



**A Specialist School**

# **School Information for Families**

## Welcome to Hillside



### **A letter from the Headteacher**

Thank you for taking the time to find out about our school. I believe it is a privilege for any school to be given the responsibility of educating a young person. I am proud to be leading this “Outstanding” school and outstanding team of professionals sharing with you our commitment to your child.

At Hillside we relentlessly strive to create a learning environment where all pupils can feel safe and are stimulated, inspired and supported in preparation for their future lives.

At Hillside, we see “The Unique Child” as the starting point and at the heart of everything we do. The highly skilled and experienced staff team work closely with our partners from health and social care to develop personalised learning programmes. The staff at Hillside are dedicated to ensuring the best outcomes for your child.

We believe that equality and mutual respect for all is essential. We uphold the British Values embracing those with different faiths, lifestyles and beliefs.

We have high standards and expectations in terms of all round development and behaviour whilst always celebrating achievement and success at all levels.

As you begin your journey in finding a school for your child, I encourage you to contact the school to arrange a time to look around. If you do have any questions, then please do not hesitate in contacting us.

Yours sincerely

Michelle Kelly  
Headteacher

**School Name and Address:**

Hillside Special School  
Hitchcock Place  
Sudbury  
Suffolk  
CO10 1NN

**Telephone:** 01787 372808

**Email:** admin@hillside.suffolk.sch.uk

**Website:** www.hillsidespecial.org.uk

**Headteacher:** Michelle Kelly

**Deputy Headteacher:** Shelley Jackson

**Lead Teacher:** Wendy Batty

**Lead Teacher:** Jenny Askew

**Business Manager:** Emma Thake

At Hillside we provide specialist learning provision for pupils with a wide range of complex needs; including Autistic Spectrum Conditions (ASC), Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD), some of whom have specific sensory and physical needs.

The school is situated in 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.

The majority of pupils transfer from Hillside at the age of 16 to provision at nearby Colleges of Further Education or 6<sup>th</sup> Form Centre. Post 16 provision at Hillside currently caters for pupils with SLD and PMLD..

## **Admissions Arrangements**

Pupils can be considered for a place at Hillside if they have an Education Health and Care Plan (EHCP) or one is in the process of being prepared for them.

The Local Authority are responsible for consulting schools and allocating places to pupils with Special Educational Needs and in need of a specialist provision.

Further details are available from the school or from:

West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU  
Telephone: 01284 758785

## Hillside Ethos and Values

At Hillside we are committed to ensuring members of the Hillside community can make choices, experience a wide range of opportunities, to enable everyone to flourish in their future.

As a school, we are passionate about equality and recognise that as individuals we all bring something unique regardless of age, gender, race, beliefs or disabilities, which is why we treat all of our people equally, without compromise.

We have a Community Code that has been developed collaboratively with pupils and staff and inspired by the British Values.

Our Community Code encourages everyone to;

Be Respectful

Be Heard

Be Truthful

Be Safe

And

Believe in Yourself.

## Partnership with Families

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

- Keeping in touch with class teachers via the Home-School Communication Book, emails and phone calls
- Attending Annual Review meetings
- Attending 'Meet The Teacher' evenings
- Attending Open Days
- Attending Family Forum meetings where you can access information sharing meetings and training workshops
- Volunteering to help with activities e.g. swimming
- Supporting the Parents & Friends of Hillside Special School
- Meeting the Headteacher at one of the "Headteacher Surgeries" carried out monthly

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

## The Parents & Friends of Hillside Special School

The Parents & Friends of Hillside Special School organisation is a registered charity. By having a child at the school, you automatically become a member. The Parents & Friends organises regular fund raising and social events. We hope that as many parents and carers 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 & Friends, the school has benefited from:

- A new hydrotherapy pool
- A new minibus
- Outside play equipment
- Many other items that enrich the teaching and learning environment

## 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.

We offer a wide range of activities beyond the classroom, including:

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

## Assessment, Recording and Reporting

We will keep you informed of your child's progress towards the objectives set in their Education, Health and Care Plan (EHCP). We also assess your child's progress against annual targets set in their Personalised Learning Plans (PLP). This information is based on teacher assessment and will be reported at the Annual Review meeting. In addition, you will receive an Annual Report based on academic progress.

## Evisense

We are currently developing an electronic system for communication between parents/carers and school. Photos of learning will be uploaded for you to see, similar to a Social Media site although it is completely confidential and secure. Please see further information about Evisense at the back of this document.

## Visiting Professionals

We welcome the support of many professionals including:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| • Community Paediatrician          | • Educational Psychologists      |
| • School Nurse                     | • Specialist Advisory Teachers   |
| • Physiotherapists                 | • Occupational Therapists        |
| • Speech and Language Therapists   | • Sensory and Communication Team |
| • Social Workers                   | • Family Support Practitioners   |
| • Specialist Youth Support Workers | • Music Therapists               |
| • Dentist                          | • Dental Hygienists              |

## Safeguarding, including Child Protection

Hillside puts a high priority on children feeling safe and we take child protection very seriously. The school has a Safeguarding Policy which includes Child Protection. This is available on our website and from the school office upon request. We work closely with other agencies, including Social Care Services, to safeguard children in our care. All staff receive regular child protection training and we employ safer recruitment practices in relation to the employment of all school staff.

The Designated Safeguarding Lead (DSL) at Hillside is Michelle Kelly, Headteacher, see our website for further guidance or information.

## Transition Arrangements

We take transition times very seriously and have a robust system in place to ensure this time is smooth for the pupils and their families.

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, Specialist Youth Support Service, Health and Social Care Services.

## Timings of the School Day

The school day begins at 8:45am and ends at 3:10pm. Pupils who do not travel on school transport can be collected between 2:45pm and 3:10pm.

## School Meals

School meals are available to all pupils at a cost of £2.30 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. Please send dinner money into 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. If paying by cheque, please make it payable to 'Hillside Special School'.

Some families may prefer to send a packed lunch and some pupils will come with their complete liquid feed.

## Free School Meals (FSM) and Pupil Premium Grant (PPG) Funding

Some pupils may be entitled to receive Free School Meals. To find out if you qualify and to apply please go to [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals) where you will find more information.

To apply click on the green 'Start' button. If you need any assistance with this please contact our school office.

Your application is confidential and it will not affect any other benefits you are claiming.

For all those pupils who have applied and are registered as being entitled to Free School Meals the school is given additional funding known as 'Pupil Premium Grant' funding. Pupil Premium is given to schools by the Government to help children from lower income families to do well in school. This additional funding enables the school to provide extra support and resources for learning. Even if you do not wish for your child to have a school meal, and would prefer to send a packed lunch, or if they have a complete liquid feed, please still apply for Free School Meal status, as the school will receive Pupil Premium funding for all pupils who meet the criteria regardless of whether they actually have school meals or not.

## Universal Infant Free School Meals (UIFSM)

In addition to the above, pupils in year groups Reception, Year 1 or Year 2 are entitled to a school meal at no cost to their parent/guardian\* under the Government scheme Universal Infant Free School Meals (which is a separate scheme to the Free School Meals and Pupil Premium scheme above). If your child is in one of these year groups you will simply need to tell their class teacher that you would like your child to have a school meal provided free of charge, or alternatively please send in a packed lunch.

However, the school does not receive any Pupil Premium Grant funding for pupils receiving a school meal under the UIFSM scheme unless parents have applied for 'Free School Meal' status as above. So if you think your child may be entitled to FSM, please still apply.

## 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
- Royal blue Hillside polo-shirt or white shirt or blouse
- Royal blue 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 and with written permission for staff to apply it. We strongly recommend hats or caps in hot weather.

PE 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 and carers that all items should be clearly labelled.

## School Transport

As necessary, and as assessed by the Local Authority, pupils may be 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 Suffolk County Council on 01473 265 064.

If the school has to close because of bad weather, it will be broadcast on Radio Suffolk on 95.5, 95.9, 103.9 or 104.6FM. You can also view Suffolk County Council School Closures web page at <http://schoolclosures.suffolk.gov.uk>.

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

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. Please ensure that the school office always has up to date contact numbers and a responsible person is contactable at all times in case of any necessary early closures or changes to transport home. You may also wish to advise your child's transport operator of your contact number/s in case they need to contact you.

## **Absence**

If your child is absent from school, families must contact the school office directly by 9.30am on the first morning. This must be followed up with a written note or email for our records. Holidays are expected to be taken during normal school holidays. If you wish to take your child out of school during term time, a request form must be filled in and permission sought ahead of time. In certain circumstances, we can also authorise absence for medical appointments and religious festivals.

## **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 48 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. This also applies to any emergency medication your child may require such as asthma inhalers or medication for epilepsy. The medication forms are available to download from our website and further details are available from the school office.

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.

## **Personal/Intimate Care**

If your child requires Personal/Intimate Care all of our staff are trained to carry this out with dignity and sensitivity. We employ a mix of male and female staff and they work across the school. If you require further information please request a copy of the policy.

## **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 West Suffolk House and can be contacted there or through the school.

## **Charges for Activities**

Occasionally it will be necessary to ask parents/carers to make a contribution towards the cost of activities within and outside the school day. These charges are voluntary and no pupil will be excluded from that activity on the grounds that parents/carers are unable or unwilling to contribute. However, if not enough parents/carers 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 and ingredients for life skill lessons.

**Additional information about Evisense:**

# Evisense

At Hillside we subscribe to an online tool called Evisense. We use this tool to share photos and videos with you of your child's progress at school.

For you to use this tool, we will need to register your email address with Evisense to enable you to log on. When we first register you, you will receive an email from Evisense to set up your account. If you click on the link within their email, you will be taken to the Evisense website where you will be able to create your personal account.

## Information for Parents from Evisense

Evisense will be used by school to store photos, videos, audio recordings of your child as well as documents. This document is to give you an introduction to Evisense and to give you information regarding who has access to your child's information, where the information is stored and other safe guarding precautions we have taken.

Evisense from B Squared Ltd is a tool for schools that will store and showcase events from a child's time in education. Evisense will be used to record a pupil's achievements and progress through photos, videos, audio and documents. Evisense is designed to be used from Early Years through to adolescence and beyond. Evisense can be used on mobile phones and tablets, each school controls what devices teachers can use Evisense on.

B Squared have been working in the Education industry for over 20 years, our market leading assessment software has been used by schools since 2000. In 2012 we provided hosting for our customers data and now look after over 150,000 students' data.

### FREQUENTLY ASKED QUESTIONS

**Who can see my child's photos and videos?**

Photos can be accessed by the teachers within the school. Your school controls who can access your child's photos.

B Squared employees cannot see your photos or videos.

**Who is looking after my child's photos and where are they?**

B Squared employ a team of people dedicated to managing the servers that run Evisense, Managing the servers ourselves gives improved security. We comply with all data protection laws for each country we operate in. The table below shows where the servers are for each country we operate in. All data for UK schools stays within the UK.

**Do teachers have phones full of photos of my child?**

Evisense has been designed so that any photo or video taken in the app cannot be accessed outside of the app. The photos cannot be accessed by any other app on the device or accessed by plugging the device into a computer.

Evidence is encrypted and uploaded as soon as it can be. If there is an available internet connection, the evidence is uploaded immediately. If not, it will be uploaded when connected to a wireless network. All traffic between the device and our servers is encrypted. The evidence is removed from the device as soon as it has been uploaded.

Some schools and local authorities have strict guidelines on what devices can be used within the school. Evisense allows schools to restrict the devices that can be used by teachers. A school may decide to only allow evidence to be gathered on school-owned devices, giving schools greater control over their safeguarding.

All of this means that teachers do not have mobile devices full of photos of children.

**Do B Squared own the photos/videos?**

**B Squared do not own any of the content uploaded to our servers with Evisense. B Squared are legally known as a "Data Processor" within the UK, this means the ownership of any data remains with the school or establishment using our service.** It is the schools obligation to ensure that we are meeting their safeguarding and data protection requirements. When schools sign up to the Evisense service we present them with our terms and conditions which highlight how we meet these requirements. Additional information is available to the school on request.

Some social media sites have statements when signing up that state that by using their service they have the right to use your photos. Evisense is a very different system, our security and safeguarding principles mean that no single person at B Squared can access any photos or videos. We cannot access them, therefore we cannot use them.

**Will I be able to access the photos/videos of my child?**

Evisense is designed to not only record and store evidence, but to share evidence with parents.

**SECURITY AND SAFEGUARDING**

Security and safe guarding have been built in to the heart of Evisense. Working with schools and local authorities over the last 20 years has given us a strong understanding of these institutions safeguarding policies. We have worked hard to meet every security and safeguarding issue raised by our customers and many, many more. The intention is that Evisense gives schools and parents every confidence that their child and their data are safe. The list below highlights some of the security and safe guarding precautions we have taken:

**Software**

- ✓ All media files are encrypted in storage
- ✓ Media removal from mobile devices on successful upload
- ✓ Media encrypted on mobile device inside Evisense app when awaiting upload
- ✓ Prevention of access to mobile device gallery from Evisense app
- ✓ Prevention of access to Evisense device gallery from mobile device gallery
- ✓ Media view counts implemented
- ✓ Media download counts implemented
- ✓ Child protection list prevents sharing of evidence containing protected students
- ✓ Mobile device authorisation
- ✓ Reporting of inappropriate posts resulting in immediate removal
- ✓ Reviewing of reported posts with actions to take

**Hardware/Infrastructure**

- ✓ Encrypted connections between browser and server
- ✓ Encrypted connections between mobile apps and server
- ✓ Data stored in the UK
- ✓ All servers own by B Squared Ltd
- ✓ Server access restrictions
- ✓ Least permissions applied
- ✓ Server access auditing and active monitoring in place
- ✓ Hard disk encryption

**If you have any questions about Evisense and how it is used please talk to your school**