



Hillcrest Glebedale School

Further Information

Admissions

Please see the Admissions tab on the website or the prospectus for more information.

Latest Ofsted report

Please see the Ofsted Reports tab on the website for more information.

School Governance

Jarrold Elcock, 07540 719782, Hillcrest Glebedale School | Grove Road | Heron Cross | Stoke on Trent | ST4 3AY.

The school has an active governance team that holds the head teacher and school accountable. The governance team serves to regulate and monitor all aspects of the school's performance.

- set the strategic direction, vision and ethos of the school;
- monitor and challenge the progress of the school in achieving its priorities;
- ensure the school(s) meet its statutory responsibilities;
- ensure financial probity;
- ensure the premises are well managed.

School Council & Pupil Voice

The School Council meets termly in order for pupils to have an input into school development. Primary, KS3 and KS4 have representatives elected annually by peers.

In addition, pupils are consulted routinely both informally and formally through the use of questionnaires, discussion groups etc

School Curriculum

Please see the Curriculum tab on the website or the prospectus for further information.

Assessment

Please see the Assessment tab on the website for more information on Assessment, External Accreditations/Exam Results.

Staff at the School

Please see this on the Contact tab.

Policies

Please see each policy on the School Policy tab on the website: Health and Safety, Equal Opportunities, Behaviour Management and Recognition, Safeguarding/ Child Protection and Complaints Procedure.

Charging Policy

The cost of all public examinations, school trips, school lunches and food technology resources will be met by Hillcrest Children's Services.

The School Day

Primary

The primary school day starts at 9am and ends at 2:50pm. On Fridays the school closes at 2pm. Primary pupils start the day with a nurture session and breakfast. There are two breaks and a lunch and playtime lasting 45 minutes. The school provides freshly prepared hot and cold meals and snacks throughout the day.

Secondary

The secondary school day begins at 9am and finishes at 3:15pm. On Fridays the school closes at 2pm. Pupils have a morning and afternoon break and a lunch half hour. There are two tutor sessions; one at the start and the other at the end of the school day. Pupils are not permitted to leave the school site. The school provides freshly prepared hot and cold meals and snacks throughout the day.

Illness and School Absence

If a pupil is too ill to remain on site, a Residential Care Worker will return them to their home. If a day pupil is taken ill, their foster carers or parents will be informed.

Medication and Medical Arrangements for Students

Medication will be administered pending the completion of a medication form and permission given, all medication is stored within the medication cabinet and administered by a trained member of staff in line with school policy.

Pupils injured at school

A pupil who is injured at school will receive appropriate First Aid from trained staff. Parents/Carers will be informed. If necessary the pupil may be taken to hospital or the emergency services called.

Fire Drills

Fire drill instructions are displayed throughout the school. The routine for evacuation is shared during pupil and staff induction. Regular Fire Evacuation drills are completed in line with regulations and school policy.

Careers Guidance

All students have access to careers lessons, advice and guidance. This is provided through timetabled lessons and may involve links with local colleges and further education providers.

Mobile Phones

Students are not allowed personal mobile phones on the school premises. Students are advised not to come to school with phones or personal electronic equipment. If phones are present, students must hand them into their tutor or a member of SLT, persistent refusal to hand mobile phones in may lead to sanctioning.

Personal Belongings

Students are encouraged not to bring personal belongings to school as the school cannot be held accountable and responsible for any accidents, breakages or theft of the items. Any unsuitable items brought in by students will be confiscated

Breakage and Damage

Students may be charged for damages and breakages as a result of their actions and behaviour. A bill to replace or repair items will be issued.

Exclusions

Please go to the School Policies tab on the website for the Exclusions Policy.