



HILLVIEW
SCHOOL FOR GIRLS

INFORMATION BOOKLET 2023-24

Years 7 to 11

BRIONNE GARDENS, TONBRIDGE KENT TN9 2HE
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SECTION 1

Senior Leaders

Headteacher

Deputy Headteachers

Assistant Headteacher (KS3)

Assistant Headteacher (KS4)

Assistant Headteacher (KS5)

Business Manager

HR Manager

Mrs Hilary Burkett

Mrs Aurelie Gage

Mrs Rebecca Edwins

Ms Holly Smith

Mrs Letty Neill

Ms Teresa Harris-Boag

Mrs Ali Newman

Mrs Amanda Dennett

Curriculum Leaders

Director of Maths

Director of English

Director of Science

Director of Sixth Form

Director/SEND/CO

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 Adana

Mr Ken Burkett

Miss Katie Jefferson

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

Leaders of Community (Rewards)

Austen

Franklin

Hepburn

Westwood

Miss Abbey Rance

Miss Alice Settrington

Mrs Emma Beamish

Mrs Laura Reardon-Wild

Key Stage Leaders (Progress Concerns)

Head of Key Stage 3

Mrs Bronwyn van Leeuwen

Head of Key Stage 4

Miss Laura Thomas

Student Support Managers (Pastoral concerns):

Year 7

Mrs Jane Cooke

Year 8

Miss Sophie Pizzey

Year 9

Miss Mia Papagno

Year 10

Ms Kerry Waite

Year 11 & Senior Support Manager

Ms Kerry Histed

Attendance & Safeguarding Lead

Mrs Tracey Boswell

The Community System

On entry to Hillview each student is assigned a mentor within one of 4 communities; Austen, Franklin, Hepburn or Westwood. There are fourteen mentor groups in each community. Our mentor groups are organised as Key Stages rather than single year groups. Students are expected to play a full role within their community by gaining rewards and taking part in inter-community competitions.

Leaders Of Community

Leaders Of Community															
	Austen		Franklin		Hepburn		Westwood		Student Support Managers						
	Abbey Rance (ARN)		Alice Setterington (AST)		Emma Beamish (EBM)		Laura Reardon-Wild (LWL)								
Year 13			Year 13: 8 mentor groups					Nicola Evans (NVN)	Safeguarding Manager Tracey Boswell (TBS)	2 nd Sixth Form Jodie Crane (JCR)	Director of Sixth Form Ken Burkett (KBR)	AHT Teresa Boag (TBG)			
Year 12			Year 12: 8 mentor groups												
Year 11			KS4: 16 mentor groups					SeniorSSM Kerry Histed (KHS)			Head of Key Stage 4 Laura Thomas (LTO)		AHT Letty Neill (LNL)		
Year 10								Kerry Waite (KWT)							
Year 9			KS3: 24 mentor groups					Mia Papagno (MPP)			Head of Key Stage 3 Bronwyn van Leeuwen (BVN)		AHT Holly Smith (HSM)		
Year 8								Sophie Pizzey (SPZ)							
Year 7								Jane Cooke (JCK)							

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. |

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.

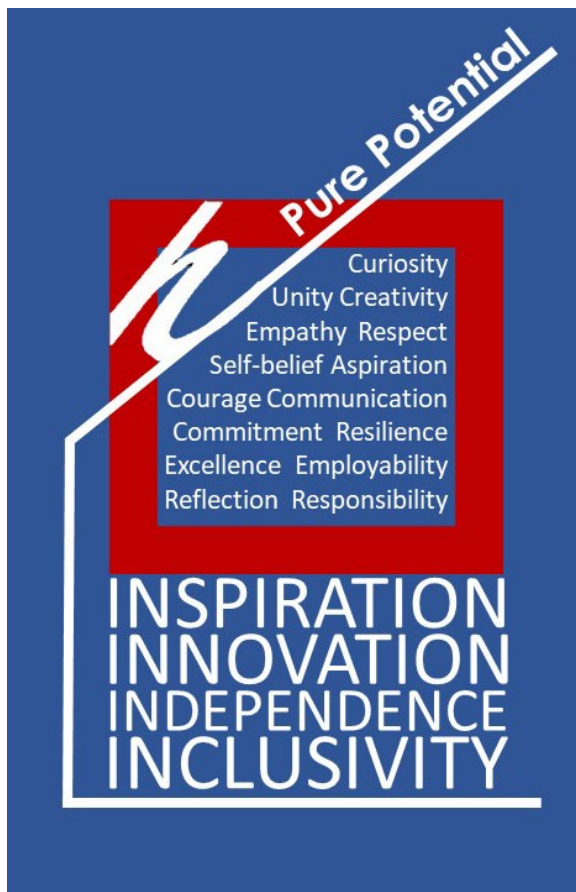
Community Points are given for showing the school's key values:

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.



Our beliefs of inspiration, innovation, independence and inclusivity drive the pure potential of our students to success and developing the core skills essential for life in and outside school.

How we develop positive learning behaviours – The Code of Conduct

At Hillview we have a Code of Conduct. This is in all student's notebooks, 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 manor 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 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 daughter 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 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 realise 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) so that other students do not think such an appearance is acceptable.

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.

Implementation of Sanctions – Appendix 6 of the Behaviour Policy



	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)	<ul style="list-style-type: none"> <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 <p style="text-align: center;">*This is not a finite list</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Failure to attend break time detention. <p style="text-align: center;">*This is not a finite list</p>	<ul style="list-style-type: none"> <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 <p style="text-align: center;">*This is not a finite list</p>	<ul style="list-style-type: none"> <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) <ul style="list-style-type: none"> <input type="checkbox"/> Confiscation of smoking/vaping material <input type="checkbox"/> Smoking/vaping on site outdoors <input type="checkbox"/> False nails/eyelashes that cannot be removed. 	<ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input type="checkbox"/> Smoking/vaping on site indoors <input type="checkbox"/> Other extreme events/behaviours <input type="checkbox"/> Unsuccessful SLT 2nd Report <input type="checkbox"/> Persistent refusal to follow staff instructions <input type="checkbox"/> Persistent refusal to follow school rules <p style="text-align: center;">*This is not a finite list - see another page</p>	<ul style="list-style-type: none"> <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 <p style="text-align: center;">*This is not a finite list and any other reason outlined by KCC guidance</p>
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 isolation or possible suspension.		

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

Rapid response system to poor learning behaviours

School Uniform



- Hair must be a natural colour and any accessories must be discrete.
- Students may wear discreet, natural looking make up. Students must not wear excessive amounts of fake tan or wear false eyelashes.
- Students may wear one pair of small studs in the lobe of the ear. **No other items of jewellery or piercings permitted.**
- No false nails or nail varnish of any kind.

-
- Hillview jumper/cardigan
 - Summer dress. This can be worn in Terms 1, 5 and 6.
 - Fitted white, open-neck, short-sleeved blouse. A style embroidered with HV logo is available but not compulsory. (coloured t-shirts must not be worn underneath).
 - Hillview skirt or trousers (unaltered).
 - Navy-blue or white below the knee or ankle socks, flesh-coloured, black or navy tights
 - Black flat-heeled, rubber-soled, sturdy, sensible shoes, not open-toed, sling-back or canvas. Boots, ankle boots, Vans/Converse, trainers are not acceptable.
 - Plain coat for outdoor wear, (no logos). Denim, fur or leather jackets are not acceptable. **Hoodies are not acceptable as a coat.**

DANCE: All students will require a black sleeveless dance leotard and black footless tights/leggings

DRAMA: All students will require a black long or short sleeved T-shirt and black leggings

PE KIT

Hillview PE polo shirt
Hillview skort
Hillview hoodie (optional)
Black or Navy jogging bottoms (no stripes) or Black leggings (no mesh panels)
Football boots (optional)
White sports socks
Trainers (not casual fashion trainers or plimsolls)
Shin-pads (optional)

Please note:

A uniform pass will be issued by student support managers for any documented medical reason deemed fit, 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 without uniform and a uniform pass is not warranted, either uniform will be lent to students to change into or isolation will be ensued.

If banned jewellery/hoodies are worn, items will be confiscated until the end of the week held in student support, for repeat offences this will be for the term. The school take no responsibility or liability for any loss, theft or damage to the item during confiscation.

A break time detention will be awarded for uniform infringements that can be removed.

If an item of jewellery, artificial nails or eyelashes cannot be removed within school, then a period of isolation will ensue until this is resolved.

Curriculum Guide

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
		Computing	2 hours
Geography	3/2 hours	PDL	2 hours
Music	2 hours	RE	2 hours
PE	2 hours		
Food/Textiles/Graphics (rotation)	2 hours		

Year 9 – Accelerated Curriculum

Year 9 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.

All students study core subjects (English, Mathematics and Science), grouped by ability. A selected number of students will complete all 3 separate sciences. They will be selected on prior attainment and sit GCSE Biology, Chemistry and Physics at the end of Year 11.

All students will choose one preferred subject within each of the following curriculum areas: performing arts, humanities, MFL and visual arts. They will also get the opportunity to extend their study to two subjects in one of the aforementioned areas of learning.

Students in Year 9 also study Personal and Spiritual Learning, RE, PE and Computing.

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

Mathematics

Science

Foundation subjects (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 2 or 3 separate sciences, Biology, Chemistry and Physics, based on teachers' recommendation. All students will complete their combination of science qualifications over 3 years (Years 9 to 11).

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 GCSE Science (2 GCSEs) or Triple Science (Biology, Chemistry and Physics).

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

Equipment Needed

Lessons at Hillview are on a fortnightly basis; students must remember whether it is week 1 or week 2 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 and Spanish dictionary.



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

Homework

Arbor Portal

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/>

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

SECTION 2

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, can you 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** 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. Please, however, be patient and contact main reception if you have not received an acknowledgement within 1 working day or a response within 5 working days. In exceptional cases where further information or a thorough investigation is required, a 10 working day limit is applicable.

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	Student notebooks should be used where appropriate			
2 nd stage	Mentor	Mentor	Mentor	Subject teacher
3 rd stage /serious	Student services	Student Services	KS Leader	Curriculum Leader
4 th stage	Most queries/concerns will be resolved in stages 1-3. 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.

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

Monday - Thursday		Friday	
8.40-9.40	Lesson 1	8.40-9.40	Lesson 1
9.45-10.45	Lesson 2	9.45-10.45	Lesson 2
10.45-11.05	Break	10.45-11.05	Break
11.05-12.05	Lesson 3	11.05-12.05	Lesson 3
12.10-1.10	Lesson 4	12.10-1.10	Lesson 4
1.10-1.50	Lunch	1.10-1.40	Lunch
1.50-2.10	Mentor	1.40-2.00	Mentor
2.15-3.15	Lesson 5		

We expect students to arrive on site no later than 8.30 am and be at their first lesson for a prompt start at 8.40 am. The school is unable to accept responsibility for the safety of students who arrive in school before 8.30 am unless they are in the school canteen. The school canteen is open from 7.30 am each day for a variety of drinks, cereals, fruit, yoghurts and other options.

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

Parents should be aware that students are not supervised outside of the canteen by staff until 8.30 am.

Late Arrival to School

Students should arrive at school on time. It is the parent's responsibility to ensure their child arrives at school on time so that they can be ready to start the day at 8.40am. Lateness is recorded and appropriate sanctions are taken.

Unexpected School Closure due to severe 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 daughter what arrangements are in place for her 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 Twitter account www.Twitter.com/Hillviewschool
- on our website www.hillview.kent.sch.uk and appears as a pop-up on the Home Page.

You can pick up tweets on mobile phones by following us @HillviewSchool.

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

School Terms and Holidays taken during term time

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, a Leave of Absence Form (green sheet) and an accompanying 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

What to do if your Child is Ill or Unable to Attend School

In the event of unavoidable absence, you are able to notify the school using by emailing attendance@hillview.kent.sch.uk or phone via 01732 352793 for Years 7-11. For Year 12 & 13 please email sfabsence@hillview.kent.sch.uk or phone 01732 778894.

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.

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' 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.

HILLVIEW SCHOOL FOR GIRLS

TERM DATES ACADEMIC YEAR 2023-24

Term Dates 2023 - 2024

Term	Start Date	End Date
	Staff Inset days: Thursday 31st August and Friday 1st September 2023	
Term 1	Monday 4th September 2023 Years 7 & 12 Tuesday 5th September 2023 All Years	Thursday 19th October 2023
		Staff Inset Friday 20th October 2023
Half Term	Monday 23rd October 2023	Friday 27th October 2023
	Staff Inset Monday 30th October 2023	
Term 2	Tuesday 31st October 2023	Tuesday 19th December 2023
		Staff Inset Friday 24th November 2023
Christmas / Winter Holiday	Wednesday 20th December 2023	Friday 29th December 2023
	Staff Inset Tuesday 2nd January 2024	
Term 3	Wednesday 3rd January 2024	Friday 9th February 2024
Half Term	Monday 12th February 2024	Friday 16th February 2024
Term 4	Monday 19th February 2024	Thursday 28th March 2024
Easter / Spring Holiday	Tuesday 2nd April 2024	Friday 12th April 2024
Term 5	Monday 15th April 2024	Friday 24th May 2024
Half Term	Monday 27th May 2024	Friday 31st May 2024
		Staff Inset Wednesday 3rd July 2024
Term 6	Monday 3rd June 2024	Friday 19th July 2024