter zipped top with logo
- Black pants/leggings with logo
- Black rain jacket with logo
- Football Boots

Please note that you are required to wear appropriate footwear in PE. This does not include canvas pumps or "Converse" shoes, as they are unsafe for the types of activities we offer.



APEX T-SHIRT



AZTEC SHORTS



STOCK SOCKS

## Drama Kit

*Drama T-shirts can be purchased through Trutex.*

### **Drama Kit – Boys**

- Black tracksuit pants – no stripes.
- Black t-shirt with Hillside logo or a plain black t-shirt.

### **Drama Kit – Girls**

- Black tracksuit pants or leggings.
- Black t-shirt with Hillside logo or a plain black t-shirt.



# Important School Dates for Year 10

## Pupils and Parents/Guardians

### Tuesday 3<sup>rd</sup> September 2024

Term will start for you at 8.20am.

### Thursday 16<sup>th</sup> January 2025

Year 10 Progress Evening from 4.15pm – 6.45pm

This is an opportunity with your parents to meet all of your subject teachers and gain the most up to date picture of your academic progress.

### Monday 16<sup>th</sup> – Wednesday 18<sup>th</sup> December 2024

Mock Interviews

### Work Experience Monday 24<sup>th</sup> March – Friday 4<sup>th</sup> April 2025

This will take place in the Spring Term, we will let you know the dates as soon as they are confirmed.

### Monday 22<sup>nd</sup> April to Friday 9<sup>th</sup> May 2025

Year 10 End of Year exams.

These exams are conducted as closely to the formal exams as possible to ensure you are fully prepared for your GCSEs.

## School Terms, Inset and Holidays 2024 – 2025

### AUTUMN TERM

Start of term for Pupils

Tuesday 3<sup>rd</sup> September 2024

Half term

24<sup>th</sup> October to 1<sup>st</sup> November 2024 (we break up on Wednesday 23<sup>rd</sup> October 2024)

End of term

Friday 20<sup>th</sup> December 2024

### SPRING TERM

Start of term for Pupils

Monday 6<sup>th</sup> January 2025

Half term

17<sup>th</sup> to 25<sup>th</sup> February 2025

End of term

Thursday 4<sup>th</sup> April 2025

### SUMMER TERM

Start of term for Pupils

Monday 22<sup>nd</sup> April 2025

Half term

26<sup>th</sup> May to 30<sup>th</sup> May 2025

End of term

Friday 18<sup>th</sup> July 2025

### Bank Holidays:

Monday 5<sup>th</sup> May 2025

### Inset Days:

Monday 2<sup>nd</sup> September 2024

Monday 24<sup>th</sup> February 2025

Friday 27<sup>th</sup> June 2025

- All dates are inclusive.
- You do not attend school on INSET days. We remind parents/guardians by Class Charts notifications when these are due to take place.

This information is correct as we go to press. We will notify you of any changes as necessary and all dates are kept up to date on our website.

# Behaviour in School

At Hillside we all follow 'The Hillside Way' (see page 24). This outlines our expectations for pupils.

The school behaviour guidelines, which should be strictly adhered to at all times, can be summarised as follows:

- Respect yourself and your work.
- Respect other pupils.
- Respect all adults in school.
- Respect your school.

We must emphasise to all pupils that **at Hillside we do not tolerate bullying of any description including homophobia, racism or any other form of discrimination.**

All pupils have the right to enjoy their education in safe and secure surroundings. Anyone breaching these conditions will be dealt with appropriately. Sanctions for serious misconduct include time spent in our remove classroom, time in our Inclusion Centre and even fixed term or permanent exclusion.

A full copy of the Behaviour for Learning Policy can be found on our school website [www.hillsidehigh.co.uk](http://www.hillsidehigh.co.uk).

The School Governors are required by the government to inform all pupils what they consider to be unacceptable. In our school the following are considered to be examples of serious misconduct and might be grounds for suspension from school for a fixed period or permanent exclusion:

- Violence or bullying.
- Swearing or other bad language directed at pupils, teachers or other adults with intent to insult people or disrupt lessons.
- Bringing a prohibited (forbidden) item to school.
- Persistent disruption of lessons.
- Vandalism.
- Racial or sexual harassment
- Repeated failure to carry out detention or similar imposition.
- Theft.
- Any criminal act.
- Any form of behaviour considered to be dangerous which puts the safety and wellbeing of other people at risk.

Suspensions may be fixed term or, in the case of extremely serious misconduct, we may even permanently exclude pupils.



## Racial Harassment

Hillside High School is an inclusive multicultural school with a commitment to raising international awareness. We implement fully the Sefton MBC guidelines on racial incidents. Racial harassment is:

*“Verbal or physical violence which includes attacks on property as well as on the person which is suffered by individuals or groups because of their colour, race, nationality and ethnic or national origins, and where the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism”.*

Any racial incident will be reported to the local authority and the school will decide the most appropriate course of action to be taken in view of the seriousness of this type of offence.

## Safeguarding Children

Safeguarding and Child Protection are issues about which we all feel extremely strongly. We have a culture within school of looking out for each other and making sure that all members of our school community feel safe and know what to do if they are worried about their own personal safety or the safety of someone else. Mrs Jones, Assistant Vice Principal is the strategic lead for safeguarding across the school. She is fully trained in safeguarding and has an overview of all matters relating to pupil safety. School has two Designated Safeguarding Leads, Mrs McGing and Miss Sheils. The school has a duty of care to our pupils and if any young person makes a disclosure regarding his or her personal safety or well-being it is the school's responsibility to make a referral to Social Care outlining our concerns. When this happens, Mrs Jones, Mrs McGing or Miss Sheils will endeavour to inform parents/guardians of their actions the same day, although this is not always possible. For example, if a parent/guardian's telephone number has changed it would cause a delay. Social Care will visit the family within 24 hours of receiving the referral and assess the situation. Often, they will simply offer a family advice or signpost other services that can support the family. Any concerns about the procedures in safeguarding and child protection should be discussed directly with Mrs Jones at Hillside, in the first instance.

In addition, Mr Smedley, Inclusion Manager, Mrs Banks, Pupil Support Co-ordinator and Mr Campbell, Assistant Vice Principal are also up to date with safeguarding training and are Deputy Designated Safeguarding Leads (DDSL) they would deal with a safeguarding concern in the absence of Mrs McGing or Miss Sheils.

## Medical/Dental appointments

Ideally all appointments should be made outside of normal school hours, or during school holidays. If this is not possible we request that on the day of the appointment your child brings a covering letter to school signed by a parent/guardian which includes:

- The time you would like your child to leave school.
- If your child is to make their own way home at that time, go directly to the appointment venue, or if your child will be collected from school by an adult.

We will require proof of the appointment for school records, this should be attached to your letter (we will make a copy of the appointment card and return the original to your child).

In the event of an emergency appointment whereby an appointment card is not available, please request an appointment card/slip when you attend, which your child must hand to Pupil Support on their return to school.

If you obtain an emergency appointment for your child for the same day, and as a consequence of this you have been unable to provide them with a covering letter from you, please telephone school providing the information listed above. You will still be required to follow the procedure outlined above for an emergency appointment.

# Attendance

At Hillside High School we recognise that to achieve our mission statement of achieving 'Excellence in the Heart of the Community' and ensuring you make progress you are capable of, we must ensure that your attendance is continually, and consistently seen as a high priority. Attendance is the responsibility of all staff, pupils and parents/guardians. In order to achieve this, we have set in place specific support systems and have staff with specific responsibility for attendance. Attendance is high profile with staff, pupils and parents. Your form room has a display of weekly attendance for the whole school and by year group. Attendance is reported and commented on by the Principal in the weekly newsletter sent home to parents/guardians. Ensuring your regular attendance at school is the legal responsibility of your parents/guardians. Permitting absence from school without good reason creates an offence in law and may result in the prosecution of parents/guardians.



## First Day Response / Communication between home and school – daily procedures

If you are unable to attend school your parent/guardian will need to ring the school office on 0151 525 2630 between 7.30-8.30am. The call will be received by one of our admin team who will discuss the reason for your absence.

\* Dependent on the reason and your current attendance there will be some challenge as to why you are not able to come to school.

Each day at 9.30 am the pastoral team meet and establish who is absent and the reason why. Please see the Days Escalation Approach for Attendance on page 21. Dependent again on your attendance and the reason for your absence the most likely outcome will be a member of the pastoral team visiting your home to discuss how we can get you back into school with as limited time absent as possible.

## Telephone Numbers

There are times when Hillside will need to contact your parent/guardians for a range of issues, including absence, so it is essential that the school has at least two up to date contact numbers at all times.

## Understanding Types of Absences

Every half day absence has to be classified by the school (not by your parent/guardians) as either authorised or unauthorised. Information about the cause of any absence is always required from your parents/guardians, preferably in writing.

## Authorised

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/ dental appointments which unavoidably fall in school time, or emergencies. Please note, The Principal decides which absences are authorised **not** parents/guardians.

## **Unauthorised**

Unauthorised absences are those which the school does not consider reasonable. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- Parents/guardians keeping pupils off unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Shopping, looking after other children or birthdays.
- Day trips and all holidays in term time.
- Oversleeping.
- Absence to look after a sibling who is unwell.
- Confusion over term dates.

Any problems with regular attendance are best sorted out between school, your parent/guardian and you. If you are reluctant to attend, your parent/guardians should not condone your absence or give in to pressure to excuse you from attending school, they must contact school immediately to discuss.

## **Medical Evidence**

The school reserves the right to insist on medical evidence in order to code any absence as authorised or unauthorised and this decision will be made on an individual basis depending on your current and historic attendance.

## **Holidays**

We do not authorise any holidays during term time. Exceptionally, if you and your family are going on holiday, you must complete a holiday request form which can be obtained from your Progress Leader or Miss Elliott in Attendance. This must be returned to Miss Elliott well in advance of you taking the holiday. The Principal will then decide if the holiday will result in a Fixed Penalty Notice (FPN) fine.

## **Compulsory Catch Up**

To support your progress, if you miss curriculum time, you will be required to complete Compulsory Catch Up to support your learning and reduce any knowledge gaps.

In the event of missing curriculum time, you will have until Friday of the week following your absence to complete any work that was missed, and ensure your teacher has signed it off as complete.

It is your responsibility to identify and complete any work that has been missed. You must present your catch-up sheet to your Progress Leader on the Friday of the week following your absence. If all work has not been completed, you will be required to stay behind where you will be supported by staff to complete your catch-up work.



# Attendance Matters

If you do not attend school, or are not taking part in an approved educational activity, you will be classed as ABSENT from school. This means that if you are off school for any reason, even if you are ill or have a medical appointment, you are classed as ABSENT. The link between good attendance and the GCSEs you achieve is clear. This table is based on our Year 11 pupils and the GCSE results they achieved in 2023!

**100% Attendance = 188 days at school**

**8 days absence is 96%**

**12 days absence is 94%**

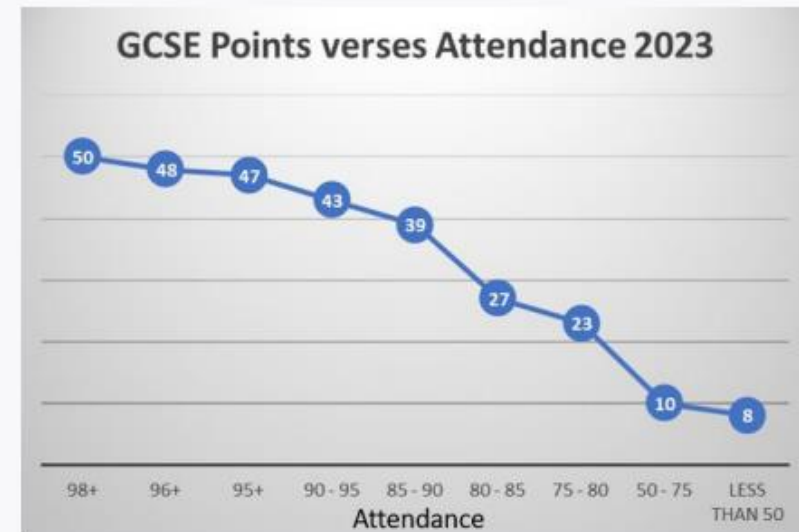
**19 days absence is 90%**

**29 days absence is 85%**

**38 days absence is 80%**

**47 days absence is 75%**

## WE CAN PREDICT YOUR FUTURE GRADES



**PUPILS WITH ATTENDANCE OF 90 - 95% LAST YEAR  
ACHIEVED 7 LESS GCSE GRADES THAN THOSE WITH 98%  
OR ABOVE**

**THE TOP FIVE PERFORMERS LAST YEAR HAD ATTENDANCE  
HIGHER THAN 97%**

**WRITE YOUR OWN FUTURE - BE IN TO WIN**

# Meet the Attendance Team

We are lucky to have a dedicated attendance team to support you and you families in attending school. No matter what the reason for an absence is, every day of school missed is 5 hours of learning missed that cannot be caught up.

The attendance team are responsible for monitoring and support on a daily basis, this may include phone calls home, home visits or direct work with pupils and their families. Our Attendance Team also works with pupils 1:1 regarding attendance and hold attendance workshops.

If you are unable to attend school your parent/guardian will need to ring the school office on 0151 525 2630 between 7.30-8.30am and explain your absence to one of the team.



**Miss Chialton**  
**Attendance Officer**



**Miss Elliott**  
**Attendance Officer**



**Mrs Wilson**  
**Attendance Officer**

*“People do not decide their futures, they decide their habits and their habits decide their futures.” F.M Alexander*

Without a doubt the most important habit you need to succeed in school, is good school attendance. **“Arrive on Time, All the Time”** and you will achieve your best at Hillside.

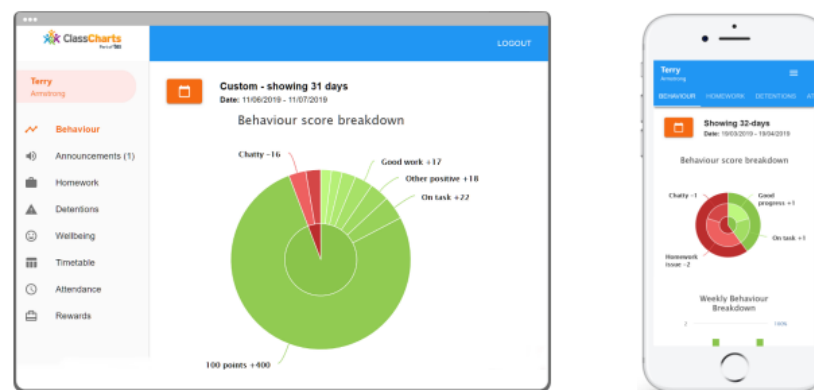
# Class Charts

## What is Class Charts?

Class Charts allows you to keep track of your achievements and behaviour, buy rewards from the Reward store with your points, stay on top of your homework, keep track of scheduled detentions, view your timetable, check your attendance and view announcements from your school.

Also, at the end of every lesson you will be issued a number awarded on Class Charts based on your performance in that lesson by your class teacher. This number indicates your attitude and behaviour in that lesson:

- 1 – ‘Outstanding in lesson’ (2 positive points)
- 2 – ‘Good: Met Expectations in Lesson’ (1 positive point)
- 3 – ‘Requires Improvement in lesson’ (1 negative point)
- 4 – ‘Serious Cause for Concern’ (2 negative points)



## Logging into Class Charts

You will be given a unique pupil access code for Class Charts when you start here in September which will look similar to the example code shown on the right. This code is used to log into your pupil account.



## How do I get Class Charts?

Class Charts for pupil can be accessed via our website [www.hillsidehigh.co.uk](http://www.hillsidehigh.co.uk) or via iOS and Android apps.

You can also access the pupil website and links to the pupil apps at <https://www.classcharts.com/student/login>





# The Hillside Way

At Hillside we are all working towards the one shared goal of achieving “Excellence in the Heart of the Community”. The Hillside Way summarises what all members of our community; pupils and staff need to do to achieve ‘excellence’.



# The Hillside Way

The nine features of The Hillside Way are split up into two parts, Standards & Expectations and Character Virtues.

## Standards and Expectations

- Essential 8
- Arrive on time, all the time
- Work Hard
- Participate in Lessons
- Excellent Manners
- Best presentation of yourself and your work

To be an effective learner at Hillside, you need to meet these six Standards and Expectations in every lesson. You will be monitored each lesson to show how well you are meeting these standards.

## Character Virtues:

The following three aspects of The Hillside Way are what we believe are the key virtues that will help you in your own personal development to grow into confident, successful individuals. A virtue is a type of behaviour which people agree is morally right. Someone who is virtuous leads a good, moral life.

### Resilience

This virtue is about being able to cope when things get tough. Resilient people are good at dealing with change and are able to use their skills to recover from problems and challenges. This could be within a lesson such as having the strength to tackle challenging work but it could also be problems in people's personal lives.

### Kindness

This virtue is all about being caring and approaching people you meet with respect, appreciation and interest. People who regularly demonstrate kindness are happier than those who don't and studies have shown that kindness also stimulates the production of serotonin which is the feel-good chemical. The kindness virtue is also about how we can benefit our communities through our actions and taking part in events and activities in and around school for charity.

### Positivity

The positivity virtue gives us a reason to believe in ourselves. Positive people are less isolated because others want to be around them. People who are positive are optimistic in life meaning they expect good things to happen. Positive attitudes cause positive thoughts and outcomes and produce positive results.

# Steps to support Excellent Manners

As represented by our Hillside Way, it is important that we are polite and show great manners to one another. To help you remember our 'pleases' and 'thank yous' we have our 'STEPS'.

STEPS stands for the following:



Sir or Miss every time. We call this the full stop. It should end every sentence.

*For example, when answering the register, 'Yes Sir' or 'Yes Miss'.*



Thank you, every time someone does something for us.

*For example, when someone holds the door open for you on the corridor, 'Thank you'.*



Excuse me, every time you need to enquire or get attention, then we wait.

*For example, when you need help in lesson, 'Excuse me Miss, can you help with this task please?'*



Please, every time that you request something.

*For example, when you ask for more paper during an exam, "Excuse me sir, can I have more paper please?"*



Sorry, every time we make a mistake. We ensure we do everything we can to put it right.

*For example, when we make a mistake, 'Sorry Sir' or 'Sorry Miss'.*



# STAR

During a lesson, when your teacher needs everyone to refocus or pay attention, possibly after a whole class or group discussion task, your teacher (the speaker) will use the STAR strategy. This can also be used by your teacher when a pupil is contributing to a discussion, to ensure everyone is giving their full respect and attention to the speaker. It ensures you are concentrating on what you should be focusing on rather than being distracted by other things that may be going on around you.

**STAR stands for:**



**When using STAR, your teacher may say:**

***"OK, let's see you all demonstrating STAR" or;***

***"I expect STAR" or;***

***"I know you will impress me demonstrating STAR".***



# Diversity

Diversity is one of our core strands that permeate our curriculum right across school which we believe provide you with the highest quality learning experience. Our curriculum is rich in personal development and powerful world knowledge; allowing you to orientate your place in the world and express your individuality.

At Hillside we are delighted to welcome children from all around the world and we are incredibly proud of the cultural diversity they bring to our school. There are currently over 32 languages spoken by staff and pupils across our school, including Polish, Romanian, Turkish, Cantonese, Farsi and Hindi to name but a few! Take a look below to find out how to say 'Hello' in these languages!

<b>Afganistan</b> – "سلام"	<b>Belgium</b> - "Salut"	<b>Brazil</b> - "Olá"	<b>Bulgaria</b> - "Здравейте"	<b>China</b> - "你好"
<b>Czech Republic</b> - "Ahoj"	<b>Eritrea</b> - "Selam"	<b>Germany</b> - "Hallo"	<b>Greece</b> - "Χαίρετε"	<b>Hungary</b> - "Szia"
<b>India</b> - "नमस्ते"	<b>Iran</b> - "Salam"	<b>Italy</b> - "Ciao"	<b>Kuwait</b> - "Marhaba"	<b>Latvia</b> - "Sveiki"
<b>Nigeria</b> - "Sannu"	<b>Phillipines</b> - "Kumusta"	<b>Portugal</b> - "Olá"	<b>Romania</b> - "Buna ziua"	<b>Russia</b> – "привет"
<b>Saudi Arabia</b> - "Assalaam 'alaikum"	<b>Somalia</b> – "Subax wanagsan"	<b>South Africa (Ndebele)</b> - "Siyalemukela"	<b>Spain</b> - "Hola"	
<b>Sri Lanka (Tamil)</b> - "வணக்கம்"	<b>Switzerland</b> - "Grüezi"	<b>Thailand</b> - "สวัสดี"	<b>Ukraine</b> – "привіт"	
	<b>U.S.A</b> - "Hello"	<b>United Kingdom</b> - "Hello"		

**D**ifferent  
**I**ndividuals  
**V**aluing and accepting  
**E**ach other  
**R**egardless of  
**S**kin colour, gender  
**I**ntellect  
**T**alents or  
**Y**ears



*'We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their colour' - Maya Angelou*

# Celebrating Excellence

## Rewards

At Hillside we have a range of rewards which are used to recognise and celebrate 'Excellence'. Rewards can take many forms including; our rewards store linked to Class Charts, postcards/phone calls home and numerous departmental rewards.

## Badges

We strive for all of our pupils to achieve a blazer full of badges as demonstrated here by one of our Prefects. We believe that you should be proud of your achievements, and wearing the badges which you have been awarded allows you to demonstrate this to our whole school community.

## Lead Learners

At the end of each half-term, all pupils can be nominated to be a Lead Learner by their class teachers for a number of reasons. Certificates and badges will be given out to pupils during our Lead Learner assemblies.

## Annual Presentation Evening

Each year, Hillside holds a Presentation Evening to celebrate pupils' achievements. This evening is shared with; parents/guardian, governors, Trustees of the Wade Deacon Trust and invited guests from the local community. Prizes for Achievement and Endeavour are awarded to pupils from each class as well as prizes for attendance. Prizes are also awarded for excellent performance in external examinations, service to the school and character and personality.

## Display of Work

When pupils do particularly good work we will display it on the boards in classrooms and the corridors for others to see, admire and learn from. In doing this we hope other pupils will aspire to produce the same high standard of work.

Displays of pupils' work around school also helps you in your learning and progress. Excellent examples of the use of the purple pen of progress, and how to achieve the top grades in subjects, can be seen in each subject area around school.

## Hillside 100

If you are in school for the whole week, achieving 100% attendance, your name will be entered into the following week's prize draw.



## Newsletter, Twitter and Instagram

Our weekly newsletter is available on the school website where we celebrate all of our pupils' achievements and successes as well as all the great things going on here at Hillside High School. Any pupil (or their work) who features in the newsletter is invited to see the Principal at break on Friday to receive a copy of the newsletter and a gift. You can also follow us on Twitter [@hillside\\_high](#) or Instagram [@hillside\\_high\\_school](#) for daily updates about what's going on in school.



## Photographs of School Activities

At Hillside, we have a tradition of celebrating our pupils' involvement and achievement in a wide range of activities and events by taking photographs, when appropriate, and displaying them in school, in school publications or in the local press. We also have a website and Twitter accounts that celebrate pupils' work and achievements, as well as weekly newsletters for parents/guardians, a school Prospectus and this Pupils Handbook.

If your parent/guardian does not wish your photograph to be used in this way, please be sure they fill in the appropriate form in the admission documents.

# Mobile Phone and Portable Music Players in School

During lessons we do not allow you to use personal mobile phones, tablets, Apple watches or any form of portable music player. We have very good reasons for this, based on pupil safety and the maintenance of high standards in the classroom. However, we do understand that many pupils and their parents/guardians like children to have a mobile phone as a security measure on the way to and from school.

Our rules are clear on this:

- Electronic devices should not be brought to school at all.
- Mobile phones may be kept in a school bag but must be switched off at all times.
- Mobile phones should not be taken out during lessons, at break and lunchtime.
- **If you are seen with a mobile phone or an electronic device, the item will be confiscated and placed safely in Pupil Support. If this is the first occasion that your phone is confiscated it will be given back to you at the end of the day. On a second occasion it will not be given back to you until an adult family member comes to collect it.**
- The school accepts no responsibility for replacing personal property that is lost, stolen or damaged whilst on school premises, during school events, travelling to and from school or whilst attending educational visits. Parents are therefore advised to take out appropriate insurance cover for your property, including mobile phones, portable devices, bicycles and other valuable items.
- Please note that the school has absolutely no insurance to cover the loss or theft of these or other valuable items belonging to either pupils or staff. Should a loss occur, we will obviously investigate to try to recover the item but cannot guarantee success. For lessons in PE, a 'valuables box' is available from the teacher of Teaching Assistant. It is your responsibility to put any valuables into that box for safekeeping.





# Where do I get help if I need it?

## Lost property

Try not to worry. Most lost property turns up in the most unusual places. This is the best plan:

- ✓ Stop and think when you last remember having your property, e.g. the classroom you were in.
- ✓ Go and look there and all of the rooms you have been in since.
- ✓ See if it has been handed in at Pupil Support or the Office.
- ✓ Report the lost property to your Form Tutor.
- ✓ Check again at HOME!

## Illness or Injury

If you feel ill, tell the teacher in charge of your class. Should you feel ill, or have an accident, at break time or lunchtime, then tell the teachers on duty. You will be sent to Pupil Support and a member of staff will then decide what further action is necessary.

## Medication

If you have asthma and you would like Pupil Support to hold an emergency inhaler or medication, please ask your parents/guardian to contact Mrs Banks, who will gladly discuss this. Alternatively, the school nurse can be reached on 0151 247 6033/6013.

## Care Plan

Some pupils may have a long-standing medical problem which requires a Care Plan to support them. If you need a Care Plan this will be drawn up with your parents/guardians, the school nurse, Mrs Banks (Pupil Support) and your Progress Leader. This information will then be shared with your teachers so that they can give you the appropriate help and support.

## If you are unhappy or worried

If something is making you, or a friend, unhappy, a quiet talk with your Form Tutor or Progress Leader will help sort things out. If you have any worries, do not hesitate to tell any teacher or friend. At Hillside, any teacher or other adult can be approached if you have a problem. You can also talk to the Prefects.

## Problems with classwork or homework

If at any time you do not understand the work being given to you in class or do not understand the homework set, go and talk to your teacher either before you leave the class or later in the day. Your teachers will always be pleased to help you.

## Most important

For safety reasons you must not under any circumstances leave the school premises during morning or afternoon sessions without permission from the Year 7 Progress Leader and your parents/guardians. No Hillside pupils may leave the premises at lunchtime to go to local shops or their friends' houses.



# Who can help?

At Hillside we have a team of staff who are here to help you with all aspects of school life. We understand that sometimes things can happen outside of school that can make learning and concentrating in school a bit harder so we have that covered as well. We all need a little help from time to time and it is important that if you need any extra help that you know who to ask.

Who is who? The Progress Leader for Year 10 is Miss Roby (see page 4).



## **Mrs Banks Pupil Support**

Mrs Banks is based in Pupil Support and is on hand to help any pupil who may feel unwell. She leads on first aid and care plans for individual pupils. Mrs Banks is always

available to support any pupil and their family. In addition Mrs Banks is also safeguarding trained.



## **Mrs McGing Designated Safeguarding Lead**

Mrs McGing is our school's Designated Lead for safeguarding, she also supports pupils and families who may need support in a number of areas in relation to

issues both in and out of school.



## **Miss Sheils Designated Safeguarding Lead**

Miss Sheils is our school's Designated Lead for safeguarding, she also supports pupils and families who may need support in a number of areas in relation to

issues both in and out of school.



## **Mrs Woodhall Reception**

Mrs Woodhall is the school receptionist at Hillside, she is often the first person visitors to our school

meet and will be happy to help your parents in any way that she can.



## **Miss Mason Reception**

Miss Mason is also a receptionist at Hillside and will help you and your parents in any way she can.

Miss Mason also records pupils who are late in to school. Miss Mason produces the weekly newsletter in our school.



## **Miss Tarnowska Higher Level Teaching Assistant**

Miss Tarnowska is a Higher-Level Teaching Assistant who works directly with our pupils for whom English is an additional language. Miss Tarnowska not only supports our EAL learners with their English language acquisition but also supports them in navigating our school, our community and the UK.



## **Miss Rourke Higher Level Teaching Assistant**

Miss Rourke is a Higher-Level Teaching Assistant and our Wellbeing Hub Co-ordinator. Our Wellbeing Hub is a space to support young people with their mental health and those who need additional tuition. If you feel you need someone to talk to you can request to speak to someone in our Wellbeing Hub by talking to your Progress Leader.

## Prefects

I am extremely proud to share with you the Prefect team. You will easily be able to recognise these Prefects as they wear red ties, and have red badges on their blazers. Our Prefects exemplify the very best of our pupils and consistently show the high standards that we expect from everyone at Hillside in terms of attendance, punctuality, uniform, 'Essential 8' and demonstrating the Hillside Way. I hope that you all strive to be a Prefect in the future.

Can I thank these young people for the contribution they make to our school each and every day.



## Head Pupils

I am delighted to formally introduce our Head Pupils, Jack Vaughan, Tilly Wallace and Jack Gee who support me and the Leadership Team in leading our school.





## Young Interpreters

At Hillside we are very proud to have a cohort of 18 pupils in Year 9 and 10 who have successfully completed the Young Interpreters training. They are trained with the skills needed to support pupils who arrive at Hillside from different countries with little to no English.



Our trained Young Interpreters help newly-arrived pupils feel welcome and settled in their new school environment which can often be a very daunting prospect for pupils from a different country as it can be a very different experience to what they are used to. The scheme also develops the confidence, communication and leadership skills of the Young Interpreters. It's a way of valuing multilingualism whilst acknowledging and celebrating the skills of their learners.

Young Interpreters can be speakers of English only or speakers of other languages. Together they use a range of inventive ideas modelled during their training to communicate with their new classmates. Our Young Interpreters have already set to work as they have supported several new arrivals from countries such as India and Ukraine.

We are always looking for new pupils to join our Young Interpreters team so if you are interested in multilingualism and feel passionate about making a difference to the wellbeing and happiness of new arrivals, then express an interest to Ms Collins or Miss Tarnowska!





# Timetable

This is a sample timetable.

	08.30 – 9.00	Lesson 1 9.00 – 10.00	Lesson 2 10.00 – 11.00	11.00 – 11.15	Lesson 3 11.15 – 12.15	Lesson 4 12.15 – 12.45	1.15 – 1.45	Lesson 5 1.45 – 2.45
<b>Monday</b>	Registration in form	English GW Room 5	Science SC Room 41	Break	PE SAC SH1	Maths HT Room 30	Lunch	Spanish LC Room 31
<b>Tuesday</b>	Registration in form	Art LW Room 35	English GW Room 5	Break	English GW Room 5	Geography NK Room 15	Lunch	History LR Room 10
<b>Wednesday</b>	Registration in form	Spanish LC Room 31	Maths HT Room 30	Break	Geography NK Room 15	RS RA Room 15	Lunch	Science SC Room 39
<b>Thursday</b>	Registration in form	Science SC Room 41	Comp. Sc. DH Room 23	Break	Music JM Room 18	PE SAC SH1	Lunch	English GW Room 5
<b>Friday</b>	Registration in form	History LR Room 10	Design Tech. ML Room 14	Break	Maths HT Room 30	Drama LB Room 13	Lunch	Maths HT Room 30

# Year 10 Study Skills

What an exciting year ahead for you all, you are just starting your GCSE courses and the time will fly by. It can be quite stressful at times with the pressure of assessments and you may find it quite hard at times. We are here to support you more than ever. This support will include:

- Welcome to GCSE evening for you and your parents / guardians. This event will be used to launch Knowledge Organisers – which will support your study in school and at home.
- 'Register & Revise' sessions each week during Form time, from English, maths and science. You must be in school by 8.30am to ensure you do not miss these sessions.
- Additional study sessions, including breakfast sessions, after school sessions.
- 'Effective Study' workshops including subject specific workshops and lessons on well-being and work ethic.
- Free revision resources.
- 'Walk and Talk' exam opportunities.

We will expect you to attend all of the additional sessions on offer, to ensure you maximise your chances of success in this crucial year at Hillside.

This year really will require dedication and commitment to your studies and perseverance when things get tough; but remember we are always here to help you through, so any worries, or concerns please come and speak to any of your teachers and of course Miss Roby or Miss O'Hara, as your senior link.

**Success doesn't  
come from what you do  
occasionally, but what you  
do consistently.**



# Homework – Year 10

Homework is work that is set by your subject teacher to be completed outside of your normal lessons. Homework will make you a better learner, develop your study skills and also help you to make better progress in all of your lessons. You can use resources in the Learning Resource Centre, ICT Suites and study clubs. Your teachers will post your homework task, links and resources that you will need via Class Charts.

## Year 10 Homework Timetable

Core homework for pupils in Key Stage 4 is set mostly using GCSE POD or Seneca Learning.

For English, maths and science, pupils should be set a minimum of three pods per week. All other subjects should set two pods per week. Links to the pod's pupils need to watch will be posted on Class Charts.

Class teachers are free to set additional homework where appropriate. This may not always be in the form of a written piece of work or a worksheet but may be more research based.

Day	Monday	Tuesday	Wednesday	Thursday	Friday / Weekend
Subject 1	English	Maths	Science	Option H & A	Option B & C
Homework Task	Complete Tasks set on GCSE POD	Complete Tasks set on Sparx	Complete Tasks set on GCSE POD	Complete Tasks set on GCSE POD	Complete Tasks set on GCSE POD

# Arrival, Break and Lunchtime arrangements

## Arrival

You should aim to arrive in school by 8.20am. When you arrive, you should go straight to the backyard where you will be met by senior staff who will welcome you into school. Once in school you should go to your Form Room and stay in there.

School starts at 8.30am so it is imperative you are in school at 8.20am. If you are late you must sign in at reception.

## Punctuality

If you are late to school after 8.30am, you will have to enter school through the front doors and sign in at the front office. You will receive a 10 minutes late detention which will be taken at morning break on that day. If you fail to attend your detention you will receive a 1 hour detention on Friday after school. If you fail to attend your upscaled Friday detention you will receive a 90 minute after school detention on the following Tuesday. Refusal or failure to attend the Tuesday upscaled detention could result in a suspension.

## Break time

There is a 15-minute break each morning from 11.00am – 11.15am. This must be taken on the school premises.

You may go to the Dining Hall for a range of hot and cold snack and drinks. They include toast, muffins and waffles.

You are also allowed to go to the Learning Resource Centre for reading, homework and to use the computers.

You must not leave the school premises for any reason at break time.

## Lunchtime

For Year 10, your lunchtime is 1.15pm to 1.45pm. You will have your lunch with pupils in Years 8.

***At lunchtime, we operate a 'stay on site' policy. Under no circumstances may you go off school site at lunchtime.***

You are expected to stay on the premises and eat a **school lunch** or your own **packed lunch**.

## Continued...

Food is on sale in the Dining Hall: at break time and at lunch time. At Hillside we have a cashless catering system. This means that no money can be used in the dining Hall. Instead, you use your fingertips to access your account at the till. Money can be credited to your account by putting cash into the machines located either side of the foyer, by cheque to the school office or by paying online. All food, including packed lunches must be eaten in the Dining Hall.

All pupils are allowed to go into the Learning Resource Centre for reading, homework and using the computers.

Toilets should be used during break or lunchtime, not during lessons.

Times of the school day:

### **Morning**

8:20am Arrive

8:30am Registration

09:00am P1 Lesson

10:00am P2 Lesson

11:00am Break

11.15am P3 Lesson

### **Afternoon**

12:15pm P4 Lesson

1:15pm Lunch

1:45pm P5 Lesson

2:45pm End of school day

## On the corridors

We have some simple rules for moving around the school corridors.

- Walk on the left.
- Never run.
- Wear your blazer, but do not wear an outdoor coat.
- Do not eat on the corridors – you should do so in the Dining Hall.
- Line up in single file outside the classroom.

You will only be allowed to leave a lesson in exceptional circumstances. If you do ever go out on the corridor during lesson time you must have a tag signed by your teacher and you must wear your blazer.



# Literacy

Literacy underpins all our learning at Hillside High School; featuring in every lesson across school. Our literacy education is driven through our whole school 'Reading is Power' strategy. Our teachers will support and encourage you to develop transferable skills, enabling you to be an excellent communicator. Good literacy is the key to a good future: studying at college and being successful in work and life.

At Hillside we believe that:

- Strong literacy skills support your ability and skill in speaking and listening activities, being able to express your ideas and opinions fluently.
- Excellent literacy skills will enable you to read widely and access a range of learning materials in all your classes. Reading and understanding is very important in developing your potential to achieve well in all subjects. Reading a wide range of books will help you to develop opinions about issues in the world around you.
- Furthermore, strong literacy skills will help you to be a strong and effective writer: using a wider vocabulary, using a range of punctuation and spelling complex words correctly. The ability to communicate is an essential life skill.

All of your teachers will check and help you correct your spelling, grammar and punctuation, where necessary. In addition, we will give you time to proof-read and perfect your written responses.

You will be encouraged to read for pleasure. We have an excellent Learning Resource Centre (LRC) and we emphasise the importance of independent learning. We aim to inspire you to love reading, and will offer you a range of texts from across all subject areas. Last year, we launched our reading lists that challenge you to read a wonderful fiction or non-fiction book in the Summer break and each term. Can you read them all?

The Hillside Core 5 has a focus on literacy, all lessons will include "word rich" activities where teachers in all subject areas will work to improve your understanding of important academic vocabulary.

**Please look on our website for more information on how we can support you with literacy at home**



# Reading is Power

At Hillside we prioritise reading through our whole school Reading is Power Framework. This means that we expect you to be taught reading through every element of our curriculum. This includes form time, all subjects and additional opportunities at break, lunch and after school.

*Reading regularly is invaluable for personal growth and also academic success.*

*Reading expands vocabulary, enhances critical thinking skills and fosters creativity*

You will have a form novel that you read with your form tutor during Register and Read. Your Term 1 form novel will be *Clap When You Land* by Elizabeth Acevedo.



You will also be part of our BIG reading challenge. Here you can see our BIG reading list, this is our school reading challenge.

Here you can see the Year 10 BIG reading list for next year. We have carefully chosen four books which will not only accelerate your academic progress but also be thoroughly enjoyable. There are special rewards for all those who complete the termly challenge.



# Numeracy

At Hillside we place an extremely high value on the delivery of numeracy for all our pupils. Being numerate is essential for all pupils enabling you to access several key areas of the curriculum, and for day to day life in the world outside school. Strong numeracy skills are key for life and for securing the best college places and workplace opportunities.

Numeracy is a life skill. Being numerate goes beyond simply 'doing sums'; it means having the confidence and competence to use numbers and think mathematically in everyday life. Here are some examples of what we mean by numeracy:

- Being able to manage family budgets – credit cards, offers at supermarkets etc.
- Being able to estimate – in all kinds of situations, e.g. journey speed, time and distance, roughly how much a bill will be or your expected bank balance at the end of the month.

In order to give you the best possible chances to develop strong numeracy skills we aim to develop and improve standards of numeracy through providing models and opportunities for you to practise using number in a range of lessons; not just mathematics.

## **In lessons**

Teachers will plan to develop and improve standards of numeracy through providing good models and opportunities for you to practise your skills. You will be expected and encouraged to use a range of mental mathematics strategies to answer simple questions outside of mathematics lessons. Where more complex calculations are needed, you will be expected to clearly show each stage of the working out leading to the final answer.

## **At home**

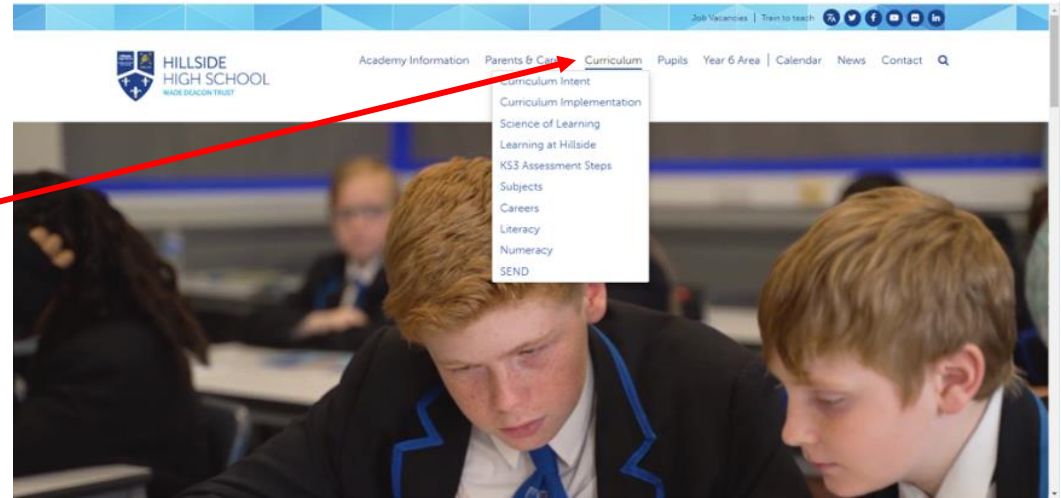
In Year 10, you will be expected to access Sparx maths each week to improve fluency and retention. It is important that you watch the videos and start to make revision notes to help you both in your P2S exams and your GCSE exams at the end of Year 11.

**Please look on our website for more information on how we can support you with maths at home.**

# Curriculum

At KS4 we cover the National Curriculum through the delivery of a range of core and option subjects. You can find out more about the precise knowledge and form of assessment for each course by looking on our website [www.hillsidehigh.co.uk](http://www.hillsidehigh.co.uk)

To find out more about a course, look at the subject page e.g. Science, look at the KS4 Pathway exam board e.g. AQA and then go to the exam board website. There you will find the specification and example practice papers.



## Curriculum Intent

If you select 'curriculum intent' you will be able to read about our whole school curriculum and why we value our three cores strands.

## Curriculum Implementation

If you select 'curriculum implementation' you can find out more about what lessons will look and feel like. All lessons are planned and delivered in accordance with our Hillside Core 5.

## Science of Learning

It is very important to us that our pupils understand the process of learning. Understanding how your brain works can then help you to improve the quality of your learning and make better progress. You can find out more by clicking on 'science of learning'.

## Learning at Hillside

Or you can click 'Learning at Hillside' to watch a video of what learning is all about at our school.

## Subjects

Some subjects are core, and some are options, therefore at KS4 you do not study every curriculum area. We encourage you to click on a subject area, find out what exam board you are studying and explore the course on the exam board website. You can also click 'Learning Journey' on each subject page to see more guidance on the curriculum overview for the year ahead.



# Knowledge Organisers

## What is a Knowledge Organiser?

A knowledge organiser is a document which sets out the important, useful and powerful knowledge on a topic. This is presented in a way which is designed in a way to improve pupils recall. With the content demands of GCSE courses we must ensure that we have a knowledge rich curriculum which spans across pupils five years of education.

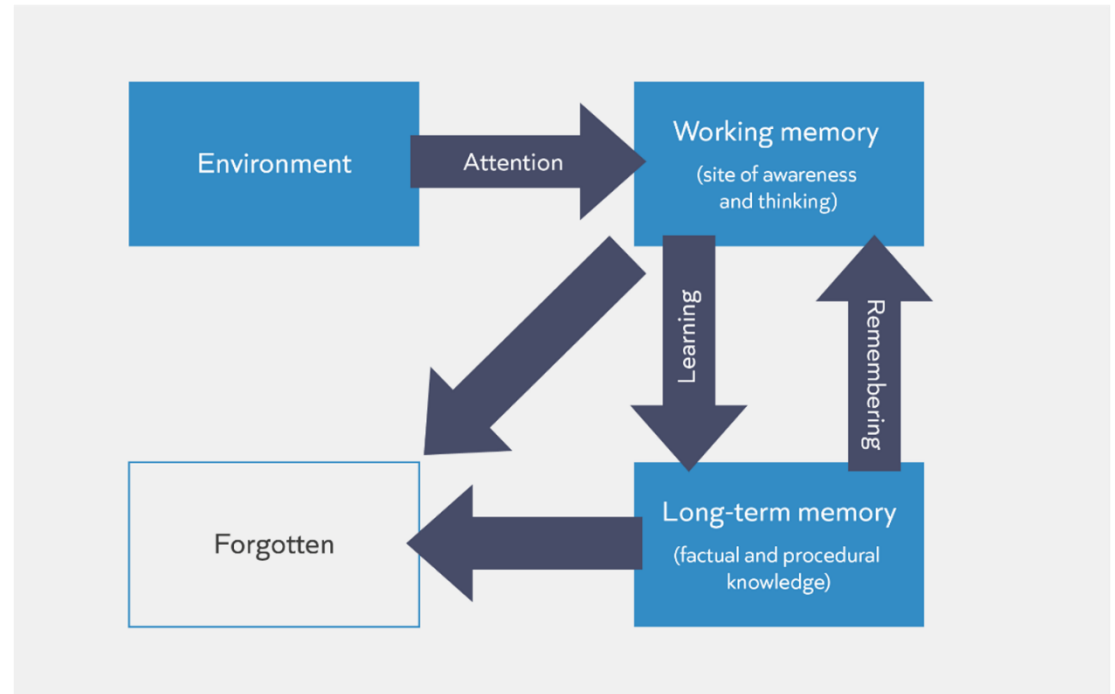
## What is the purpose of a Knowledge Organiser?

For pupils to succeed in a particular area, they must have a foundation of core knowledge. They must be able to understand the core knowledge, recall this and subsequently apply this. Knowledge Organisers are a way to enable pupils to achieve this, evidence has shown that they are far more impactful in improving memory than traditional revision guides and text books.

Memorising knowledge is crucial. Our brain works by using our working memory before we store information in our long term memory. Our working memory is very limited but our long term memory is not. For pupils to be successful we need to store as much knowledge as possible in our long term memory. This means our working memory has space to learn and process new knowledge.

## What should you do with your knowledge organiser?

You will be provided with a Knowledge Organiser booklet for each term. You will be expected to bring this to school every day to use in your lessons. Your teachers will incorporate the Knowledge Organisers into lesson activities and will help you learn how to improve your recall. These activities may look different for different subjects. You will also be taught strategies that you can use at home to improve recall and maximise the use of your Knowledge Organiser. It is important that you regularly share your Knowledge Organisers with your parents or guardians at home as they will be really interested in what you are learning about and it will help them to support you even better in your learning.



## The Learning Resource Centre

Our LRC is a place for quiet study, reading and research. It is open to pupils and staff, every day from 8:00am to 3:30pm. We have a morning LRC club from 8:00am to 8:30am and an afternoon LRC club from 2.45pm – 3.30pm during the after school sessions we offer a range of activities including; crochet; homework club; reading groups and our popular Friday night games club.

Alongside an extensive stock of fiction and non-fiction books, Kindle e-readers and audio books, there are 10 computers available for you to carry out research or complete homework.

The LRC is open to pupils at break and lunchtime to all year groups for independent study and reading. Books may be borrowed at these times too.

The LRC is used by the English department for lessons and intervention lessons throughout the school day and you will be encouraged to borrow a book during these sessions.

## Careers Information

At Hillside, we will give you a wide range of information about careers and future pathways beginning in Year 7 through the Personal Development curriculum and also through your different subjects. At Hillside we also have our very own careers library, next door to the LRC. There are also computers for use with careers software programmes and a digital screen displaying the up to date information about local college open days and upcoming apprenticeship and training opportunities.

Our Careers Co-ordinator will organise lots of events and activities which will help inspire you about your future.

At Hillside High School we hold regular careers events for all pupils including Year 10 such as our careers fair this gives you a wealth of additional information and guidance to inform your choices for life after Hillside. In Year 10 you will also be involved in trips and activities which will show you the different careers and pathways open to you when you leave school such as our yearly visit to Hugh Baird Sixth Form campus.

In Year 10 you will also learn vital interview skills and have the opportunity to practice them during a mock interview with a representative from a local business or further education provider.

Finally, in Year 10 you will take part in a work experience program. You will first secure your own placement by contacting employers. You will then embark on a two week work experience within the organisation. Throughout this hands on experience you will learn many transferable employability skills and it is a fantastic opportunity to build your CV and even secure a part-time job for the future.



**Mr Haygarth**  
**AAVP & Careers Lead**



**Mr Peace**  
**Careers Advisor**

# Clubs and activities

There is a wide range of club activities that you can join in school. Most activities take place after school. You will have the opportunity to get involved in lots of different activities. These include:

<b>LEARNING RESOURCE CENTRE</b>	Before school, after school, break and lunch you can access the LRC study club to continue with your learning or enjoy reading. Our LRC is a real hub of learning and each night after school you will also find a tutor on hand to help you with your homework.
<b>ART CLUB</b>	In Art club, you are encouraged to explore different media and develop your skills by exploring possibilities and refining your artwork in order to realise an idea.
<b>COMPUTING / CODING CLUB</b>	Computing club provides a great opportunity for you to further develop coding skills using a range of software including scratch, Kodu and Python. There are opportunities after school to use a wide range of computer programs. Last year pupils used this opportunity to test retro games and to design and program their own games.
<b>DANCE CLUB</b>	At Hillside, dance is a very popular extra-curricular activity. We run a dance club every week that caters for both boys and girls allowing you the opportunity to perform at the 'Wally Cain Dance Festival,' school events and other projects that we run during the year. We also organise dance workshops and dance trips.
<b>DRAMA CLUB</b>	Drama is another popular extra-curricular activity, with pupils working towards a number of performances throughout the school year including; Remembrance Evening, Nativity performance and our end of year musical.
<b>DT CLUB</b>	In DT club, you will be encouraged to build on your manufacturing skills and work on a skills passport enabling you to become mini masters within lessons.
<b>GEOGRAPHY CLUB</b>	Looking at issues around sustainability, geographical issues from around the world and a cinema club!
<b>HISTORY CLUB</b>	Investigating historical events outside of the curriculum such as the sinking of the Titanic, murder mysteries and local history studies.
<b>MATHS CLUB</b>	Come along for a game of chess or to play darts.
<b>MFL</b>	Spanish Film Club. KS3 Language Gym Club.
<b>MUSIC CLUB</b>	Various musical activities are available after school which will give you the opportunity to learn new instruments or to carry on playing instruments already learnt. You can join the Guitar Group, the Keyboard Club, or the Drumming Group.
<b>SPORTS CLUB</b>	These include: football, badminton, rugby, netball, basketball, dance, cricket, rounders and table tennis. All pupils are welcome.

**At Hillside we are always keen to listen to your opinion. If you have ideas or suggestions for a club or activity then please let your Form Tutor or the School Council Representative know.**

# Every day before coming to school check

- 1) Are you in the correct uniform?
- 2) Have you packed your bag properly?

Does it contain?

- ✓ Essential 8 (see page 9)
- ✓ Completed homework
- ✓ Knowledge Organiser

Have you:

- ✓ Credited your personal account, or
- ✓ Got your packed lunch?

- 3) If you have been absent, have you remembered your note explaining your absence?

## One final point

Don't forget, we are all here to help you and to make sure that you are happy and successful at Hillside. For your part, you must be in school every day, on time, work hard and take full advantage of all the opportunities available here. By doing this you will achieve "Excellence in the Heart of the Community".

We look forward to seeing you on **Tuesday 3<sup>rd</sup> September 2024 at 8.20am**



# What happens if the fire alarm sounds?

Here is our “Fire Drill”. It is posted up in every classroom.

On hearing the FIRE ALARM, stop working. On the wall by the door in every classroom there are instructions about which way to go out of the building. This will be your nearest exit; your teacher will remind you about this. Also, when you go out of your classroom door you will see a **green** arrow.

FOLLOW THE DIRECTION OF THE ARROW

When instructed:

- 1) STAND BY YOUR CHAIR
- 2) WALK IN SINGLE FILE OUT OF THE ROOM AND THE BUILDING
- 3) GO TO SOUTHPORT ROAD PLAYGROUND
- 4) LINE UP BY YOUR FIRE POINT NUMBER IN REGISTER ORDER. THE NUMBER IS ON YOUR REGISTER
- 5) KEEP QUIET AND LISTEN TO INSTRUCTIONS

Any pupil found to have wilfully set off the fire alarm will face serious disciplinary consequences.

Every term we practise what to do if the fire alarm sounds so please don't worry.

At least once a year we also practice our 'Lockdown' procedure, again this is nothing to worry about and your teachers will reassure you at the time. They will explain to you how you will know if we are in 'Lockdown' and what you should do, be this in lesson time or break and lunch times.

# Teaching Staff

Mrs A. Ryan	Principal	AR
Mr M. Edwards	Vice Principal	ME
Mrs S. Wardale	Vice Principal	SWa
Mr M. Campbell	Assistant Vice Principal	MCA
Miss L. Collins	Assistant Vice Principal, Subject Leader, MFL and Personal Development	LC
Mrs A. Jones	Assistant Vice Principal	AJ
Miss R. O'Hara	Assistant Vice Principal, Subject Leader, Maths	ROH
Mr D. Haygarth	Associate Assistant Vice Principal, Subject Leader, Computer Science and Business Studies, Careers Lead	DH
Mrs R. Miller	Associate Assistant Vice Principal, SENCo	RM
Mr L. Rayson	Associate Assistant Vice Principal, Subject Leader, Humanities	LR
Miss K. Barrow-Higgins	Associate Assistant Vice Principal, Lead Practitioner, Maths	KBH
Ms R. Ashraf	History, Religious Studies and Personal Development	RA
Miss S. Austin	Physical Education and Dance	SA
Miss E. Bell	History and Religious Studies	EB
Miss L. Brown	Subject Leader, Drama	LB
Miss R. Christian	Maths	RLC
Mr S. Clarke	Subject Leader, Physical Education	SAC
Mrs T. Clarke	Modern Foreign Languages	TC
Mrs J. Cleave	Director of Maths, Wade Deacon Trust	JC
Mr S. Code	Science, Primary Enhancement Co-ordinator	SC
Mr M. Cosgrove	Spanish	MC
Miss L. Gallagher	Science (maternity leave)	LG
Miss C. Halsall	Art	CH
Mr T. Henderson	Science	TH
Mr T. Henesy	Computer Science and Business Studies	THE
Mrs M. Hind	Assistant Subject Leader, English	MH
Miss S. Kelly	Geography and maths	SKE
Mr N. Kitching	Geography	NK

## Continued...

Mr M. Lambert	Subject Leader, Art & Technology	ML
Mr J. Meakin	Music	JME
Mr O. Moore	English	OM
Miss J. Nelson	Subject Leader, Science	JN
Miss S. Owen	English and Personal Development	SO
Mrs C. Rayson	English	CR
Miss J. Rice	Early Reading	JR
Miss T. Salmon	Technology	TSA
Mr R. Seaman	Spanish	RS
Mrs C. Symes	English	CSY
Miss H. Thornton	Assistant Subject Leader, Maths	HT
Mr D. Timmons	Maths and Numeracy Lead	DT
Mr S. Wardale	Assistant Subject Leader, Science	SW
Miss G. Wharton	Science	GMW
Mr A. Wellington	Physical Education	AWE
Miss L. White	Art	LW
Miss N. Wong	Maths	NW
Miss G. Wright	Subject Leader, English	GW

## Schools Direct Trainee Teachers

Mr J. Palin	Science	JLP
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## Academic Mentor

Mr J. Richardson		JR1
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## Support Staff

Mrs W. Banks	Pupil Support	WB
Miss V. Convey	Senior Administrator	VC
Mrs A. Ginley	Finance Manager	AGi

## Continued...

Mrs P. Keating	Reprographics Clerk	PK
Miss Z. Mason	Receptionist	ZM
Mrs N. McPoland	Finance Officer	NMc
Miss J. Mullen	Data and Examinations	JMu
Mrs A. Wharton	Data and Examinations	AW
Mrs D. Woodhall	Receptionist	DW

## Teaching Assistants

Miss C. Ellis	Teaching Assistant	CE
Miss L. Gillen	Teaching Assistant	LGi
Mrs J. Harrison	Teaching Assistant	JHa
Miss K. Harrison	Classroom Support Assistant	KH
Miss S. Jewell	Teaching Assistant	SJ
Mrs K. Lee	Classroom Support Assistant	KLE
Miss C. Mahony	Classroom Support Assistant	CM
Mrs C. McIntyre	Teaching Assistant	CMc
Mr R. Mockl	Teaching Assistant	RM
Miss B. Newsham	Teaching Assistant	BN
Mr J. Phillips	Teaching Assistant	JPH
Miss K. Rourke	Higher Level Teaching Assistant, Wellbeing Hub Co-ordinator	KRo
Miss D. Smith	Teaching Assistant	DS
Miss K. Sreekumar	EAL Teaching Assistant	KS
Miss I. Tarnowska	Higher Level Teaching Assistant, EAL Co-ordinator	IT

## Pastoral Staff

Miss V. Chialton	Attendance Officer	VCh
Miss D. Elliott	Attendance Officer	DE
Mr A. Gallagher	Inclusion Mentor	AG
Miss F. Gibbons	Assistant Progress Leader, Key Stage 3	FG
Mrs L. Harper	Progress Leader, Year 7	LHa



## Continued...

Mrs J. McCarthy	Progress Leader, Year 11	JMc
Mrs A. McGing	Home Liaison / Safeguarding	AMc
Mrs J. Phillips	Progress Leader, Year 8	JPh
Miss H. Roby	Progress Leader, Year 10	HRo
Miss C. Sheils	Home Liaison / Safeguarding	CS
Mr T. Smedley	Inclusion Manager	TS
Mrs D Wilson	Attendance Officer	DWi
Miss I. Yusuf	Progress Leader, Year 9	IY

## Curriculum Support

Miss H. Barclay	Senior Science Technician	HB
Mrs D. Hamm	Science Technician	DH1
Mr W. Thomas	Technician, ICT	WT

## Maintenance Staff

Mr C. Flynn	Site Manager / Caretaker / Maintenance Team	CF
Mr E. Quinn	Caretaker / Maintenance Team	EQ
Mr M. Tracewski	Caretaker / Maintenance Team	MT

## Kitchen Staff

Mrs K. Hankinson	Catering Manager
Miss S. Doyle	Catering Staff
Mrs D. Edwards	Catering Staff
Mrs T. Newman	Catering Staff
Mrs L. O'Brien	Catering Staff
Miss D. Power	Catering Staff
Miss G. Rawcliffe	Catering Staff
Mrs S. Seddon	Catering Staff
Mrs C. Toop	Catering Staff

Excellence  
in the **Heart** of the  
Community