



HILLVIEW
SCHOOL FOR GIRLS

**INFORMATION BOOKLET
AND
INDUCTION PROCEDURES
2024-25**

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SECTION 1

Looking After Your Children

Although Hillview is a large school, every student is valued as an individual. When students first arrive, they are placed into a Mentor group with other students of all abilities and backgrounds, within one of the school's Communities.

Students with Special Needs

We recognise that children may have special educational needs at some point during their school career. These special needs may arise from a variety of sources beside the academic, including medical, social, psychological and physiological. Some students will receive help as part of their normal lessons. Some will also receive the help of a Learning Support Assistant. In other cases, students may attend special classes or 'booster sessions'.

The Community System

On entry to Hillview each student is assigned a mentor within one of 4 communities; Austen, Franklin, Hepburn or Westwood.

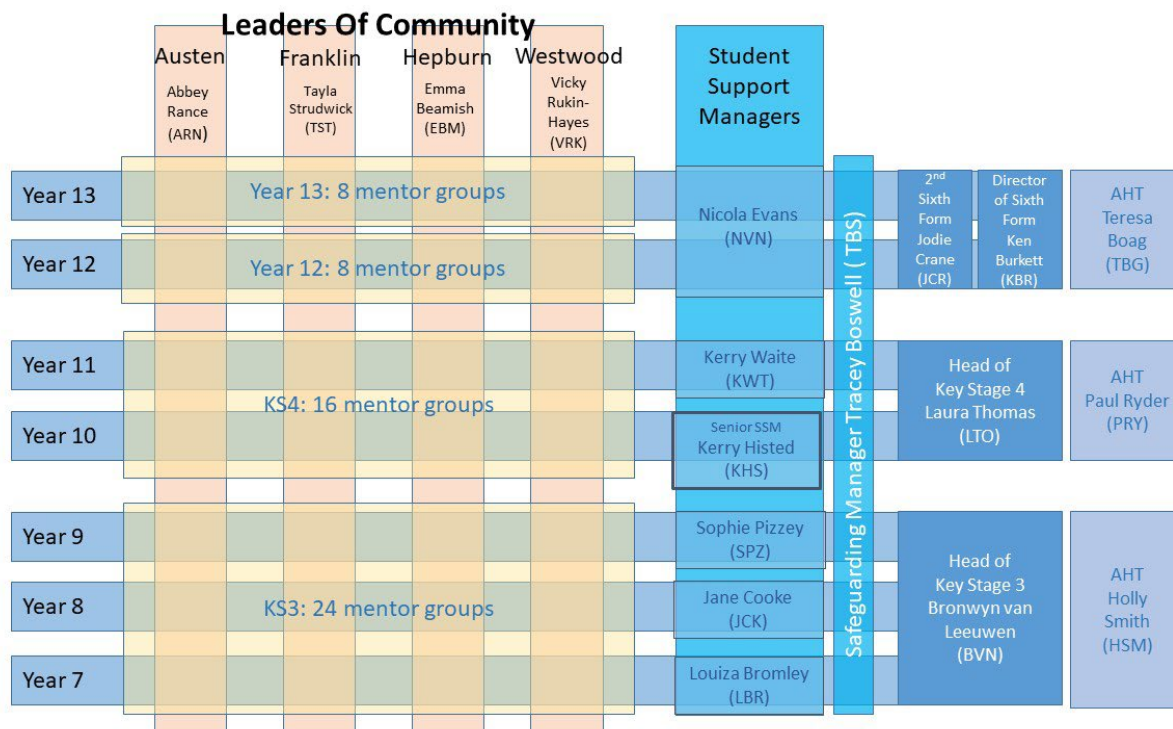
Our mentor groups are organised with Key Stages rather than single year groups with several years represented in the groups. Students are expected to play a full role within their community by gaining rewards and taking part in inter-community competitions.

The Mentor will get to know each student in their group very much as an individual. The benefits of this system is that it enables older students to share their experience, understanding and hindsight with younger students at important transition points in school, such as establishing friendships and identity in Year 7, making option choices and preparing for key examinations. A secure and trusting ethos in these groups allows our students to learn from and support each other in a very wide range of situations, under the guidance and management of the Mentor.

Leaders of Community and Student Support Managers

Each Community has a Leader of Community and full-time Student Support Managers support these. Your first point of contact with the school as parents will be your child's **Mentor**. However, the **Student Support Managers** are more readily available during the day and so may well be the people you speak to immediately. They will make sure that any message or concern gets passed on to the student's mentor as soon as possible. If you have an older child already at the school, your child will be placed in the same Community (but not the same mentor group) to enable more effective liaison between school and home.

Hillview Pastoral Structure 2024 - 25



Mentor Time

Mentor groups meet every day with their mentor for twenty minutes to take part in structured learning activities, such as discussing personal progress, social communication activities like circle time, team building projects including charity work and to attend community assembly once a week.

Students receive mentor support within Key Stage mentor groups. The mentor sessions help students to develop valuable skills and also prepare them for learning and the stage of their educational career they are in.

KS3 Supporting the move to secondary school, developing organisational and learning skills and an enquiring mind.

KS4 Supporting a GCSE ready student, managing workload/pressure and exploring revision strategies.

KS5 Developing the A Level mindset and preparation for university/apprenticeships/Employment - the future.

School Assemblies and Non-Uniform Days

Assemblies are weekly, alternating between in person and virtual. There are usually several non-school uniform days every school year. On these days students are invited to attend school in their own clothes in exchange for £1 which goes towards one of their chosen charities, this is payable via parentpay.

Home/School Agreement

We ask that all parents and students sign this vital agreement each year. We believe strongly that your daughter's success depends on establishing this positive three-way partnership and reviewing it regularly to ensure that it continues to work effectively.

SECTION 2

Senior Leaders

Chair of Trustees
Headteacher
Deputy Headteacher
Deputy Headteacher
Assistant Headteacher (KS3)
Assistant Headteacher (KS4)
Assistant Headteacher (KS5)
Business Manager
HR Manager

Mr Tim Brown
Mrs Hilary Burkett
Mrs Aurelie Gage
Mrs Rebecca Edwins
Mrs Holly Smith
Mr Paul Ryder
Ms Teresa Boag
Mrs Rachel Danso
Mrs Amanda Dennett

Special Educational Needs and Disabilities
Co-ordinator (SENDSCO)
Attendance & Safeguarding Lead

Ms Allison Powell
Mrs Tracey Boswell

Curriculum Leaders

Director of Maths
Director of English
Director of Science
Director of Sixth Form
Director/SENDSCO
Ancient History
Business & Enterprise
Computer Science
Creative & Visual Arts (including Technology)
Dance
Drama
Food
Geography
Health & Social Care
Media & Film
Modern Foreign Languages
PDL
PE
RE
Sociology
Textiles

Miss Emma Knight
Ms Kate Aplin
Mr Marcus Adanah
Mr Ken Burkett
Ms Allison Powell
Mr Lee Perry
Mr Rob Mortimer
Mr Ryan Garon
Miss Emily Green
Mrs Rebecca Gifford
Mrs Jeanette Howard
Ms Roxeanna Miller
Mrs Claire Webb
Mrs Marnie Lines
Mr Greg Theoharis
Ms Aurelie Lethuillier
Mrs Rachel Panikker
Ms Jo Fitzsimons
Mrs Emma Ongley
Ms Alexa Saunders
Ms Vicky Rukin-Hayes

Staff with Responsibility for Key Stage 3 (Years 7-9)

Progress Concerns

Assistant Headteacher (KS3) Admissions
Head of Key Stage 3

Mrs Holly Smith
Mrs Bronwyn van Leeuwen

Pastoral Concerns

Student Support Manager, Year 7
Student Support Manager, Year 8
Student Support Manager, Year 9

Ms Louiza Bromley
Mrs Jane Cooke
Mrs Sophie Pizzey

Staff with Responsibility for Key Stage 4 (Years 10-11)

Progress Concerns

Assistant Headteacher (KS4)
Head of Key Stage 4

Mr Paul Ryder
Miss Laura Thomas

Pastoral Concerns

Student Support Manager, Year 10
Student Support Manager, Year 11

Miss Kerry Histed
Miss Kerry Waite

Leaders of Communities

Leader of Austen Community
Leader of Franklin Community
Leader of Hepburn Community
Leader of Westwood Community

Miss Abbey Rance
Mrs Tayla Strudwick
Mrs Emma Beamish
Mrs Vicky Rukin-Hayes

Communication

The partnership and communication between parents and the school is vital to support your child through their education whilst at Hillview School for Girls. At times the school may need to contact you to discuss your child. Therefore, please ensure that we have a range of up-to-date contact details. These are essential in case we need to contact you urgently.

From time to time you may wish to contact the school for a range of possible reasons. Please note that **all communication should be made through school reception (email or phone)** to ensure that your query is dealt with effectively and efficiently. Please be aware that due to timetables, absence and scheduled meetings etc, members of staff may not be able to respond to your communication on the same day, as clarified within our Communication Policy.

You will receive an automated acknowledgement that your email has arrived in school. Your email will then be forwarded to the appropriate person who will respond as soon as possible. However, please be prepared that this may be up to 5 working days from your initial query. If you have not received a response after 5 working days, please contact main reception. If your query required further investigation you will receive a response within 10 working days.

School telephone number: 01732 352793

School email address: admin@hillview.kent.sch.uk

For queries/concerns to be addressed promptly and in the most appropriate manner, please contact reception indicating clearly who your communication is for; using the framework outlined below:

Type of query	General Enquiries	Pastoral	Academic	Academic - Specific Subject
1 st stage	Mentor	Mentor	Mentor	Subject Teacher
2 nd stage	Student Services	Student Services	KS Leader	Curriculum Leader
3 rd stage /serious	Most queries/concerns will be resolved in stages 1-2. However, should this not be the case please contact main reception who will direct your query to the appropriate member of the SLT team			

Most queries can be answered over the phone or email. However, should you prefer to have a face-to-face meeting, please arrange this in advance. Unfortunately, we are unable to accommodate ad-hoc meetings.

Students **must not** use their phone to by-pass school procedures, e.g. in reporting sickness or a behaviour incident; these must be left to the school to deal with.

Parents should not contact their child at school. In emergencies, please contact Reception.

Concerns

When concerns arise they can be upsetting. However, we do ask that communication with staff is polite and courteous and that parents address our staff in the manner that they would expect to be treated.

Rudeness and aggression will not be tolerated and staff have the right to terminate any dialogue of this nature.

Appointments with Staff

Parents must make appointments in advance to meet members of staff by contacting the School via Reception. For security reasons, we have to insist that parents visiting the school with an appointment, report to Reception and remain there where they will be collected by a member of staff. Except for published events the school is closed beyond the Reception hours of **8.00 am until 4.30 pm Monday to Thursday and 8.00 am until 4.00 pm on Friday.**

The School Day

The new timings of the school day have now been confirmed following a parent consultation.

Monday-Thursday		Friday	
8.40-9.00	Mentor	8.40-9.00	Mentor
9.05-10.05	Period 1	9.05-10.05	Period 1
10.10-11.10	Period 2	10.10-11.10	Period 2
11.10-11.30	Break	11.10-11.30	Break
11.30-12.30	Period 3	11.30-12.30	Period 3
12.35-13.35	Period 4	12.35-13.35	Period 4
13.35-14.25	Lunch	13.35-14.05	Lunch
14.25-15.25	Period 5	14.05-14.10	Mentor

We expect Students should arrive on site no later than 8.30am and be at their mentor room for a prompt start to registration at 8.40am. The school is unable to accept responsibility for the safety of students who arrive in school before 8.30am unless they are in the school canteen. The school canteen is open from 8am each day for a variety of drinks and breakfast options.

Please ensure that if your child takes public transport, they take the service which arrives at Tonbridge well in advance, where possible.

Parents should be aware that students are not supervised by staff until 8.40am.

SECTION 3

Getting to School

It is the responsibility of parents to make sure their child attends school, on time, every day. Parents should make sure they organise their daughter's travel arrangements well in advance of the start of the school year in September.

For the safety of all students, students should **not** be dropped off or picked up inside the school gates. We also ask you **not** to pick up or drop off your child in Royal Rise or Brionne Gardens as these roads are particularly narrow and get congested easily which can be dangerous and disturb our neighbours.

The following travel information websites are available for your information.

- **KCC information** <https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/bus-travel/plan-your-bus-journey>
- **KCC Travel Saver Information** <https://www.kent.gov.uk/education-and-children/schools/school-transport/KCC-travel-saver>
- **Arriva customer enquiries** 08712002233 <https://www.arrivabus.co.uk/travel-help-and-accessibility/school-travel/>
- **Hams Travel** 01580 879537 or 01580 879343 <http://www.hamstravel.co.uk/>
- **GO-Coach** 01732 469800 <http://www.go-coach.co.uk/Timetable>
- **Autocar** 01892 833830 <https://bustimes.org.uk/operators/AUTO>

Hams Travel operates bus services from Rusthall and Pembury through Tunbridge Wells, High Brooms and Southborough to and from the school.

Hillview School cannot accept any responsibility for these services. However, we do help monitor discipline on these services ensuring that our students maintain high standards of behaviour, as when wearing the Hillview uniform they represent the School. If a student's behaviour does not meet our expectations, they run the risk of being banned from using a service.

Late Arrival to School

Students are expected to arrive at school on time. It is the parent's responsibility to ensure their child arrives at school on time so they can be ready to start the day at 8.40am. Lateness is recorded and appropriate sanctions are taken. This may include staying after school on to attend an SLT Detention on Friday from 2.00pm to 3.00pm.

The school If a student is recorded arriving late to school by a Senior member of staff monitoring arrivals or via the signing in sheet, a punctuality email will be sent to parents to notify them of the late arrival.

Unexpected School Closure due to adverse weather conditions

The school will stay open if at all possible, when there is severe weather, including snow and flooding. Parents have the responsibility for getting students to and from school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions. You should inform the school if your child is absent due to severe conditions making the journey unsafe. Only if you consider that there is a real danger of your child not getting home safely should you come into school to collect them. If conditions worsen in the school day and you feel it is absolutely necessary to collect children, the school should be contacted prior to you collecting your child from the main school reception. The school may have to close early in the event of adverse weather occurring during a normal school day if on-going risk assessments dictate such. Please ensure that you have discussed with your child what arrangements are in place for them to get home safely on these occasions. On such occasions, the school will message all parents by text and allow students to communicate with parents by mobile phone.

Information about school closure will be posted:

- to our facebook page www.facebook.com/hillviewschool
- via our Instagram account @hillviewchoolforgirls
- on our website www.hillview.kent.sch.uk and appears as a pop-up on the Home Page.
- www.kentclosures.co.uk – KCC overview of all school closures



We will endeavour to get key messages onto these sites as soon as possible and at the very latest by 7.00am.

Canteen Facilities and Cashless Catering

Olive Dining are a small, local company focussed on providing good quality and value for money meals. They are also committed to using locally sourced fresh produce. Olive aim to introduce mix & match deals and flexible food offers to Hillview School for Girls.

The ingredients of all the items sold will be on the packaging or displayed nearby. In order that Independent Catering are aware of any allergies please notify the school office if there is anything new that your child must avoid.

The Meal Deal Price is £3.00.

Further information regarding Olive Dining can be found at <https://olivedining.co.uk/>

A cashless system is in operation and students will be issued with a fob. This is programmed with your child's details and will hold their current canteen balance and will need to be presented at the till at the time of purchase. A small charge will be payable should the fob be lost. You will still be able to top up your child's account, as normal, through ParentPay. Cash or cheques will not be accepted by the school office.

We request that **before the first** day of term you use the electronic payment system, Parent Pay (*see Appendix 1*) to cover a minimum of two weeks' worth of purchases. A log-in will be sent separately to you before your child starts Hillview.

We would suggest a payment in advance termly, and we recommend you do not send in more than is needed for one term.

Breakfast, Break and Lunchtimes

Students are allowed to purchase food from the canteen at breakfast, break and lunchtimes and consume it in the canteen, on the picnic benches or designated classrooms.

Free School Meals

Eligibility criteria for free school meals

Section 512 of the Education Act 1996, as amended, places a duty on maintained schools, academies and free schools to provide free school meals to pupils of all ages that meet the criteria.

Who is eligible for free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following pupils will be protected against losing their free school meals as follows:

- Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit is rolled out. This applies even if their earnings rise above the threshold during that time.
- In addition, any pupil gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals until March 2025.
- After March 2025, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

A pupil is only eligible to receive a free school meal when a claim for the meal has been made on their behalf and their eligibility, or protected status, has been verified by the school where they are enrolled or by the local authority.

We would urge any parents receiving these payments to apply for free school meals for your child through KCC <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

SECTION 4

School Terms and Holidays

The school does not and cannot support holidays during term time. Parents are asked to organise family holidays within the school holidays. In exceptional circumstances, where parents need to make these arrangements outside of the school holidays, parents should send a detailed letter requesting permission addressed to the Headteacher needs to be sent at least one month in advance of the proposed date.

With effect from September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers **MAY NOT** grant any holidays or other absences during term time unless there are exceptional circumstances.

The Headteacher will carefully review any request for leave of absence during term time but it is only in the most exceptional circumstances that leave will be granted. The Headteacher must determine what are exceptional circumstances and the number of school days a child can be away from school if the leave is granted.

Also, from September 2013 the Department for Education has amended the Education (Penalty Notices) (England) Regulations 2007. *See Appendix 2 for Term Dates.*

What to do if your Child is ill or unable to attend School

When a student is absent from school, parent/guardians must telephone the attendance line to inform the school their child will not be attending and the reason or email attendance@hillview.kent.sch.uk by 8.30am.

If a child becomes ill at school, parents will be contacted. Students should not contact parents directly as we have a process in place for reporting sickness during the school day. This is part of our Safeguarding policy.

First Aid, Medicines and the School Office


With regard to your child's safety, we do not issue paracetamol, ibuprofen or antihistamines. Should a student need to take any medication in school, including shop bought pain killers, it should be handed in to the Medical Officer, clearly labelled with the child's name, mentor group and dosage with a medication form.

In the case of asthma sufferers, it is essential that an emergency supply of Ventolin, or any other medication, is handed in to the Medical Officer, with the student's name and form clearly marked on it, along with a Medication form. Ventolin should be taken to practical subjects where necessary.

Please complete the Medication form - Medication given to students in school and return to school if your child takes medication.

Staying on School premises and appointments during the School day

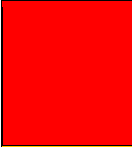


No student may leave the school premises during the day without specific permission from a senior member of staff.

Any student given permission to leave school during the day, for any reason at all, **must sign out and sign in again** (if they return the same day) in the signing in/out book in Reception. **The School must be notified in advance of any dental or medical appointment requiring a student to leave the school early or arriving late to school.** Parents should make the utmost effort to book appointments outside of school hours. If your child needs to leave school or will arrive in school part-way through the day, please either telephone the school's attendance line and leave a message or email the school advising us of the absence. If you are not collecting your child from the school site, they must still come to Reception to sign in or out. 

Attendance Matters

Attendance is a very high priority at Hillview. We have a colour-coded system to identify student attendance.

The division by percentages of attendance is:

	Less than 90%	School intervention, e.g. pre-referral meeting with a senior leader, penalty notice, possible court action and/or fine. Attendance seriously affects learning and progress at this level. Families will be referred to Educational Welfare Officer.
	90-96%	Monitoring and looking for improvements. Student's learning and progress may be affected. School intervention, e.g. meeting with parent.
	98% or above	This is the school's expectation. Students' attendance will support their learning and progress.

At Hillview, we recommend 98% to secure high levels of learning. Less than 95% attendance has a serious impact on achievement at school, the difference of at least a grade at GCSE, i.e. gaining a 4 rather than a 5.

See Appendix 3 for information regarding Penalty Notices.

SECTION 5

Lockers

Lockers are available in the first instance to Year 7 students, and these are arranged during the transition activities on the first day of term in September. Please can new Year 7 parents provide a padlock and keys on the first day to secure a locker. Students in Year 8-11 are able to utilise any available lockers after this time.

Please see **Student Property and Liability of Students** for further information about student property and valuable items.

Homework and Deadlines

Parents are asked to monitor homework on Arbor. Hillview School for Girls uses the Arbor portal and App. This is an integrated school information platform which draws together all student's information and the varying facilities you need to use as a parent. Features include: Achievement, Attendance, Behaviour, Contacts, Exams, Reports, and Timetable. Students and Parents are also able to see homework that has been set, when it is due and if it has been completed.

The Arbor app can be downloaded from the App or Google Play. The Arbor Parent Portal can be accessed by going to <https://login.arbor.sc/>. Handy help guides can be found on the parents section of our website at - <https://www.hillview.kent.sch.uk/parents/arbor/>

Parents are sent their Arbor login when their child joins the school.

School Books

Please encourage your child to look after their exercise books and any text books that are issued by school.

Equipment Needed


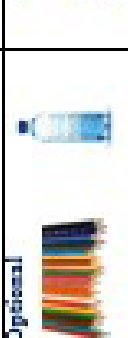

Lessons at Hillview are on a fortnightly basis; students must remember whether it is week A or week B and organise themselves and their equipment accordingly. Students need to come to school fully equipped as follows:

A pencil case containing pencils, pens, colouring pencils or gel pens, pencil sharpener, rubber, ruler, glue stick, protractor, set square, compass and scientific calculator. We **do not** allow the use of Tipp-ex.

The Modern Foreign Languages Department would like all students to be equipped with a French or Spanish dictionary depending on which language they are studying.

Please use the organisational chart enclosed to support your child in ensuring that they have all required equipment on a daily basis.

We would also recommend that all students develop a routine of packing their school bag the night before school, where there is a little more time to ensure they remember the correct equipment, kit and books. Being prepared and organised in the morning lends itself to a happier and calmer start to the day.


	Monday	Tuesday	Wednesday	Thursday	Friday
 <p>Basic</p> <ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors 	<ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors 	<ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors 	<ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors 	<ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors 	<ul style="list-style-type: none"> • Pen/Pencil • Ruler • Planner • Glue stick • Rubber • Calculator • Sharpener • Scissors
 <p>Optional</p> <ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick 	<ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick 	<ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick 	<ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick 	<ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick 	<ul style="list-style-type: none"> • Coloured pencils • Coloured pens • Water • Memory stick
<p>Kit needed</p> <ul style="list-style-type: none"> • PE? • Drama? • Dance? • Ingredients? 					
 <p>Homework</p>					
<p>Books needed</p>					
<p>Clubs</p>					

SECTION 6

Uniform and Where to Buy it

We think that it is important for all students to keep up a high standard of appearance so that the schools' excellent reputation is maintained in the local community. Students must wear school uniform at all times whilst on the school premises and when travelling to and from school; they may also be required to do so when on school trips. Please help us to keep to our high standard of dress by ensuring that you buy the correct uniform for your child and that they wear it to school every day. Please make sure also that all items of clothing and equipment are **clearly and indelibly marked**, so that lost property can be easily returned to its owner.

Our current uniform supplier is Monkhouse Schoolwear (www.monkhouse.com)

School Uniform		Where to buy?	
	Hillview Jumper/Cardigan		These items are only available from Monkhouse Schoolwear. www.monkhouse.com . Good quality, second hand items are also available via the Hillview PTA.
	Hillview Skirt or Trousers	Unaltered	
	Summer Shirt dress (optional)	This can be worn in Terms 1, 5 and 6.	
	Fitted white blouse, open neck rever, short-sleeved blouse.	Coloured t-shirts not to be worn underneath.	These items can be purchased from your chosen retailer.
	Navy-blue or white ankle socks, flesh coloured, black or navy tights.		
	Black flat-heeled, rubber-soled, sturdy, sensible shoes.	Open toed, sling-back, canvas shoes, 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.	
PE & Performing Arts			
Dance	Black leotard and black footless tights/leggings	Leggings should be plain with no mesh panels.	These items can be purchased from your chosen retailer.
Drama	Black long or short sleeved t-shirt and black leggings	Leggings should be plain with no mesh panels.	
PE	Hillview polo Shirt Hillview skort Hillview hoodie (Optional)		These items are only available from Monkhouse Schoolwear. www.monkhouse.com Good quality, second hand items are also available via the Hillview PTA.
	Community top (Optional)		Available via Hillview Leaders of Community
	Black or Navy jogging bottoms or Black leggings	No stripes on jogging bottoms. Leggings should be plain with no mesh panels.	These items can be purchased from your chosen retailer.
	Trainers White sport socks Shin-pads	No casual fashion trainers or plimsolls. Recommended for those in football club	
Accessories			
<ul style="list-style-type: none"> • Hair must be a natural colour and any accessories must be discreet. • Students may wear discrete, natural looking make up. Students must not wear excessive amounts of fake tan or false eyelashes. • Students may wear one pair of small studs in the lobe of the ear. No other items of jewellery or piercings are permitted. • No false nails or nail varnish of any kind. 			
Please see appendix 16 of the Hillview Behaviour Policy for Uniform Infringements and Regulations.			

Jewellery, Piercings and Confiscation & Hair and Make-up guidance

Students with pierced ears may wear one pair of small studs in the lobe of ear.

No other items of jewellery is permitted. No nose studs or any type of body piercing is permitted: students will be asked to remove these and they will be confiscated. Any item of jewellery confiscated will be kept for a week and if repeatedly worn it will be confiscated until the end of the term. The school will accept no liability or responsibility for any jewellery lost or stolen after it has been confiscated. Students can collect confiscated items from their Student Support Manager after 1 week.

Hair should not be dyed an unnatural colour, nor in an unnatural combination of colours, nor worn in any extreme style. All hair accessories should be discreet. If a parent is in any doubt about this definition they should either not proceed or consult the school first.

Any make-up worn should be discreet, natural looking make up, no heavy eyeliner or mascara, bold lipstick etc. If makeup is heavily applied students will be asked to remove it. Nail varnish and false nails including gels are not allowed.

Due to health and safety concerns we do not allow aerosols of any kind to be brought into school, this includes hairspray and spray deodorants.

A uniform pass will be issued by student support managers for any documented medical reason deemed fit that uniform has to be adapted. If trainers or other non school shoes are worn without a uniform pass, then students will be asked to change into school shoes that are the property of the school. If a student arrives at school wearing incorrect uniform, either uniform will be loaned to the student to change into or an isolation will be issued.

A breaktime detention will be awarded for uniform infringements that can be removed. If an item of jewellery, artificial nails or eyelashes cannot be removed within the school, then a period of isolation will ensue until this is resolved.

Student Property and Liability of Students

All personal property must be clearly named.

Students should not bring large sums of money or valuable items to school (materially or sentimental) and any money or valuables should be handed in to the school office. No money should be left in changing rooms or unlocked lockers. Any missing valuables should be reported **at once**.

With the exception of jewellery, confiscated items should be collected by students from Reception at the end of the school day, unless the student is advised by the teacher who confiscates them of a different timescale for collection from Reception. The school can accept no liability for any item dropped, damaged, lost or stolen after it has been confiscated.

Mobile Phones Confiscation

Students are allowed to bring mobile phones and accessories such as earphones/buds to school but they must be switched off during lessons and kept in the bottom of students' bags, unless specifically authorised by the teacher. If these rules are abused the phone and accessories will be confiscated until the end of the day. Any further infringement may force us to ban that student from having a phone in school or insist that it is handed in to Reception each morning and collected at the end of the school day.

The school can accept no liability or responsibility for any mobile phones or accessories whether they are damaged, lost or stolen.

Students **must not** use their phone to by-pass school procedures, e.g. in reporting sickness or a behaviour incident; these must be left to the school to deal with.

SECTION 7

School Library

The School Library is located between the English and Mathematics Departments, on Level 5. The Library is open throughout the school day. This allows students time to use the Library at break, lunch time and after school for reading, research and completing homework. The Librarians are on hand to supervise and support students throughout the school day.

Students can borrow books and DVDs from the Library. Items must be returned by the due date stamped inside (2 weeks for books, 1 week for DVDs and CDs.) **Students receive overdue reminders via email; if they do not respond to these reminders within 1 week, emails are sent to parents asking them to remind their daughters to return the overdue items or to pay for lost items. In the event of non-return, the Finance Office will invoice parents.**

Students are expected to follow the School behaviour policy in the Library and to show consideration for other library users.

Please encourage your child to read at home. If you are new to the Hillview community, please note Year 7s come to the Library for library lessons once a fortnight in order to learn research and information skills.

Extra-curricular Clubs

The school offers many different clubs and activities. A list is published at the beginning of the year. We ask parents to encourage their child to join in *at least one* club each week. Clubs take place before school, at lunchtime, after school and sometimes at the weekend. Attending clubs means that students get more out of their school experience and achieve greater success in their examinations.

SECTION 8

The Community Reward System

The main emphasis of our Behaviour Policy at Hillview is positive, supportive, encouraging and caring. Students achieve more, are better motivated and behave better when teachers commend and reward their successes.

Community Points are given for showing the school's key values:

Inspiration

Innovation

Independence

Inclusivity

How we develop positive learning behaviours – Key Values

We expect all students to uphold Hillview's vision. *"Students unlock their Pure Potential to drive their future and thrive in society."*

Our learning behaviours link directly to the expectations of employers later in life. Our emphasis is on students learning and being successful now and in the future.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing and Creative Arts values, the desirable attributes of a future employee and awareness of the world.

Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the everchanging modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves. We support students to become adaptable and innovative working outside their comfort zone, challenging their expectations and aspirations, fully preparing themselves for their future lives. We aim for every child to be inspired by a subject, their learning or a skill that they can extend beyond education and the classroom.



SECTION 9

How we develop positive learning behaviours – The Code of Conduct

At Hillview we have a Code of Conduct. This is in all student's planners, displayed in every classroom and regularly referred to by mentors and classroom teachers to enforce positive behaviour. As outlined in the Home/School Agreement, the school acts 'in loco parentis'. This means that whilst in school care, we will act in the place of a parent, in the best interests of all students. Hillview School's Code of Conduct consists of the following:

Inspiration

- ❖ Be confident in your ability to learn and make progress.
- ❖ Be proud to be part of Hillview and represent the school positively, within the local community.
- ❖ Behave in an appropriate manner when in, or travelling to and from school and whenever you are in uniform.
- ❖ Be happy to share your ideas and successes with others.
- ❖ Strive hard to be the best you can be, whatever your talents may be.

Innovation

- ❖ Be active citizens within the school community and help make changes to continually improve Hillview.
- ❖ Embrace the Performing and Visual Art techniques which are used across the curriculum.
- ❖ Find out and understand the best way for you to learn and apply this to succeed within all your subject areas.
- ❖ Explore all varieties of pathway in education at Hillview and ensure you are always ready for the next step.

Independence

- ❖ Ensure you arrive to school, every day, ready to learn and engage in all lesson activities.
- ❖ Try your best in all classwork and homework, attending additional support sessions or clubs to help you progress.
- ❖ Think for yourself and take responsibility for your actions.
- ❖ Never bring any item into school that could cause harm to yourself or others.

Inclusivity

- ❖ Have respect for all school staff and follow instructions without argument. ❖ Show respect and understanding for the opinions and beliefs of others.
- ❖ Always try to ensure everyone feels safe at Hillview; report any anti-social behaviour you may experience or witness, including bullying, abuse and exploitation.
- ❖ Be kind to others around you and ensure social media is used in a responsible way, which is safe for yourself and respectful to others.

We expect parents to uphold our values and ethos by supporting the school in implementing and applying the Code of Conduct. Without this we cannot ensure an effective learning environment for each student in our care.

Students are expected at all times to be courteous and considerate in their behaviour to staff, fellow students and visitors.

We believe that every member of staff has a responsibility to help your child develop their personal and social skills including self-discipline, co-operation, respect for and tolerance of others. Without these skills, our academic objectives cannot be achieved.

We believe that everyone in school has the right to be treated as an individual and with respect. We value achievements of every kind both academic and non-academic. We believe that everyone should have the opportunity to develop their potential. At Hillview we expect everyone to work hard and give of their best. We expect parents to work with us to achieve our goals.

We use short break detentions to support students to recognise areas for improved attitudes. The vast majority of the school population receive no or minimal amounts of these through the year.

More serious behaviours or failure to follow school systems, results in an after school detention. There are very small numbers of students who are required to attend this.

It is important that parents understand that the school has a right to detain students even without parental permission.

(DFE Guide for heads and school staff on behaviour and discipline: "Teachers have a legal power to put pupils aged under 18 in detention. Parental consent is not required for detentions.")

Isolation

In the event of serious anti-social behaviour, parents are always informed and the stricter sanction of isolation imposed. This sanction is also used for serious infringements of uniform and appearance rules (such as piercings, extreme hairstyles and false nails or gels).

Sending Students Home

If an infringement of uniform or appearance rules can be put right reasonably quickly and easily (at the latest within one school day), a student may be sent home to sort this out and return later the same day. Parents will always be informed before this action is taken.

Appendix 6 – Implementation of Sanctions

	Break Time Detention* 15mins (Teaching Staff)	Lunch Time Detention* 30mins (Directors and HOK)	Friday Detention* After School - 1 hour (SLT)	Isolation* Full Day unless indicated (Student Support)	FTS (Fixed-term suspension)* (Variety of lengths)	Permanent suspension*
Examples of behaviours leading to sanction (not exhaustive)	<input type="checkbox"/> Uniform infringements <input type="checkbox"/> Lateness <input type="checkbox"/> Lack of equipment <input type="checkbox"/> Incomplete homework <input type="checkbox"/> Use of mobile phone <input type="checkbox"/> Lack of work in lesson <input type="checkbox"/> Low level disruption *This is not a finite list	<input type="checkbox"/> Failure to attend break time detention. *This is not a finite list	<input type="checkbox"/> Failure to attend lunchtime detention <input type="checkbox"/> Missed coursework deadline <input type="checkbox"/> Department withdrawal <input type="checkbox"/> Unsuccessful mentor Report <input type="checkbox"/> Truancy *This is not a finite list	<input type="checkbox"/> Failure to attend Friday detention <input type="checkbox"/> Refusal to comply with a senior member of staff <input type="checkbox"/> Vandalism <input type="checkbox"/> Bullying <input type="checkbox"/> Threatening behaviour <input type="checkbox"/> Violence <input type="checkbox"/> Unsuccessful HOK/SLT report <input type="checkbox"/> Removed by on-call (0.5 day) <input type="checkbox"/> Confiscation of smoking/vaping material <input type="checkbox"/> Smoking/vaping on site <input type="checkbox"/> Outdoors <input type="checkbox"/> Smoking/vaping in school uniform off-site <input type="checkbox"/> False nails/eyelashes that cannot be removed. *This is not a finite list	<input type="checkbox"/> Verbal abuse towards staff / other students <input type="checkbox"/> Verbal aggression <input type="checkbox"/> Bringing the name of the school into disrepute-in/out of school <input type="checkbox"/> Disturbing the learning of others - persistent <input type="checkbox"/> Drug offences <input type="checkbox"/> Smoking/vaping on site indoors <input type="checkbox"/> Other extreme events/behaviours <input type="checkbox"/> Unsuccessful SLT 2 nd Report <input type="checkbox"/> Persistent refusal to follow staff instructions <input type="checkbox"/> Persistent refusal to follow school rules *This is not a finite list and any other reason outlined by KCC guidance	<input type="checkbox"/> Distribution of illegal substances <input type="checkbox"/> Possession of a weapon <input type="checkbox"/> Extreme physical violence <input type="checkbox"/> Other extreme events/behaviours <input type="checkbox"/> Criminal activity <input type="checkbox"/> Persistent refusal to follow staff instructions <input type="checkbox"/> Persistent refusal to follow school rules *This is not a finite list and any other reason outlined by KCC guidance
Staff responsible for issuing and logging sanction.	Class teacher to issue sanction FOR THE NEXT AVAILABLE BREAK TIME and log as a break time detention on SIMS.	Faculty member supervising break detention to log as a lunchtime detention on SIMS. Student Support to send message to students during P3/4.	Staff add Friday pm SLT detention for withdrawal from their lesson Mentor issues Friday pm SLT detention Issued by Director/HOK supervising lunchtime detention OR by HOK for extreme behaviour during the school day. HOK/Director to log as a Friday detention on Sims. Student support to issue letter to parents.	Issued by HOK/SLT supervising Friday Detention OR by SLT as part of an investigation of an incident within the school day. Student Support to telephone parents.	Issued by Headteacher or nominated member of the Leadership Team. Student Support or Pastoral Lead to notify the office and parents. Office to register FTE and send letter.	Issued by Headteacher
Sanction for failing to attend.	Lunch time detention (same day).	Friday Detention.	Isolation (Community Service) following Friday - extended day i.e. 8.40-3.00pm.	Repeat of isolation, external suspension.		

1. Break Detention
2. Lunch Detention
3. Friday after school detention
4. Isolation/External Isolation
5. Suspension

Rapid response system to non-learning behaviours

SECTION 10

You can view the curriculum at any time via www.hillview.sch.uk/curriculum

Years 7 & 8 - Foundation Curriculum

English	7 hours	Art	2 hours
Maths	7 hours	Dance	2 hours
Science	6 hours	Drama	2 hours
French/Spanish	5 hours	History	2/3 hours
Geography	3/2 hours	Computing	2 hours
Music	2 hours	PDL	2 hours
PE	2 hours	RE	2 hours
Food/Textiles/Graphics (rotation)	2 hours		

Year 9 – Accelerated Curriculum

Our Year 9 accelerated curriculum is designed to prepare our learners for the new GCSEs and meet their aspirations and interests. This year acts as a transition year, retaining some of the breadth of the Key Stage 3 curriculum whilst allowing students some choice in the subjects they continue with.

This is a transitional curriculum that will ensure students are ready for the rigour of GCSE level work in Year 10 and 11 and are able to select some of their curriculum options in the foundation subjects.

Students will have lessons in one of:

- Humanities – Geography or History
- Languages – French or Spanish
- Performing Arts – Dance, Drama or Music
- Visual Arts and Design – Art, Food technology, Textiles or Graphics

In addition to studying one of Humanities, Languages, Performing Arts and Visual Arts and Design, students will also have the opportunity to pick an extra specialist learning subject so they can develop skills in two disciplines within one of these areas (one additional humanity, one additional language, one additional performing arts **OR** one additional visual art).

English	8
Mathematics	8
Science	8
Computing	2
PE	3
PDL	2
RE	2
Performing Arts	3
Humanities	3
MFL	3
Visual Arts	3
Extended Provision	3

Year 10

Students have the opportunity to select 4 GCSE options from a range of 'new' options over two years (Years 10 and 11).

The statutory subjects at Key Stage 4 are:

Core subjects (GCSEs):

English Language
English Literature
Mathematics
Combined Science (2 GCSEs)
or Biology, Chemistry and Physics (3 GCSEs)

Personal and Spiritual Development (PSD) (non-examined):

PDL (Citizenship)/RE
Physical Education

The teaching of religious education and sex and relationships education is statutory and is part of the PDL programme of study.

Curriculum balance

Students in Years 10 and 11 will study a 2-year GCSE course in Mathematics, English, Science and four options. Students are grouped by ability in English, Mathematics and Science.

English: Students will complete GCSEs in English Language and Literature. Both courses are completed over 2 years (Years 10 and 11).

Mathematics: students will complete Mathematics GCSE over 2 years (Years 10 and 11).

Science: students will be advised to study Combined Science (2 GCSEs) or 3 separate sciences, Biology, Chemistry and Physics, based on teachers' recommendation.

In addition to these examined courses, students also study PE (non-examined), Personal and Spiritual Learning including RE (non-examined).

Year 11

In Year 11 students will study the following subjects:

- GCSE English Language and GCSE English Literature
- Mathematics GCSE
- Combined Science GCSE (2 GCSEs) or the separate sciences (Biology, Chemistry and Physics) 3 GCSEs.

As well as these, they will complete their four GCSE/level 2 option subjects.

In addition to these examined courses, students will also study PE (non-examined), The teaching of religious education and sex and relationship education is also statutory and is taught through PDL (non-examined)

Subject	Year 10	Year 11
English	8	7
Mathematics	7	8
Science	8	8
PE	3	3
PSL, including RE	2	2
Opt 1	5	5
OPT 2	5	5
OPT 3	5	5
OPT 4	5	5
Total	48	48

Academic Reports

Each year parents will receive reports giving details of how their child is progressing. These are available electronically. Parents are notified by email each time a new set is available to view. All reports will remain on this system for the whole time the student remains at Hillview.

Hillview's [Online Learning Platform](#) - SharePoint

Hillview is committed to embracing new technology, improving home-school communication and engaging students with their learning. We provide an online learning platform for the students to use. SharePoint is a secure website which enables students and staff to access electronic files, learning resources, educational software and school information. Students are provided with their own email account for access to SharePoint and school communication.

Arbor

The school will be using Arbor to communicate with parents via the app or through a web browser and using emails and texts. This platform means achievements, attendance, homework, sanctions and reports can all be accessed from one place (either via app or online) and seen by both students and parents. This software plays a significant contribution in strengthening the three-way partnership that exists at Hillview between parents, students and staff.

For further information and guidance on using Arbor, please see the parent section of our website.

SECTION 11

The School Fund

The School Fund is used to increase the educational opportunities for your daughter. 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, e.g. minibus for school visits; covered shelter and eating area; prizegiving and rewards; improvements to catering facilities. Accordingly, we request a contribution of £30.00 per student. This will enable us to maintain the same level of provision for current as for past students. Such a contribution is voluntary and if, for reasons of principle or affordability and is not compulsory. Please be assured, however, that every penny contributed will be used to promote the educational opportunities offered to students at Hillview. We would request that your contribution is paid through Parentpay.

The Friends of Hillview PTA

The Friends of Hillview PTA is an organisation with charitable status consisting of parents, teachers and friends of the school, who arrange social and fund-raising events to support the school. If you are interested in coming along to any meetings or finding out more about the "Friends", please email them at pta@hillview.kent.sch.uk.

Electronic Payments for School Meals and School Trips

The school operates a free internet service to pay for school meals and trips called **ParentPay®**.

ParentPay offers you the freedom to make payments whenever and wherever you like 24/7, safe in the knowledge that the technology used is the highest internet security available. You will have a secure online account, which can be accessed with a unique user ID and password. You can change these to something you will easily remember. ParentPay enables you to view all items available to each of your children along with relevant costs and details.

Making a payment is easy, simply select the item to pay and follow the instructions to complete your payment. You can pay for multiple items during a single online session. ParentPay holds an electronic record of your payments to view at a later date should you wish. No card details are stored in any part of the system. You will be able to make online payments to school anytime.

A log-in will be sent separately to you before your child starts Hillview

See Appendix 1 for frequently asked questions about Parent Pay.

APPENDIX 1

www.parentpay.com

What does ParentPay do?

- ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure
- enables you to pay for school trips and events and other items such as topping up your daughter's cashless catering balance
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you peace of mind that your payment has been made safely and securely. Your personal details will not be shared with any other agency and your card details will not be stored on the ParentPay site
- helps with budgeting; payments are immediate
- payments for many of the larger trips can be made by instalments up to the due date
- automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account. Once you have activated your account you can make online payments straight away.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously, thank you.

For more information please visit www.parentpay.com

APPENDIX 2

Term Dates 2024 - 2025

Term	Start Date	End Date
	Staff Inset days: Monday 2nd September and Tuesday 3rd September 2024	
Term 1	Wednesday 4th September 2024 Years 7 & 12 Thursday 5th September 2024 All Years	Thursday 24th October 2024
		Staff Inset Friday 25th October 2024
Half Term	Monday 28th October 2024	Friday 1st November 2024
Term 2	Tuesday 5th November 2024	Friday 20th December 2024 (12.30 pm Finish)
	Staff Inset Monday 4th November 2024	Staff Inset Friday 22nd November 2024
Christmas / Winter Holiday	Monday 23rd December 2024	Friday 3rd January 2025
		Staff Inset Friday 14th February 2025
Term 3	Monday 6th January 2025	Thursday 13th February 2025
Half Term	Monday 17th February 2025	Friday 21st February 2025
Term 4	Monday 24th February 2025	Friday 4th April 2025
Easter / Spring Holiday	Monday 7th April 2025	Monday 21st April 2025
Term 5	Monday 22nd April 2025	Friday 23rd May 2025
Half Term	Monday 26th May 2025	Friday 30th May 2025
		Staff Inset Wednesday 2nd July 2025
Term 6	Monday 2nd June 2025	Tuesday 22nd July 2025 (12.30 pm Finish)

APPENDIX 3

Non-Attendance - Penalty Notices

Penalty Notices may only be issued in Kent in accordance with the terms of the Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017. <https://www.legislation.gov.uk/ukxi/2007/1867>

- Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period a Penalty Notice will be issued (one per parent per child)

4.2 Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue (IHCP).
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

4.3 Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

4.4 Where Penalty Notices are imposed, the regulations state that the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

4.5 Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance

- failure by the Local Authority to provide transport

4.6 In law, these are the only acceptable reasons for a child being absent from school.

4.7 The Headteacher may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Student Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

4.8 If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

4.9 Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

4.10 The school will endeavour to support the student and parent if attendance to school becomes an issue. If different strategies have failed and the student continues to remain absent, they may be referred to SEAAS for further action.

PRIVACY NOTICE for Hillview School for Girls
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Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989, to comply with Article 6(1)(c) and Article 9 of the General Data Protection Regulation (GDPR)

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

The school may make use of limited personal data (such as contact details) relating to pupils, and their parents or guardians for fundraising, marketing or promotional purposes and to maintain relationships with pupils of the school, but only where consent has been provided to this.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

Hillview School for Girls keep information about you on computer systems and also sometimes on paper.

We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Kent County Council)
- the Department for Education (DfE)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for><http://www.hillview.kent.sch.uk/schools>

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role; this will include telephone contact details.

This enables them the local authority to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please go to:
<http://www.kent.gov.uk/education-and-children/young-people> or the KCC website at
www.kent.gov.uk

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> <http://www.parentpay.com/pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be

given access to your child's educational record, contact Mr. Bryan Key Director of Finance & Administration.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to get a copy of the information about you that KCC shares with the DfE or post16 providers or how they use your information, please contact:

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

To contact DfE: <https://www.gov.uk/contact-dfe>

If you would like to discuss anything in this privacy notice, please contact: Mrs Rachel Danso, Business Manager.