

Hillcrest School

School Information 2016-17



Head Teacher **Mrs A Mead MA BA (Hons), NPQH**

Chair of Governors **Mrs J Reid**

Address **Hillcrest School**
 East View Avenue
 East Farm
 Cramlington
 NE23 1DY

Telephone **01670 713632**

Fax **01670 737920**

Email **Admin@hillcrest.northumberland.sch.uk**

Website **www.hillcrest.northumberland.sch.uk**



Welcome to Hillcrest School

Dear Parents and Carers,

On behalf of the Governors, Staff and Pupils may I warmly welcome you to Hillcrest School. The information in this prospectus has been written to give current and future parents all that you will need to know about Hillcrest School.

Hillcrest school is a non- residential Special School for 61 children aged 11 to 19 years with complex needs; primarily Autistic Spectrum, Social, Mental and Emotional and Health, and Speech, Language and Communication needs.

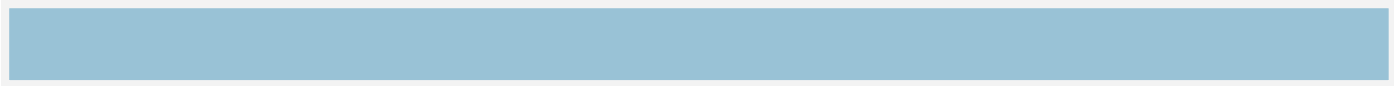
At Hillcrest School we are committed to providing high quality education for all our pupils. We strive to create a community of learners where everyone feels valued in a welcoming, supportive and safe environment, based on unconditional positive regard. We are a highly motivated staff team dedicated to help your child learn and achieve.

We believe firmly in working closely in partnership with you, other professionals and the wider community to ensure the best outcomes for your child.

Prospective parents are welcome to arrange a visit to discuss their child and our provision at Hillcrest.

I look forward to meeting you.

Andrea Mead
Head Teacher



Mission Statement

“Aiming High: dream, believe, achieve”

We believe in, and strive to create, a community of learners where everyone feels valued in a welcoming, supportive and safe environment, based on unconditional positive regard.

When students leave Hillcrest School, they should be more resilient, confident, responsible, independent, respectful and life-long learners.

Our Aims

- To provide the highest standards of teaching and learning through setting challenging educational experiences that recognise everyone’s potential from their own starting point and building on their success.
- To encourage a community of learners with positive attitudes to learning.
- To promote an atmosphere of mutual respect, where students have a voice in the school and their views are sought and listened to.
- To encourage high standards of behaviour where students are encouraged to manage their own behaviour, take responsibility for it and recognise that actions have consequences.
- To build strong partnerships with parents and carers.

Hillcrest Big 5 Key Drivers

Social Development & Communication







Emotional Health & Well-being

Academic Achievement

Functionality

Aspirational Futures

Code of Conduct

	<p>Get to lessons on time with a positive attitude and ready to learn</p>
	<p>Listen to staff and each other</p>
	<p>Respect each other</p>
	<p>Look after our school keep it clean and tidy</p>
	<p>Use school language</p>
	<p>Walk sensibly around school</p>

Admissions Policy

Children are referred for Special Education following assessments made by a number of professionals, as well as contributions from parents and carers. To be considered for a place at Hillcrest pupils will have a Statement of Special Educational Needs, an Education Health Care Plan or one will be in the process of being prepared for them.

Written referrals will be sent to the Head Teacher by the Local Authority in order for the school to consider whether the Child's Statement of Educational needs can be met at Hillcrest.

Parents considering Hillcrest for their children are always welcome to visit on an informal basis, to see our facilities and talk to staff about the educational opportunities we are able to provide. An informal visit does not constitute an offer of a place.

Annual Reviews of Statements and Education, Health and Care plans

Annual Reviews, Transitional Reviews (Yr 9 and Yr11) and EHC Transition Meetings are held in accordance with the SEN Code of Practice, to review progress and to ensure that the child's needs are being met and the school placement remains appropriate. Pupils are involved in the review process as much as possible.

Management of Behaviour

At Hillcrest we expect high standards of behaviour, which are both socially acceptable and show care and consideration for others.

We practice a positive approach to discipline. By this we emphasise and reward good behaviour in a variety of ways. These include praise, both public and private, phone calls home, merits, worker of the week, certificates of merits and Head Teacher's certificates. Where physical intervention may be required as a last resort to ensure the safety of pupils and staff, robust protocols are followed by fully trained staff

Reporting to Parents

Parents will receive an Annual Report about the progress of their child in the summer term, describing the children's progress and experiences in all subject areas, and contributing to the Annual Review of Statements/Health, Education and Social Care Plans which may take place at any time through the school year.

Assessment takes the form of teacher assessment and where appropriate statutory testing. Individual termly targets are set in all subject areas. Staff closely monitor and track pupil progress with results fed back to parents in the Annual Pupil Report and Annual Review. Spelling and reading ages are tracked alongside iASEND in order to stretch and further personalise pupil's learning. The accredited courses followed by older pupils offer a further opportunity to monitor progress.

ANTI BULLYING

Within this school, staff are very aware of the vulnerability of some children and it is our aim to create a secure and safe environment for the pupils in our care.

Hillcrest have achieved the anti-bullying accreditation from the exemplary work to tackle bullying and attitudes to peers.

Possible sign and symptoms of bullying:

- Increasing lack of confidence
- Refusal to attend school
- Frequently late for the school bus or running away from the premises
- Frequently complaining of tummy upsets, headaches etc.
- Moodiness.
- Clothing or belongings sometimes torn or damaged

At Hillcrest any pupil suspected of bullying is monitored very closely in lessons and during recreation time. The system we operate is based on a three tier sanction system. More details of this policy can be found on our website or a copy can be requested from the office.

Sex Education

At Hillcrest we ensure that the sex education given to the pupils at our school, will be delivered in such a manner as to encourage our pupils to have due regard to moral consideration and the value of family life.

Sex Education is taught throughout the school in accordance with National Curriculum Guidelines, with modifications relating to our pupils' individual needs.

E-Safety

We recognise the value of the Internet as both a learning tool and a method of social interaction. We are, however, very aware of the potential dangers it brings.

Internet safety is a whole school responsibility – staff, pupils and parents

Young people may expose themselves to danger, both knowingly and unknowingly, when using the Internet and other technologies. Additionally young people could become involved in activities which are inappropriate or possibly illegal. We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the Internet and related technologies.

In school we have safeguards including an Acceptable Use Policy, staff maintain visual warnings when logging in, and individual login codes which can track site usage via a LA wide system.

We urge parents to be vigilant and monitor their children's use of this valuable technology to ensure their safety outside of school

Worker of the week

The Form Teacher selects a pupil each week that deserves recognition for consistent good behaviour or a significant improvement. The winner is announced in Assembly and given an Achiever of the Week Certificate and an item from the Prize Box

Certificate of Merits

These are awarded when pupils reach landmark achievements. For example, if a pupil completes reading 300 high frequency words. These certificates are awarded to pupils in our Celebration Assembly. Five certificates of Merit lead to a Head Teacher's Award and a Hillcrest pen, which are also presented in Assembly.

Enrichment

These sessions were created to give pupils an element of choice in their own curriculum and learn valuable life skills through working on group projects which encourage team building. Examples of choices are: cooking, crafts, health and beauty, gardening, country walks, group art work, health and fitness and drama.

Reward System Merits

If pupils go above and beyond what is expected or show kindness and consideration to others, they will be rewarded with a merit. Staff and students developed a reward catalogue that Includes: Grainger Games vouchers, trips to the Cinema, loom bands and swimming.

Skills 4 U & Engage

Skills4U & Engage are alternative education providers that Hillcrest uses to bridge the gap from school to college. The Sixth Form and some Year 11's pupils access this provision. They offer training facilities in realistic working environments transferring learning to community based projects. The centre is divided into three main areas:

- Construction
- Environmental
- Educational

Attendance at Skills 4U & Engage gives students the chance to learn practical skills, which will benefit them both now and in the future.

Work Experience

Work experience is considered to be a vitally important part of our Careers education programme. A two week placement is offered to the majority of Year 11 students in order to ensure that they have knowledge and experience of working life. For those who are not Independent enough to do this, they complete work related tasks in school when their peers are on placement.

Where appropriate, 6th Form pupils will have either one or two days per week dedicated work experience.



Therapy Support

The school receives input from a speech therapist weekly with on-going work delivered by school support staff that follows the designated programmes.

We work alongside Northumbria University and have a student Social Worker in School. We are looking to secure a Occupational Therapist student from next year.

Emergency closures

Very occasionally it may become necessary to close the school at very short notice e.g. for severe weather, heating failure etc. Any closure will be notified to Radio Newcastle and is often broadcast between 7.00 and 8.30am. We aim to get school closure information onto the

Northumberland County Council website as soon as we can. We have an electronic emergency contact system in school to send text messages to parents, if you do not have a mobile number a voice message will be left on your home phone.

It is very important that the school has details of emergency contact names and telephone numbers to ensure that there is someone available to accept your child, in the event that the school has to close early.

We shall try to keep our school open at all times, but if we do need to close in an emergency this will be for the safety of both children and staff and sometimes it is because of a decision the school transport. We use Teachers to Parents text system.

Smoking

Hillcrest School operates a Smoke Free Policy throughout the school building and in the school grounds, including the car parks. Thank you for supporting this policy which is very much appreciated.

SCHOOL HOURS

Pupils arrive on transport provided by the LEA for 8.50am

Pupils who travel independently or who are brought by their parents **should not arrive before 8.45am** as staff are only available to supervise pupils from 8.45am.

Focus	8.45 - 9.30
Lesson 1	9.30 - 10.30
Break	10.30 - 10.50
Lesson 2	10.50 - 11.50
Key Skills Session	11.50- 12.00
Lunch	12.00– 12.40
Lesson 3	12.40—13.30
Activity Time	13.30—13.40
Lesson 4	13.40—14.30
Focus	14.30—14.50
Home Time	14.50 Pupil's go to allocated rooms awaiting Transport home.

LUNCH TIME

School meals are cooked on the premises. Dinner money should be paid to the school office by cash or cheque on a weekly or termly basis. Parents may apply to the Local Authority for free school meals and all applications will be treated in the strictest confidence. Meal times are an essential part of the school day where pupils are encouraged to develop their social skills.

However if you prefer, children may bring a healthy packed lunch. Every Thursday there is a 'roast' lunch on the menu.

Supervision

We see lunchtime as a learning opportunity for pupils to develop table manners, motor skills and social skills. Staff levels are high at lunchtime and there are play activities which are run by school staff. All members of the Senior Management Team and all support assistants are on duty.

Governors

Chair of Governors	Mrs J Reid
Vice Chair of Governors	Mrs J Hall
Community Governor	Vacancy
Parent Governors	Mr Hobson Mrs McIntrye
School Governors	Mrs A Mead (Head Teacher Governor) Mr N Belcher (Teacher Governor) Mrs D Atkinson (Non Teaching Governor) Mr M Phillips (Co—opted Governor) Mrs T Hawkins (Co—opted Governor)

The Governing Body are committed stakeholders who have an active and supportive role at Hillcrest. They have a solid vision for the school so that children achieve the very best they can.

A file containing the Agenda and Minutes of the Governing Body is held at the school and may be viewed in term time by arrangement.

The Friends of Hillcrest Association

The Friends of Hillcrest are members of the National Confederation of Parent and Teacher Association. The group consists of teaching and non-teaching staff plus parents who are welcome to join us at any time throughout their child's duration in this school.

Together our aim is to raise funds, through various events, in order to be able to provide extra educational resources for the benefit of all the children of the school.

If you would like more information, or to become a member please contact the School Office.

Attendance

A high attendance rate is essential if your child is to achieve the maximum benefit from the curriculum at Hillcrest. It is the responsibility of parents/guardians to inform the school and the transport contractor if their child will not be attending school.

If your child is absent from school, please ensure that you telephone the school or a note is brought to school when they return. Any child, who returns to school after an absence and does not have a note, will have their absence recorded as **unauthorised**.

In the case of frequent absences details will be passed on to Mrs J Malloy, Education Welfare Officer.

If your child has a gastrointestinal illness please keep him/her off for 48 hours after the last time they were sick/had diarrhoea.

In common with all other schools from September 2013 it will not be possible to authorise any absences from school for family holidays – unless there are extreme circumstances. As such any holidays taken in term time will be classed as unauthorised absence. Holidays should therefore be taken during designated school holidays wherever possible

Safety/Security

The school is committed to providing a safe and secure environment for all and regularly assesses the security procedures in place. All external doors are kept closed at all times. The main entrance door operates on a keypad and a video monitor/ intercom system is in place.

The school premises are covered by CCTV system for security and safety reasons

Medical Issues

Arrangements in case of accident or illness

It is essential that emergency telephone numbers and or work numbers are kept up to date. Should a pupil become ill whilst at school, every attempt will be made to contact parents/guardians.

In the event of a serious accident or illness involving pupils, they will be transported to hospital either by car or ambulance, whichever is appropriate and the parent/guardian informed immediately so that they can meet us at the hospital.



Medicines in School

School must be informed of all medication taken regularly by the child. Any to be dispensed during school time must be clearly labelled in original packaging. Medication must be handed in at the school office, via the bus escort or person bringing the child to school. Parents are asked to keep us informed of any change to medication. .

First Aid Persons

The majority of support staff at Hillcrest hold current First Aid Certificates. Pupils with minor injuries are treated in school and pupils' names, details of injury and treatment is recorded in the accident book. Serious incidents must also be recorded on the County Accident forms.

Charging Policy

The school does not charge for activities other than those for which the local authority invoices the school, or for which direct charges are made (e.g. residential trips to field study centres). However, parents are often asked if they can make a contribution to both regular and occasional activities such as the weekly swimming sessions or visits to places of educational interest. Indeed without such contributions many such activities might not be possible. Please note however, that no student will be prevented from taking part in any event if the parent is unable to provide a financial contribution..

The school has its own mini-bus which is used for a wide variety of functions and visits but which is largely maintained by ourselves and fund-raising events are a very necessary part of subsidising additional activities. Parents are encouraged to play an active part in fund raising. We have been pleased in the past to have had much valued support and co-operation from parents, other groups and individuals and we hope that this will continue in the future.

Uniform

We are aware of the high cost of clothing today and therefore we have introduced a uniform that is as simple and practical as possible.

Black sweatshirt with school crest
(available from school - £7.00)

Light grey polo shirt with school crest
(available from school - £6.00)

Dark trousers

PE Kit

All children should come to school with a suitable change of clothing for P.E. including trainers or sandshoes

A student's clothing should be clearly labelled with his or her name in order to save confusion over items. This is particularly important with items of clothing that are changed during the school day e.g. games kit.

Jewellery should not be worn by students in school.

Students who do wear jewellery expose themselves and others to the risk of injury, particularly during practical lessons where machinery or apparatus is used and also during physical education activities. Reasonable exceptions to the rule that jewellery should not be worn might include the wearing of inexpensive watches and the use of 'sleepers' by students who have pierced ears. However both of these items must be removed during games and PE lessons.

Personal Property

Children should not bring expensive items of personal property to school. The school cannot guarantee the safety of such items and the Authority cannot accept any responsibility for the loss or theft of pupils' personal property. Mobile phones, iPods, MP3 players etc. are not allowed in school.

Hillcrest School discourages pupils from bringing mobile phones to school but recognises some parents, especially those with children who travel independently, regard access to a phone as a safety tool. Pupils who bring mobile phones to school should hand them in to staff during the registration period and they will be returned at the end of the school day.

If a pupil is found taking photographs or video footage with a mobile phone, of either other pupils or staff, this will be regarded as a serious offence and may result in disciplinary action. If images of pupils or staff have been taken, the phone will not be returned until the images have been removed by the pupil in the presence of a senior member of staff.

On health and safety grounds **Aerosol sprays are NOT ALLOWED in school.**

The only drinks allowed in school are Milk and Water.



Exclusions

In extreme cases of unacceptable behaviour it may become necessary to exclude a pupil. This may be for a fixed period of time up to 45 days in any one year. Parents/guardians of pupils who have been excluded must attend a formal meeting where a behaviour contract will be drawn up before they are allowed back to school. The contract is a binding document signed by the Head Teacher, teacher, pupil and parent. It stipulates the conditions the pupil must adhere to and the help which they will receive. Parents/guardians have the right to appeal against exclusion.



Keeping Children Safe in Education

Under the 2016 policy from the Department for Education schools play a key part in ensuring the safety of children in their care.

Our designated safeguarding leads are:

Andrea Mead (Headteacher)

Mark Phillips (Deputy Headteacher)

Complaints

We very much value our open door policy and friendly relationships with the families of our

pupils, we encourage parents to talk with us informally to raise matters of concern with either the relevant member of staff or the Head Teacher. This enables us to be aware of any problems and work together to find a solution.

Complaints are usually resolved at this stage; however there is a written

Complaints Procedure in place; details of which are available from the school office.

School Health Service - Data Protection

For many years schools and the School Health Service have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this School Health & Dental Services need a population database – an up-to-date list of all children attending school. These are used to provide programmes, including immunisation against tuberculosis (BCG) and meningitis C and dental, hearing and vision screening.

In response to changes in the Data Protection Act we are required to ensure that parents know that the school gives your child's name, address and date of birth to the School Health and Dental Services for this purpose.



This information will be shared unless you advise the Head Teacher in writing that you do not wish this to happen.

Information about the services offered by School Health & Dentist is detailed in the information leaflet that you will have received when your child started school. Further copies, if required, can be obtained from the school nurse (Mrs McManus, Compass House, 68 Bridge Street, Blyth). Please note that no immunisation is carried out without a signed consent form from the

HILLCREST SCHOOL STAFF

Name	Job Title
Mrs R Ashurst	0.2 Teacher & 0.8 Cover Sup
Mrs D Atkinson	Office Manager
Mr T Day-Atkinson	Apprentice LSA
Mr N Belcher	Teacher
Mrs J Dodd	Cover Supervisor
Mrs S Finlay	Teacher
Mrs C Gibson	HLTA
Miss L Gear	HLTA
Mr K Hall	Apprentice LSA
Mrs K Harrison	Cover Supervisor
Mrs T Hawkins	Pastoral Manager
Mrs S Hayes	Teacher
Mrs P Hood	Cleaner
Miss R Johnson	Office Apprentice
Miss L Little	Cover Supervisor
Mr S Lord	Cover Supervisor
Mrs C McVeigh	Cover Supervisor
Mrs A Mead	Head Teacher
Mrs A Miller	Teacher– 6th Form Lead
Mr M Phillips	Deputy Headteacher
Ms L Ruvino	Admin/Finance Officer
Mrs E Ross-Ballard	Teacher
Mrs H Sample	Teacher 0.8 Fte
Ms C Sawbridge	Cover Supervisor
Miss P Scott	Cover Supervisor
Mrs Y Storey	Teacher-Maths Lead
Mrs C Wake	Cover Supervisor
Mr C Melrose	Caretaker
Mrs J Townshend	Unit Manager/Cleaner
Mrs S Waites	Teacher– English Lead
Mrs E Williams	Teacher
Mr S Williamson	Cover Supervisor

Associated Professionals

Mrs S Ingram	School Nurse
Mrs A Wright	Educational Psychologist
Mrs J Malloy	Education Welfare Officer
Dr U Operache	Consultant Psychiatrist
Mrs L Watson	School Improvement Partner
Mr Alan Carrick	SEND Lead
Mrs A Clark	Employability & Learning Skills
Mrs R Denholm	Speech/Language Therapist
Mrs K Addison	Hearing Impaired Service
Mr M Flanders/Mrs D Crawford-Wharton	Community Psychiatric Nurse
Percy Hedley Foundation	Occupational Therapist