

# supplementary information

2024-2025



HILLVIEW  
SCHOOL FOR GIRLS

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# school trustees

|  |  |
|--|--|
| Chair of Trustees and<br>Member Governor | Mr Tim Brown   |
| Vice-Chair of Trustees                   | Mrs Amy Ling   |
| Member Trustees                          | Mr Nick Hobden<br>Mr Mark Hiller<br>Mr Matt Boughton<br>Mr Geoffrey Snell                  |
| Nominated Trustees                       | Mr Mervyn Holt<br>Mr Tim Salmon<br>Mrs Amy Ling<br>Miss Ceri O’Toole<br>Mr Paul McKeaveney |
| Co-Opted Trustees                        | Mrs Stephanie Shea   |
| Parent Trustees                          | Ms Heidi Whitmore  |
| Headteacher                              | Mrs Hilary Burkett   |
| Governance Professional                  | TBC  |
| <b>COMMITTEES</b>                        | <b>CHAIRS</b>  |
| Audit & Risk                             | Ms Heather Whitmore  |
| Standards and Achievement                | Mrs Amy Ling   |
| Welfare & Member Governor                | Miss Amy Ling  |
| Site, Buildings and Finance              | Mr Tim Salmon  |
| Littleview Nursery                       | Mr Mervyn Holt   |
| The View@East Street                     | Mr Mervyn Holt   |

# vision & values



## **VISION**

Students unlock their pure potential to drive their future and thrive in society.

## **MISSION STATEMENT**

To deliver a high quality, inspirational educational experience within a broad, personalised curriculum, where the performing arts values are inherent across the school. Students access a breadth of developmental opportunities within an inclusive safe and supportive environment, fully preparing them for a challenging and ever-changing world.

## **OUR CORE VALUES**

- Inspiration
- Innovation
- Independence
- Inclusivity

Hillview School for Girls believes in the pure potential of every child within the school to develop, mature and thrive and leave the school fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.



# the curriculum

## THE LOWER SCHOOL CURRICULUM

### Key Stage 3, Years 7 and 8 - Foundation

In the Lower School we provide all students with a broad education through a wide range of subjects. As well as a programme in Personal Development Learning (PDL), students study the following subjects: Art & Design, Computing, Dance, Drama, English, Food & Nutrition, French, Geography, History, Mathematics, Music, Physical Education, Religious Education, Science and Spanish. Year 8 students specialise in a single Modern Foreign Language.

In all subjects, students' progress is monitored by teacher assessment and reported to parents three times a year.

### Year 9 - Accelerated

Year 9 is a transitional year between Key Stage 3 and Key Stage 4.

All students in Year 9 start their GCSE courses in English, Mathematics and Science. Their core curriculum also includes Computer Science, Personal Development Learning (PDL), Religious Education (RE) and Physical Education. Students are given some choice about their foundation curriculum in Year 9. All students must select at least 1 language, 1 humanities subject, 1 art/technology subject and 1 performing arts subject as well as one further choice from any of the above areas. Should students wish to ensure they study the full breath of the National Curriculum for the entirety of Key Stage 3, when making their Year 8 into Year 9 option choices they are able to select both Geography and History, one as the Humanity and one as the Extra Specialist Learning.

Providing this choice in Year 9 enables more curriculum time for the subjects students want to take at GCSE, whilst maintaining a broad and balanced curriculum.

## THE UPPER SCHOOL CURRICULUM

### Key Stage 4, Years 10 and 11 - Examination

All students in the Upper School continue the core curriculum in English, Mathematics, Science, Personal Social Religious Education (PSRE) and Physical Education. Students continue their GCSE courses in English, Mathematics and in Science, studying Combined Science (2 GCSEs) or 3 of the separate sciences: Biology Chemistry and Physics (3 GCSEs).

Students then choose optional subjects from a wide range of Level 2 GCSE and BTEC Vocational/Technical courses - 4 options if Combined Science is chosen and 3 options if students opt for 3 separate sciences. Students have full access to all EBacc subjects and to satisfy the criteria for this they should choose Geography, Computer Science, Ancient History or History, along with a language. Students at Hillview are given the opportunity to follow a curriculum that provides balance, whilst allowing the opportunity for students to develop individual aptitudes and interests.

The following subjects are currently being taught: Ancient History, Art, Fine Art, Graphics, Textiles, Business, Child Development, Computer Science, Media, Dance, Drama, Food Preparation & Nutrition, Combined Science, Biology, Chemistry and Physics, English Language, English Literature, French, Geography, Health and Social Care, History, Mathematics, Music, Physical Education, Religious Studies, Spanish and Travel & Tourism.

## SIXTH FORM

The Sixth Form offers a full range of courses to cater for all interests, abilities and ambitions. These include over 30 A Level and applied courses. All students take part in work experience and large numbers take part in community work. As part of our enrichment programme, all students can also elect to complete the Extended Project Core Maths qualification or Gold Arts Award, as well as having opportunities such as taking part in the Duke of Edinburgh Award scheme, and other enrichment options.

Hillview Sixth Form is a larger than the average setting thus offering students greater flexibility and breadth of choice. The partially mixed environment is a valuable stepping stone for students when progressing to life at university or starting a career.

Detailed descriptions of all courses offered for Sixth Form students are contained in the Sixth Form Prospectus, which is available on our website.

## RELATIONSHIPS AND SEX EDUCATION

Hillview School considers that appropriate and responsible relationships and sex education is an important element of a school curriculum that prepares young people for adult life. We recognise that parents are primarily responsible for helping their children to cope with the physical and emotional aspects of growing up and for preparing them for the challenges and responsibilities that sexual maturity brings. Relationships and Sex Education and Health Education at Hillview aims to complement and support parents but also recognises that some students will receive little or no sex education at home. The school is sensitive to this and ensures every child in our care has a good understanding of the law, reproduction and rights.

Our curriculum aims to meet the requirements of the Relationships Education, Relationships and Sex Education and Health Education (England) Regulations 2019. These new regulations are now in force and make Relationships and Sex Education (RSE) compulsory for all students receiving secondary education. Our PSHE provision has been awarded KCC's RSE Quality Mark for both its content and the inclusive and accessible teaching methodologies used.

## **CAREERS EDUCATION AND GUIDANCE**

Students have access to highly qualified careers advisors to offer impartial advice and guidance. Students are helped to identify their individual strengths and encouraged to choose subjects in relation to career goals. Full support is provided at key transition points with a focus on keeping future options open.

Careers Education forms part of the Personal Development Learning programme from Year 7 onwards. Years 8 & 9 students receive focused support when choosing GCSE or applied learning courses. In Years 10 and 11 further intensive careers work takes place in groups and individually to ensure students are well-prepared for transition to the Sixth Form, other learning providers or apprenticeships. We have a dedicated Sixth Form library and resource centre with books, college and university prospectuses, information on university open days and job and apprenticeship vacancies.

All students are encouraged to find volunteer work or work experience in their own time. Year 12 students have a dedicated work experience week in school time to prepare for job and university applications.

All staff contribute to the careers education and guidance programme through their roles as mentors and subject teachers. Subject teachers actively show students how their subjects relate to the world of work and seek opportunities to allow students to speak with people in related careers through school trips and by visiting speakers.

All students can call in to see the Future Pathways team at any time or make an appointment. They also receive extensive support and advice from university and apprenticeship 'ambassadors' and from a range of employers.

Hillview School for Girls uses the Gatsby Benchmark compass tool to evaluate the excellence of our careers programme.

Hillview School for Girls holds the full Investors in Careers Award. This is a nationally recognised standard for high-quality careers education. As part of this we offer students:

- clear impartial advice and information about all the options available, so that they understand what is involved;
- support and guidance to help them make choices and complete a career plan for the future;
- regular personal support and information on how well they are doing;
- help to decide what to do when they leave their course, including further learning, training or employment;
- a programme of careers education helping to develop skills and knowledge to make choices and the transition to work and learning;
- the opportunity to be involved in making decisions about things that affect their learning;
- an opportunity to learn about the world of work
- help at the appropriate time.

## **RELIGIOUS STUDIES, ASSEMBLIES AND COLLECTIVE WORSHIP**

Religious Studies at Hillview aims to promote an enquiring and challenging approach to the study of religion by introducing students to the varied nature of religion; religious belief and practice. Students are encouraged to identify and explore questions about the meaning of life, to reflect on religious, philosophical and ethical responses to moral issues, and to recognise and appreciate the contribution of religion to the formation of patterns of belief and behaviour.

In line with the Kent Agreed Syllabus, the majority of content is Christian in outlook, but all of the major world religions and non-religious belief structures are covered by the end of Key Stage 3. Following the national changes to GCSE and A-Levels, students are required to focus on a broad syllabus of philosophy, ethics and at least one major religion; at Hillview, students will study Christianity and Islam in depth alongside secular understandings of the world around them.

Assemblies set the aims of the school in a broadly moral framework and link these aims with events and values drawn from personal, community, national and international experience. Community assemblies are delivered by Leaders of Community, other staff and/or students in their mentor groups. Assemblies are also enhanced by the contribution of outside speakers. Parents are reminded they can withdraw their children from Religious Education and Collective Worship, either in whole or in part, in which case individual arrangements will be made.

## **SPECIAL EDUCATIONAL NEEDS OR DISABILITIES (SEND)**

We are great believers that all students with special educational needs or disabilities should be fully included within our whole-school community as recommended in the Special Educational Needs and Disability Code of Practice (2014). The school's policy is to deliver an integrated whole-school approach to individual learning requirements and provide further specific intervention where students are unable to make their expected progress. Our policy framework is revised annually and fully incorporates all the statutory requirements.

## **SPORT**

Sport plays a significant part in the life of the school and all students are encouraged to become involved. The Physical Education department, with assistance from other members of staff, runs a wide range of sporting activities and school teams. We provide the opportunity for talented students to gain representative honours at school, district, county and even national level. Most importantly of all, we pride ourselves in providing opportunities for all students to participate in sport and physical activities.

Throughout the year, there are clubs and activities in a range of sports, as well as practices and training sessions for school teams.

We aim to field school teams or provide opportunities in the following sports during the year:

|              |            |                  |
|--------------|------------|------------------|
| Athletics    | Gymnastics | Rugby            |
| Cheerleading | Handball   | Swimming         |
| Netball      | Tennis     | Trampolining     |
| Football     | Rounders   | Personal Fitness |

There are regular inter-Community tournaments in the seasonal sports and athletics competitions, culminating in Sports Day in Term 6. Visits are organised to watch national and international sporting events.

## **SPORTING AIMS**

- To develop social, moral, spiritual and cultural values through competitive sport and physical education.
- To develop skills and techniques in a range of physical activities.
- To develop and promote the links between school Sport and the wider community to enable lifelong involvement in physical activity.
- To offer all students access to a healthy and active lifestyle.
- To build self-esteem and confidence through participation and success.
- To foster healthy competition and self-challenge.

# care and well-being of students

## **BEHAVIOUR**

We believe that teaching our students the skills of self-discipline, co-operation, respect for others, good manners and tolerance are an important part of the curriculum. Without these skills our academic objectives cannot be achieved nor students' life chances increased. Furthermore, we believe that these are skills which can be learned, particularly if we work together with parents to achieve our goals.

We believe that everyone in school has the right to be treated as an individual and with respect. Effective relationships are vital to the successful working of a school.

We value achievements of every kind – academic and non-academic – and we believe that everyone should have the opportunity to discover their talents. We also believe that young people respond well to high expectations. In our school we expect everyone to work hard and give of their best.

We believe that positive discipline is fundamental to the school's ethos, allowing for effective learning in a safe, enjoyable and interesting environment. In this school we recognise that problems are normal where young people are learning and testing the boundaries of acceptable behaviour. Our success as a school is judged not by the absence of problems but by the way we deal with them.

We expect all students to make the right choice in respecting themselves, others and the school environment. At Hillview School for Girls our approach to behaviour management is based on our school values:

- (i) we are a learning community where everyone has a valuable and unique contribution to make;
- (ii) we work with students, parents/carers and Trustees to provide a safe and disciplined environment in which to work;
- (iii) we respect ourselves, one another and our environment;
- (iv) we work together to achieve the best we can for our students and our community;
- (v) we recognise and celebrate all forms of achievement both in and outside of school.

# “HILLVIEW OFFERS THE COMPLETE PACKAGE; EXCELLENT ACADEMIC AND TEACHING FACILITIES COMBINED WITH BRILLIANT PASTORAL CARE”

J HARMAN - PARENT

We expect all students to uphold our values and ethos by supporting the school in applying the Hillview School for Girls' Vision and Values:

- Inspiration
- Innovation
- Independence
- Inclusivity

We expect students, parents/carers to uphold our values and ethos by supporting the school in implementing and applying the Home/School Agreement.

## REWARDS

The main thrust of Hillview's behaviour policy is positive, supportive, encouraging and caring. Accordingly, a delicate balance between rewards and sanctions are maintained in order to secure high standards. We believe that students achieve more and are better motivated when teachers commend and reward success and emphasise potential rather than focusing on failure and shortcomings. It is important that all students feel their efforts and contributions are valued. Rewards are used to promote positive behaviour and develop a learning environment where a strong work ethic and attaining goals, academic or otherwise, are both beneficial and desirable. We aim to be consistent and positive in our approach to rewards in all aspects of school life.

'Community Points' are awarded to students showing any of the school's values.

## PRAISE

1. Students are always thanked or praised for helpful behaviour, being courteous or completing a task without being asked.
2. Praise is given to students by mentors for being continually smart, being punctual, for good attendance and so on.
3. Good work and effort in lessons are noted in the first instance by a positive verbal comment and then a community merit is awarded. Praise

and encouragement in lessons are used as much as possible to create a positive learning environment. If a student produces a particularly good piece of work or works beyond their usual level they may receive a departmental postcard. These are recorded on a student's file and result in Community Merits.

4. Students can be sent to the Curriculum Leader, Leader of Community or Student Support Manager to be praised for an extended piece of work or exceptional achievement, or to any member of senior staff. Particularly successful pieces of work can be given a special Subject Certificate or postcard. These awards contribute towards the student's total number of Community Merits and are given out in our 'Celebration of Success' assemblies.
5. Teachers award Community Merits regularly. These are then recognised through the 'Celebration of Success' assemblies.
6. Parents' Evenings are used to recognise the students' strengths. Barriers to learning and areas for improvement are discussed in a positive manner to enable targets to be reviewed and further progress made.
7. Public recognition of the students' strengths takes place at Prizegiving with Awards for all students, as well as subject, mentor, Community, sporting and other special prizes.

## SANCTIONS

We believe that students feel more secure if they understand where the boundaries of acceptable behaviour lie and appreciate what the consequences are of behaving in an anti-social manner. Sanctions will be applied in a way that maintains the self-respect and dignity of those involved. The Behaviour Management System is available on the school website.

Sanctions range from a simple verbal warning to an after-school detention. Parent support is expected regarding after-school detentions as one of the consequences used by the school. It is important that parents realise that the school has the statutory power under the Education and Inspections Act 2006 to detain students without parental permission. The school will always aim to give parents 24 hours' notice but the law reserves the school the right not to do so where appropriate.

Hillview School for Girls will isolate students if their behaviour is having a negative impact upon the learning of others or if their anti-social behaviour is very serious. Isolation is part of a restorative process, providing an opportunity for the student to reflect upon their behaviour. Exclusions are used as a final sanction, triggering a Behaviour Support Plan to be implemented.



# home – school links

## **HOME - SCHOOL AGREEMENT**

All parents and students are asked to sign our Home - School Agreement. This is a statutory document, which sets out the school's expectations of students and parents and what they in turn can expect of the school.

## **GENERAL INFORMATION**

We endeavour to keep parents informed about events and school life.

Our weekly newsletter keeps parents informed of events and developments in the life of the school. This document and other useful parental information can be found on the parent section of our website.

Letters of general information are sent to parents electronically via Arbor to the contact emails provided. Hard copies via students are available if requested at the start of the year.

The Arbor portal is a secure programme which enables us to further improve our communication with home. This complements the school's existing website and enables parents to log in and access a wide range of information, tailored to individual requirements. Students are able to access learning resources via the school's SharePoint portal, which are specific to their curriculum.

## **REPORTING PROGRESS**

Our aim is to work with parents to ensure all students make the expected progress. Parents will receive two formal reports each year in Years 7 and 8 and three formal reports from Year 9 onwards. These can be accessed through Arbor. One of these will include a written comment from the mentor; all three will show current attainment. If the school has concerns about progress, contact will be made with parents and they may be invited to come into school to discuss the problem.

Parents' Evenings are held at least once a year and each year group has a bespoke arrangement and format to meet their needs. This provides parents with the opportunity to discuss their child's progress with their teachers. Parents will be able to choose which staff to see. Appointments are set at five-minute intervals and there should be the opportunity to see up to seven teachers. There will also be additional evenings to provide information about courses and learning opportunities. Year 9 has a dedicated Options

Evenings in preparation for making their choices before moving to the next point in their academic career.

An online booking system is available for parents' use in order to allow them to arrange appointments with staff at Parents' Evenings. Notification regarding this is sent to parents well in advance of the particular year group's Parent Consultation evening.

Attainment grades are drawn from the following sources: internal examinations; independent studies; homework/class work marking; verbal discussions with the student; on-line portfolios and coursework portfolios. A grade is also awarded for attitude to learning which is carefully defined within the report.

Target grades are set for each student in most subjects. These are referred to as 'school targets'. They are based upon work ethic and prior attainment (for example, national test results at the end of primary school) and are informed by the expected progress defined by the Department of Education. Specific guidance for improvement is set within each subject.

Parents may be contacted by subject leaders, teachers, Leaders of Community, the Leadership Team and/or Student Support Managers should there be any concerns that might affect a student's progress. We ask also that parents inform the school of any external circumstances that could impact on their child's school work. With this vital information we will be able work together to help them overcome the difficulties.

## **INDIVIDUAL COMMUNICATION AND CONSULTATION**

### **CONTACT DETAILS**

The school requests contact details and medical information from parents annually. It is essential that the school has up-to-date information should we need to contact you in an emergency or deal with a medical issue your child may have. It is your responsibility as a parent/carer to inform the school of any changes to this information throughout the year. The school cannot be held responsible in the event of an accident or emergency if you have not informed us of a change in this information. Information is held electronically, in accordance with data protection legislation.

### **MEETING WITH STAFF**

If you wish to meet with a member of staff regarding your child please request a meeting via [admin@hillview.kent.sch.uk](mailto:admin@hillview.kent.sch.uk) Due to teaching and school commitments, meetings are by appointment only. All visitors must report to Reception. Student Support Managers are available from 8.30 a.m. until 4.30 p.m.

## SCHOOL FUND

Parents are asked to make a voluntary annual contribution payable on the first day of the academic year. These donations considerably enhance the quality of education we are able to provide. The income is used for the benefit of all students and covers items not normally provided by the school's delegated budget, such as equipment to support clubs and extra-curricular activities.

## THE FRIENDS OF HILLVIEW PTA

We are fortunate to have a thriving PTA, which meets generally every month in term times to arrange and support events to raise money for the school and at the same time to bring parents together to socialise and to have fun. Contact details and information about events can be found on the school website as well as through regular newsletters and by email at [PTA@hillview.kent.sch.uk](mailto:PTA@hillview.kent.sch.uk)

# additional information

## STRUCTURE OF THE SCHOOL DAY

### Monday - Thursday

|               |                                |
|---------------|--------------------------------|
| 8.35          | Bell rings for start of school |
| 8.40 - 9.05   | Mentor                         |
| 9.05-10.05    | Period 1                       |
| 10.10 - 11.10 | Period 2                       |
| 11.10 - 11.30 | Break                          |
| 11.30 - 12.30 | Period 3                       |
| 12.35 - 1.35  | Period 4                       |
| 1.35 - 2.25   | Lunch                          |
| 2.25 - 3.25   | Period 5                       |

### Friday

|               |                                |
|---------------|--------------------------------|
| 8.35          | Bell rings for start of school |
| 8.40 - 9.05   | Mentor                         |
| 9.05-10.05    | Period 1                       |
| 10.10 - 11.10 | Period 2                       |
| 11.10 - 11.30 | Break                          |
| 11.30 - 12.30 | Period 3                       |
| 12.35 - 1.35  | Period 4                       |
| 1.35 - 2.05   | Lunch                          |
| 2.05 - 2.10   | Mentor                         |

## CATERING ARRANGEMENTS

Olive Dining is our school's new catering provider! Olive are dedicated to the quality of their food and ingredients, prioritising locally sourced produce to support our community and reduce our environmental footprint. Their menus are tailored for our school and operate on a 3-week cycle, offering a variety of exciting and flavoursome hot dishes. For those students who prefer a cold option for lunch, there is a wide selection of freshly filled baguettes, sandwiches, bagels, pasta pots and boxed salads.

The school uses a cashless catering system. All monies should be sent in using our electronic payment system called Parent Pay.

Free school meals are available for eligible families. If you are in receipt of a benefit, you may be eligible for a free school meal. For further details please contact Kent County Council. All applications are treated confidentially. As the system operated is cashless and card-less, there can be no stigma or embarrassment attached to a child's eligibility for a free school meal.

## COPIES OF SCHOOL DOCUMENTS

Copies of school documents are available via the school website. If you cannot find what you are looking for, please contact the school office via [admin@hillview.kent.sch.uk](mailto:admin@hillview.kent.sch.uk) with your request.

## COMPLAINTS

The governing bodies (GBs) of all maintained schools and maintained nursery schools in England have been required, under Part 7 of the Education (Independent School Standards) Regulations 2014, to have in place a procedure to deal with all concerns and complaints relating to their school and to any community facilities or services that the school provides. This does not limit complainants to parents or carers of students registered at a school. A complainant could be a member of the wider community or representing an ex-student. The law also requires the procedure to be publicised and the school's Complaints Policy can be found on the school's website.

Hillview School is responsible for establishing its own concerns and complaints procedures and does this in line with DFE and KCC recommendations. This procedure has been established in accordance with Section 39 of the School Standards and Framework Act 1998. This policy is written in line with 'Best practice guidance for academies complaints procedures March 2021:

<https://www.gov.uk/government/publications/setting-up-an-academies-complaints-procedure/best-practice-guidance-for-academies-complaints-procedures>

**“I HAVE BEEN VERY IMPRESSED WITH THE TIME AND ATTENTION GIVENTO THE TRANSITION PROCESS, WHICH HAS BEEN EXTREMELY HELPFUL IN ENABLING MY CHILD TO SETTLE QUICKLY.”**  
**YEAR 7 PARENT**

### **CHARGES FOR SCHOOL ACTIVITIES**

The Education Act 1996 contains regulations concerning charges for school activities.

The policy of the Trustees is to adhere to the requirements of the 1996 Act. Further details can be obtained from the school website but the main aspects are outlined below.

#### **(i) EDUCATIONAL VISITS**

When a visit is planned a letter and a form will be sent home explaining the details and purpose of the visit and advising of the cost. You will be asked if you wish your child to take part in the visit and be invited to make a financial contribution. Financial assistance may be available to assist students participating in educational visits as follows:-

(i.i) If the educational visit is designed to include all members of a class and the visit takes place during school hours, then financial assistance may be available to students who are in receipt of Free School Meals. In other exceptional circumstances, consideration for assistance will be at the discretion of the school.

(i.ii) However, if the educational visit is optional or has restricted places then financial assistance will not be available.

#### **(ii) CHARGES FOR ITEMS MADE AT SCHOOL AND BROUGHT HOME**

The school may charge for an item made at school if the finished item is to be taken home.

#### **(iii) OPTIONAL EXTRAS (ACTIVITIES OUTSIDE THE NORMAL SCHOOL DAY)**

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement

of parents is therefore a necessary pre-requisite for the provision of an optional extra for which charges are to be made. Parents will be notified of any activity which will require their consent and for which a charge might be made.

#### **(iv) BREAKAGES**

The school may ask parents to pay the cost of, for example, replacing a broken window or a damaged or lost laptop/text book, where this is the result of a student's inappropriate behaviour.

### **TRANSPORT**

Travelling allowances are granted by Kent County Council in respect of students who attend the nearest appropriate school and whose home to school journey exceeds the statutory walking distance of three miles. Hams Travel operates bus services from Rusthall and Pembury through Tunbridge Wells, High Brooms and Southborough to the school. Hillview School cannot accept any responsibility for these services. However, we do take an active part in the monitoring of discipline on these services and work in partnership with Hams in ensuring that our students maintain their high standards of behaviour.

### **VEHICLES ON SITE**

All parents are requested not to drop off or pick up students inside the school gates, for reasons of safety. Moreover, due to the narrow roads and in consideration for our neighbours, we would ask you also not to pick up or drop off students in Royal Rise or Brionne Gardens. Your understanding and support would be greatly appreciated.

### **ATTENDANCE INFORMATION 2023-24**

*Please contact the school directly for information on attendance for last academic year.*

We have high expectations of student attendance.

If attendance slips below 95% we will contact parents and continue to monitor the situation until it improves. The school employs SEAAS (South Eastern Attendance Action Service) to do this on our behalf. We require letters for all absences. No holiday taken during term time will ordinarily be authorised by the school. This will be recorded as an unauthorised absence and we may request that the local authority issue a penalty notice (currently a minimum of £60 per parent per student). Each individual case will be considered separately. We strictly adhere to the DfE School Attendance Regulations. We are not prepared to authorise such absence unless there are exceptional circumstances.

## ARRANGEMENTS FOR PROSPECTIVE PARENTS TO VISIT

Discover how Hillview School could meet the individual needs of your child by attending an Open Evening or Morning. See work in progress. Meet the Headteacher, speak to both staff and students and tour the school.

### OPEN MORNING & EVENING FOR ENTRY SEPTEMBER 2025

Saturday 28 September 2024, 10.00am - 12.00

Thursday 24 October 2024, 5.30-7.30 pm

### SIXTH FORM OPEN EVENING FOR PROSPECTIVE YEAR 11 OR 10 STUDENTS

Thursday 21 November 2024, 5.30-7.30 pm

Additional open morning tours for Year 5/6 and Year 11 students will take place from September 2024. Please keep an eye on our website for details, under, 'Admissions'.

# school uniform

## UNIFORM FOR YEARS 7-11

- \*Hillview kilt or trousers (unaltered)
- \*Hillview jumper/cardigan
- \*Hillview summer shirt dress. This can be worn in Terms 1, 5 and 6
- Fitted white, open-neck, short-sleeved blouse. (coloured t-shirts must not be worn underneath)
- Navy-blue or white ankle socks, flesh-coloured, black or navy tights
- Black flat-heeled, rubber-soled, sturdy, sensible shoes, not open-toed, sling back or canvas. Boots, ankle boots, Vans/Converse, trainers are not acceptable.
- Plain coat for outdoor wear (no logos). Denim, fur or leather jackets are not acceptable. Hoodies are not acceptable as a coat.
- **For Dance** all students will require a black sleeveless dance leotard and black footless tights/leggings
- **For Drama** all students will require a black long-sleeved T-shirt and black leggings.

## PE Kit

- \*Hillview polo shirt or community T shirt
- \*Hillview skort
- \*Hillview hoodie (optional)
- Black or Navy-blue jogging bottoms (no stripes) or black leggings (no mesh)

- White sports socks
- Trainers (not casual fashion trainers or Plimsolls)
- Gum shields are recommended for hockey and shin-pads for football club

All students must change for PE every lesson regardless of whether they are taking a fully active physical role, or coaching.

All items of clothing must be marked clearly with the owner's name.

\*Hillview items are only available at Monkhouse.

All other items are stocked by Monkhouse but can be purchased elsewhere.

# academic year 2024-25

## TERM 1

Start: Wednesday 4th September 2024 (Years 7 & 12 only)  
Thursday 5th September 2024(All year groups)

Finish: Thursday 24th October 2024

Inset: Friday 25th October 2024

## TERM 2

Inset: Monday 4th November 2024

Start: Tuesday 5th November 2024

Inset: Friday 22nd November 2024

Finish: Friday 20th December 2024

## TERM 3

Start: Monday 6th January 2025

Finish: Thursday 13th January 2025

Inset: Friday 14th January 2025

## TERM 4

Start: Monday 24th February 2025

Finish: Friday 4th April 2025

## TERM 5

Start: Monday 22nd April 2025

Finish: Friday 23rd May 2025

## TERM 6

Start: Monday 2nd June 2025

Inset: Wednesday 2nd July 2025

Finish: Tuesday 22nd July 2025

# admissions policy and procedures

## FOR ENTRY INTO THE ACADEMIC YEAR 2024/25

1. Hillview School for Girls is a fully inclusive community and admits students from across the full breadth of the ability range.
2. Admissions Main school: Year 7 Entry  
Within Years 7-11 Hillview is a single sex establishment, offering places only to girls.
3. Hillview is a specialist school for the Performing & Visual Arts and 10% of places will be allocated on the basis of aptitude in the Performing & Visual Arts. This will be assessed through tests carried out at the school, overseen by an independent assessor (details are attached, headed *Appendix 1*). Application for these places must be made on the Application Form for Performing & Visual Arts Place, *Appendix 2* or available from the Admissions Secretary. This is in addition to Hillview School being one of the named preferences on the Secondary Common Application Form. These places are not subject to the restrictions of the general over-subscription criteria listed below, except in the case of children in local authority care (no. 1 below, under Over-subscription). It is suggested that **only** applicants living more than 6 miles from the school apply for one of these places.
4. 90% of places will be offered without reference to aptitude or ability.
5. For entry to Hillview for September 2024, the closing date for applications is Tuesday 31 October 2023. The planned number of admissions (PAN) for the year beginning September 2024 is 208.
6. All applications must be made via Kent County Council (KCC) online or by post by completing the Kent Secondary Common Application Form.
7. On 1 March 2023, KCC will send allocation decision letters to all parents. Parents will be asked to confirm acceptance of the offer by 15 March 2024.
8. Before the application of oversubscription criteria, children with an Educational Healthcare Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

### Over-subscription

For 90% of places, where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

**1. Children in Local Authority Care or Previously in Local Authority Care, including internationally adopted previously looked after children.** (This includes children who were previously looked after in Wales, Scotland and Northern Ireland)

**Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being cared for became subject to an adoption, child arrangements, or special guardianship order. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

**Children previously in Care outside of England** – a child who appears to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Application for these places must be made on the Application Form for children previously in care outside of England, *Appendix 3* or available from the Admissions Secretary. This is in addition to Hillview School being one of the named preferences on the Secondary Common Application Form.

**2. where the child has a sibling attending the school at the time of entry;** A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**3. where the child is the daughter/son of a member of staff;** The member of staff must have been employed at the school for two or more years at the time at which the application for admission to the school is made,

and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4. where there are health reasons for admitting the child;**

*Medical, Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend the school. Equally this priority will apply to children whose parents'/ guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend the school. Such claims must be supported with written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between those needs and the school.*

**5. Nearness of children's homes to school** - proximity of the child's home to the school, with those living nearer being accorded the higher priority. *We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.*

6. If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

7. For the remaining 10% of places the following criteria will apply:

- aptitude for the Performing & Visual Arts as determined by the school's assessment procedure.

8. Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

**Warning: Withdrawal of Places**

1. After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
  - a) when a parent has failed to respond to an offer within a reasonable time; or
  - b) when a parent has failed to notify the school of important changes to the application information; or
  - c) the school offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

**Late Applications**

Late applications will be accepted and processed in accordance with Kent County Council's Co-ordinated Admissions Scheme.

**Admissions main school Years 8-11**

1. For other applications for admission to the school such as
  - a) applications for admission to years other than Years 7 and 12
  - b) application for admission to any year after the beginning of the school year
  - c) applications within the school year

places will be offered, if they are available, to applicants according to the over-subscription criteria specified above.

2. Applicants should contact the school direct in the first instance.

**Waiting Lists**

Waiting lists are maintained in all year groups and are constructed according to the over-subscription criteria specified above. These waiting lists are carried forward into subsequent year groups for as long as parents wish.

**Refusal of a place**

In the event of a place not being offered, this will be due to:

- A place not being available in the required year group
- The school believes in their professional opinion that they are unable to support the needs of the child, meaning that to enter them would prejudice the provision and efficient education and efficient use of resources.

## Admissions to Hillview Sixth Form

1. The Hillview Sixth Form is a mixed sex provision that accepts applicants from across the breadth of the local area. Applications to the Hillview Sixth Form must be completed via KentChoices and offers are made on the students' ability to meet the specific academic entry requirements set down in the Sixth Form Course Guide.
2. Students on roll in Year 11 at Hillview School for Girls have priority over those seeking to join the Sixth Form from other schools. However, they can only attend the Hillview Sixth Form if they have met the entrance criteria as detailed in the Sixth Form Course Guide.
3. The Sixth Form PAN for external applicants is 120 in Year 12. This is made up of 70 places at Hillview Sixth Form and 50 places at The View@East Street.

In the event of over-subscription, the criteria to be applied for admission for external students, who have met the entrance criteria will be those listed as above for admission in Year 7.

### Applying for the Hillview Sixth Form

For entry to the Hillview Sixth Form for September 2024, the initial closing date for applications via Kent Choices is **Friday 5 January 2024**.

Further applications will be considered. Late applicants should contact the school directly.

Meetings will be arranged with applicants to provide appropriate course guidance until Friday 21 June at which point the oversubscription criteria will be applied and final enrolment appointments will be offered for August.

4. Applications after this date may be considered following the formal enrolment days in August if available places remain in the Sixth Form.
5. Late applicants to the Hillview Sixth Form will be admitted if places are available in Year 12 until Thursday 26 September, provided that they meet the entry criteria. Applications beyond this date will not be admitted, unless there are exceptional circumstances.

## Refusal of a place

In the event of a place not being offered, this will be due to:

- The Sixth Form entry criteria is not being achieved
- The school believes in their professional opinion that they are unable to support the needs of the child, meaning that to enter them would prejudice the provision and efficient education and efficient use of resources.

# EXAMINATION RESULTS 2024 – GCSE

*(provisional at time of publishing)*

|                                  | <i>Hillview</i> | <i>National<br/>2024</i> | <i>National<br/>2019</i> |
|----------------------------------|-----------------|--------------------------|--------------------------|
| <i>English 9-4</i>               | 91%             | TBC                      | 71%                      |
| <i>Maths 9-4</i>                 | 77%             | 56%                      | 59.6%^                   |
| <i>English and<br/>Maths 9-4</i> | 76%             | TBC                      | 65%                      |

5+ GCSEs graded 9-4 incl Eng & Maths 70%  
A8 score 49.42

57% of our students gained a Grade 7 or higher in one or more qualifications.

# EXAMINATION RESULTS 2024 – A LEVEL

|             | <i>Hillview<br/>Overall</i> |
|-------------|-----------------------------|
| <i>A*-A</i> | 14%                         |
| <i>A*-B</i> | 42%                         |
| <i>A*-C</i> | 78%                         |
| <i>A*-E</i> | 99%                         |

|             | <i>Hillview<br/>A Level</i> | <i>National<br/>A Level<br/>2023^</i> | <i>National<br/>A Level<br/>2019</i> |
|-------------|-----------------------------|---------------------------------------|--------------------------------------|
| <i>A*-A</i> | 14%                         | 28%                                   | 26%                                  |
| <i>A*-B</i> | 47%                         | 54%                                   | 52%                                  |
| <i>A*-C</i> | 79%                         | 76%                                   | 76%                                  |
| <i>A*-E</i> | 98%                         | 97%                                   | 97%                                  |

|              | <i>Hillview<br/>Applied<br/>General</i> |
|--------------|---|
| <i>D*</i>    | 9%                                      |
| <i>D*-D</i>  | 69%                                     |
| <i>D*-DM</i> | 95%                                     |
| <i>D*-P</i>  | 100%                                    |