



Year 10 Pupil Handbook 2023/2024
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 **Gwladys Street Primary**

Hatton Hill Primary Heygreen Primary School

Kirkdale St Lawrence Primary CofE Primary School **Linacre Primary School**

Northcote Primary School Our Lady Immaculate Catholic Primary School

Rice Lane Primary School **Springwell Park Community Primary**

St Elizabeth's Catholic Primary St Francis de Sales Junior

St Margaret's Anfield Church of England Primary Sc

St Monica's Catholic Primary **The Trinity Catholic Academy**

Thomas Gray Primary

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 be a pupil at our school. Our GCSE results last summer were the best ever results in the history of our school and some of the best in Sefton. This year we have welcomed visitors from Challenge Partners and 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, Jessica Harrington, Christopher Ball and Daria Tudorache 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, our Twitter feed @Hillside_high and our Instagram page @hillside_high_school to keep up to date with everything that's going on at Hillside.





**Senior Link Year 10
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. I am delighted to be continuing as your senior link this year.

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 reach '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 McCarthy
Year 10 Progress Leader**

It gives me great pleasure to welcome you back to Hillside as we continue your Hillside journey together. As you know, Year 10 is a very important and exciting year, in which you will be studying your chosen subjects, some of which will be new to you. For some of you it will be a time for a fresh new start as young adults, for others it will be continuing on your journey showing maturity and treating other pupils and staff with respect that our year group is known for. Attendance is a high priority, and is clearly linked to progress. With consistent attendance, a positive attitude to learning and hard work you will fulfil your academic potential and achieve excellence in everything you do. I have previously spoken about how Year 10 will be the time when you leave our school for 2 weeks and enter into the world of work and I'm sure you are all excited about completing your Work Experience. Pupils who obtain their own work placements are usually much more successful, and happier during this time. As ever, the standards and expectations that we have as a school and a year group will underpin everything that we set out to achieve this year. Finally, I wish you every success in Year 10 and hope that you all continue to grasp every opportunity that comes your way.



Mrs Wardale
Vice Principal



Miss Collins
Assistant Vice Principal

Welcome back to Hillside, I hope you are all feeling well rested and ready for an exciting year ahead. 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 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 look forward to supporting your transition onto GCSE and Key Stage 4 courses this year.

Welcome back to Hillside Year 10, I hope you are all ready for another positive year and that you are all 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 'Diversity' here at Hillside, ensuring we celebrate our diverse school community and everyone feels included. Enjoy this year and don't forget that with resilience and determination, you are sure to achieve your goals!



Mr Campbell
Assistant Vice Principal



Mrs Jones
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. My name is Mr Campbell, and I am delighted to be joining such a warm, inclusive and thriving community here at Hillside. I am really excited to be starting as an Assistant Vice Principal. My role will be to lead on whole school behaviour for learning and behaviour curriculum. Within this role it will be my responsibility to ensure that you are all well prepared, feel safe and confident to make the essential progress during your initial GCSE year. Hopefully, I will be fortunate enough to teach some of you in GCSE Geography. I look forward to meeting you all and seeing you all progress over the next two years through excellent attendance, hard work, great determination and resilience.

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.



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 and 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'm extremely pleased to be joining the school at such an exciting time and I hope you are all well rested and looking forward to another great year in which you achieve your goals. My role is Subject Leader, History and Religious Studies so I can't wait to support you in these areas. As part of my role I will also be working with Student Leadership and your teachers to further enhance your learning and experiences at Hillside. I can't wait to get started and I'm proud to have the opportunity to support you in making this your best year yet.



Mr Gibaud
Associate Assistant Vice
Principal

In my role as Subject Leader for English I will be ensuring that all pupils in the school enjoy a challenging and diverse English curriculum. I will have a whole-school role in reading, enabling pupils to become more engaged and passionate readers. I will also help to develop new colleagues who are joining the staff team this year. I look forward to supporting you on your Hillside journey.



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

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.



Mr Henderson

Welcome back for your most important year to date. It is the beginning of your GCSEs and although it will be difficult I'm sure you can all achieve your potential if you apply yourself properly. There will be loads of support from me, your subject teachers and the pastoral team along the way. Enjoy it and make the most of it!



Mr Henesy

Welcome back! I hope you have all had a great summer! The last three years have flown by and so will the next two! As you start your GCSE's I want you to grab every opportunity you are given and make the most out of every month, week, day & lesson each one counts. As always, I am there if you need anything or any form of support.



Mr Seaman

10RS! I cannot believe you are all starting your GCSEs and Year 10 already! It seems like only yesterday that I had the pleasure of taking over as your Form Tutor in Year 7. You have always been a wonderful group, as you know, with all staff singing your praises; so long may this continue into your final two years here at Hillside. Keep up all the hard work in lessons, listen, support and be kind to each other, and most importantly be on time for form! All the very best for KS4!



Mrs Symes

I am so pleased to be your Form Tutor, once again, at this crucial time of your Hillside journey. As you enter your GCSE years, I can't lie and say it will always be easy but after all my years of teaching, I can confirm that if you keep up the hard work you will get the best results. So, stay positive, work hard, and success will be knocking on your door. Have faith in yourself as the best is yet to come. I promise, as your Form Tutor, on the days you aren't feeling so positive and your faith is lacking, I will be there with a smile to greet you and will be your biggest champion, as I have faith in you. So, let's make Year 10 our best year yet!



Miss Wright

Welcome back GW! It is crazy to think your already in Year 10 – the years have just flown by! I am so proud and grateful to be your Form Tutor and to have the opportunity to watch each and every one of you continue to flourish both academically and as incredible individuals. Starting in KS4 can be daunting but I have no doubt if we continue to radiate positive mental attitudes, support one another and be kind to each other this year will be just as wonderful as the ones that came before. As always, I'm here to help and support you in any way I can to ensure you all achieve your terrific true potentials. Personally, I can't wait to see all of the fantastic things you accomplish over the next two years as you carry on with your Hillside journey. Keep up all the amazing work and let's have a fabulous year!

Before You Arrive

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, 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, 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/Drama kit. They must be clearly labelled with your name.

Every day you 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, **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

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.

My Ed App

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.

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. If you need your activation code please contact the finance department on 0151 525 2630 option 4. 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



A promotional banner for the My Ed app. It features the 'MY Ed' logo, a smartphone showing the app interface, and the text 'Download our school app NOW'. Below the logo, it says 'Connecting parents, students and schools'. A three-step process is outlined: Step 1: Go to your app store, Step 2: Search for My Ed, Step 3: Download the app. A 'FREE Download' badge is present. Icons represent features: Attendance (95%), Forms, Achievements, Key Dates, News, and Info Packs. A QR code and 'GET THE APP HERE' text are on the right. The website 'www.myedschoolapp.com' is at the bottom.



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.

Kilts

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

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

- Royal blue jersey with logo.
- Black shorts.
- Royal blue football socks.
- Football boots.
- Training shoes.

PE Kit – Girls

- Navy blue shirt with light blue trim and logo.
- Navy blue shorts with light blue piping.
- Light blue football socks.
- Training shoes.
- If girls have football boots they will be useful for Autumn Term.

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 required if you are studying Drama at GCSE)

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 5th September 2023

Term will start for you at 8.20am.

Thursday 16th November 2023

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 18th – Wednesday 20th December 2023

Mock Interviews

Work Experience

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

Monday 10th June to Thursday 27th June 2023

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 2023 – 2024

AUTUMN TERM

Start of term for Pupils

Tuesday 5th September 2023.

Half term

20th October to 27th October 2023 (we break up on Thursday 19th)

End of term

Friday 22nd December 2023

SPRING TERM

Start of term for Pupils

Monday 8th January 2024

Half term

12th to 16th February 2024

End of term

Thursday 28th March 2024

SUMMER TERM

Start of term for Pupils

Monday 15th April 2024

Half term

27th May to 31st May 2024

End of term

Friday 19th July 2024

Bank Holidays:

Monday 6th May 2024

Inset Days:

Monday 4th September 2023

Friday 28th June 2024

- 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.

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 23). 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 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, Pupils Support Co-ordinator and Mrs Ryan, 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.

* 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. Please see the Days Escalation Approach for Attendance on page 21.

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 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.

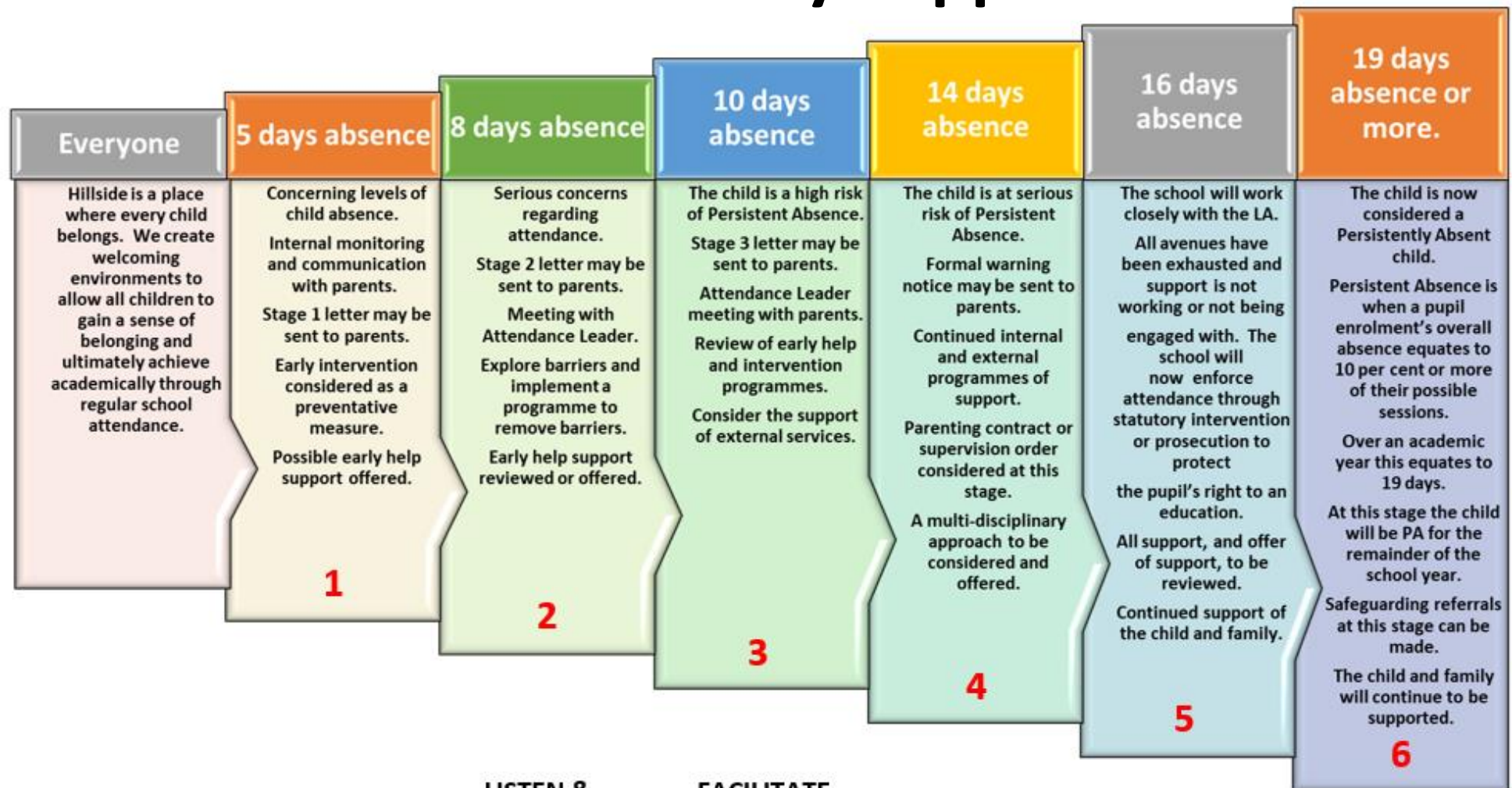
Medical Evidence

The school reserves the right to insist on medical evidence in order to code any absence as

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.

Attendance - Escalated Days Approach



<p>EXPECT A culture where all children can, and want to, be in school.</p>	<p>MONITOR Use attendance data to identify patterns of poor attendance.</p>	<p>LISTEN & UNDERSTAND Understand barriers to attendance, work together to remove them.</p>	<p>FACILITATE SUPPORT Access support to overcome barriers outside of school.</p>	<p>FORMALISE SUPPORT This may include formalising support through a parenting contract or education supervision order.</p>	<p>ENFORCE Statutory intervention or prosecution to protect the pupil's right to an education - when there is no other option.</p>
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Meet the Attendance Team

We are lucky to have a dedicated attendance team to support you and your 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 Snape
Attendance Officer



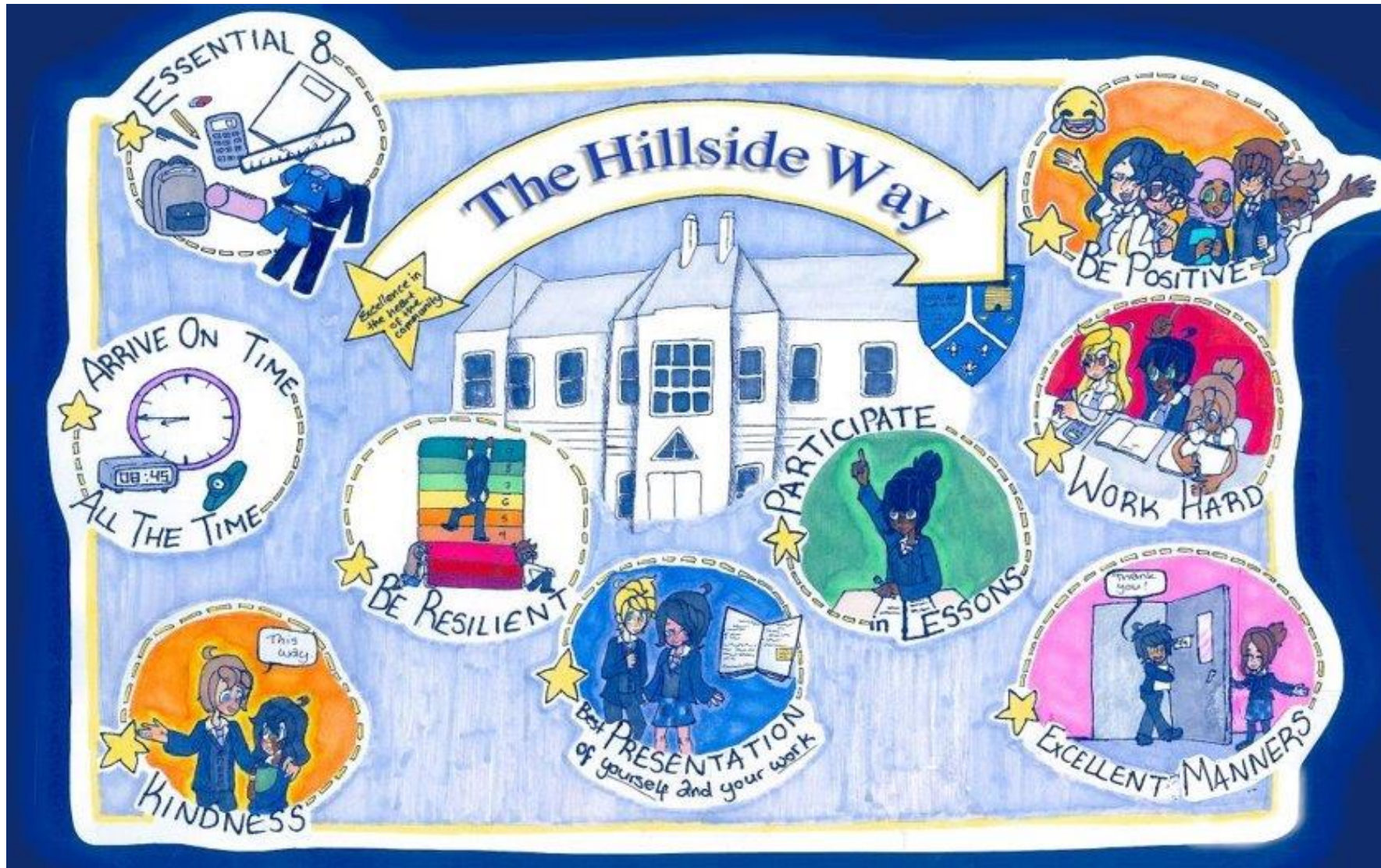
Mrs Wilson
Attendance Officer

“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.

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.

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 28 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!

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

Different
Individuals
Valuing and accepting
Each other
Regardless of
Skin colour, gender
Intellect
Talents or
Years



'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 "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.

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 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 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 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 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 Mrs McCarthy (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.

Prefects

We have a team of Year 11 Prefects who will be here to help you settle into your life at Hillside. 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 to go to if you are unsure of what to do, they will make sure that you are looked after and will sort out any worries that you may have in your new surroundings.



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
Monday	Registration in form	English TG Room 5	Science SC Room 41	Break	PE SAC SH1	Maths HT Room 30	Lunch	Spanish LC Room 31
Tuesday	Registration in form	Art LH Room 35	English TG Room 5	Break	English TG Room 5	Geography NK Room 15	Lunch	History LR Room 10
Wednesday	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
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 LR Room 10	Design Tech. KT Room 14	Break	Maths HT Room 30	Drama LB Room 13	Lunch	Maths HT Room 30

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. Homework should be set according to the timetable below.

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



Arrival, Break and Lunchtime arrangements

Arrival

You must be 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.

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 10, your lunchtime is 1.15pm to 1.45pm. You will have your lunch with pupils in Years 9.

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 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

8:20am 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 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 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. This year, we are launching 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?

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 were 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

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.

**2023-2024
READING IS
POWER**

The BIG reading list

We reward great readers!

Reading is important, because if you can read, you can learn anything about everything and everything about anything.
Tomie DePaola

Hillside High School
Member of the Wade Deacon Trust
Excellence in the Heart of the Community

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.

YEAR 10 READING LIST

Summer Holiday Read:
Children of Blood and Bone, Tomi Adeyemi

Term 1 Read:
Things Fall Apart, Chinua Achebe

Term 2 Read:
I Know Why the Caged Bird Sings, Maya Angelou

Term 3 Read:
Colour Outside the Lines, Sangu Mandanna

Hillside High School

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 for a continued improvement in standards of numeracy. This will still be achieved by modelling best practice. 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. You will be expected to apply the numeracy skills and methods that you have developed across the curriculum in a variety of contexts.

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.

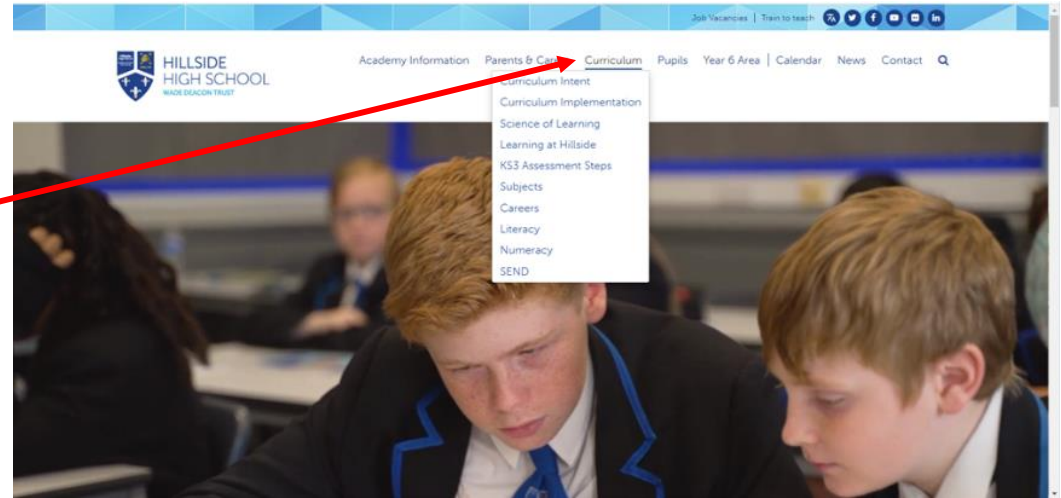
Pupils will be recognised for their work on Sparx in the newsletter, on our social media pages and on the display boards in school

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

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

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.

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

In the Careers Library you can seek guidance from our Careers Adviser. Our careers adviser is available in school one day a week. All pupils will have an appointment with our Careers Advisor when they are in Years 10 and 11 however, you can pop in and chat about careers at break and lunch times in the Careers Room.

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, mock interviews and work experience placements 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 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.

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:

LEARNING RESOURCE CENTRE 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.

ART CLUB 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.

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 you to become mini masters within lessons.

HISTORY CLUB Local history studies. The Egyptians. Greek and Roman civilisations.

MATHS CLUB Come along for a game of chess or to play darts.

MFL Spanish Film Club. KS3 Language Gym Club.

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.

SCIENCE CLUB Key Stage 3 Science Club

SPORTS CLUB These include: football, badminton, multi-sports, rugby, netball, basketball, dance, 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 9)
- ✓ 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 **Tuesday 5th September 2023 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 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
Mr M. Campbell	Assistant Vice Principal	MCA
Miss L. Collins	Assistant Vice Principal, Subject Leader, MFL	LC
Mrs A. Jones	Assistant Vice Principal	AJ
Mr T. Gibaud	Associate Assistant Vice Principal, Subject Leader, English	TG
Mr D. Haygarth	Associate Assistant Vice Principal, Subject Leader, Computer Science and Business Studies	DH
Mrs R. Miller	Associate Assistant Vice Principal, SENCo	RM
Mr L. Rayson	Associate Assistant Vice Principal, Subject Leader, History & RS	LR
Ms R. Ashraf	History and Religious Studies	RA
Miss S. Austin	Physical Education	SA
Miss E. Bell	History and Religious Studies	EB
Miss L. Brown	Subject Leader, Performing Arts	LB
Miss R. Christian	Maths	RLC
Mr S. Clarke	Subject Leader, Physical Education	SAC
Mrs T. Clarke	Modern Foreign Languages	TC
Mrs J Cleave	Subject Leader, Maths	JC
Mr S. Code	Science, Primary Enhancement Co-ordinator	SC
Mr M. Cosgrove	Spanish	MC
Miss L. Gallagher	Science	LG
Miss C. Halsall	Art	CH
Mr T. Henderson	Science	TH
Mr T. Henesy	Computer Science and Business Studies	THE
Mrs L. Higgs	Art & Technology	LH
Mrs M. Hind	Assistant Subject Leader, English	MH
Mr N. Kitching	Subject Leader, Geography	NK

Continued...

Mrs R Lazaroff	Maths	RL
Mr O. Moore	English	OM
Miss J. Nelson	Subject Leader, Science	JN
Miss S. Owen	English	SO
Miss C Peacock	Maths	CP
Mr N. Richardson	Subject Leader, Music	NR
Mr R. Seaman	Spanish	RS
Miss A. Silker	Maths	AS
Mrs C. Symes	English	CSY
Miss H. Thornton	Assistant Subject Leader, Maths	HT
Mr D. Timmons	Maths	DT
Miss K. Troake	Subject Leader, Art & Design Technology	KT
Mr S. Wardale	Assistant Subject Leader, Science	SW
Mr A. Wellington	Physical Education	AWE
Miss L. White	Art (maternity leave)	LW
Miss N. Wong	Maths	NW
Miss G. Wright	English, Raising Standards Lead	GW

Schools Direct Trainee Teachers

Miss I Kay	IK
Miss G. Wharton	GMW

Support Staff

Mrs W. Banks	Pupil Support	WB
Miss V. Convey	Senior Administrator	VC
Mrs A. Ginley	Finance Manager	AGi
Mrs P. Keating	Reprographics Clerk	PK
Miss Z. Mason	Receptionist	ZM
Mrs N. McPoland	Finance Officer	NMc

Continued...

Miss J. Mullen	Data and Examinations	JMu
Mrs A. Wharton	Data and Examinations	AW
Mrs D. Woodhall	Receptionist	DW

Academic Mentors

Mr J. Richardson	JR
Miss I. Yusuf	IY

Teaching Assistants

Miss F. Gibbons	Teaching Assistant	FG
Mrs J. Harrison	Teaching Assistant	JHa
Miss K. Harrison	Classroom Support Assistant	KH
Mrs K. Lee	Classroom Support Assistant	KLE
Mrs C. McIntyre	Teaching Assistant	CMc
Mr R. Mockl	Teaching Assistant	RM
Miss G Rooney	Teaching Assistant	GR
Miss K. Rourke	Higher Level Teaching Assistant, Wellbeing Hub Co-ordinator	KRo
Mrs T. Salmon	Classroom Support Assistant	TS
Miss A. Simmons	Teaching Assistant	AS
Miss I. Tarnowska	Higher Level Teaching Assistant, EAL Co-ordinator	IT

Pastoral Staff

Mrs S. Buckley	Progress Leader, Year 8	SB
Miss V. Chialton	Attendance Officer	VCh
Miss D. Elliott	Attendance Officer	DE
Mr A. Gallagher	Inclusion Mentor	AG
Mrs L. Harper	Progress Leader, Year 11	LHa
Mrs J. McCarthy	Progress Leader, Year 10	JMc
Mrs A. McGing	Home Liaison / Safeguarding	AMc

Continued...

Mrs J. Phillips	Progress Leader, Year 7	JP
Miss H. Roby	Progress Leader, Year 9	HRo
Miss C. Sheils	Home Liaison / Safeguarding	CS
Mrs J. Snape	Attendance Officer	JS
Mr T. Smedley	Inclusion Manager	TS
Mrs D. Wilson	Attendance Officer	DW

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 C. Schorah	Catering Manager
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
Mrs P. Winters	Catering Staff

Excellence

in the **Heart** of the

Community