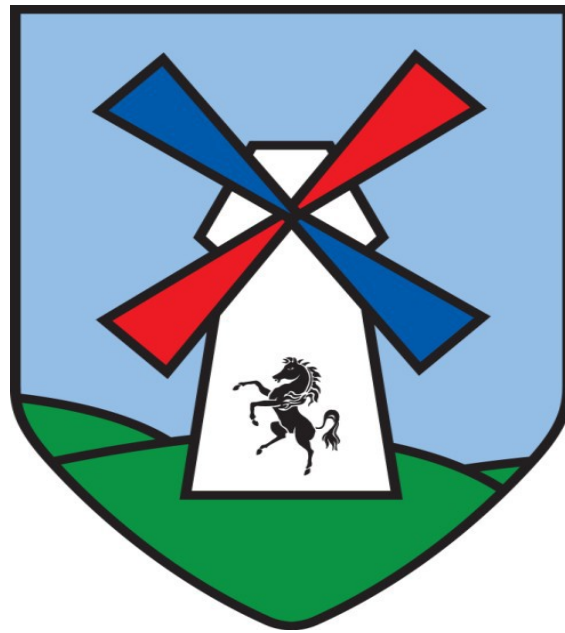
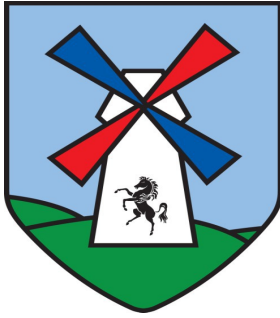


Hilltop Primary School



School Prospectus ***2016 - 2017***

'Being the best we can be'



Hilltop Primary School

Hilltop Rd, Frindsbury, Rochester, Kent, ME2 4QN

Tel: 01634 710312 Fax: 01634 294924

Email: office@hilltop.medway.sch.uk

Headteacher: Mr Gavin Evans

Dear Parents

I would like to welcome you and your child to Hilltop School.

Hilltop is a large primary school which has over 420 pupils aged between four and eleven years. The school has two classes in each year group with no mixed ages.

The school was officially opened in April 1967. A further spacious extension was opened in January 1996. Over the last few years there has been a significant investment in ICT with the computer suite being refurbished and Wi-Fi installed. There is a large hall, music room and a large indoor heated swimming pool. The five and a half acre site also provides for an infant and junior playground and an extensive playing field.

Hilltop Key Stage 2 Sats results continue to compare well with both National and Medway averages. They reflect the hard work and commitment from children, parents, governors and a well-qualified staff.

We continue to be committed to the all round development of our children and this is reflected in such activities as our Arethusa adventure day, our interesting and varied trips, and our Year 6 Residential, combined with a wide range of after school clubs.

We sincerely hope that your child has an enjoyable and enriching time at our school.

Gavin Evans
Headteacher

Be the best you can be

Our Vision

At Hilltop Primary School we work to provide a secure and caring environment in which there is equality of opportunity for each child to develop to his or her full potential.

We seek to enable children to grow in independence and have respect for themselves and others.

Our Aims

- 1 To set high expectations and assist the all round development of every child in the school.
- 2 To create a school environment that makes children feel happy and secure, and which is full of interest for them.
- 3 To encourage children to be more confident and independent.
- 4 To help children develop personal relationships of quality.
- 5 To give every child the experience of success and satisfaction.
- 6 To insist on good standards of behaviour and respect for the school, the facilities, the staff and each other.

PRIDE in Hilltop

The children identified key words that they thought summarised Hilltop's philosophy. They spell out the acronym PRIDE. The five words are **P**ositive, **R**espectful, **I**nteractive, **D**edicated and **E**co-friendly. PRIDE badges are presented to pupils who consistently promote these values.

Our Rules

The school rules are simple - good behaviour and good manners are required at all times! Staff spend a considerable amount of time ensuring that children meet these rules.

Rewards

These include praise for good work, merit certificates, and 'pupil of the week' awards which includes having their parents invited in for Achievers' Assembly.

Sanctions

If after warnings children persist in antisocial behaviour or poor work, then we withdraw privileges. If the problem persists, then we involve parents to work together on a solution.

Reporting to parents

Two reports are provided a year. A mid-year report provides you with information after Christmas about the progress the children have made in Reading, Writing and Maths and towards the end of the summer term, a more detailed written report is provided. This report shows the progress throughout the year and targets for the future. There is also a complete print out of your child's attendance through the year.

Attendance and Punctuality

Times of school:

Morning (<i>Infants</i>)	8.50am to 12 noon	Morning (<i>Juniors</i>)	8.50am to 12.05.
Afternoon (<i>Infants</i>)	1.00pm to 3.10pm	Afternoon (<i>Juniors</i>)	1.00pm to 3.15pm

Children are allowed on to the premises at 8.30am. Please note that with the exception of children attending the Breakfast Club that children are not allowed on to the premises before this time. At 8.30 am children go straight into their classrooms.

Parents who wish their child to be released for urgent reasons before the end of the day should arrange to collect them. Children are not allowed to go home on their own during the school day.

Owing to the difficulty of providing adequate shelter and supervision for children during poor weather, parents are asked to keep the children in the shelter of their own home until the latest time at which they can leave for school. Please do not use the school car park except in emergencies.

Children who arrive late will be marked as such in the register. Persistent lateness is reported to the school attendance officer.

Absence from school

Good habits of attendance and punctuality are essential for all children.

Please:

- a) Ensure that we have an up to date contact phone number in case we need to contact you in an emergency during school hours.
- b) Phone in to school on the first day of absence by 9.15am to let us know if your child is unable to come in to school.
- c) Send a brief note of explanation as to why your child was absent when they return to school.
- d) Let us know if your child has an appointment with the doctor or dentist and is likely to return to school in the middle of the morning, especially if lunch is required. You will require a pass from the school office for appointments during the school day.

If attendance and/or punctuality show cause for concern then the school welfare officer will contact you to discuss the situation.

On rare occasions it may be necessary to close the school (*mainly due to bad weather*). If this is necessary, please tune in to a local radio station for updates on the situation. We also operate a texting service to keep you informed of any changes to the school day.

School Meals

Our school meals are prepared in school. Our cook has also gained the 'Kent Heartbeat Award' for promoting healthier food. We can provide both hot lunches and packed lunches. If your child prefers packed lunches, you can choose from a range of fillings for the sandwiches.

The meals are provided by Chartwells, a world wide catering company. The food is cooked on the premises. Meals cost £1.79 a day for Key Stage 2 children. For Foundation Stage and Key Stage 1 the cost is covered by the government. All monies should be paid in advance on the Monday. Cheques payable to 'Chartwells' please.

Alternatively you may take your child home at lunchtime or provide a packed lunch (*no glass containers please*).

If you wish your child to change from one dinner arrangement to another, please inform the school office in writing giving one weeks notice.

'Occasional' meals cannot be provided except in case of emergency.

Swimming

Hilltop School is one of the only primary schools in Medway to have a large indoor heated swimming pool. Swimming sessions are taken by all classes at sometime in the year. A small donation is requested in order to help with the running costs of the pool. The dress for swimming is:

Girls: one piece swimming costume (*not bikini*)

Boys: swimming trunks (*not long shorts*)

Bathing hat for children with long hair.

Additional swimming sessions are held out of school hours and details are on our website.

The pool is also available for hire to organisations and swimming clubs. The school also provides qualified training for the teaching of swimming and Lifeguard courses. Please contact our business manager, Mr Mount, for further details

Jewellery

It is a Medway Council Health and Safety requirement that jewellery is not worn for PE or swimming. If your child is unable to take off their own items then they should be left at home on PE/swimming days. If your child wears items of jewellery for religious purposes please let their class teacher know.

Generally, items of jewellery can cause a nuisance in school. They can create great difficulties due to loss and damage during play. For these reasons we would prefer that children did not wear them to school. If ears are pierced then only plain studs may be worn.

Helpful advice if planning to have your child's ears pierced. During the six weeks following the piercing of a child's ears it is recommended that the studs be kept in to prevent the holes closing. It is therefore sensible for ears to be pierced at the start of the summer holidays so that studs can be kept in while your child is at home. This way, they will not miss swimming/PE lessons.

Mobile phones should not be brought to school. However if you think it is vital that your child carries a mobile phone they should be left with a member of the office staff and collected at the end of the day.

Medical / Dental Checks:

During your child's years the school nurse will carry out, eye tests, hearing tests and other measurements, as recommended by the Medway NHS trust. If there are any concerns as a result of these tests then you will be contacted.

In certain year groups, dental checks are provided by the NHS dental service. No treatment is given, as it is only a check. If there are any concerns you are referred to your own dentist.

Educational Visits

We are very proud of the range of visits we offer our children, which significantly adds to their learning in the classroom. We believe that they can greatly enhance the individual child's studies, understanding and all round social development, and are planned around the work done in classrooms.

Our visits can last a few hours or a whole day depending on destination. Our Year 6 pupils attend an activity residential visit, which lasts several days.

Not all visits involve the children going out of school. Sometimes we invite tutors to come in to work with the children, such as the '*Planetarium Experience*' and '*History off the Page*'. We do ask for a donation to cover the costs for the visit, as they could not take place without your contribution. If you think you may have problems in meeting the costs, then please do not hesitate to speak to a member of our office staff.

The School Charging Policy

The following is a summary of the governors Charging Policy. A full version is available from the school office:

1. To make charges as allowed by current legislation.
2. To reserve the right to charge parents for non-accidental damage caused by pupils
3. For those activities during school hours for which no charge may be made, to seek voluntary contributions from parents to enable the activities to take place. The school has no access to funds for payment of any activities that the children undertake where a cost is involved e.g. educational visits. We have always asked parents to make a contribution to cover the costs involved. These arrangements have worked successfully in the past and we look forward to parents continued support for contributions, so that our activities may continue. If insufficient voluntary contributions are received this may result in the cancellation of the particular visit/activity.

The School Day

The National Curriculum gives us the opportunity to be creative and interesting when designing the learning experience the children will receive. Our Hilltop Principles are:

- The curriculum will provide relevant and stimulating starting points for topics
- It is planned in response to children's interests, needs and achievements
- It provides opportunities for independent learning
- It is enquiry based and purposeful
- It gives opportunity to apply skills across the whole curriculum
- It is broad and balanced, and provides enrichment opportunities
- It is tailored to incorporate our local area and resources
- It will meet the needs of our children academically, morally and spiritually

The day in our Foundation Stage (*reception classes*)

The Foundation Stage classrooms are organised to allow children to explore and learn securely and safely. Each classroom has defined learning areas, where children are able to find and locate equipment and resources independently. The Foundation Stage has enclosed outdoor areas, and children are able to free-flow between the indoor and outdoor spaces. Being outdoors offers the children opportunities for doing things in different ways and on different scales than when indoors. We plan activities and resources both inside and outside enabling the children to develop in all the areas of learning.

There are seven areas of learning and we value all areas of learning and development equally and understand that they are often inter-connected.

Three Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

There is a balance of adult-led, adult initiated and child initiated activities, delivered though indoor and outdoor play.

The planning within the EYFS is based on the *Development Matters* statements from the Early Years Foundation Stage curriculum. At the end of the reception year in school, the child's progress is recorded on to the Early Years Foundation Stage Profile. Each child's level of development is recorded against the 17 Early Learning Goals.

Homework

Our school day is a particularly demanding one for the children and homework can often seem an additional burden. However, the children are set tasks, which involve reading, spellings, and times tables to learn. The older children will have tasks and project work to complete. Probably the most important task will be to hear your child read. The children have a 'Blue Contact Reading Book', which acts as a useful record and a way of enabling informal contact with the teacher.

Initially, we also provide, free of charge, a plastic zip folder for taking reading books home safely. Further folders are available from the school office, price 50p. We also have our new Learning Platform, which allows children to go online to access resources that will aid their learning.

Special Needs Provision

During their time at school, children are assessed at regular intervals. If we feel that suitable progress is not being made, or that your child is in need of some additional support then we will let you know. We also use other Medway agencies that can often help in diagnosing problems. It may be that your child may need to be placed on a level of support for a time, in order to give them additional help with their work. If this is necessary, then the class teacher will discuss this with you. Teachers produce Provision Maps that set out any additional support/provision that is required to ensure that all children make the required level of progress.

Transfer to Secondary School

This happens at the end of the academic year following your child's eleventh birthday. The procedure is explained in the booklet issued to parents by Medway Council at the appropriate time. Parents of Year 6 children are also invited to school for an evening session to help guide you through the procedure. The Autumn Open Evening also gives an opportunity for you to discuss options with the class teacher on the procedure operating at that time and the various activities and opportunities available in secondary schools in the area. Children from our school move to a variety of schools including Grammar, High and Comprehensive Schools.

Medicines in school

Should it be necessary for your child to take medicines in school only those prescribed by a doctor will be administered. The medicine should be clearly labelled in the container in which it was originally supplied and should be handed by you in to the school office. You will be required to complete a form indicating the dosage instructions. Under no circumstances should medicines be brought to school by pupils or without the Headteacher or Office staff being informed.

Child Welfare

Every school has a senior teacher who is responsible for dealing with concerns about child welfare and in particular child abuse. At Hilltop that person is the headteacher. Any information about abuse is always taken seriously, and strict guidelines laid down by Medway Council, are

followed. A leaflet published by Medway Council entitled '*What every parent needs to know*' gives further information. A copy is available from the entrance foyer.

The school's Designated Safeguard Lead is Mr Evans and the deputy DSL is Mrs Presneill.

Parent Teacher Association

The school has a thriving Parent Teacher Association which holds regular events of a fundraising or social nature. In addition they also provide support at various functions including help with swimming. All parents are automatically members of the Association and we hope that you will be able to lend support. Over the years, the PTA has donated significant sums of money to the school for equipment, most recently funding the computers for the new ICT suite, a tyre park on the field and lunchbox trolley's to make the organisation of lunchtimes more efficient.

The purpose of the Association is to help advance the education of our pupils by enhancing the provision of resources and facilities of the school. If you would like to assist in any way, please contact the school or any member of the committee.

The committee and officers are elected at the AGM, which is held in May each year.

The PTA officers can be contacted through the school.

Hilltop Parent Teacher Association 2016 – 2017

Chair: *Michelle Gonsales*

The PTA also runs the 'Hilltop Windmill Lottery' which raises regular funds for the school. Details are on the school web site.

Helping in School

We always welcome any help in school, which can include hearing readers, helping with art or design work, swimming or taking part in school visits. It is now a requirement that all helpers in school have a police clearance check (*DBS*) before coming in to help. The check can take several weeks to be completed and therefore you should call in for an application form well in advance of you helping with a visit. Once you receive a clearance certificate, it is valid for 3 years and can be used in any Medway school setting.

Hilltop Breakfast Club

We are very pleased to say that we have a Breakfast Club. The Club starts at 7.45am and the children enjoy a breakfast and take part in a variety of activities. If you are interested in your child attending please call in to the office for a form. Remember that the children do not need to attend every day to take part.

NHS Fruit and Vegetable Scheme

Each day we provide a piece of fruit or vegetable to the infant children. Items such as bananas, apples, carrots and pears are distributed. The scheme is funded by the NHS as part of a campaign to encourage children to have a healthier lifestyle. We are very pleased to support the scheme.

Our Children's Centre

We are one of the partners in a local Children's Centre. The Centre is based at Temple Mill School, about 5 minutes walk away. The centre offers a variety of activities for parents and children ranging from family learning to holiday activities. To find out more, look on the school notice board or visit our website and click on 'Extended Schools' to download the information.

Out of School Hours Childcare coming soon!

Hilltop School Staff – Academic Year 2015 / 2016

Headteacher: Mr Gavin Evans
Deputy Headteacher: Mrs Karin Tillett
Assistant Headteachers: Mr Richard Spackman and Miss Sarah Hills
Foundation Stage Leader: Miss C Watson

Teaching Staff:

Mr M Bishop	Mrs E Cook
Mrs P Tolliday	Miss C Wooder
Mrs N Woodward	Mrs K Salter
Miss E Huxley	Miss L Turner
Miss S Hills	Miss J Silcock
Miss J Meddemmen	Mr R Spackman
Miss H Turner	Miss C Watson
Miss K Wharton	
PPA teacher: Mrs F Sloan	

School Business Manager: Mr C Mount (businessmanager@hilltop.medway.sch.uk)
Finance Officer: Mrs N Cook
Data Officer: Mrs Hayley Gransden / Miss N Cook
Communication Officer: Mrs G Spratt (office@hilltop.medway.sch.uk)
Site Manger: Mr J Farrow
Assistant Caretaker: Mr A Walklett
Home/School Inclusion Officer: Mrs S Presneill (homeschoolsupport@hilltop.medway.sch.uk)
Piano Accompanist: Mrs J Carr
IT Network Manager: Mr I Potter
Bi-Lingual Support Assistant: Mrs G Kaur

Teaching Assistants / Support Staff:

Mrs J Beadle	Mrs C Jameson	Mrs K Richards
Mrs T Scanlon	Mrs H Pearce	Mrs J Hughes
Mrs A Holloway	Mrs J Ramsey	Miss C Ellis
Mrs M James	Mrs C Atkinson	Mrs C Firmin
Miss D Tullett	Mrs S Wilkins	Mrs J Matthews
Mrs J Miles	Miss S Marsh	Mr S Goncalves
Apprentices: Miss K Warwick	Miss A Holness	Miss R Standish

Mid-day Meals Supervisors:

Mrs K Grimmett	Mrs D Daws	Mra A Gupta
Mrs C Atkinson	Mrs A Priddle	Mrs S Stannard
Mrs A Bhogal	Mrs C Hales	Mrs W White
Mrs J Phillips	Mrs J Bhogal	Mrs C Doree
Mrs E Hughes	Mrs L Billins	Mrs J Garfield
Mrs L Calvert	Mrs K McCulloch	

Playground supervisor (*out of school hours*): Mrs K Grimmett

The School Governors

The school governors meet in full at least once a term. They also serve on committees that deal with school matters in more detail, such as curriculum and buildings. Governors are drawn from various parts of the school community and this is indicated in brackets after their name. Governors usually serve for a four year term and from time to time vacancies do arise. If you are ever interested in becoming a school governor, then please see the Headteacher, There is also a pamphlet in the entrance foyer with more details.

Chair: Mrs Sarah Weeden-Arter (Parent Governor)

Vice Chair: Mr Jim Snelling (Parent Governor)

Mr Gavin Evans (*Headteacher*)

Miss C Wooder (*teaching staff*)

Mr Phil Reynolds (Co-opted)

Mrs Sam Presneill (*staff*)

Mr A Tester (LA Governor)

Mrs Carol Whetton (*Co-opted*)

Mr L Podger (*parent*)

If you ever need to write in to the chair of governors or the clerk:

The address of the Chair of Governors is Mrs S Weeden-Arter, c/o Hilltop Primary School, Hilltop Road, Frindsbury, Rochester, Kent. ME2 4QN

The address of the Clerk to Governors is, Clerk to Governors c/o Hilltop Primary School, Hilltop Road, Frindsbury, Rochester, Kent. ME2 4QN

Complaints procedure

If you have a worry or concern, it is always best to speak to your child's teacher in the first instance. As soon as a problem arises, contact the school as most situations can be sorted out very simply. The Headteacher is always available to help parents with any concerns that they may have.

There is a more formal process for dealing with complaints if a parent feels that their complaint has not been dealt with to their satisfaction. If you would like a copy of the procedure to follow, please ask at the office. Medway Council also has an agreed procedure for dealing with complaints about the curriculum or religious worship in a school. The leaflet emphasises that parents should talk to the headteacher in the first instance. Copies of the leaflet are available from Medway Council at Gun Wharf.

School Results

Please see our school website for all our published results for Foundation Stage, Key Stage 1 and Key Stage 2. www.hilltop.medway.sch.uk

Please remember to consult the school attendance policy before considering taking a holiday in term time. Medway Council is now looking at issuing fixed penalty fines to parents who do not comply with the school attendance policy. The following is a recent note from the Department of Child, School and families:

'Schools can only approve absence for family holidays if they consider that there are special reasons which warrant the holiday. Unless there are exceptional circumstances, the maximum allowance is 10 school days a year, (which must be taken at the same time). Holiday prices, and the fact that parents have booked a holiday before checking with the school, are not special reasons. Ten days' absence for a family holiday can result in pupils with poor attendance becoming persistent absentees.' DCSF April 2008.