



Hillside Infant School



Hillside Information



Welcome to Hillside Infant School

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Dear Parents/Carers,

I am proud to welcome you to Hillside Infant School. We hope that you will find this information pack helpful.

At Hillside Infant School we strive to provide a happy, caring, safe and secure environment for all our pupils. We offer a nurturing and highly supportive atmosphere where we believe each child is unique. Our staff team work hard to support each child's individual needs. We believe in strong parent partnerships in order to support our children to become independent and curious learners and be fully equipped for the next stage of their education.

Following my appointment in September 2016, the school has made great progress and subsequently achieved a 'good' outcome at our last inspection. Our pastoral support, behaviour and welfare provision was rated 'outstanding'; something we are very proud of. This area continues to go from strength to strength and our parents often comment on how we support each and every family. Visitors to our school often comment on the warmth and welcome they have received.

What is it like to attend this school?

There is a real sense of community at this school. Pupils thrive here. This is because staff get to know pupils and their families, so they understand what they need in order to achieve well. Pupils are happy and safe and enjoy coming to school to learn and interact with their peers – Ofsted October 2023

At Hillside Infant School we encourage every child 'To be the best that they can be.' Our ethos centres around four key values which are:

Trying our best every day.
Kindness and honesty.
Working as a Hillside team.
Using good manners.

Our priority is to ensure that children have an excellent start to their education and are provided with an exciting curriculum in order to inspire them to achieve the highest standards possible.

We work closely with parents, providing workshops and regular meetings to support your child to make good progress. We share our aspirations and track your child's progress towards reaching them.

I hope that this information provides you with details about the school, its organisation and aims. If you require any further information please do not hesitate to contact the school office.

I look forward to welcoming you and your child to Hillside.

Rebecca Fennell
Headteacher



Early Years Foundation Stage (EYFS)

Early Years Foundation Stage has two year groups: Nursery and Reception. Children can start Nursery in September or January (depending on available spaces) after their 3rd birthday. Children start Reception in September following their 4th birthday.

Nursery

Each child is eligible to attend five sessions of Nursery a week for three hours each day. They will either attend the morning session which runs from 8:30 to 11:30am OR the afternoon session which runs from 12:30pm to 3:30pm. We also offer a limited number of full time (35 hours) places to eligible families with a 30 hour code; details can be found on the website.

In Nursery, the children learn through play both indoors and outdoors. The activities focus on developing communication, physical development, social interaction and academic skills such as writing and counting.

Reception

Children attend Reception from 8:45am-3:15pm. At the beginning of the academic year Reception has a settling-in period where the children get used to their class, learn the routine of lunch and get used to being at school for the full day. Children continue to learn through a play based curriculum using both the indoor and outdoor learning environments. In Reception the children do more focused tasks in small groups with an adult.

Key Stage One (KS1)

Key Stage 1 has two year groups: Year 1 and Year 2. All children move to Year 1 in September following their 5th birthday. Children move to Year 2 in the September following their 6th birthday.

Year 1 and Year 2

The Year 1 and Year 2 curriculum is called the National Curriculum. We teach by linking many subjects to a termly theme to help children see the interconnected nature of learning.





SCHOOL UNIFORM

Wearing the school uniform gives the pupils a sense of pride and belonging. What a child wears to school reflects his/her attitude to learning; it portrays the school's ethos and shared positive values. At Hillside, we request that uniform is worn at all times.

Uniform4kids at Pullens

Orders are made directly to uniform4kids via their website www.uniform4kids.com or from their shop which can be found at 48-50 Church Road, Stanmore, HA7 4AH.

Hillside Schools Association PTA pre loved uniform shop

The PTA have pre loved uniform available for sale. Items are available depending on their availability and are limited. Orders are placed via the online shop <https://hillside-schools-association.sumupstore.com/>

Headscarves/Hijab

These may be worn for religious reasons but must be in school colours – white or black.

Jewellery

Jewellery is not permitted in school with the exception of mini stud earrings for pierced ears. These are not to be worn on Physical Education days due to safety.

Hairstyles

All long hair (shoulder length or longer) should be tied back. Headbands, bows or hair bobbles should be red, white or black.

School bags

Children should have the school branded book bag. There is no reason for children to bring large bags into school. There is a shortage of space in the cloakrooms.

Footwear

In the interest of Health and Safety, please provide your child with plain black school shoes. Shoes need to have velcro until your child is able to do up their own laces.

Naming

Ensure all items of clothing are labelled. The best way to label clothing is to use the iron on or sew on labels as these last longer. The following companies supply labels:

<https://www.funkylabels.co.uk/>

www.easytoname.com

<https://www.mynametags.com/>

How much uniform to buy?

As a guide here is the amount of uniform we'd recommend:

- 5 polo shirts
- 3 pairs of trousers, skirts or dresses
- 2 sweatshirts or cardigans
- PE Kit



	Autumn \ Winter	Optional Summer uniform from Easter onwards
Nursery	Red cardigan/jumper White polo shirt Mid-Grey tunic/skirt Mid-Grey tailored trousers/black tracksuit bottoms or leggings Plain grey or red tights Grey, white or black socks Sturdy Black shoes with velcro Red Book Bag with School Badge	Red & white gingham dress Black shorts
Optional	Wellington boots (Optional) Waterproof Onesie (Optional)	
Reception, Year 1 and Year 2	Red cardigan/jumper White polo shirt Mid-Grey tunic/skirt Mid-Grey tailored trousers Plain grey or red tights Grey, white or black socks Sturdy Black shoes with velcro Red Book Bag with School Badge	Red & white gingham dress Mid-Grey tailored shorts
PE	Red cardigan/jumper White t-shirt Plain Black track suit bottoms (winter months) Red shorts (summer) Trainers	





Checklist for your child's first day

School Book bag (**Not a rucksack**)

Water Bottle containing only water

Bag with spare clothing (Nursery/Reception)

Packed lunch if staying for lunch (unless a school lunch has been booked via School Grid)



Dropping off your child at school

First day in School

You will receive a letter with specific information relevant to your child and their year group for their first day of school.

Subsequent Days at School

Nursery - enter through the EYFS alleyway gate and wait with your child by the nursery gate. The Nursery gate and doors for the AM session open at 8.30am and remain open until 8.40am. The Nursery gate and doors for the PM session open at 12:30pm and remain open until 12:40pm.

Reception - enter through the EYFS alleyway gate and wait with your child in the playground outside their cloakroom door. The cloakroom doors open at 8:45am and close at 8:55am. You will not be able to go into the cloakroom or classroom with your child. (Please do not play with the equipment in the playground in the mornings. This has been set up by the teachers for the day's activities).

Year 1 and Year 2 (KS1) - enter through the KS1 alleyway gate and wait outside the cloakroom door for your classroom. The cloakroom doors open at 8:45am and close at 8:55am. You will not be able to go into the cloakroom or classroom with your child.

If you are late you will have to take your child around to the office to sign in.

Collecting your child from school

In Nursery, please collect your child between 11:20am-11:30am (AM session) and between 3:20pm-3:30pm (PM session). Please wait at the Nursery cloakroom door for your child to collect their belongings and come out to you.

The Reception and KS1 children finish at 3.15pm each day and are collected from their classroom door. Please inform a member of staff or the school office if anyone other than the parent/carer is collecting.

If you are late (after 3:25pm Reception/KS1) collecting your child please go around to the office.



Communication with school

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicate with parents and help you stay up to date.

Email/Text

Hillside Infants use an email based system, to share information and is a key means of communication. All parents email addresses and mobile numbers are entered onto our system. This reduces the use of paper and it ensures information gets straight to the parents as quickly as possible.



Class Dojo

Class Dojo is a communication app platform where you can receive and send messages, share videos and keep in touch with your class teacher. The messages between you and the class teachers are private. It is important you download the app. Class Dojo Portfolio is used by Nursery and Reception to share 'Wow' moments linked to your child's learning. These will be sent out each half term. Feel free to use Class Dojo Portfolio to share 'Wow' moments linked to your child's learning also.

Newsletter

At the end of each week you will receive a newsletter via email or on Class Dojo. This showcases events that have happened in school, shares important dates and tells parents what is coming up the following week.

Website

The school website – www.hillsideinfant.org.uk is a fabulous information tool. Have a look here for the school calendar, information on staff, curriculum and links to other useful sites.

Events Calendar and Term Dates






At the start of each academic year the school sends home a calendar of key events and term dates. Keep an eye on the website and newsletter for updates.

Daily communication

If you wish to contact your child's teacher you have a number of options. If you need to ensure the teacher receives a message on the day then you can:

- Phone the school office and leave a message for the teacher – remember to say if it is urgent and if you require a call back.
- Alert the staff member on the door and they can pass a message on for you
- Email the school office and mark your email for the attention of the class teacher or if medical related for the attention of Mrs Maclachlan.
- Message directly on Class Dojo. Please note Class Dojo is not always seen during the day so don't send urgent messages on here.



Name	Use	Year Group	Login Details
 Arbor	We use Arbor for all payments to school.	All	Log in with your email address and press forgotten password
 ClassDojo	Class Dojo is a communication app platform where you can receive and send messages, share videos and keep in touch with your class teacher.	All	A link from Dojo will be emailed to you prior to your child starting school.
 SchoolGrid	SchoolGrid is the system used to order hot lunches.	All	A link from SchoolGrid will be emailed to you after your child has started school.
 ESPRESSO	Espresso is an online platform that is used in school and at home to support children's learning.	All	Login details will be stuck to your child's reading record.
 chatta	Chatta supports to build confidence in oral sentence composition and vocabulary use. It is a good tool to use at home to support children's oracy.	All	Login details will be stuck to your child's reading record.



Special Educational Needs

If your child has any additional needs or you are worried about any aspect of their development, please contact the Assistant Headteacher for Inclusion, Mrs Pieniek-Jones. She can discuss the options available including referrals to other agencies. Children at Hillside are offered a range of interventions and further information is available from school or on the website.

Family Support and Pupil Wellbeing

We have trained members of staff who can work therapeutically with children. They can help with anxiety, bereavement, parenting tips and many other worries that children and families experience.

Our Hillside Values feed into our behaviour policy and life of our school as follows

Trying Our Best Everyday

This value is reflected in children's efforts put into learning impacting on an improved outcome. This might look like:

- ✓ active learning
- ✓ engagement and participation
- ✓ improvements in their presentation
- ✓ excellent improvement in work
- ✓ excellent high quality work
- ✓ determination to succeed at a piece of work or activity
- ✓ taking pride in their learning.

Teachers will reward or acknowledge a pupils effort by giving them Class Dojo points.

- **50 points- bronze**
- **100 points-silver**
- **150 points-gold**
- **200 points-platinum**

Kindness and Honesty

These values are reflected in children's effort that are put into the way they conduct themselves and behave towards others. This might look like:

- ✓ Saying please and thank you
- ✓ Opening doors for others
- ✓ Helping another child or adult
- ✓ Being honest about events or situations
- ✓ Showing an interest or attention to their peers needs.
- ✓ Following class rules and expectations.

Other achievement rewards include:

- **Writer of the week certificate**
- **Mathematician of the week certificate.**
- **A phone call home – to inform parents of their child's efforts**
- **A Postcard home**
- **Super Star certificate**
- **Mrs Fennell's reward afternoon**

Using Good Manners

Working As a Hillside Team

This value is reflected in a collective effort from the whole class towards all our school values and rules and expectations in class. As a class this might look like:

- ✓ Whole class participation in carpet sessions
- ✓ Walking around the school
- ✓ Class sports activities
- ✓ Working in groups or teams

Teachers will reward the class with

- **Marbles in a jar.** The aim will be to fill the jar to be rewarded with a fun activity as a class. These may include:
 - Pyjama days
 - Popcorn



Lunches

Under the Governments Universal Free School Meals Scheme, all children in Reception and KS1 can receive a free school meal. If you prefer to send a packed lunch just send your child in with one. **Currently nursery children's school meals are chargeable and currently cost £2.53 per day (Subject to change).**

School Lunches

There is a three weekly menu cycle which is on the school website and displayed in the office. Meals are served in the hall and our booked via our caterers – School Grid app.schoolgrid.co.uk and HCL <https://hcl.co.uk/>

Packed Lunches

Parents can opt for their children to bring a packed lunch from home if they prefer. Packed lunches should be healthy and balanced including a range of starchy foods (like bread, rice or pasta), protein (like meat, fish, eggs or beans), dairy (like cheese or yoghurt), fruits or vegetables. We do not permit fizzy drinks or other drinks with a high sugar content, chocolate biscuits or sweets. We are a **nut free school** so no nut products should be included in lunches including chocolate nut spread such as Nutella.

Healthy Snacks

Fruit and/or vegetables are offered free of charge for all children for snack time each day.



Milk

School milk is free for all under-fives and is subsidised for pupils aged five or older at a cost of 27p per 189 ml portion. Each pupil who registers with Cool Milk will receive a carton of semi-skimmed milk every day, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but it is rehydrating and energy boosting. It also bridges the gap between breakfast and lunch to help children stay focused.

Find the top ten reasons to drink school milk at www.coolmilk.co.uk/whyschoolmilk

How to register

Register at www.coolmilk.com

My child is **under five**

- School has already registered your child; no action required. Free milk will continue until the Friday before your child's 5th birthday.

If you wish your child to continue having milk after their 5th birthday:

- Please register at www.coolmilk.com
- My child is **five or older**
- After registering you will receive a payment request.
- You can pay Cool milk either online, over the phone or by cheque in half-termly, termly or annual instalments.
- Please pay by Tuesday 5pm for your child to start the following week
- If you any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.





Money Matters

Trips

We want to ensure that all children go on trips as they support your child's learning of a current or future topic. Consent is given via Arbor for your child to attend; otherwise your child won't be able to go on trips with their class. If anything concerns you about a location or the arrangements, please ask as we can show you our comprehensive risk assessments for each trip.

Payments

Hillside Infant School use Arbor management information system (MIS) for all payments to school. You can log into Arbor with your email address that you have provided to the school. If you have any concerns about using Arbor please visit the school office for advice and help.

Benefits

It is important for us to know if you are in receipt of certain benefits as your child may be entitled to pupil premium funding. This is currently £1480 per child each year and this money is spent on improving your child's education in school. You will also be entitled to a free set of uniform and a free school trip. All you need to do is provide your National Insurance number and date of birth so that we can check eligibility.

Teacher Training Days

There are five teacher training days throughout the school year where school is open for teachers only. This enables ongoing training for teachers. You will be notified of these in newsletters and on the school calendar. These dates can change from the days first set at the beginning of the academic year so please be aware of any updates.

Planning, Preparation and Assessment (PPA)

Teachers use 10% of their teaching time for PPA each week. This gives the class teacher time to prepare their future lessons away from the classroom. A regular cover teacher will be in class during PPA time.

Hillside Schools' Association (PTA)

The PTA is a group of parents who organise additional activities to help raise money for the Infant and Junior schools. We are very grateful for all the financial support given from fundraising events. Please do get involved as many hands make light work. Please see the school website for more information.

Curriculum

Information on our curriculum can be found on our website.

<https://www.hillsideinfant.org.uk/curriculum-1/>





Wrap Around Care Available for Reception, Year 1 and Year 2

Breakfast Club

Term time: from 7.45am to 8.45 a.m

Cost: £5.00

Our Breakfast club is available for all children that attend the Hillside Infant and Hillside Junior School (excluding Nursery). The children enjoy a choice of cereal, toast, muffins, crumpets, pancakes, bagels, yoghurt, fruit, water, orange and apple juice. After eating and time permitting they enjoy activities and play, they also learn to tidy up after themselves. The children are escorted to their classrooms in time for their school day to start at 8:45am. Breakfast Club is run by Hillside Infant School staff.

After School Club

Term Time: From 3.15pm to 5.45pm

Cost: £10

After school club is available for children at Hillside Infant School and Hillside Junior School (excluding Nursery). Children are brought to after school club from their classroom at the end of the school day or from any extra-curricular activities when they finish. The children will be provided with a snack and a drink. A range of play activities including arts, sports and structured computing activities are available on different days. After school club is run by Hillside Infant School staff.

Bookings

Bookings are to be made using Arbor for both Breakfast Club and After School Club. Bookings need to be made by 7am on the day that club is required. Terms and conditions are on the website.

We understand from time to time there will be emergencies and you may require club at short notice. If you require club at short notice please phone the Infant School Office to check if there is space available. This is for one off occasions and not a regular arrangement. A late booking fee will be added to the club cost. Numbers for both clubs are limited so **YOU MUST BOOK IN ADVANCE**. For further information please contact the school office: office@hillsideinfant.org.uk or on **0208 249 6860**.



Some frequently asked questions



How do I let the school know about medical and hospital appointments?

If the appointment really can't be organised outside of school hours then you will need to contact our welfare and attendance officer with evidence from the doctor, dentist or hospital. This can be in the form of a letter, text or email.

How will the school let me know of any unplanned closure? (e.g. adverse weather)

Whilst the school is determined to always stay open, there may be a situation where it isn't safe for pupils to be in school. On these rare occasions the school uses the website and school communication system to inform parents/carers.

What should I expect during pupil progress meetings?

Pupil progress meetings usually take place in October and March.

Letters are sent home with appointment times and times are allocated on a first come first served basis. You will be able to see your child's books and have a 10 minute slot to talk to your child's teacher. If you are concerned about any aspects of your child's education, please do not wait until parent consultations to address your worry. If we have any concerns we will always share these and not wait until a parent consultation evening.

What should I do if my child is unwell and unable to go to school?

Please phone the school office first thing in the morning to let them know. It is essential that school know where each child is every day and it is very important that you make contact with us. We have strict procedures to follow if we have not heard from you. Please check the website for further details. **All children are expected to be in school on any day that they are well enough to do so.**

Will the school administer medicine to my child?

If your child needs to take medication at school please speak to the Nursery staff (if in Nursery) or Mrs Maclachlan (if in Reception, Year 1 or Year 2). Please ensure that the medicine is clearly labelled with your child's name.

Liquid paracetamol is held in school and can also be administered if you have signed consent. We would urge you to give consent as that way we can treat a fever immediately or administer medication for pain (e.g. dental pain, headache).



Hillside Schools' Association (PTA)



The Hillside Schools' Association (PTA) would like to welcome you and your family to Hillside. Some of you will already be familiar with the role of the PTA at Hillside, but for those of you who are not, we are a friendly and welcoming group of parents and carers. We arrange events and activities to raise funds for both schools and provide opportunities for parents, staff and pupils to get together as part of the wider school community.

In the past, events have included cake and ice-cream sales, a Christmas Surprise Room, Race Nights and a Quiz Night as well as our annual summer and Christmas fairs.

Can you help us?

As parents/carers you are automatically a member of the PTA and we rely upon the support and generosity of parents and carers to help us to continue to raise funds and support the children, parents and staff at Hillside Schools.

So, why should you get involved?

Without the funds raised by the PTA your children would not benefit from those "little extras" that enrich school life. There is also no better way to find out what events are being planned, have your say, or make new fundraising suggestions. The PTA is made up of a mixture of parents, none of which are specialists in fundraising, however, giving up just 30 minutes to help at an event means that we can put on fantastic experiences for our children to enjoy.

**Please help us continue to create lasting memories for our children.
To contact the PTA please telephone the school office or email the PTA -
hillsideassociation@gmail.com or come to our next meeting,
everyone is very welcome!**



HILLSIDE SCHOOLS'

TERM DATES 2025-2026

Autumn Term 2025

Staff Training Day Tuesday 2nd September 2025
 Term Starts Wednesday 3rd September 2025
 Half Term Holiday Monday 27th October – Friday 31st October 2025
Staff Training Day Monday 3rd November 2025
 Nursery Term Ends Thursday 18th December 2025
 Term Ends Friday 19th December 2025

Spring Term 2026

Staff Training Day Monday 5th January 2026
 Term Starts Tuesday 6th January 2026
 Half Term Holiday Monday 16th – Friday 20th February 2026
 Nursery Term Ends Thursday 26th March 2026
 Term Ends Friday 27th March 2026

Summer Term 2026

Term Starts Monday 13th April 2026
 Half Term Holiday Monday 25th May – Friday 29th May 2026
 Nursery Term Ends Thursday 16th July 2026
 Term Ends Friday 17th July 2026
Staff Training Day Monday 20th July - Tuesday 21st July 2026

Bank Holidays 2024-2025

Christmas Day	Thursday 25 th December 2025
Boxing Day	Friday 26 th December 2025
New Year's Day	Thursday 1 st January 2026
Good Friday	Friday 3 rd April 2026
Easter Monday	Monday 6 th April 2026
May Day Holiday	Monday 4 th May 2026
Spring Bank Holiday	Monday 25 th May 2026
Summer Bank Holiday	Monday 24 th August 2026

****On Staff Training Days the school will be closed to pupils***



Some final top tips!

- Buy shoes with velcro straps until your child is able to do their laces independently.
- If you have missed any order forms or letters, go to school's main entrance where office staff will help.
- The school office phone number is **020 8249 6860**. Save it on your mobile phone in case you need it in an emergency.

Ways to get involved with our school:

- Governing Body
- Hillside Schools Association (PTA)
- Volunteer

If you would like to get involved with any of the above groups, speak to the school office for more information.



We look forward to your journey with us