

Year 11 Pupil Handbook 2021/2022

Hillside High School

Excellence in the Heart of the Community

We are proud to welcome pupils from...

Arnot St Mary CofE Primary School **Bedford Primary**

Christ Church CE Primary

Croxteth Community Primary School

Faith Primary School **Gwladys Street Primary** **Kirkdale St Lawrence Primary**

Lander Road **Northcote Primary School**

Ranworth Square Primary School **Rice Lane Primary School**

Rudston Primary School **Springwell Park Community Primary**

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

St John's Catholic Primary School **St Marie's Catholic Primary School**

St Michael's Catholic Primary School **St Monica's Catholic Primary**

St Teresa of Lisieux Catholic Infant School

St William of York Catholic Primary **The Trinity Catholic Primary School**

Thomas Gray Primary

Wellesbourne Community Primary School

Welcome to Hillside High School



Mrs A Ryan
Principal

Welcome back the Class of 2022! I can hardly believe that you are returning to your final and most crucial year at Hillside.

I know these continue to be very strange times for us all and I still can't quite believe you had to miss some of Year 9 and Year 10. As we start a new exciting academic year it is time to reflect on everything you achieved last year and how well you did to adapt to a period of home learning with very little notice. It is also a time to look to the future and feel excited about how much you can achieve at Hillside in Year 11.

I know you will have mixed emotions about the coming year and some of you may be feeling the pressure already, undoubtedly it will be a big year and the events of last two years and the time you had out of school in Year 9 and 10 will be worrying for you, but we are all here to work with you and support you throughout the year.

I often talk in assemblies about the effort you put into school life will be reflected in what you get out of your time here and never is this more true than in Year 11! Your teachers will be offering numerous additional sessions, Period 6s, 'Saturday School' and holiday revision sessions. It is imperative you attend these to achieve your very best in your final GCSE examinations. Please work hard, striving for excellence in all that you do, to ensure you achieve your very best in this crucial year.

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. You are the role model for four younger year groups, who look to you for their lead. I am delighted that several of you are now prefects and playing a crucial role in the smooth running of our school. Your year group sees the first ever Head Boy and Head Girl appointments, which I am delighted about and I can't think of a year group which deserves it more.

Please take the time to read this booklet, take it home and use it as a point of reference throughout the year.

As a school we are always striving for 'Excellence in the Heart of the Community' and each and every one of you has a role to play in achieving this. Working together we are going to have a fantastic year and I know without a doubt you have the potential to achieve record breaking GCSE results.

I am delighted to share with you the drawing of what the front of school will look like by the Autumn. This is a significant investment in our school and will ensure 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 will feel as proud as I do when this work is completed. We will have a school which truly reflects our 'Excellence in the Heart of the Community'.

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, 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.



Mrs Cross
Assistant Vice Principal

I am privileged to work at Hillside with pupils who inspire me every day with their determination and love for learning. My role in school is to lead on all aspects of pupil welfare, including behaviour, attendance and safeguarding. In addition, I lead on Special Educational Needs (SEN) across the school in ensuring that all pupils are given a fair chance of learning and achieving positive outcomes. This means working with teachers to ensure that there is adapted quality first teaching happening for pupils on the SEN register in lessons and where, necessary working with professionals outside of school to get the right support for individuals. Being a teenager can be a wonderful and yet sometimes challenging time and 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, I am sure you can look forward to a bright successful future here.



Miss Banks
Year 11 Progress Leader

I am delighted to welcome you all back to Hillside to begin your final year in high school, as you are now Year 11 pupils. The past eighteen months have been difficult for us all due to the pandemic, but all staff will continue to work with you and your families to ensure that you strive to achieve your potential during the most challenging, yet exciting year ahead within education. Attendance has, and always will be, a high priority and as you are very much aware, is clearly linked to progress and attainment; therefore, it is hoped that we can all work together to endeavour to achieve the school target of 96% attendance. I look forward to spending this final year with you all and I know it will be our best year yet as you mature into the young adults that you are today. I wish you every success in Year 11 and hope that you continue to achieve excellence in everything that you do, by treating each other with kindness and respect – key skills that are crucial to have within the Hillside community and within life after education.



Mr Smedley
Inclusion Manager

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.

I look forward to getting to know you better during the next year and seeing you achieve your goals and ambitions.



Mr Edwards
Vice Principal
Senior Link for Year 11

It is my great pleasure to welcome you to Year 11 – your last year at Hillside. I am delighted to be the Senior Link to Year 11 this year and I will be working closely with Miss Banks to make sure you are all doing as well as you should be. With continued hard work. A willingness to take part, resilience and a smile you will reach your full potential.

Time flies at Hillside – as you know, and you must try to take advantage of all the opportunities open to you if you are to reach ‘excellence’. There will be lots of additional support for you this year to help you prepare for your exams – please make sure you engage fully. My role as Vice Principal is to ensure that you have access to the very best lessons and subjects to ensure that you leave us with world class qualifications. I also keep a very close eye on how you are progressing; making sure that you are on the right track and supporting you if you are not. Good luck



Mrs Wardale
Vice Principal

Welcome back to Hillside, I hope you are all feeling well rested and ready for an exciting and busy year ahead. As part of my role I will often talk to you about learning; this includes the feedback you receive from your teachers and how you use this to help you make good progress. I regularly visit lessons, look at your books and meet with you so I can learn more about how hard you are working in lessons and share what helps you learn with all of your teachers. Our vision here is to strive for excellence and nothing less; three of the most important subjects for you to achieve the very best in are English, maths and science; I will be closely monitoring your progress within these subjects and talking to your Subject Leaders to make plans if you need more help and support. I am looking forward to working with you this year; let’s make it your best year yet!



Mrs Jones
Assistant Vice Principal

Welcome back to Year 11. 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 am also responsible for ensuring you make suitable choices for your post-16 routes. I also lead on other aspects of the curriculum which prepare you for life in modern Britain such as, careers guidance, Personal Development, Citizenship and online safety.



Miss Collins
Associate Assistant Vice Principal

Welcome back to Hillside Year 11, I can’t believe you are starting your final year at Hillside! hope you are all ready for an extremely positive year. 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. Enjoy this year and don’t forget that with resilience and determination, you are sure to achieve your goals!



Mr Smith
Associate Assistant Vice Principal

Welcome back Year 11, I hope you had an enjoyable Summer and are ready to commence your final year at Hillside. I am looking forward to helping you develop in leadership roles and responsibilities over the coming year that will help you with essential skills throughout your time at high school and after you leave. These leadership opportunities, including our new prefect team, will help you to establish your core values and allow you to contribute to the ethos of the school. I am excited to see you all harness your skills in your range of subjects and know that this year will be an exciting one, with opportunities for us all to take advantage of. I am proud to be part of your fantastic staff team here at Hillside and will make sure I am on hand to support you in your learning and development at every opportunity. I look forward to seeing you maximise your progress this year and complete this chapter of your story. Good luck Year 11, make it count.



Mr Haygarth

Welcome back 11DH! You have shown great dedication, hard work and resilience during the past four years at Hillside, I have been really impressed to see the progress which you have all made. As you start your final year, I will make sure that your well-being is my priority. I will also support you in preparation for your GCSE's and to fully prepare you for life after Hillside. Good luck for the year ahead!



Mrs Langan

Welcome back to school and 11KL. It has been a privilege to be your Form Tutor over the past three years and I am looking forward to another year watching you all grow into sensible mature young adults. Year 11 can be a challenging year but I am sure you will continue to make me proud to be your form tutor and take the challenges of the year ahead on, in a mature way, ensuring you achieve your full potential. Year 11 is all about you preparing for the world of work and fulfilling your future ambitions, which I have no doubt you will all do this year.



Mrs Miller

Welcome back 11RM! It has been a pleasure to have been your Form Tutor over the last four years. You have grown from nervous Year 7s into mature young adults in a such a short space of time and together we have faced many challenges. Throughout the ups and downs of the past few years "RM" have remained a team, you support and take care of each other, all whilst trying your hardest to keep everyone laughing, including me. As we start on the final stage of our journey together I know that you will continue to do all of these things and more. Year 11 is an exciting year, with hard work and good attitude we will have a fantastic summer in 2022. Good luck for this year and keep up our team spirit, we will need it.



Miss Murphy

Hello Year 11, it's our final year together, where has the time gone! I am looking forward to our year ahead. It will be a joy to watch you mature, develop, and grow this year. Let this time be a period full of success, motivation, resilience and determination. Work hard and the rest will fall into place.



Mr Ward

Hello 11MW - Where has that time gone? Welcome back, hope you had a brilliant Summer and a well-deserved rest. It's hard to believe how quickly time has gone now that you are in Year 11 but I'm very proud of how far all of you have come up to now and I know I'll still be very proud in August when you get your results. I know how much all of you want the best results for yourselves and I will do everything I can to support you in this. You will need to have the right attitude this year; the tasks ahead won't be easy, and you will need to up your organisational skills even more, but I know all of you can do it and if you need help with this then please come to see me. Year 11 is tough, but I promise you that you will get out of it what you put in. I have high hopes for all of you, you are a brilliant form both personally and academically and it makes me sad to think that this will be our last year together, so let's make it a good one. There will be times when you're stressed out, there will be times when you have peaks and a small wins with assessments but it will be a rollercoaster, just be prepared for it. We are all here for you, and it isn't something that we just say, me, Miss Banks and all your teachers have your best interests at heart. Let's get stuck into it and get the results you deserve. Have a brilliant year!

At the start of term

Before term starts it would be a good idea to check that everything is ready for the new academic year.

You will need to check that you have all your uniform; you will also need a pen, pencil, ruler and calculator (along with a pencil case to keep them in), a water bottle a school bag, PE kit as required. On the first day you will be given a timetable, which you must bring to school every day. As you know this is your **Essential 8**.

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

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

Every day you need to bring:

- Your Essential 8 (see page 8)
- 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, **you will not automatically qualify when you transfer to secondary school**. Your parents/guardians need to apply to your Local Authority, who then notify us.

Sefton Residents

Pupil Support Section
Free School Meals
Town Hall
Oriel Road
Bootle
L20 7AW
Tel: 0151 934 3456

<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 for lessons



Essential 8

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

This school bag should be big enough to hold a A4 folder.

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.

It is important that your parents/guardians download the 'My Ed' app, so that they can keep track of your attendance, see your timetable, and receive important information from school as well as lots of other useful information. The app will only work by using the same mobile number held by school, it is therefore important we always have your most up to date number.

NEW FOR PARENTS

MY Ed

Download our school app NOW

Connecting parents, students and schools

Step 1: Go to your app store | **Step 2: Search for My Ed** | **Step 3: Download the app**

1 Download on the AppStore | GET IT ON Google play | **2** My Ed | **3** FREE Download

95% Attendance Keep up to date with your child's attendance details.

Forms Fill in forms securely on your app and return them directly to school.

Achievements Get regular updates of achievements.

Key Dates Important dates the school needs you to know.

News Access the latest school news.

Info Packs Digital information packs reduces time, hassle & paper.

GET THE APP HERE SCAN ME

Information about your student and school direct into your pocket.

Find out more

www.myedschoolapp.com

Your School Uniform

Girls		Boys	
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.

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.



Jewellery

No jewellery is allowed to be worn except a wrist watch. If you come into school wearing jewellery you will be expected to remove it, this includes earrings which you will be asked to remove. Hair bands/bobbles should be small, simple and black or navy.

Make up

It is not appropriate for you to wear make-up, coloured nail varnish, false eyelashes or sparkling tooth gems for school. You will be expected to remove any make-up.

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 remove classroom. 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



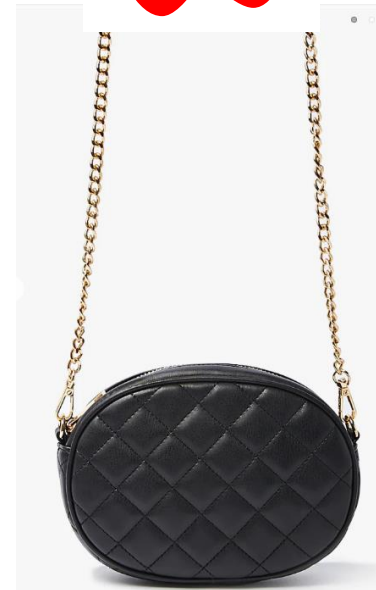
Girls



Examples of appropriate school bags:

All pupils need a suitable sized school bag.

Big enough to fit A4 folders or books, and all Essential 8.



PE Equipment

PE Kit – Boys	PE Kit – Girls
<ul style="list-style-type: none">• Royal blue jersey with logo.	<ul style="list-style-type: none">• Navy blue shirt with light blue trim and logo.
<ul style="list-style-type: none">• Black shorts.	<ul style="list-style-type: none">• Navy blue shorts with light blue piping.
<ul style="list-style-type: none">• Royal blue football socks.	<ul style="list-style-type: none">• Light blue football socks.
<ul style="list-style-type: none">• Football boots.	<ul style="list-style-type: none">• Training shoes.
<ul style="list-style-type: none">• Training shoes.	

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.



Drama Kit

Only needed if you have opted for Drama.

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, jazz or sweatpants.
- Black t-shirt with Hillside logo or a plain black t-shirt.



Important School Dates for Year 11

Pupils and Parents/Guardians

Friday 3rd September 2021

Term will start for you at 8.40am.

Monday 20th September 2021

Success in English & Maths Evening
from 5.30pm.

This is an opportunity with your parents to find out invaluable information about English and Maths and how to achieve your very best in these key subjects

Monday 27th September 2021

Success in EBacc Evening from 5.30pm.

This is an opportunity with your parents to find out invaluable information about your EBacc subjects and how to achieve your very best in these subjects

Monday 29th Nov. to Friday 17th Dec. 2021.

GCSE Predictor Exams

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

Thursday 13th January 2022.

GCSE Predictor Results Day

Thursday 20th January 2022.

Year 11 Parents' 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.

Thursday 24th February 2022.

English & Maths Progress Meetings

If you need additional support to fulfil your potential in English and/or maths you will be given an appointment to attend this evening with your parents.

Thursday 30th June 2022

Year 11 Prom

At the Isla Gladstone from 7pm

School Terms, Inset and Holidays 2021 – 2022

AUTUMN TERM

Start of term for Pupils

Friday 3rd September 2021. The start of term is delayed this year to allow for all pupils to be covid tested before term starts.

Half term

22nd October to 29th October 2021 (we break up on Thursday 21st)

End of term

Friday 17th December 2021

SPRING TERM

Start of term for Pupils

Tuesday 4th January 2022

Half term

14th to 18th February 2022

End of term

Friday 1st April 2022

Bank Holidays:

Monday 3rd January 2022, Monday 18th April 2022, Monday 2nd May 2022 and Monday 4th July 2022 in lieu of the Queens Jubilee bank holiday which falls during Summer half term.

Inset Days:

Wednesday 1st September 2021

Friday 1st July 2022

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

SUMMER TERM

Start of term for Pupils

Tuesday 19th April 2022

Half term

30th May to 3rd June 2022

End of term

Wednesday 20th July 2022

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 21). 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 of permanent exclusion.

A full copy of the Behaviour for Learning Policy can be found on our school website www.hillsidehigh.co.uk

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

- 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.

Exclusion may be fixed term or, in the case of extremely serious misconduct, may even be permanent.

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 Cross, Assistant Vice Principal, Pastoral 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 Cross, 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 Cross at Hillside, in the first instance.

In addition, Mr Smedley, Inclusion Manager and Mrs Banks, Pupils Support Co-ordinator 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 (our school office 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 525 2630 between 8.00-8.30am. The call will be received by one of our admin team who will discuss the reason for your absence.

* Dependant 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. The Attendance Trigger and Intervention Protocol will be considered and dependant on your current attendance the appropriate course of action will be decided.

Dependant 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.

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 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.

RAG Letters

Each half term your parents will be sent a RAG (Red/Amber/Green) letter informing them of your attendance with advice and guidance where appropriate. The categories are as below;

Red- 85% or below. Your attendance is a cause for concern and support will have been, and will be offered by our Educational Welfare Officer to address this issue.

Amber - 85-95.9%. Your attendance is being monitored closely by our Attendance Officers and your child's Progress Leader and you may have been invited to attend a school attendance panel.

Green- 96% or above. Your attendance is excellent so far this year, we aim for all pupils' attendance to fall into this category. We hope your child is able to maintain this high standard for the rest of this academic year and we would like to take this opportunity to thank you for your ongoing support.

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.

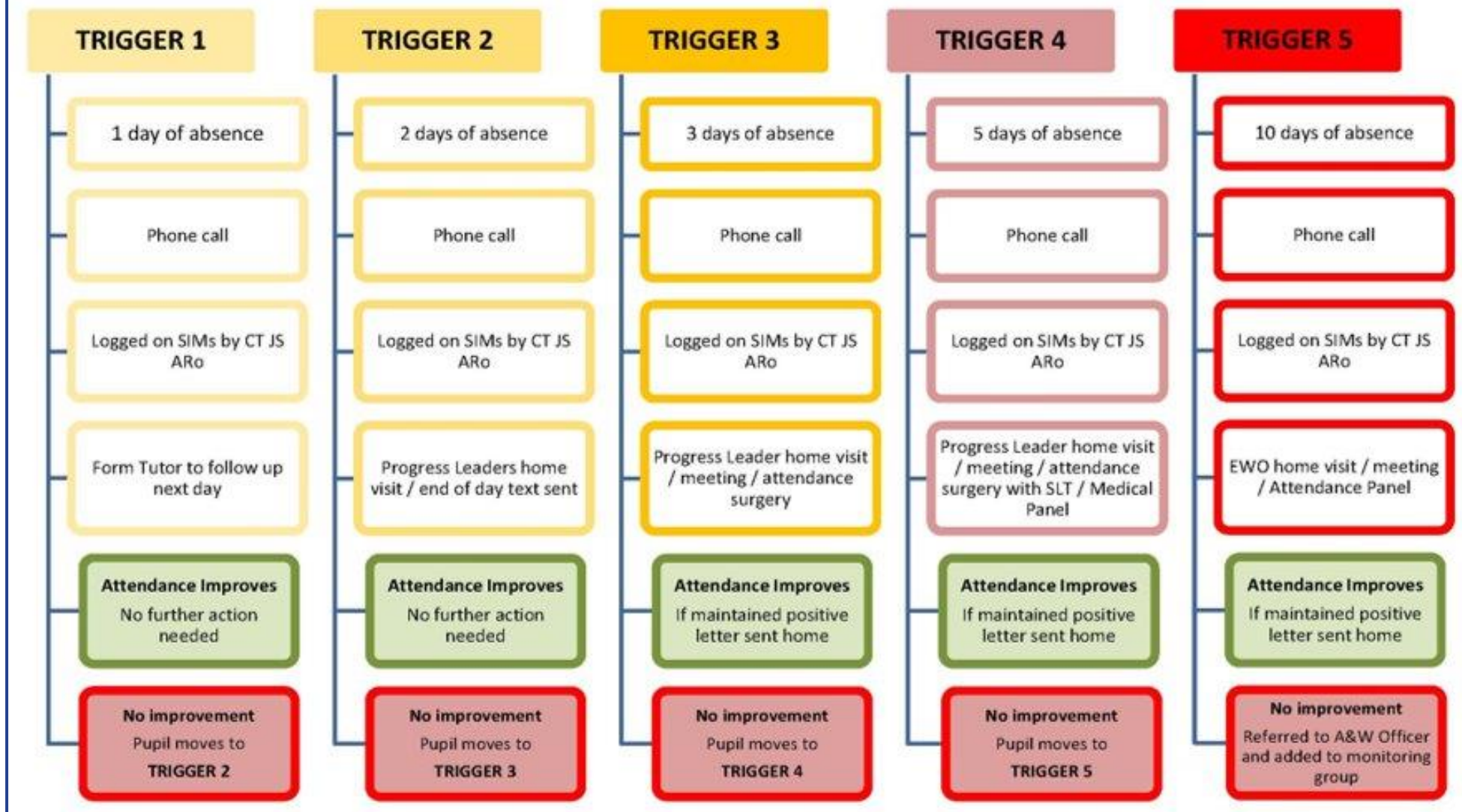
Punctuality

If you are late to school you will be required to complete a late slip stating the reason for your lateness. This slip should be given to your class teacher who will challenge you and record the minutes you are late on SIMS. A copy of this slip will be sent home to your parents that day. Poor punctuality will lead to further consequences.



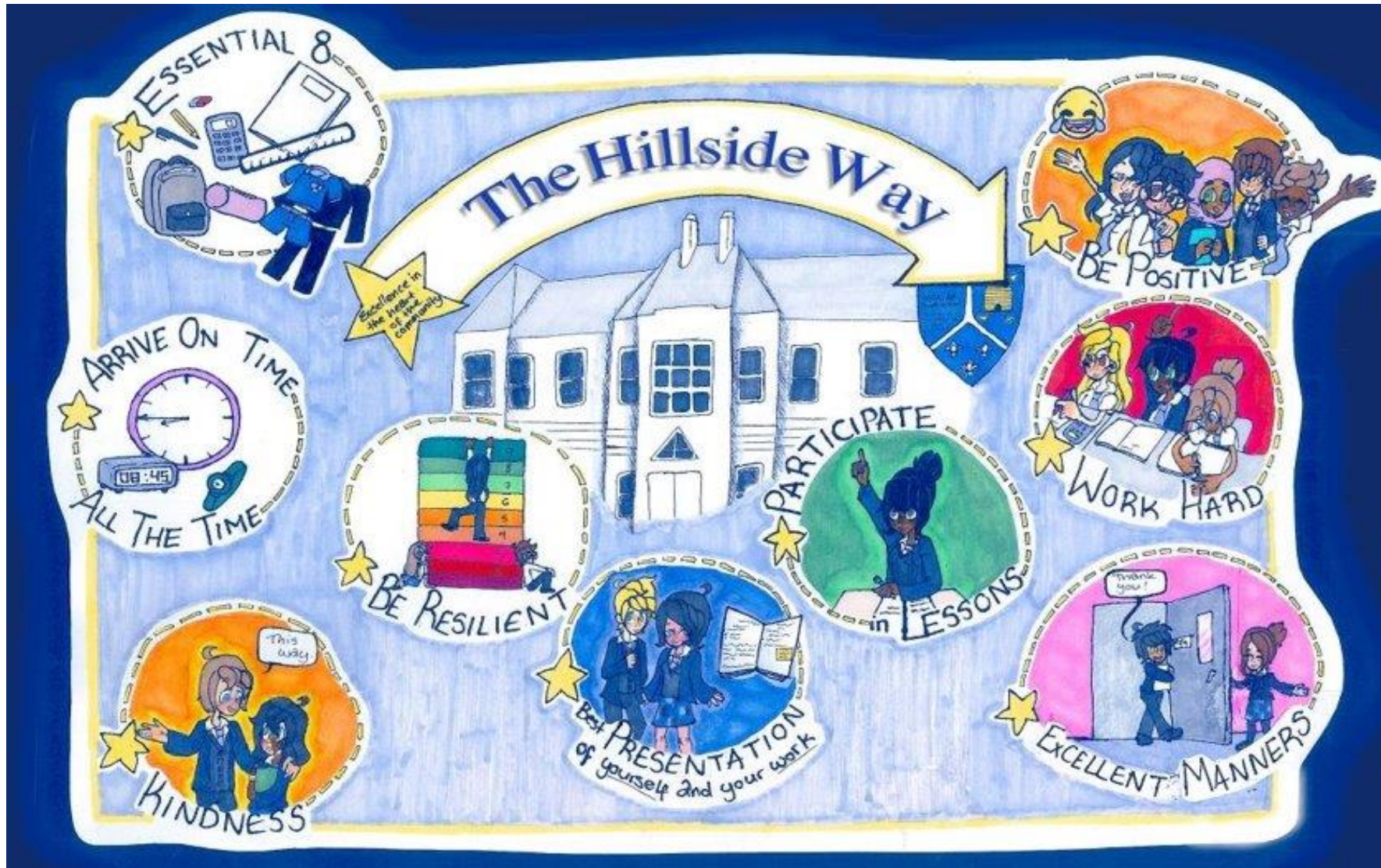
Hillside High School

Attendance Triggers & Interventions



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.

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 "1" shows for pupils achieving the most 1s on SIMs and postcards home, entry into 'prize' draws and end of term/year trips, to name just a few of the things we do.

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 prizes 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.

Newsletter, Twitter and Instagram

Our weekly newsletter is available on the school website www.hillsidehigh.co.uk 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](https://twitter.com/hillside_high) or Instagram [@hillside_high_school](https://www.instagram.com/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.

Literacy

'Literacy' underpins all learning at Hillside High School. It will feature in every lesson across school. Teachers will encourage you to develop transferable skills, enabling you to be an excellent communicator. Literacy will allow you to access higher education and develop essential skills to prepare you for life.

At Hillside we believe that:

- Strong literacy skills improve your ability in speaking and listening. It is a crucial skill to be able to express your ideas and opinions fluently. *An articulate speaker will also be a good writer.*
- Excellent literacy skills will enable you to read broadly 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. *A good reader is also usually a good writer.* Reading a wide range of books will help you to develop opinions about issues in the world around you.
- The most effective writers have a clear insight into literacy as a tool to aid personal expression and a pathway to make active contributions to society in school and in future careers. *The ability to write and communicate in writing is an essential life skill.*
- Knowledge and awareness of literacy, and the role that it plays in each lesson across the curriculum, is crucial in raising academic standards and attainment.

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.

SPAG – Spelling, Grammar and Punctuation is a key aspect of learning at Hillside and all teachers, across the curriculum will work with you to help you to improve in this key area.

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 or vocabulary.

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



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 them 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 11, you will be expected to access Hegarty 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.

Pupils will be recognised for their work on Hegarty in the newsletter, on our social media pages and on the display boards in school.

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

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 during lessons.
- Mobile phones should not be taken out during lessons, at break and lunchtime there are designated phone zones for you to use their mobile phone, these are situated in the Dining Hall, the yard and the 'old gym'.
- If you are seen with a mobile phone or an electronic device during lessons or on the corridor or anywhere that is not a phone zone, the item will be confiscated and placed safely in the school office. 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 a warning letter will be sent home. If your phone is confiscated on a third occasion then 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, eg 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 of 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 teacher on duty or a lunchtime supervisor. 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 any concerns they may have regarding 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 Peer Supporters.

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 please 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 11 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 11 is Miss Banks (see page 4).



Mrs Tattersall

**Attendance
Officer**

Mrs Tattersall monitors attendance on a daily basis. Monitoring and support may include phone calls home, home visits or direct work with pupils and families. In addition, Mrs Tattersall runs our Nurture Base to support pupils who



Miss Marriette

**Attendance
Officer**

Miss Marriette monitors attendance on a daily basis. As per Mrs Tattersall this may include phone calls, home visits or direct work with pupils and families. Miss Marriette also works with pupils 1:1 regarding attendance and holds attendance workshops.



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 Snape

Pastoral Secretary

Mrs Snape is the Pastoral Secretary and supports all of the Pastoral Team. If the member of staff you need to speak to is unavailable Mrs Snape, where ever possible, is always happy to deal with any concerns that you or your parents may have.



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.



Miss Rourke

Reception

Miss Rourke 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.

Prefects

I am delighted that our first ever team of Prefects is made up of pupils from your year group. 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. The Prefects are the people younger pupils go to if you are unsure of what to do, they will make sure our pupils are looked after. I can't think of a better group of young people to take on this crucial role.



Timetable

This is a sample timetable.

	8.45 – 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 – 1.15	1.15 – 1.45	Lesson 5 1.45 – 2.45
Monday	Registration in form	English TG Room 5	Science SC Room 41	Break	PE SAC SH1	Maths RP Room 30	Lunch	Spanish LC Room 31
Tuesday	Registration in form	Art JM Room 35	English TG Room 5	Break	English TG Room 5	Geography DC Room 15	Lunch	History KL Room 10
Wednesday	Registration in form	Spanish LC Room 31	Maths RP Room 30	Break	Geography DC Room 15	RS KR Room 15	Lunch	Science SC Room 39
Thursday	Registration in form	Science SC Room 41	Comp. Sc. DH Room 23	Break	Music NR Room 18	PE SAC SH1	Lunch	English TG Room 5
Friday	Registration in form	History KL Room 10	Design Tech. GS Room 14	Break	Maths RP Room 30	Drama LB Room 13	Lunch	Drama LB Room 13

Year 11 Study Skills

What an exciting year ahead for you all, your final year here at Hillside and the opportunity to demonstrate just how much you have learnt through your GCSE examinations! Year 11 is exciting, but it can also be quite stressful and you will all be wanting to achieve the very best in your GCSE examinations. We are here to support you more than ever in the final part of your learning journey. This support will include:

- Additional study sessions, including breakfast sessions, after school sessions, 'Saturday School' and Holiday workshops.
- 'Effective Study' workshops including subject specific workshops and lessons on well-being and work ethic.
- Success at GCSE - parent and child events.
- Free revision resources.
- Additional parent meetings for English and Maths support.
- '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 final and crucial year at Hillside.

We are so proud of the way you have all approached your GCSE study so far, this year really will require the utmost dedication and commitment to your studies and perseverance when things will, inevitably, 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 Banks or Mr Edwards, as your senior link.

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



Homework

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. All homework is set using Microsoft Teams. Your teachers will post your homework task, links and resources that you will need.

Core Homework

Core homework for pupils in Key Stage 4 is set using GCSE POD.

For English, maths and science, you will be set a minimum of three pods per week. All other subjects should set two pods per week. Links to the pod's you need to watch will be posted in the class Team using Office 365.

Your class teachers may also 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.



Arrival, Break and Lunchtime arrangements

Arrival

You must be in school by 8.40am. When you arrive, you should go straight to your base and stay in there.

School starts at 8.45am so it is imperative you are in school at 8.40am. If you are late you must sign in at reception.

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, bacon and sausage sandwiches.

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 11 your lunchtime is 1.15pm to 1.45pm. You will have your lunch with pupils in Years 10.

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**.

Once you have purchased food you must take it outside or to the 'old gym' to eat it. To encourage social distancing food cannot be eaten in the Dining Hall at this time.

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 must be eaten in the Old Gym. Packed lunches may also be eaten in the Old Gym.

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

8:40am 1st Bell Rings

8:45am 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 Old Gym.
- Line up in single file outside the classroom.
- Do not have your phone out on the corridors. If seen, it will be confiscated, (please see page 27).

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.

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 4:00pm. Miss Tarnowska runs the morning LRC club from 8:00am to 8:40am.

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 programme 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. We encourage all of you to make use of the Careers Library.

In the careers library you can seek guidance from our Careers Adviser, Mark Blagbrough. Mark is available in school one day a week. All pupils see Mr Blagbrough from Year 8 however you can pop in and speak to Mr Blagbrough at break and lunch times if you would like any career or college information.

At Hillside High School we hold regular events such as our careers fair in which you will find out lots of information about your future and meet employers from lots of different careers. This gives you a wealth of additional information and guidance.

We expose you to a wide range of career/study pathways in as many ways as possible from school delivered sessions, external providers and external visits and nationally recognised programmes. By developing a cohesive programme of Careers, Information, Advice & Guidance (CIAG) from primary onwards we can form young people with employability skills, academic qualifications and the confidence to make informed choices about their future.

At Hillside, you will receive information to help you think about your future.

Careers information may be found in the career's library.

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:

MORNING LEARNING RESOURCE CENTRE CLUB	This runs from 8:00am to 8.40am every day. It provides the opportunity work in the LRC before the start of the school day making sure that your homework is up to date and you are prepared for the ahead.
ART CLUB	In Art club, you are encouraged to explore different media and develop their skills by exploring possibilities and refining their artwork in order to realise an idea.
BUSINESS CLUB	We have various enterprise projects running throughout the year. Last year pupils took part in an Enterprise project with 'Everton in the Community' to devise a strategy related to ticket sales. Your teacher will keep you informed of the dates of any up and coming projects.
COMPUTING/CODING CLUB	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.
DANCE CLUB	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.
DRAMA CLUB	Drama is another popular extra-curricular activity, with pupils working towards a number of performances throughout the school year including; Remembrance Evening and Nativity performance.
DT CLUB	In DT club, you will be encouraged to build on your manufacturing skills and work on a skills passport enabling them to become mini masters within lessons.
MUSIC CLUB	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.
SPORTS CLUB	These include: football, badminton, athletics, netball, trampolining, basketball, dance, boxercise, handball 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 8)
- ✓ Completed homework
- ✓ Any textbooks that might be needed

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 **Friday 3rd September 2021 at 8.40am**

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 practice what to do if the fire alarm sounds so please don't worry.

Once a year we also practice our 'Critical Incident' plan, again this is nothing to worry about and your teachers will reassure you at every time.

Teaching Staff

Mrs A. Ryan	Principal	AR
Mr M. Edwards	Vice Principal	ME
Mrs S. Wardale	Vice Principal	SWa
Mrs N. Cross	Assistant Vice Principal	NCr
Mrs A. Jones	Assistant Vice Principal	AJ
Miss L. Collins	Associate Assistant Vice Principal, Subject Leader, MFL	LC
Mr G. Smith	Associate Assistant Vice Principal, Subject Leader, Design Faculty	GS
Miss S. Austin	Physical Education	SA
Miss L. Brown	Subject Leader, Performing Arts	LB
Miss R. Christian	Assistant Subject Leader, Maths	RLC
Mr S. Clarke	Physical Education	SAC
Mrs T. Clarke	Modern Foreign Languages	TC
Mr S. Code	Science, Primary Enhancement Co-ordinator	SC
Mr S. Doran	Maths	SDo
Mr T. Gibaud	Subject Leader, English	TG
Mr D. Haygarth	Subject Leader, Computer Science and Business Studies,	DH
Mr T. Henderson	Science	TH
Mr T. Henesy	Computer Science and Business Studies	THE
Mrs M. Hind	Assistant Subject Leader, English	MH
Miss L. Jones	English Intervention	LJ
Mr N. Kitching	Geography	NK
Mrs K. Langan	Subject Leader, History & Religious Studies	KL
Mrs R Lazaroff	Maths	RL
Miss A. Martin	Technology	AM
Mrs R. Miller	History, Assistant SENCO	RM
Miss J. Murphy	Art and Technology	JM
Miss J. Nelson	Subject Leader, Science	JN

Continued...

Miss S. Owen	English	SO
Mr R. Pattison	Subject Leader, Maths	RP
Miss K. Rees	History	KR
Mr N. Richardson	Subject Leader, Music	NR
Miss C. Roberts	English	CR
Mr R. Seaman	Spanish and Travel & Tourism	RS
Mrs C. Symes	English	CSY
Miss H. Thornton	Maths	HT
Mr D. Timmons	Maths	DT
Mr M. Ward	Subject Leader, Physical Education	MW
Mr S. Wardale	Assistant Subject Leader, Science	SW
Miss L. White	Art	LW
Miss R. White	Science	RW
Miss N. Wong	Maths	NW
Miss Wright	English	GW

Support Staff

Mrs W. Banks	Pupil Support	WB
Mrs S. Buckley	Cover Supervisor	SB
Miss V. Convey	Senior Administrator	VC
Mrs A. Ginley	Finance Manager	AGi
Mrs P. Keating	Reprographics Clerk	PK
Mrs N. McPoland	Finance Officer	NMc
Miss J. Mullen	Data and Examinations	JMu
Miss A. Rourke	Receptionist	ARo
Mrs J. Snape	Pastoral Secretary	JS
Mrs A. Wharton	Data and Examinations	AW

Teaching Assistants

Mrs J. Harrison	Teaching Assistant	JHa
Mrs K. Lee	Teaching Assistant	KLE
Mrs C. McIntyre	Teaching Assistant	CMc
Miss H. McKenzie	Teaching Assistant	HM
Miss K. Rourke	Teaching Assistant	KRo
Miss I. Tarnowska	Teaching Assistant	IT

Pastoral Staff

Miss G. Banks	Progress Leader, Year 11	GB
Mr A. Gallagher	Inclusion Mentor	AG
Mrs L. Harper	Progress Leader, Year 9	LHa
Miss B. Marriette	Attendance Officer	BM
Mrs J. McCarthy	Progress Leader, Year 8	JMc
Mrs A. McGing	Home Liaison / Safeguarding	AMc
Miss N. Phillips	Progress Leader, Year 10	NP
Miss H. Roby	Progress Leader, Year 7	HRo
Miss C. Sheils	Home Liaison / Safeguarding	CS
Mr T. Smedley	Inclusion Manager	TS
Mrs C. Tattersall	Attendance Officer	CT

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 J. Kelly	Caretaker / Maintenance Team	JK
Mr M. Tracewski	Caretaker / Maintenance Team	MT

Kitchen Staff

Mrs C. Schorah	Catering Manager
Mrs K. Curtain	Catering Staff
Mrs D. Edwards	Catering Staff
Mrs T. Newman	Catering Staff
Mrs L. O'Brien	Catering Staff
Miss D. Power	Catering Staff
Mrs S. Seddon	Catering Staff
Mrs C. Toop	Catering Staff
Mrs P. Winter	Catering Staff

Excellence
in the **Heart** of the
Community