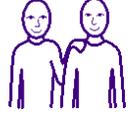


**PARENTS & CARERS  
INFORMATION BOOKLET**

**2020 – 2021**





We are an inspirational community, which nurtures talents, shares learning and celebrates life.						
Our values	 Honesty	 Well-being	 Resilience	 Independence	 Respect	 Friendliness

Dear Parents and Carers

This booklet is a reference point for some basic information about the school. We hope that you will find it helpful either as a new parent/carer or as an existing parent/carer.

If you need any further information or if any of the following notes are not clear, please do not hesitate to contact school and we will do all we can to help. Similarly please let us know if there are items which have not been included which you think would be helpful in future editions.

The school is on Granville Road.  
Our address is:

Seven Hills School  
Granville Road  
Sheffield  
S2 2RJ

The telephone number is 0114 2743560  
The fax number is 0114 2765371

We look forward to working with your child and in partnership with you over the next few years.

Yours sincerely

Elaine Everett & Clive Rockliff  
Headteachers

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## **Absence and Attendance**

Good attendance is very important so that your child can benefit from all that school has to offer and can make the very best progress. If for any reason your child cannot attend school e.g. due to illness, please ring school as soon as possible to let us know. If we do not hear from you and your child does not arrive in school as expected, the office will try and contact you by phone for an explanation. This is part of our safeguarding procedures.

If attendance becomes a cause for concern we will try and work with you as a family to improve this situation. One of our members of senior leadership may contact you directly if the concern persists. They may also contact you to set up a visit from the Attendance and Inclusion Officer from the MAST team (Multi Agency Support Team) where it has been identified that you may be entitled to additional support.

## **After School Clubs**

We aim to offer a range of activities and clubs outside the school day; currently clubs run 3.00-4.00 on Monday and Tuesday . Confirmation about the clubs available for the academic year 2020/21 will be sent in October 2020. Families need to collect their child from school when the club has finished.

After school clubs extend the learning opportunities for students and help them to build social confidence as well as follow their interests. The cost of these clubs is £3 per session; £1 if your child receives free school meals; there is no charge for children in foster care.

## **Annual Reviews/EHC plan reviews**

Every student with a Education, Health and Social Care Plan (EHCP) has a formal review of their progress once each year. This is a chance for school staff to meet with families and other professionals to review progress and set new outcomes. It is important that you attend as your contribution is really valuable. Your child's Phase Leader will contact you to agree a suitable time for this to take place. As students get older they take a more

active part in these reviews and it is a great way to celebrate their successes together.

## **Charging and Remittance**

The school is well resourced and the majority of provision is at no cost to families. We do ask for voluntary contributions for any items which students take home such as in D&T and Food Technology. We also ask for contributions towards any residential or day trips. Any family experiencing hardship in terms of contributing towards trips should let school know. Please see our charging policy on the website

## **Class Groups**

Students are usually grouped in phases based on their ages. Phase 1 is for Years 7 & 8, Phase 2 Years 9, 10 & 11 and Phase 3 Years 12, 13 & 14. Each class group has its own teaching base, class teacher and dedicated teaching assistants. Group sizes vary depending on need but are typically from 8 to 12 students with one teacher and typically a minimum of two teaching assistants. Each phase has a senior leader to coordinate the provision and monitor progress:

Phase 1: Melanie Turner (Assistant Head teacher)

Phase 2 and 3: Kerry Tute (Deputy Head teacher)

Post 16 (based offsite at The bridge, on the Newfield/Talbot school campus) – Lead teacher TBC

## **College and Work Related Learning**

A key aim of the school is to prepare students for successful transition to college and work or social care placements when they leave either after Year 11, 12, 13 or 14. All students take part in appropriate work related learning and college experiences from Year 10. All students in post 16 access either 'in house' or off site work experience at a level that is appropriate to their needs. These begin as short tasters and gradually build up as confidence and skills increase. As a result the vast majority of students settle well when they transition to other settings. Parents are

always involved in planning through the Annual Review meetings from Year 9 onwards.

## **Communication**

Working with parents and families is very important to us so that we can work with you as active partners in your child's education and development. As a result we encourage you to talk to us and to come into school whenever you need to. This does not need to be because of a concern.

Class teachers and phase leaders will also keep in touch with you either by phone or using a home school book system or praise postcards. We also use text message alerts as an additional way of sharing information, providing reminders and emergency notices e.g. about school closures due to bad weather.

All parents are invited to the annual review meetings and parents' evening and to various celebration events throughout the year. We are planning to invite a range of professionals to these events so that they are available should you wish to speak to them. We are interested in new ways to work with parents/carers and would welcome suggestions about how we can improve our communication with you.

Staff will send your child's ILP targets home three times a year with a review of their progress. Annual reports about students' progress are sent home during the summer term.

Each year a parent/carer questionnaire is sent home to gather your views. You can also register your views on line via the new Ofsted parents' site at <http://parentview.ofsted.gov.uk/>

## **Complaints Procedure**

We hope that by working with you closely there would be no need to use the formal Complaints Procedure however if you feel that after talking to staff in school there is still a problem, there is a formal procedure which you

can follow. A full copy of this is available through the office and there is also a copy on the school website that you can download.

## **Dietary Requirements**

The school has a healthy policy which provides healthy options for a wide range of student needs. If your child has any particular dietary requirements either for health or religious reasons, please let us know by completing the relevant sections of the data sheet. This is sent from, and returned to, the school office.

## **Dinners and Dinner Monies**

A school lunch currently costs £2.20 (September 2020). This buys a choice of main meal, jacket potato or sandwich/wrap and a dessert. The canteen follows a three week menu which is sent home so that you can help your child make appropriate selections. Dinner Money can be paid online using the schools online payment provider Parent Mail (a letter will be sent to you with details of how to register), online payments are our preferred method of payment. Cash and cheques will be accepted and should be in a sealed envelope with your child's name on it and the amount you have sent. Cheques should be made payable to Seven Hills School.

## **Emergency Contact Details**

You will have been asked to complete a data sheet at the start of the year with a range of emergency contact details. If these change during the year please inform the school office immediately so that you can be contacted easily. This is especially important in the event of an emergency with your child.

## **Online Safety**

Young people are particularly interested in using computers both in school and at home. There can be times where they can put themselves at risk because of the material they access or because of communicating with unknown people. We will work with you to keep your child safe in this ever-changing environment.

Students are always supervised at school when accessing the internet and the school has a robust firewall in place to filter out unhealthy websites. Students are taught about the importance of on-line safety and we encourage them to tell an adult if they encounter something they are unhappy about. We would encourage you to talk to your child regularly about what they do on the internet. For more information about online safety please see our website.

## **Ethnic Monitoring**

The school has an equal opportunities policy and we collect information about a range of information including the ethnic origin of your child. This is so that we can check our work with different cohorts of children and make sure no one is disadvantaged. We also try and work proactively with students of different ethnic minorities to support cultural diversity and celebrate the rich variety of our population.

## **First Aid and Emergencies**

The school has a number of trained first aiders on site to deal with any accidents which occur. If for any reason an incident required us to call an ambulance we would aim to contact you so that you are fully aware of the situation and would make your way to A&E to be with your child. School staff would accompany the child in the ambulance and stay with them until you could be there.

## **Governors**

The school has an active and supportive Governing Body consisting of parents, staff, community and local authority governors. These people willingly give up their time to work with school to ensure the highest standard of provision for your child. They meet in various committees throughout the year and come into school to work with staff and monitor our work.

If you would like to talk to them about any aspect of the school please do so via the school office as we are unable to circulate individual contact details.

The current governing body is constituted as shown in the following table. No previous experience is needed to be a governor – just a willingness to get involved in the life of the school and contribute your thoughts and ideas to help us continue to improve. We will write to you when we are recruiting new governors and invite you to be part of the election process.

## **Healthy School**

Seven Hills operate a Healthy Eating Policy which has been drawn up in consultation with parents, pupils and staff and ask you to work with us to provide consistent messages about making good choices. A full copy of the policy is available through the school office.

We aim to create an eating environment at Seven Hills which promotes the development of good social skills and encourages a positive attitude towards a healthy diet. As such, we encourage our children to drink water regularly and avoid sugary, carbonated drinks and the consumption of foods high in salt, fat or sugar. We are working within Government guidelines and continuing to work closely with families in establishing good dietary habits. Work across the curriculum supports and reinforces the school's Healthy Food Policy.

School provide pupils with a healthy snack at break time, and water is always available for pupils. Snacks and drinks brought in from home are welcomed but the school requests that parents adhere to Government standards and do not send in sweets, chocolate, cakes etc or fizzy drinks.

January 2020



Governor Name	Link			
<b>Headteacher (1)</b>		Strategic Development, Finance & Premises	Curriculum and Pupil Welfare	Personnel and Staffing
Clive Rockliff			✓	✓
Elaine Everett		✓		
Norman Gill - Chairperson		✓	✓	✓
<b>Staff (1)</b>				
Sally-Anne Smith		✓		
Tina Shirazi-Nejad	Race and Equality		✓	
<b>Local Authority (1)</b>				
Liz Turney	English		✓	
<b>Parent (4)</b>				
Dawn Wood	Attendance		✓	
Emma Compton	Computing			✓
Amanda Cutts				✓
Lucinda Froggatt		✓		
<b>Co-opted</b>				
Sarah Williams	Physical			✓
Hannah Dulieu	Safeguarding & Post 16		✓	
Liz Hawkshaw	Health and Safety	✓		✓

**Absence request form - Term Time Leave**

We have a statutory target set by the Department for Education to help us work towards full attendance for all students because of the links between good attainment and good attendance. You are therefore asked to not to take holidays during term time.

If there are exceptional reasons why you need to take your child out of school during term time, you should complete a leave of absence request form and return it to school at least two weeks before the event.

## **Homework**

As part of our learning programmes students are set tasks and activities to do at home to consolidate a skill, to finish a piece of work, or to find out about something. Any support you can give to your child will help them to develop independence and make links between learning in different situations. We do not want homework to make you or your child anxious and learning at home should be enjoyable. If you have any questions about how best to support your child at home please talk to your child's class staff.

## **Links with All Saints**

Our school is co-located with All Saints Catholic High School. We have a number of shared areas, such as the dining room, which encourage social integration. It may also be possible for students to access specific learning events in each other's community from time to time. If we were planning to set up a formal arrangement for your child to access a course in mainstream we would discuss this fully with you in advance.

## **Mobile Phones**

Many students now have mobile phones and these can be a helpful support particularly for those students who are independent travellers. Any

phones which are brought into school must be handed over to class staff at the start of the day and should not be used in school. If you need to contact your child for any reason during the day this is possible through the main office. Please note that the school cannot be responsible for the loss or damage of any phone in school, students who choose to bring them in to school do so at their own risk.

## **Nursing Support**

The school works with the School Nursing Service. This support is focused on training staff, monitoring health and medical needs and advising students, staff and parents as required. There is no consistent nursing presence on the school site, however school has appointed two personal and healthcare co-ordinators who are always available to speak to parents about how to gain support for health and care issues.

## **Parents' Evenings**

There is a formal whole school Parents' Evening scheduled each year. The date for this will be sent to you with an invitation to make an appointment to see your child's teacher and staff. Where possible appointments can be made via parent mail. However if you have any concerns about your child's progress you do not need to wait for Parents' Evening, just ring school and discuss your concern over the phone or make an appointment to come into school and talk with staff.

## **PE Kit**

We have access to a wide range of PE facilities which are available to help your child's physical development. On days when PE is timetabled students should bring in appropriate kit. This includes training shoes, a PE top and shorts or tracksuit bottoms. It is helpful if these could be in school colours i.e. blue tops and black bottoms.

## **Positive Behaviour Management**

The majority of student behaviour is excellent and as a school we work hard to help students socialise and learn together. There is an agreed Code of Conduct for staff and also for students and every opportunity is used to develop and reinforce age appropriate behaviour.

Students are encouraged through positive reinforcement to recognise when they have 'got it right' and on the occasions where there has been a problem appropriate action may be taken. This may be the withdrawal of some play time or an additional activity. If a serious issue occurred we would contact you to discuss this fully. For example, we do not tolerate fighting or bullying or racist abuse and this would be treated very seriously. In exceptional circumstances this could result in a fixed-term exclusion. After any significant incident we would work with the child(ren) concerned and relevant staff to rebuild the relationships.

Any child who has particular behavioural needs and who may pose a risk to themselves and others has a risk assessment developed in discussion with yourselves as parents. This is with the aim of reducing the risk and managing behaviour as safely as possible. We also develop 'behaviour support plans' for some students so that all staff can work consistently with students to manage behaviour as effectively as possible and to help develop appropriate behaviour. In exceptional circumstances, staff may need to physically intervene if a child is a danger to themselves or others and staff are trained in Team Teach interventions. In these cases school staff would liaise with parents.

## **R.E. and collective worship**

We have a statutory duty to provide all students with a daily act of collective worship which must be wholly or mainly of a broadly Christian character and appropriate to our young people taking account of their family background, ages and abilities.

Collective Worship is interpreted broadly to ensure it is relevant, accessible and appropriate to all students. All acts of collective worship should be sensitive to the fact that Seven Hills is a diverse and multi-faith community

and that we have much to learn from each other. We fulfil this duty through provision of reflective tutorial times and assemblies.

Assemblies and tutorials reflect our school ethos and offer an insight into a range of beliefs and cultures, whilst not presuming a level of religious commitment from any student.

Parents have a right to withdraw their children from this and should do so by writing to the Governing Body.

Our Religious Education curriculum is delivered through six half-termly “RE Days” over the year. During these days, the whole school focuses on a specific RE topic and investigates themes from the faiths of Christianity, Islam, Buddhism, and Hinduism. All RE Days are based on connections to the child’s own experiences of concepts such as family, celebration, respect and belonging.

## **Reports**

All students have a written report about their progress once each year in addition to the Annual Review meeting. This includes a summary of their attainment in different subjects and their attitude to learning and school in general. We report on attendance and behaviour and include photos of your child involved in various activities during the year. This is a celebration of what they have achieved and includes ideas for the next steps in their learning. There is always a chance for you to comment on your child’s report by contacting the school.

## **Safeguarding Policy**

A key area of responsibility for the school is that of Safeguarding or ‘Keeping Children Safe’. This obviously covers all aspects of Health and Safety in school and on any offsite visits. We also monitor the general health and well-being of students and will contact you whenever we have a concern in this area. We have a fully developed Safeguarding Policy which is reviewed every year by governors and a full copy can be obtained

through the office. The school website contains details of the safeguarding team and the work we do across school to keep children safe.

## **School Day**

Our current school day is from 9.00am – 15.00pm

Registration	9.00am - 9.25am
Lesson 1	9.25am - 9.55am
Lesson 2	9.55am - 10.25am
Break	10.25am -10.40am
Lesson 3	10.40am - 11.15am
Lesson 4	11.15am - 11.45am
Lunch 1	11.45am - 12.15pm
Lunch 2	12.15pm - 12.45pm
Reading	12.45pm -1.15pm
Lesson 5	1.15pm - 1.50pm
Lesson 6	1.50pm - 2.25pm
Tutorial	2.25pm - 3.00pm
Finish	3.00pm

## **Relationships and Sex Education (RSE)**

Relationships and Sex Education (RSE) is a statutory subject from September 2020 and we follow an adapted Sheffield RSE scheme of work which offers a universal annual package of RSE to every pupil. Additional RSE work can be offered throughout the year if required. Seven Hills School believes that appropriate Relationships and Sex Education (RSE) is an entitlement of all students and an integral part of each student's emergence into adulthood. Young people mature at different rates and information must be tailored to their individual needs and abilities.

RSE develops knowledge and encourages the acquisition of skills and attitudes which will allow students to manage their lives in a responsible, safe and healthy way. Relevant topics are discussed at a level appropriate to their stage of development and awareness and sensitive issues are discussed in single gender groups.

The value of family life is stressed as an important context for work in this area. It is approached largely through a consideration of the qualities and healthy relationships between a group of people with an emphasis on responsibilities, stability, respect, caring and support.

Prior to the start of the topic, you will receive a letter outlining the areas that your child will be learning about. If you require any further information. Guidance or support about RSE please contact Melanie Turner.

### Term Dates 2020-2021

<b>AUTUMN TERM 2020</b>	
Tuesday 01 September	Additional Training Day (Students not in school)
Wednesday 02 September	INSET Day (Students not in school)
Thursday 03 September	INSET Day (Students not in school)
Friday 04 September	<b>Y7</b> (morning) and <b>Y8</b> in School. <b>Post 16</b> parent/student visits to The Bridge
Monday 07 September	<b>Y7 (individual transition arrangements), Y8, Y9 and Post 16 in School</b>
Tuesday 08 September	<b>All students in school. Y7 individual transition arrangements as necessary.</b>
Friday 23 October	Break up at 3:00pm
<b>Monday 26 October – Friday 30 October</b>	<b>Half Term Holiday</b>
Monday 02 November	School Starts
Friday 18 December	Break up at 3.00pm
<b>Monday 21 December– Friday 1 January</b>	<b>Christmas Holidays</b>

### SPRING TERM 2021

Monday 04 January	School Starts
Friday 12 February	Break up at 3.00pm
<b>Monday 15 February – Friday 19 February</b>	<b>Half Term Holidays</b>
Monday 22 February	School Starts
Thursday 01 April	Break up at 3.00pm
<b>Friday 2 April - Friday 16 April</b>	<b>Easter Holidays</b>

<b>SUMMER TERM 2021</b>	
Monday 19 April	School Starts
<b>Monday 03 May</b>	<b>May Day (School Closed)</b>
Tuesday 04 May	School Starts
Friday 28 May	Break up at 3.00pm
<b>Monday 31 May – Friday 4 June</b>	<b>Half Term Holidays</b>
Monday 07 June	School Starts
Wednesday 21 July	Break up 3.00pm
<b>Thursday 22 July –Tuesday 31 August</b>	<b>Summer Holidays</b>

**Dates for three further INSET days to be confirmed**

## **Therapy**

This may include Speech, Language and Communication, Visual or Hearing Support, Occupation Health and Physiotherapy where it is identified for an individual student. A small number of students may see these professionals on an individual basis but as a school we also use their support to spread good practice and develop specialist skills across the school in order to support the greatest number of students.

As a school we are committed to developing a total communication environment and support the use of Makaton as a language skill for all staff and students. We also use a wide range of other visual strategies to support learning. We are providing off-site hydrotherapy currently as we

wait for our own hydro provision to be built in school, as part of our sports hall redevelopment project.

## **Transport**

All applications for Special Transport should be made directly via the CYPF Transport Services team at Moorfoot on 2053542. If your child is entitled to centrally funded Special Transport you will be made aware of this during the summer prior to them starting at the school. We work closely with families to support students to become independent travellers wherever possible. We have a very high success rate because of the excellent support we get from the Local Authority's IndeTravel team. This enables the training to be individually tailored to each child at a pace which is suited to their needs through the Get Going and Indetravel Programmes.

This is discussed at each Annual Review and at other times if it is appropriate to do so.

Any issues with Special Transport should be discussed with the Transport Services in the first instance.

If for any reason transport is cancelled, for example in the event of extreme weather conditions, we will inform families via text message. We will also post an announcement on our website.

If for any reason you do not require transport on any particular day (e.g. your child is ill or attending an after school club), it is your responsibility to inform Transport Services directly.

## **Trips and Visits**

The school has a varied programme of offsite activities available to students to extend learning. While these are usually part of the curriculum, a child cannot take part in these events without parental permission, so it is important that any letters which come home about these events are completed and returned to school as soon as possible. We sometimes ask for voluntary contributions to help with the cost of trips, but no child will ever

be excluded from a trip if they have not contributed. All off-site visits are fully risk assessed as the safety of your child is of paramount importance to us.

## **Uniform**

Students in Years 7-11 wear a school uniform which is black school trousers or skirt, pale blue polo shirt with school logo, navy blue sweatshirt with school logo and plain black trainers or shoes.

Items can be purchased through school, or directly from our supplier Logo Leisurewear. Logo Leisurewear can be contacted by phone on 0114 251 1171 or via the internet [www.logoleisurewear.com/schoolshop](http://www.logoleisurewear.com/schoolshop)

The current prices are listed below.

	Polo shirt	Sweatshirt	Fleece coat
Child size	£9.00	£11.00	£14.00
Adult size	£11.00	£12.50	£17.00

If you wish to purchase through school, please request a uniform order form, on which you will find more information on sizing.

When your child grows out of any items or leaves school we welcome any items which could be passed on to families who would benefit from this help.

## **Use of Student Images**

We are always pleased to celebrate the individual and collective achievements of all students, for example, inclusion in the Newsletter, on the Website and occasionally in the press.

It is important that we do not use any images without parental permission so ask you to complete a return which gathers this information and the specific permission you are willing to grant. This is sent out from the school office and should be returned there.

## **Visiting School**

You are welcome to visit school at various times throughout the year for meetings, celebrations and community activities. If you would like to meet with staff at other times you will need to contact school first so that we can make sure someone is available to meet with you. You will be asked to sign in at the reception so that we know who is on site.

Parking is very limited but the few visitors spaces are to the right as you enter the main school gates. You should not park in any numbered spaces which staff pay to park in but if you have a disability badge please feel free to use the disabled bays. The site is especially busy between 8.45am - 9.15am and 2.45pm – 3.20pm when school buses are delivering and collecting children so additional care should be taken at these times. You may not park in the minibus bays.

Please note that the main entrance gates are locked from 2.45-3.00.

## Contacting school

Please telephone our reception team on 2743560.

Please note teaching staff are unable to take calls between 8.30am and 3.30 pm; however, the office team may be able to help with any enquiry you have, or will ensure the teacher is given a message to contact you.

If it is urgent and you need to speak with a member of staff before 3.30, the office team will forward your request to a member of the senior management team below:

Name	Role	Year Groups	Email Address
Elaine Everett	Headteacher	Phase 1 (Year 7&8)	eeverett@sevenhills.sheffield.sch.uk
Melanie Turner	Assistant Head Teacher	Phase 1 (Year 7&8)	mturner@sevenhills.sheffield.sch.uk
Clive Rockliff	Headteacher	Phase 2 (Y9-14)	crockliff@sevenhills.sheffield.sch.uk
Kerry Tute	Deputy Head Teacher	Phase 2 (Y9-14)	ktute@sevenhills.sheffield.sch.uk
TBC	TBC	Post 16 The Bridge	TBC
Sharon Santhouse	Business Manager		ssanthouse@sevenhills.sheffield.sch.uk
Norman Gill	Chair of Governors		Please direct any correspondence to:- c/o Wendy Howsam (senior administrator)

