

## Useful Information

School number: 01234 266498

Email: [office@thehillsacademy.co.uk](mailto:office@thehillsacademy.co.uk) Website: [www.thehillsacademy.co.uk](http://www.thehillsacademy.co.uk)

Headteacher: Mrs Moya Whitehead ([headteacher@thehillsacademy.co.uk](mailto:headteacher@thehillsacademy.co.uk))

Deputy Headteacher/SENCO: Mrs Venetia Thomson ([vthomson@thehillsacademy.co.uk](mailto:vthomson@thehillsacademy.co.uk))

Chair of Governors: Mr Ian Buck. [lbuck@thehillsacademy.co.uk](mailto:lbuck@thehillsacademy.co.uk)

and Mr Sam Ashby [sashby@thehillsacademy.co.uk](mailto:sashby@thehillsacademy.co.uk)

*If you are concerned about the welfare of a child it is your duty to report it.*

The Designated Officer for Child Protection is

Mrs Moya Whitehead - Headteacher:



The Designated Deputy for Child Protection is

Mr David Ramsden – Y6 teacher/teacher development lead



*If you are a Parent, Carer, Grandparent or other community member and you have a concern about the wellbeing of a child or family please arrange to speak to Mrs. Whitehead or Mr Ramsden. If you are unable to do this please speak to a member of the office team. Out of school hours you can contact the NSPCC on 0800 8005000*

### Family Support

Do you need help and support? Weekly coffee mornings for parents, all welcome (Thursday am) and one to one appointments available (please book at the front desk. These are run by our Family Support Worker Mrs Tracey Devine. All are most welcome.

***And finally..... please don't stew on a problem or worry. We would much rather you came in and talked to us if you are concerned. Appointments can be easily arranged either with your class teacher or the Headteacher, just ask.***

**What to do if.....**

**I am concerned about my child's progress** – please ask the teacher for a time to discuss this. If you are still concerned make an appointment to speak to Mrs Whitehead (the headteacher)

**I am concerned about my child's wellbeing** – again speak to the teacher or make an appointment to chat to Mrs Devine (see above). If concerns remain you can also speak to the Headteacher (see above)

**I am concerned about my child's special needs** – The Special Needs Coordinator (SENDCO) is Mrs V Thomson. Appointments can be made to speak to her via the office or email [vthomson@thehillsacademy.co.uk](mailto:vthomson@thehillsacademy.co.uk)

**My child is unwell** – If your child is going to be absent then please email the absence address [absence@thehillsacademy.co.uk](mailto:absence@thehillsacademy.co.uk) or call the school 01234 266498 and leave a message on the absence line. If your child needs medication at school you will need to complete a medicine in school form at the front desk. If your child has a long-term health issue we need to know about it as soon as possible (we keep health plans for those children in a central location so we can ensure that we give your child the help he/she needs)

**I think my child is being bullied or has been the victim of discrimination** – please contact the school as soon as possible, all such concerns are taken very seriously.

**I would like to make a complaint** – The complaints procedure is available on the school website but Mrs Whitehead is always happy to talk to you about your concerns.

**I am struggling financially** – speak to Mrs Whitehead or Mrs Devine the school can provide advice, support and refer you to the Food Bank and other agencies.

**I am stuck, there's an emergency and won't make it on time to collect my child** – Don't worry, no child will ever be unsupervised. Please let the school office know as soon as it is safe to do so.

## The Hills Academy

# Pupil and Parent Induction leaflet

2025



Pupil name: \_\_\_\_\_

# Welcome to the School

## Parents and Carers

I will do my best to:

- Ensure my child attends school regularly and on time; providing an explanation for any absence
- Let the school know of any concerns or problems which might affect the child's work or behaviour
- Support the school's policies and guidelines on equality, uniform, behaviour and anti-bullying
- Support my child with their homework
- Attend parents' evenings and discussions about my child's progress
- Support the school by reinforcing the importance of healthy eating and active living
- Use social media appropriately regarding school matters
- Report any wider concerns, including Safeguarding, to the appropriate person in school

Please tick agreement box

## The School

The school will:

- Aim for the highest standards of work and behaviour for all children
- Provide a broad and balanced curriculum taking account of every child as an individual
- Create a caring and welcoming community which is safe, supportive and encouraging
- Encourage children to believe in themselves, feel valued and support their spiritual, moral, cultural and social development
- Teach every child to develop a positive attitude to others, regardless of sex, race, religion or belief, gender identity, sexual orientation or disability
- Keep you informed about children's progress, behaviour, the curriculum and about school life
- Work with you to maintain the school discipline and anti-bullying policies
- Set homework as agreed in the school homework policy
- Encourage children to take care of themselves and their surroundings
- Respond quickly and appropriately to any bullying or prejudice-related incidents in accordance with the school's policy
- Ensure the school meals comply with the nutritional standards guidelines
- Be open and welcoming and offer opportunities for you to become involved in the life of the school

## The Pupils

I will:

- Attend school every day and arrive on time
- Be an active and engaged member of the class
- Do all my school work and homework to the best of my ability
- Live the school values and be friendly, considerate, polite and helpful to others
- Respect other children's culture, identity, family, feelings, beliefs and values
- Remember the classroom and playtime rules
- Take good care of myself and my surroundings
- Let staff know if I feel unhappy, worried or anxious about anything

Please tick agreement box

## Use of food

During the school year we will be using a range of food as part of their curriculum enrichment activities. We would ask that you give your permission and inform us of any food allergies we should be aware of, or food items you do not wish your children to eat due to faith restrictions or personal preference. In addition, we will inform you if we are intending to use food items in the following week's activities and explain what the food items will be.

My child is not to eat: \_\_\_\_\_

My child is allergic to: \_\_\_\_\_

Please tick permission box

## Walking in the community

Throughout the school year it is sometimes necessary, as a development of classroom work, to take your child out on foot into the community, perhaps to the park, library or local buildings of interest. We would be grateful if you could tick to permit your child to leave school, with appropriate supervision, on these important local visits.

We will of course, still write to you and ask your permission to take your child on visits further afield.

Please tick permission box

## Internet Permission

### Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all restrictions explained to me by the school.

Please tick agreement box

### Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic email, TEAMS and the Internet, at school, under supervision.

Please tick permission box

## The use of cameras (Film and Digital) and video cameras by parents/carers during school events

There will be occasions during the school year where parents/carers will wish to take photographs or make a video recording of their child/children taking part in a school activity. These activities will include school assemblies, school performances, sports days, school outings and educational visits.

It is not illegal to take photographs of children in school but photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998.

Increasingly technology is making it easier for pictures and images to be used inappropriately as printed material on the web. It is important that pictures/images of children taken by parents/carers are done so in a way that reflects the protective ethos of the school and that parents/carers are aware of their responsibilities in this matter.

Pictures/images should not be displayed on websites or on social networking sites, in publications or in a public place.

Please tick agreement box  (this must be agreed in order for you to attend school events)

## The use and publication of photographs of your child by the school

The school staff will use photographs to record evidence and celebrate school events and pupils' achievement. These may be used on the school website or publications (without an identifying name attached). Please do let us know if there is a reason why your child's photograph cannot be published.

Please tick agreement box

**Having read and responded on pages 2 and 3 please sign below, you will be asked to check and re-sign at the first parental consultation meeting of the new academic year.**

**I agree to all the boxes I have ticked above:**

Date	Parent/Carer Signature	Pupil Signature

Signed on behalf of the school:

Moya Whitehead (Headteacher)

