

# **HILLSIDE SCHOOL**

## **PROSPECTUS 2006/07**



# Welcome to Hillside School

## School Prospectus 2006/2007

A personal letter from the Headteacher

Dear Parents and Guardians,

At Hillside School we aim to provide a stimulating, happy and supportive environment, in which every child is valued as an individual and encouraged to lead as full and independent a life as possible.

We believe that all children have an equal entitlement to the highest quality education. Children attending Hillside are offered a wide range of appropriate learning opportunities and experiences, similar to their brothers and sisters and friends in mainstream schools, though at a slower pace and with much more help and support.

We have a highly skilled and experienced staff team dedicated to helping 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 possible outcomes for your child.

We do so many things it is impossible to mention them all in this prospectus. Also, since we provide for individual needs, the curriculum for one pupil may be very different from what is offered to another. However, we hope we can give you an insight into what we can offer to your son or daughter at Hillside School.

Should you require any further information, please do not hesitate to contact me or my deputy, Gail Baxter, at the school. We will be happy to help.

Yours sincerely

Sue Upson  
Headteacher

**School name and address:**

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Hitchcock Place  
Sudbury  
Suffolk  
CO10 1NN

**Telephone:** 01787 372808

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**Website:** [www.hillsidespecial.org.uk](http://www.hillsidespecial.org.uk)

<b>Headteacher:</b>	Sue Upson
<b>Deputy Headteacher:</b>	Gail Baxter
<b>Office Manager:</b>	Jackie Simpson

Hillside is a community special school for pupils with severe, profound and multiple learning difficulties, some of whom have specific sensory, physical and behavioural conditions. The school is situated about two miles from the centre of the historic town of Sudbury and serves a wide area, comprising Sudbury, Great Cornard, Haverhill, and the surrounding villages. The age range is 2½ - 19 years.

**Admissions Arrangements**

We welcome pupils to our assessment nursery from the age of 2½ years on the recommendation of an educational psychologist and following a termly Local Education Authority placement meeting.

Some pupils join us after they have reached statutory school age, usually from other schools, or if the family have moved from another area. They will have a Statement of Special Educational Needs or one will be in process of being prepared for them.

Further details are available from the school or from:

<b>The Area Education Manager</b>	or	<b>The County Director of Education</b>
Area Education Office		Endeavour House
Shire Hall		Russell Road
Bury St Edmunds		Ipswich
Suffolk		Suffolk
IP33 1RX		IP1 2BX
Tel: 01284 352000		Tel: 01473 264000

## **School Ethos**

We believe that everyone at Hillside is of equal value, must be treated with dignity and respect, and encouraged to become part of the school community.

We have high standards and expectations in terms of the all round development and behaviour. Achievement and success are recognised and celebrated at all levels.

## **Mission Statement**

The school will:

- Deliver a broad, balanced and differentiated curriculum, which is pupil centred and responsive to individual needs.
- Provide a wide range of relevant and appropriate learning opportunities and experiences.
- Create a high quality learning and teaching environment, which is stimulating and safe.
- Ensure continuity and progression within the school and prepare pupils for the next phase of life, including life long learning.
- Work in partnership with pupils, parents, other professionals, voluntary agencies and the local community.

## **School Aims**

We aim to enable pupils to:

- Have fun and enjoy learning
- Make progress and become as independent as possible
- Build self esteem and confidence
- Develop effective means of communication
- Form positive relationships with others

## **The Governors**

The governing body plays an important part in the leadership, management and accountability of the school.

The membership of the governing body is as follows:

<b>Name</b>	<b>Category</b>	<b>Term of office</b>	
Mrs Pauline Lucas	Community	April 2010	Chair
Mrs Bernie Habergham	Parent	Aug. 2006	
Mrs Jan Aries	Staff	Aug. 2006	
Mrs Emma Watson	LEA	May 2008	
Mrs Alison Grace	Parent	Feb. 2008	
Mr Vincent Dixon	Parent	Oct. 2008	
Mrs Sue Gilbert	LEA	Aug. 2009	Vice Chair
Vacancy	Community		
Mrs Sue Upton	Headteacher		

All correspondence to the *Governors* should be addressed to the school.

## **Partnership with parents**

We value the support and involvement of parents. You can do this by:

- Keeping in touch with class teachers, via the home-school diary and phone calls
- Attending Annual Review meetings
- Attending Parents Evenings
- Attending Open Days
- Attending information sharing meetings and training workshops
- Volunteering to help with activities e.g. swimming
- Supporting the Parents and Friends of Hillside School

If you have any worries about your child's progress or welfare, please contact the class teacher, in the first instance.

## **The Parents and Friends of Hillside Special School**

The Parents and Friends of Hillside Special School organisation is a registered charity. By having a child at the school you automatically become a member. The committee organises regular fund raising and social events. We hope that as many parents as possible will actively support these events, which not only raise money for pupils at the school but also provide an excellent way to meet new friends for companionship and mutual

support. Through the work of the Parents and Friends the school has benefited from:

- ❖ A new minibus
- ❖ Outside play equipment
- ❖ Computer touch screens
- ❖ Chairs for our computer suite
- ❖ Fuel costs for our minibuses
- ❖ Many smaller items which enrich the classroom environment

Currently the Parents and Friends are committed to raising funds for a new hydrotherapy pool.

### **The Curriculum**

We aim to meet every child's entitlement to a curriculum, which is broad, balanced and relevant to his or her individual needs.

For all pupils, this is based on the Foundation Stage Curriculum and subjects of the National Curriculum, differentiated appropriately for age and stage of development, and including Personal, Social and Health Education (PSHE) and Citizenship as major elements.

For pupils at the earliest stages of development, the curriculum is sensory based.

#### **The curriculum consists of:**

**English, Mathematics and Science** - National Curriculum core subjects offered to all pupils at all stages in their school careers.

**Personal, Social and Health Education (PSHE), and Citizenship** - major elements of the curriculum offered to all pupils.

**History, Geography, Information Communication Technology, Music, Physical Education (including swimming), Design Technology, Art and Design** - National Curriculum foundation subjects offered in a variety of contexts throughout the school.

**Modern Foreign Language** - offered where appropriate to pupils in the senior department and as a cross-cultural experience.

**Religious Education** - offered to all pupils through school assemblies, as an aspect of Personal, Social and Health Education, and as discrete lessons.

This curriculum cannot by itself provide breadth and balance and is therefore enhanced by a range of additional activities and experiences, which include:

- Play
- Movement, dance and drama
- Experiences designed to provide sensory stimulation
- Links with schools, colleges and businesses

Extra-curricular activities may include:

- Residential experiences
- Riding for the Disabled
- Educational visits
- Aesthetic and cultural experiences
- Music therapy
- Links with other schools and organisations for sporting, creative, social and educational reasons

### **Visiting Professionals**

We welcome the support of many professionals including:

- School medical officer
- Community paediatrician
- School nurse
- Physiotherapists
- Occupational therapists
- Speech and language therapists
- Music therapist
- Aromatherapist
- Educational Psychologists
- Specialist Advisory teachers
- Social workers
- Connexions
- Dentist
- Dental hygienist

### **Assessment, Recording and Reporting**

We will keep you informed of your child's progress towards the objectives set in their Statement of Special Educational Needs and towards the targets set in their Individual Education Plan. You will also receive information on your child's progress within the Foundation Stage and National Curriculum. This information is based on teacher assessment and will be reported at the Annual Review meeting.

We also undertake Statutory Assessment, as required, at the end of the Reception Year and end of each Key Stage i.e. at 5 years, 7 years, 11 years, and 14 years.

### **Behaviour Support**

For many pupils the development of appropriate social behaviours is a priority. Should your child's behaviour give cause for concern we will discuss it with you. If a pupil has persistent challenging behaviour we will also seek advice and support from other professionals and develop an Individual Behaviour Support Plan.

### **School Organisation**

The school is organised into three departments: foundation, primary and secondary.

#### **Foundation Department**

The foundation department consists of two classes:

- Assessment nursery
- Class F1

Children in the assessment nursery are aged between 2½ and 5 years of age and attend school on a part time basis. An assessment of each child's individual educational needs is undertaken in the nursery to help inform the decision about the most appropriate educational provision for the child, when he or she start full time education. This may be at Hillside, in another specialist environment or in a mainstream school. Some children have shared placements in order to meet their educational needs.

Class F1 builds on the work of the nursery and pupils begin to be taught within the framework of the National Curriculum. Children are aged between 5 and 7 years of age.

#### **Primary Department**

The primary department consists of three classes:

- Class P1
- Class P2
- Class P3

Children in classes P1, P2 and P3 are aged between 7 and 10 years of age.

## **Middle/Senior Department**

The middle/senior department consists of three classes:

- Class MS1
- Class MS2
- Class MS3

Pupils in classes MS1, MS2 and MS3 are aged between 11 and 19 years of age.

Class MS3 supports pupils who have more complex needs with a sensory-based curriculum and a very high adult/pupil ratio.

Pupils in the middle/senior department continue to be taught within the framework of the National Curriculum. In addition, the curriculum is further enhanced with a programme of Community Outreach, Personal, Social and Health Education (including Sex and Relationships Education), Careers, and Citizenship - all of which will help pupils meet the responsibilities and challenges of adult life. Pupils aged 14 years and above take part in the ASDAN award scheme, Transition Challenge. Pupils aged 16 years and above take part in the ASDAN award scheme, Towards Independence.

## **Transition Arrangements**

At the Annual Review meeting for pupils in Year 9 (i.e. at 13/14 years old) we begin the process of planning a successful transition from Hillside to the next phase of education or adult life. This involves parents, carers, pupils, Connexions, Health, and Social Care Services.

Through the Annual Review process we can also explore inclusion programmes for pupils at all ages.

We have links with the Further Education 'Steps' course at The West Suffolk College in Bury St Edmunds and the Further Education Department at Belstead School in Ipswich. We are also seeking to widen the opportunities for pupils at Hillside by exploring individualised packages and possible links with other colleges and Secondary Schools.

## **Timings of the school day**

The school day begins at 8:45am and ends at 3:10pm.

Pupils in the Foundation and Primary departments have a mid-morning break of 10 minutes. They have lunch at 12 noon followed by a supervised play session until 1.20p.m.

Pupils in the Middle/Senior department have 15 minutes break immediately before lunch and 15 minutes break during the afternoon.

### **School Uniform**

We believe that wearing a school uniform encourages a sense of belonging and identity for the pupils. You can buy sweatshirts and polo shirts from the school office.

The suggested uniform consists of:

Dark grey, black or navy trousers, skirt, pinafore dress

Blue Hillside polo shirt or white shirt or blouse

Hillside sweatshirt or royal blue jumper

All shoes should be low heeled and pupils need outdoor coats appropriate to the season.

If you wish your child to wear sun cream in hot weather, please send some into school, clearly named and labelled. We strongly recommend hats or caps in hot weather.

P.E kits include shorts (preferably blue or black) and T-shirts (preferably white). Please send them in a named bag, preferably not a plastic carrier bag. Please also provide a swimming costume and towel for your child when swimming or hydrotherapy form part of their curriculum.

No jewellery should be worn except for identity bracelets or necklaces, watches and stud earrings.

The school cannot accept responsibility for lost or damaged property but we advise parents that all items should be clearly labelled.

### **School Meals**

School meals are available to all pupils at a cost of £1.70 a day. School meals are cooked on the premises and usually consist of a choice between two main dishes, a hot meal or a salad, and a traditional pudding or fruit or yoghurt. Special diets can be catered for. Some pupils will be entitled to free school meals. For further details please contact the Area Office.

Please send dinner money in to school on the first day of the week in a sealed and named envelope. Dinner money can be paid termly/half termly, if you prefer, but must be paid in advance.

Some parents may prefer to send a packed lunch.

### **School transport**

As necessary and as assessed by the Local Education Authority, pupils are transported free of charge to and from school, though you may bring your child if you wish. If you have any concerns about transport, please contact the school in the first instance, or School Transport (01473 265064).

In bad weather, the transport operators have the responsibility for getting children safely to and from school. They will decide whether to bring your child to school or not, given their knowledge of the prevailing road conditions. You, as parents, of course, may want to make this decision for yourselves and keep your child at home.

If the school has to close because of bad weather, it will be broadcast on local radio. If the weather worsens during the day, pupils may leave school early. We will contact you to make sure that someone is at home to receive them.

### **Absence**

If your child is absent from school please let us know on the first morning. We appreciate telephone messages but please follow them up with a written note for our records. We can authorise absence for sickness, medical appointments, religious festivals and family bereavement. Holidays are expected to be taken during normal school holidays. However, if you wish to take your child out of school for a holiday during term time, a request form must be filled in and permission sought ahead of time.

### **Illness**

Pupils who are unwell should not be sent to school. Please consider the vulnerability of some of our pupils to illness that is easily passed around. Children who have been ill with sickness or diarrhoea should stay at home for 24 hours after the last bout of illness.

We will try to contact you if your child is taken ill during the day, but will, in the first instance seek the advice of first aid trained staff in school. Relevant services will be called in all cases of emergency.

### **Medication**

Pupils who require regular daily medication will be given it in school but it is your responsibility to ensure that you have filled out and signed the necessary permission forms, to provide medication in suitable containers, and to replace it as necessary. Further details are available from the school

office. This also applies to any emergency medication your child may require such as asthma inhalers or medication for epilepsy. Antibiotics prescribed three times a day (i.e. 8 hourly) should be given at home. Antibiotics prescribed four times a day (i.e. 4 hourly) can be given in school.

### **Education Welfare Service**

The Education Welfare Officer (EWO) visits the school on a regular basis to discuss any issues of concern about attendance or problems that may be affecting pupil education. The EWO is based at the Area Education Office and can be contacted there or through the school.

### **Religious Education**

We teach Religious Education in accordance with the requirements of the Education Reform Act of 1998 and within the framework of the Suffolk Agreed Syllabus, adapted to meet the needs of our pupils. We aim to promote values consistent with a caring, democratic, multi-cultural society.

### **Right of Withdrawal**

Parents may request in writing that their child be withdrawn from Religious Education lessons. However, requests for withdrawal are often based on a misunderstanding of the nature and function of RE, and we would wish to discuss this further before a final decision is made.

### **Sex and Relationships Education**

Sex and Relationships Education is part of the PSHE programme. Topics range from developing a social awareness of girl/boy, male/female, to issues related to puberty. Pupils are encouraged to develop a positive image of themselves and awareness of appropriate public/private behaviours.

We will discuss the need for appropriate sexual information with parents before pupils begin the programme. A copy of the school's Sex and Relationships Education policy is available on request. Parents have the right to withdraw their children from these lessons but not from lessons that cover areas that overlap with the science curriculum.

### **Charges for Activities**

Occasionally it will be necessary to ask parents to make a contribution towards the cost of activities within and outside the school day. These charges are, of course, voluntary and no pupil will be excluded from that activity on the grounds that parents are unable or unwilling to contribute.

However, if not enough parents contribute, the activity may have to be cancelled.

Whilst no charge will be made for participation in any area of the basic curriculum, a voluntary donation will be requested at the start of each term to help with the cost of materials for cooking, technology and art.

For residential trips, charges will be made to cover the costs of food, accommodation and expert tuition. Participation in these will be on the basis of parental choice or willingness to meet the charges. In cases of genuine hardship, parents are invited to apply in confidence to the Headteacher for help in meeting some or all of the costs.

### **School Security**

We are very conscious of the need to ensure that the school is safe and secure. All outside doors to the school have security locks and all visitors must report to the main reception area, sign in and collect a badge.

### **Public Access to Documents**

You are welcome to have copies of the documents that we are required to make available, at any reasonable time, by consulting with the Headteacher. A small charge may be made to cover the cost of photocopying.

### **Complaints Procedures**

The governing body has adopted two separate Complaints Procedures.

#### **1. Curriculum Complaints Procedure**

The Governing Body is required under Section 23 of the Education Reform Act, 1998, to adopt a procedure for the consideration of complaints about the school curriculum and related matters. Such a procedure has been operating in school since 1989. It covers issues relating to the National Curriculum, religious education and worship, the operation of charging policies, regulations about the provision of information and other statutory curriculum issues.

#### **2. School Complaints Procedure**

The General Complaints Procedure for Parents and Others, adopted by the governing body in 1992, has now been revised and re-named the Schools Complaints Procedure. This revised procedure took effect on 1 April 2005. It covers all issues falling outside the scope of the Curriculum Complaints Procedure, except where there are other statutory procedures e.g. pupil admission process.

Copies of both of these procedures are available from the school or from the Area Office.

Parents should note that it is the policy of the school to deal with complaints quickly, effectively and as informally as possible. Parents should therefore, in the first instance, refer any concerns or complaints to the Headteacher or, as appropriate, other teaching staff.

### **Equal Opportunities**

Everyone at Hillside is committed to equal opportunities, to developing an ethos in which all people can develop their abilities, confidence and self-esteem. We take all reasonable steps to ensure that there is no discrimination against any pupils, members of staff or other people working in or visiting the school on the grounds of disability, race, colour, nationality, gender, class, marital status, sexual orientation, religion or creed.

### **Term Dates for the School Year 2006/2007**

Autumn term: Tues. 5<sup>th</sup> September 2006 to Tues. 19<sup>th</sup> December 2006

Autumn half term: Mon. 23<sup>rd</sup> October 2006 - Fri. 27<sup>th</sup> October 2006

Spring term: Thursday 4<sup>th</sup> January 2007 to Fri. 30<sup>th</sup> March 2007

Spring half term: Mon. 12<sup>th</sup> February 2007 to Fri. 16<sup>th</sup> February 2007

Summer term: Tues. 17<sup>th</sup> April 2007 to Fri. 20<sup>th</sup> July 2007

Bank holiday: Mon. 7<sup>th</sup> May 2007

Half term: Mon. 28<sup>th</sup> May 2007 - Fri 1<sup>st</sup> June 2007

School is closed for staff professional development on the following days:

Friday 1<sup>st</sup> September 2006

Monday 4<sup>th</sup> September 2006

Wednesday 3<sup>rd</sup> January 2007

Monday 19<sup>th</sup> February 2007

Monday 16<sup>th</sup> April 2007

*All the information given in this prospectus is correct at the time of print but the school reserves the right to make any changes or modifications to practice which it deems necessary during the school year.*