



Transition Booklet

2022-23





Contents

Welcome from Mr Stephenson - Page 2

St. Hild's School Vision - Page 3

Introducing NEAT Academy Trust - Pages 4 & 5

Getting ready for September - Page 6

School Uniform - Pages 7 - 10

Behaviour 4 Learning - Page 11

Expectations - Page 12

The House System - Pages 13 & 14

Rewards - Page 14

Attendance - Pages 15 & 16

School Meals Menu - Page 17

Year 7 Curriculum - Page 18

Transport - Page 19

SEND - Page 20

Room Plans - Page 21

Privacy Notice - Page 22 - 26

2021-22 School Calendar - Page 35

2021-22 Term Dates - inner rear cover

Documents to read - Pages 27 - 33



Dear Parents and Carers,

I would like to wish you a very warm welcome to St. Hild's Church of England School. To support the transition process we have developed an enhanced Transition Information Booklet, which I hope you will find very useful. **Please read this booklet carefully and share the relevant information with your child.**

This booklet contains important information about the school and also provides some introductory work for your child to complete. All work should be completed in the exercise book that we have provided, and although we strongly recommend that your child completes the transition work, we do not want pupils to feel overwhelmed or become anxious if they cannot complete some of the tasks.

If you or your child requires support or further information, please email Mr Stephenson, (Year 7 Year Leader), who is available to answer questions, and where appropriate signpost support to aid the transition work. Mr Stephenson can be contacted via email at the following address:

Stephenson.L@st-hilds.hartlepool.sch.uk

I would also invite you to become familiar with our website www.sthilds.org.uk. A further point to note is that booklets such as this are up-to date only at the time of print. Details change and policies evolve – we put great efforts into keeping the website fully up-to-date, and you will come to rely on it as an accurate and reliable source of information.

Yours faithfully,



Mr Stephenson
Year 7 Year Leader

Dear Parent/ Carer,

It is my pleasure to welcome you and your child to St. Hild's Church of England School. We look forward to working closely with all our new pupils and their families to ensure a successful transition from Primary School. Moving to Secondary School is an exciting time and we are offering 4 days of Transition in July as well as a Summer School in August. As part of Mr Stephenson's and my role we communicate with all the primary schools to gather information to make transition successful, however if you have any concerns or questions, please contact Mr Stephenson or the school to speak to a member of the Transition Team.

The years ahead will be some of the most memorable and we look forward to celebrating the pupil's success as they progress through the school.

I look forward to meeting you and your child soon.

Yours faithfully



Miss Hornsby
Senior Lead of Inclusion and Additional Needs



St. Hild's Church of England School

At St. Hild's we aim to provide all of our pupils with a world class education in a Christian context. Our Core Values of care, equality, honesty, respect and responsibility are evident in our everyday life. We are very proud of our school and its pupils and take every opportunity to celebrate our many successes.

OUR CORE VALUES

As a Christian community, following the pattern of Christ and his words in John 10:10 of "coming to bring life in all its fullness" our day to day vision is underpinned by our associated core Christian values:

CARE

We recognise God's unconditional love for humankind and our reciprocal responsibilities in caring for ourselves, the world and others.

HONESTY

As followers of the Truth, we are honest with ourselves and with others and we champion truth and trust.

EQUALITY

We are fair and just in our dealings, recognising every person as a uniquely created being - and we reflect the nature of God and his love for the world.

RESPECT

In words and actions we seek to show respect to all others, (recognising our equality in God's eyes) and knowing God is honoured when he is revered.

RESPONSIBILITY

As created individuals gifted with free will, we take responsibility for our own actions. We seek to live not for ourselves but recognising our responsibilities towards society as a whole



Introducing NEAT Academy Trust as the sponsored academy match for St. Hild's

A message from Debi Bailey, CEO of NEAT Academy Trust

I'm very grateful to Mrs Gibson for this opportunity to introduce you to NEAT. We are delighted that the Department for Education has matched our trust with St. Hild's so that we can support the school on its journey of improvement as it has become a sponsored academy.

Joining NEAT has given St. Hild's the opportunity to work in partnership with the secondary school already within our trust, as well as our Church of England primary school. We strongly believe that working together to make a difference gives the best chance of success for our young people, their families and the local community.

You can read more about NEAT below and the different ways you can find out more about us. You can also contact us directly with your comments or questions – we'd love to hear from you!

Who are NEAT Academy Trust?

We are a small community multi-academy trust of five schools, currently based in the east of Newcastle upon Tyne. We formed in 2017 from a group of schools that chose to work together to improve the life chances of our young people. We are an approved sponsor trust which means we are able to support schools to improve further. We have a teaching school and research school within the trust which provides the capacity, expertise and opportunities to develop quality first teaching.



What is important to us?

Our shared common purpose as a trust is to Nurture, Educate, Achieve and Transform and our values are at the heart of how we do this. We believe these have much in common with the values of St. Hild's that are central to its Christian character as a school.



How can I find out more about NEAT?

- Watch the Introduction to NEAT video on the NEAT Academy Trust YouTube channel, which shows our fantastic pupils and staff in action. https://www.youtube.com/channel/UCtMXX_ecvGoL67P6iWzMiVg
- Have a look at the **NEAT website** at www.neat.org.uk It will tell you more about the volunteers who run our trust as members and directors. Three of our five members are from the Church of England and ensure the Christian character of our Church schools continues.
- Follow NEAT Academy Trust on **Twitter @NEATschools**.

We look forward to meeting you when we can and encourage you to get in touch if you have questions

NEAT Academy Trust

2020-21 Newsletter 11 – 25.03.21
Keeping colleagues connected across NEAT

Message from Debi Bailey, CEO

By the time you receive this, we will be just one week away from celebrating our 4th birthday as a trust. I can't believe how quickly the last four years have flown by, despite the challenges of the last twelve months – a global pandemic is definitely not one of the things we anticipated we'd need to deal with when the trust was set up!

A new school joining the trust is a great opportunity to build on our journey over the last four years and there are so many achievements to celebrate. Here are just a few highlights:

- receiving Research School designation in 2019, which we're very proud of and is testament to the fantastic, innovative work we do around teaching and learning
- the really positive Ofsted inspections with every school report recognising the impact collaborative working is having across all of our schools
- the successful bids for funding (L4 teachers shine, mindfulness training, SSIF attendance to name but a few) enabling us to build capacity and develop our practice as a trust

However the most important thing for me throughout the journey so far is the care we show for our families and each other. We put our families and our community at the heart of what we do. I am incredibly proud of how we responded during the

Focus on...our staff governors

Every school within the trust has a Local Governing Committee which usually consists of 10-12 people: governors independent of the school plus the headteacher, two parent governors and one staff governor. In our Church of England schools the independent Chairmen and the Diocese to support the school with its religious character and ethos.

Staff governors are representative members of staff rather than directly representing the staff. They bring a staff expertise and perspective to can be teachers or support staff.

In this edition we meet Steph Murray, Curriculum Leader for PE and Performing Arts, who has just been recently elected as the staff governor for Benfield School.

Being a community member

We are so pleased to have you as a member of our Local Governing Committee. It is a privilege to have you on board and we are sure you will bring a wealth of experience and expertise to the trust.

What do you think are the benefits for a Local Governing Committee in having a number of staff governors on it?

The ability to represent the views of staff is a key role of the Local Governing Committee. It is important that the views of staff are heard and that the Local Governing Committee is able to represent the views of staff in a number of ways.

What do you think are the benefits for a Local Governing Committee in having a number of staff governors on it?

The ability to represent the views of staff is a key role of the Local Governing Committee. It is important that the views of staff are heard and that the Local Governing Committee is able to represent the views of staff in a number of ways.

Getting ready for September

Key Staff



Miss Hornsby	Senior Lead of Inclusion and Additional Needs
Mr Stephenson	Year Leader/Transition Co-ordinator
Mrs Muir	Key Stage 4 Attendance Officer
Miss Nealon	Key Stage 3 Attendance Officer



Year 7 Tutors



Miss Cronin
History
Teacher



Mr Gillies
SLSA



Mr Thompson
Creative Industries
Teacher



Miss O'Neill
PE Teacher



Mr Keightley
Computer Science
Teacher



Mr Shires
SLSA

Contact details

St. Hild's Church of England School
King Oswy Drive, Hartlepool,
TS24 9PB. Tel. 01429 273041
Email: admin@st-hilds.hartlepool.sch.uk



<https://www.facebook.com/StHildsChurchofEnglandSchool/>



Instagram
[@sthildsschool](https://www.instagram.com/sthildsschool)

Please visit our website at www.sthilds.org.uk to see everything you need to know about St. Hild's.

Twitter

[@StHildsSchool](https://twitter.com/StHildsSchool) – updates on school life, important events, dates for your calendar.

[@HildsTransition](https://twitter.com/HildsTransition) – please visit this feed for all updates, events and information regarding transition.

[@St_Hilds_Career](https://twitter.com/St_Hilds_Career) - important dates and information for your future pathway.

[@StHildsDofE](https://twitter.com/StHildsDofE) - follow out Duke of Edinburgh group as they take on the challenge.

[@StHildsCoEGeo](https://twitter.com/StHildsCoEGeo) - St. Hild's Geography department events and trips.

[@StHildsHouseSys](https://twitter.com/StHildsHouseSys) - St. Aidan's, St. Bede's, St. Cuthbert's and St. Oswald's.

[@StHildsMaths](https://twitter.com/StHildsMaths) - Numeracy Challenges, Maths related activities and news.

[@StHildsLRC](https://twitter.com/StHildsLRC) - Library events, news and information

[@StHildsMFL](https://twitter.com/StHildsMFL) - all things modern foreign language related.

[@StHildsPE](https://twitter.com/StHildsPE) - regular updates from the PE department.

[@StHildsRewards](https://twitter.com/StHildsRewards) - stay up to date with our House Heroes news.

[@StHildsSafety](https://twitter.com/StHildsSafety) - Safeguarding and E-Safety information



 Follow [@StHildsSchool](https://twitter.com/StHildsSchool)

School Uniform

School uniform

We have made every effort to make our school uniform as affordable and accessible as possible.

Black blazer with School and House badge.

White shirt with a formal collar, suitable for wearing with a tie. Shirt should be tucked into black trousers/skirt. Top buttons should be fastened at all times.

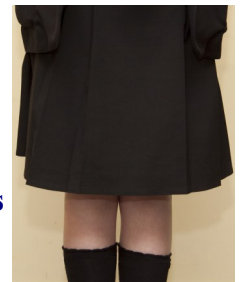


School tie - This item will be provided by the School. It should be worn correctly at all times, tied in a neat, appropriate knot covering the top shirt button. The tie length must allow the School badge to be seen.

Uniform

Black skirt (knee touch, A-line, pleated or straight with black tights of at least 40 denier or Plain black or white socks) or black trousers.

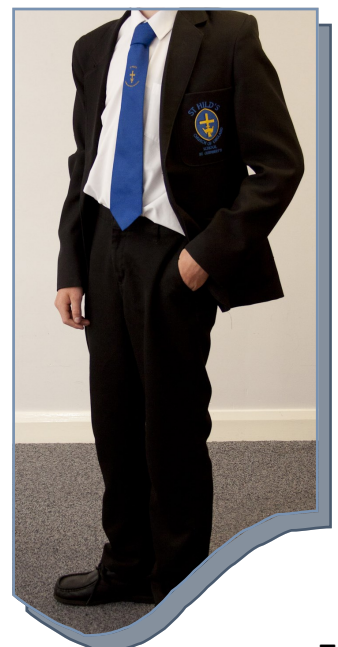
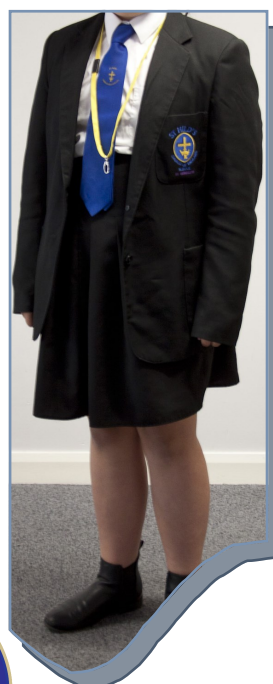
Shoes must be entirely black with NO stripes, NO gold or silver embellishments, logos or markings in other colours. NO boots, NO trainers, NO sandals, NO flossies or plimsoll - style footwear, NO creepers.



Following our policy on school uniform means your child should not have an extreme haircut or brightly-dyed hair. Examples of **extreme hairstyles include lines or patterns shaved into the haircut, mohicans, no-guards, dip-dyed hair, contrasting hair colours etc.** If in any doubt please contact your child's Year Leader.

Jewellery - One small plain stud earring (gold or silver) per ear is permitted. School is not an appropriate place for the wearing of any other jewellery, other than a wrist-watch. Please note that all earrings **MUST** be removed for PE - absolutely NO exceptions can be allowed, so if you are getting your child's ears pierced, we recommend this happens at the start of the Summer holidays. Nail polish in natural colours and without embellishments may be worn by pupils on their own finger nails (false nails should NOT be worn).

Our uniform supplier is Shear Knit at King Oswy Shops, King Oswy Drive, Hartlepool. Shear Knit will allow parents/carers to pay in instalments and then order the uniform closer to the time that you need it so the sizing is correct.



PE KIT

Our minimum expectation for PE uniform is one top, one version of the bottoms, socks and trainers. Parents/carers may purchase as many extra items of PE uniform as they wish.

There are also some optional items of equipment that are permitted at the discretion of parents/carers such as football boots, rugby boots and any protective clothing such as shin pads, gum shields and support strappings. These are not compulsory for core PE lessons but pupils will not be permitted to play in competitive football or rugby fixtures without boots, shin pads and gum shields.

Our uniform supplier is Shear Knit at King Oswy Shops, King Oswy Drive, Hartlepool. Shear Knit will allow parents to pay in instalments and then order the uniform closer to the time that you need it so the sizing is correct .

The St. Hild's PE Uniform comprises of:



St. Hild's Church of England School P.E. Kit



PE KIT

Item	Age 11 - 15 Price	Image
Full zip training top* (outdoor)	£ 21.95	
Short sleeved top*	£ 12.99/£ 13.99	
Blue Shorts	£ 11.99	
Skort	£ 16.00	
Jeggings	£ 15.75	
1/4 zip training top* (outdoor)	£ 20.00	
Training bottoms	£ 21.75	
Blue football socks	£ 5.50 - £ 6.99	
White or Black Trainers	Parental Choice	

Items marked * are specially embroidered in gold with the school name.

Uniform and Equipment Checklist

Item	Tick when purchased	To support home learning we would like all children to have the essential stationery items available to them at home. Item	Tick when purchased
Blazer		Pencil case	
White shirt		2 black pens	
School trousers/skirt		Pencil	
Black bag		Ruler	
Black shoes		Locker key (given free by school)	
Tie (given free by school)			
PE Top		Library Book (loaned from school)	
PE Shorts/tracksuit bottoms			
PE socks			
Trainers/ Football boots			
		The following items are optional	
Training top (optional)		Pencil sharpener	
		Protractor	
		Highlighter pens	
		Rubber	
		Dictionary	
		Calculator	

Online Learning will also be used regularly for homework assignments and home learning tasks.

A laptop or suitable device with a reliable WiFi connection will be needed for your child to complete the home learning portion of their school work.

Support with online learning resources a laptop will provided for identified pupils.



BEHAVIOUR 4 LEARNING EXPECTATIONS

What are our B4L non - negotiables?

Behaviour 4 Learning

Non-Negotiable:

- 1. Be ready to learn.**
- 2. Actively listen.**
- 3. Engage in the lesson.**
- 4. Try your best.**



Pupils are expected to follow the St. Hild's behaviour for learning non negotiables.

Staff will remind pupils in a positive way about the non-negotiables e.g.

'Well done you are ready for learning.'

Positive B4L Points

Praise and rewards promote good behaviour for learning and reinforces high expectations. Pupils learn more successfully and have their self-esteem raised with praise, reward and celebration. Appropriate behaviour will be praised and rewarded. The School will promote good behaviour for learning through a system of recognition and reward.

Other rewards include:

- Praise and positive verbal and written feedback
- House Heroes
- Letters and phone calls to parents/carers
- Applause moments
- Cause for Praise postcards
- Prefect status
- Positive behaviour points recorded in Go4Schools
- Headteacher's Commendation
- House Captaincy
- Celebration of Achievement Awards



Expectations

Quite simply, high standards.

Arrive at school (and at every lesson) on time.

Ensure you have a pen, pencil, ruler and locker key

(All these items will be issued to you at the start of September).

Years 7, 8 and 9 should also ensure they have their reading book with them at all times.

Wear the full school uniform, with each item worn properly, particularly skirts, shirts, ties and shoes.

Follow instructions given by staff.

Speak and conduct yourself politely at all times.

Respect others.

Mobile Phones

Mobile phones must not be visible in school. If seen they will be confiscated and we will then require a parent or carer to collect the phone from school.

Mobile phones will not be available for collection by a pupil.

The reasons for the ban on mobile phones in school are:

- to avoid pupils being distracted from their studies
- to remove barriers to teaching, learning and assessment ie to allow staff to deliver without interruptions
- to fully safeguard pupils and staff
- to remove the risk of damage to or theft of expensive mobile phones to reduce the potential risk of cyber bullying and misuse of social media



HOUSE SYSTEM EXPLAINED



WHAT IS THE HOUSE SYSTEM?

The FOUR Houses in the House System are St. Aidan's, St. Bede's, St. Cuthbert's and St. Oswald's.

The House System embodies academic, pastoral, artistic, sporting and cultural achievement and challenges pupils to extend themselves through both effort and achievement at St. Hild's Church of England School.

To do this at St. Hild's we have the House Cup!



WHAT IS THE HOUSE CUP?

The FOUR Houses of St. Hild's Church of England School compete with one another in a range of House Cup competitions and events throughout an academic year.

House Points are awarded during each House Cup competition or event that takes place during the academic year.

House Points are also awarded each term based on House Heroes, Behaviour, Attendance, Cause for Praise and Headteacher's Commendations.

WHAT IS THE HOUSE GAMES?



The House Games take place towards the end of each academic year.

Events usually take place over a couple of days and pupils represent their House in a range of events.

House Captains play an important role in selecting House teams from every Year Group and for each event. Pupils are encouraged to participate as valuable House Points can be won for their House.

The House with the most points wins the House Games.



HOUSE SYSTEM EXPLAINED

WHAT IS A HOUSE CAPTAIN?

Each House has at least one male and one female House Captain from Year 7 to Year 11 to support a Head of House Staff member. House Captains have the privilege of wearing a House tie at school in the colour of their House. Pupils apply to be a House Captain and support their House and the school.

House Captains are role models for other pupils. The vast majority successfully apply to be School Prefects at St. Hild's Church of England School. If a House Captain becomes a School Prefect then other pupils are given the opportunity to apply for this prestigious role.



HOW IS A HOUSE ALLOCATED?

All pupils are allocated a House in Year 7 or when they join the school. Pupils will be associated with this House during their time at St Hild's Church of England School.

Siblings will represent the same House.

Most staff in school are also allocated to a House and can compete in the majority of House Cup competitions.

All pupils are expected to have their House embroidered on their school blazers at St. Hild's Church of England School. This is done at the point of purchase of the blazer.

Rewards

What is a House Hero?

A House Hero recognises outstanding behaviour for learning. Staff will give out up to two House Heroes each lesson and record this information on Go4Schools, so that parents/carers and pupils can see when they have been awarded a House Hero.



How do pupils make a positive contribution to the lesson and get a House Hero?

There are too many different contributions to list them all! A pupil could give a great answer, improve their work, be helpful to others or even keep trying even when they have had a setback.

What happens when pupils receive a House Hero?

Each time a pupil receives a House Hero they will be entered into the termly prize draws for each year group. The more House Heroes a pupil receives, the more entries into the prize draw they will have! Although prizes will vary, examples of prizes include tickets to VUE Cinema and Amazon vouchers.



Attendance

Attendance Matters!

The fast-paced nature of school life can mean if a pupil is absent for a period of time it can have a significant effect on the rate of future learning, social and emotional wellbeing.

Absence can affect progress, leading to a period of catching up which can cause avoidable stress for your child.

With this in mind, it is exceedingly important that pupils do not take time out of school if it is at all possible, as it may affect final exam grades if they miss significant periods in their exam process.

Improving Attendance

96% is the minimum expected attendance.

Does attendance affect your chances of achieving 5 good GCSEs?

Yes it certainly does! And you should bear this carefully in mind when considering whether or not to take children out of school for holidays during term time (or thinking about whether the regular "odd day off" matters).

Government legislation has ruled that parents/carers should no longer plan holidays that involves taking their children out school during term-time. The following statistics highlight the importance of pupils attending school whenever possible, in order to achieve, the best possible results in the examinations of subjects they have studied during their school life.

Set out below are not estimates or theories, but hard statistical FACTS about how your percentage attendance affects your chances of ending your time at school with at least five standard GCSE passes (Grades 9-4).

If your attendance is 95.1% to 100% your chances are 69.4%

If your attendance is 90.1% to 95% your chances are 51.2%

If your attendance is 85.1% to 90% your chances are 28.2%

Now think about THIS! Taking just 10 days holiday in term-time means that your MAXIMUM attendance can only be 95%. Check above as to how that affects your chances.

And also think about THIS! Taking "A day off every couple of weeks" means that your MAXIMUM attendance can only be 90%. Check above as to how that affects your chances of achieving exam success.

Each half term there are rewards for pupils who have 96%+ attendance for that term.

Pupils receive a certificate and a small treat!

Pupils! It's your future, and "IT'S UP TO YOU!"



**Call our
FREE Phone line
0808 196 8297
to report an absence
from school
before 8.45a.m.**



You can also report an absence via email or text.

Email : attendance@st-hilds.hartlepool.sch.uk

Text : 07719558765



School

Attendance

96-100%



Prize

Treat & Certificate

• For all pupils achieving 96-100% attendance

• Every 1/2 term

• Be in to win!



WHEN YOU MISS SCHOOL . . . YOU MISS THE REWARDS!



ST. HILD'S DINER

Provided by NYES Catering

School Lunch Tariff

HOT SECTION

Hot Main Course	2.05
Hot Pudding	1.00
Jacket Potato - Plain	0.95
Jacket Potato Filling (each)	0.60

COLD SECTION

Ham / Cheese / Tuna / Egg Sandwich	1.50
Chicken Tikka Sandwich	1.80
BLT Sandwich	2.00
Chicken Mayo Sandwich	1.60
Pasta Pot	1.50

SPECIALS

MEAL DEAL 1

Hot Main + Hot Pudding or Biscuit or Fruit	2.40
--	------

MEAL DEAL 2

Sandwich + Biscuit or Fruit + Water 500ml	2.40
---	------

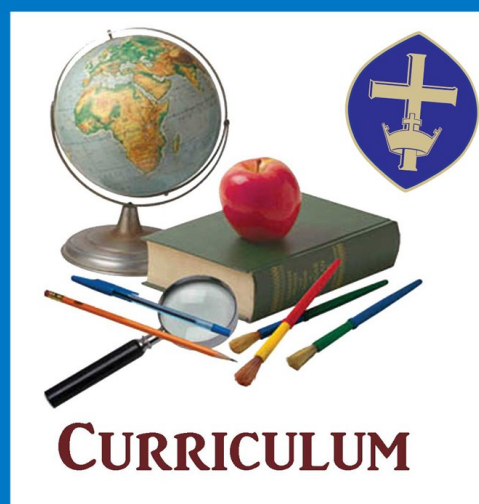
DESSERTS

Traybake	0.80
Muffin	0.80
Cookie	0.70
Yoghurt	0.60
Fresh Fruit Pot	0.90
Cheese & Crackers	0.60
Fruit	0.40

DRINKS

Water 500ml	0.70
Flavoured Water 500ml	0.70
Radnor Fizz	0.65
Flavoured Milk	0.65
Fresh Juice	0.65
Water 300ml	0.55

Year 7 Curriculum Model



Subject	No. of Hours (per fortnight)
English	8
Mathematics	8
Science	8
Technology	3
Art and Design	2
Physical Education (PE)	4
History	3
Geography	3
MFL	2
Computer Science	1
Religious Education (RE)	4
Drama	1
Music	1
PSHE	2



Planning your transport to and from school

Walking	Many of our children who live close to the school chose this healthy option. Always use the zebra crossing if you live on the other side of the road and set off early to ensure that you reach school on time.
Cycle	Your child may cycle to school. Their bike should be also be protected with their own bicycle lock in our secure shed. Pupils leave their bikes at their own risk. Please make sure that your child wears a cycle helmet at all times. Bicycles must be walked to the gate for safety reasons.
By car	Parents and carers may drop their children off by car but please do not park in the bus lane.
By Bus	<p>Tickets are available to buy from reception in school and are £1.00 per journey. Bus passes are available from the Transport Services team on 01429 284382. A termly bus pass is currently £125 or a yearly bus pass is £375. If you are on a low income and would like to apply for the School Travel Assistance Scheme please ring 01429 284382 or 523695 for an application form. (All prices are subject to change)</p> <p>Bus Service Timetable 2022-2023</p> <p>Morning Run</p> <p>08.15 Durham Street 08.18 Middlegate 08.20 Northgate 08.23 West View Road Bus Stop (opp Central Estate) 08.26 West View Road/ Gus Robinsons 08.35 St. Hild's Church of England School</p> <p>Afternoon Run</p> <p>15.40 St. Hild's Church of England School 15.45 West View Road/Gus Robinsons 15.47 West View Road Bus Stop (opp Central Estate) 15.50 Durham Street 15.52 Middlegate 15.54 Northgate</p> <p>If you have any queries please contact the Passenger Transport Services Team on 01429 284382 or email passengertransportservices@hartlepool.gov.uk</p>



SEND

(Special Educational Needs and Disabilities)

At St. Hild's Church of England School we welcome everybody into our community. We believe that our community should reflect God's wish that every child is welcomed and should be provided with the opportunity to achieve his or her full potential.

Every pupil at St. Hild's has the opportunity to follow all National Curriculum subjects as well as following an appropriate Key Stage 4 curriculum pathway.

We are committed to narrowing the attainment gap between SEND and non-SEND pupils. This may include after school interventions, short-term intervention learning or other learning interventions developed on an individual needs basis. We work with the primary schools to ensure relevant information and files are passed onto us to help support your child.

We have good attendance at St. Hild's as pupils want to come to school to experience our high quality learning environment.

If your child has a disability and you would like to know more about what we offer at St. Hild's contact us on:

01429 273041 or
e-mail us at admin@st-hilds.hartlepool.sch.uk

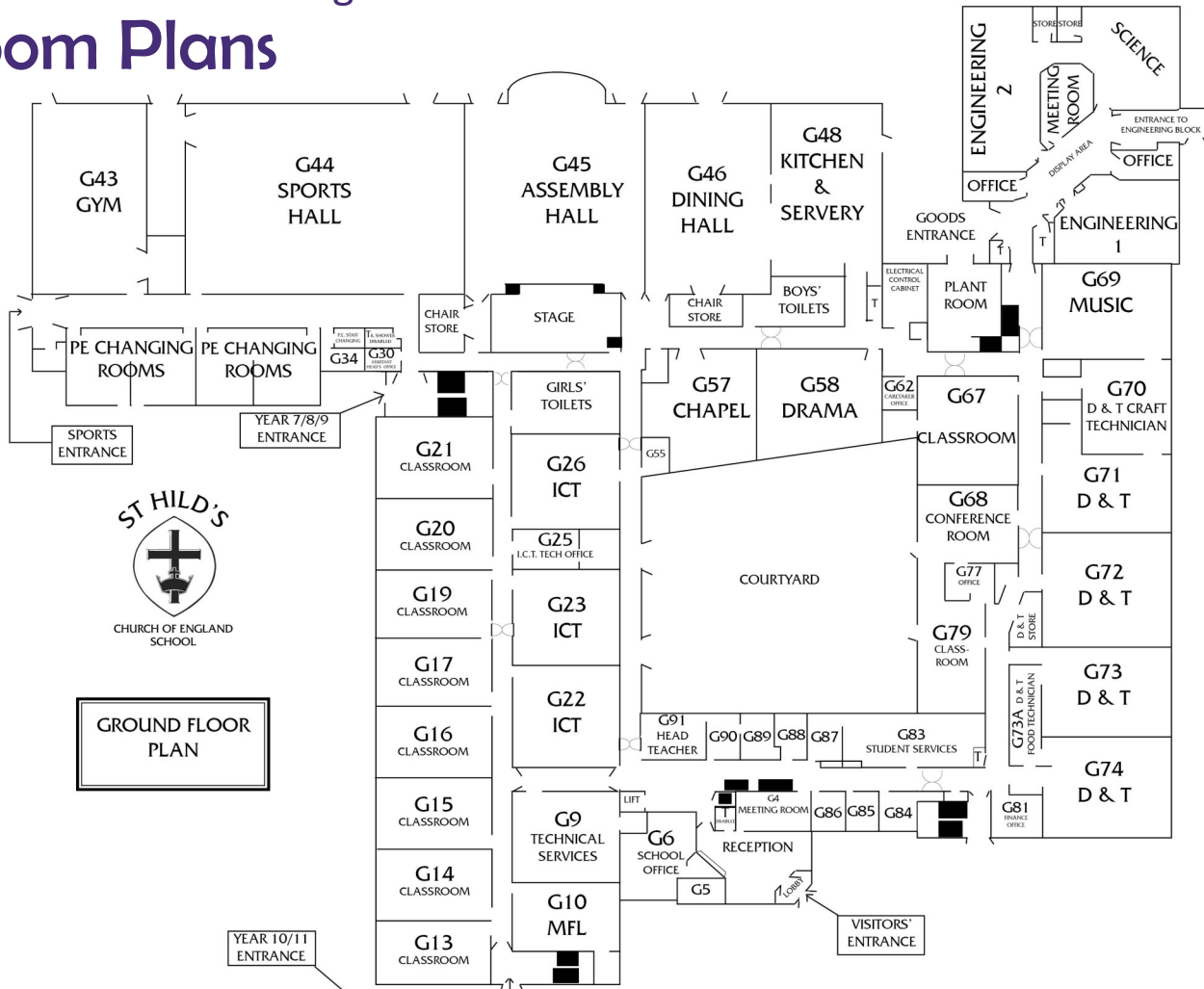
The Role of Specialist Learning Support Assistants at St. Hild's

We have eight Specialist Learning Support Assistants (SLSAs) working with our SEND and Pupil Premium pupils, in subject lessons and in our specialist areas for inclusion: Nurture Group and the Abbey. SLSAs have high expectations of all pupils and use their subject and specialist knowledge to enable all pupils to realise their potential.

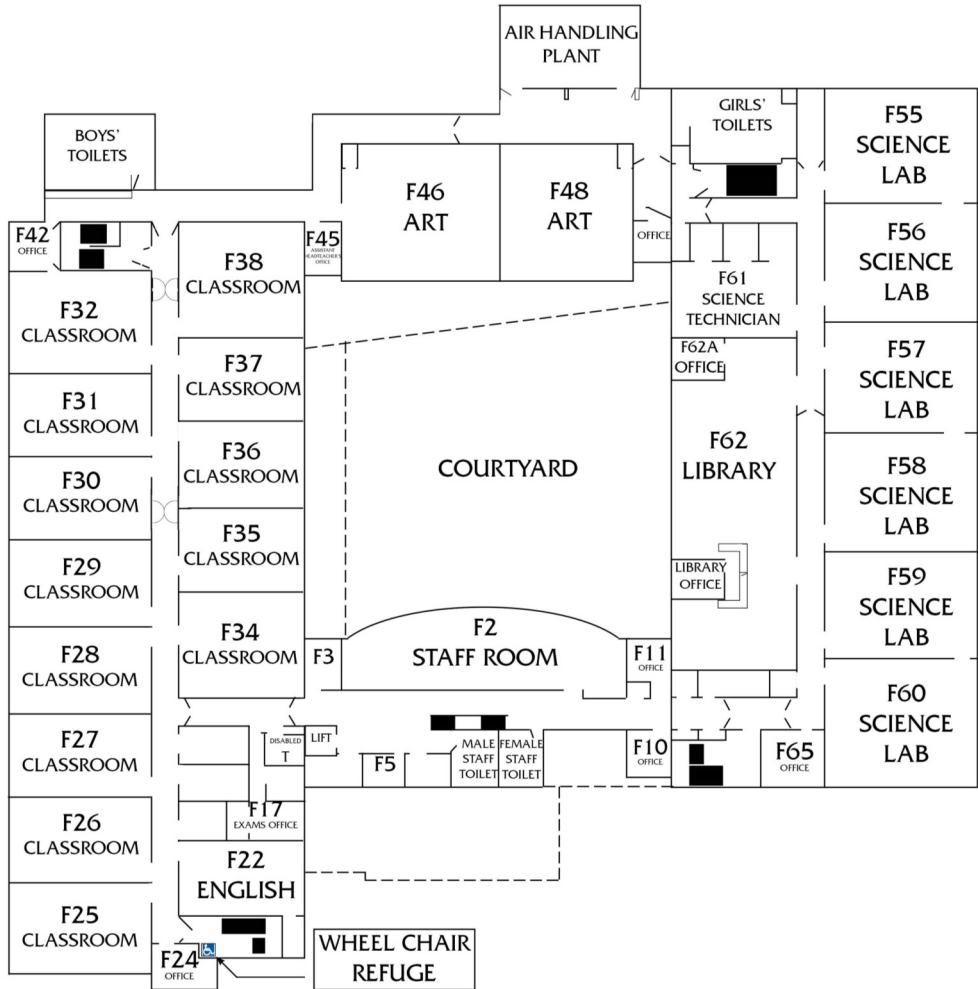
Teaching staff, in partnership with SLSAs, plan lessons to ensure quality first teaching and that their impact is significant upon teaching and learning and the wellbeing of pupils.



Room Plans



GROUND FLOOR PLAN



FIRST FLOOR PLAN

Privacy Notice - Pupils and Parents/Carers


What is the purpose of this document?

This privacy notice has been written to inform parents/carers and pupils of NEAT Academy Trust (NEAT) about how and why we process their personal data.

Who are we?

NEAT is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

<p>Schools Data Protection Officer Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL</p> <p>schoolsDPO@veritau.co.uk 01904 554025</p> <p><i>Please ensure you include the name of your school in all correspondence</i></p>	
---	---

What information do we collect?

The categories of information that we collect, hold and share include the following:

- personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- educational achievement
- free school meal eligibility
- attendance information
- assessment information
- behavioural information
- safeguarding information

We will also process certain 'special category' data about our pupils including:

- relevant medical information - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be

Nurture – Educate – Achieve - Transform

1

shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise

- if they are looked after by their local authority
- Special Educational Needs and Disabilities information
- race, ethnicity and religion
- at relevant schools, biometric data e.g. digital finger scans.

The trust will ensure that this data has extra protection to ensure against accidental loss or destruction.

Who has access to my personal data in the trust?

Your name, contact details, and address will be held at individual school level so that we can contact you and also easily identify you should you contact us. Employees of the trust may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that employees do not use your data for their own personal benefit. Only employees of the school which you or your child attends will have routine access to your information.

On some occasions attendance and family support services and “back office” functions, such as administration, may be shared across the trust in order to provide a more efficient service to you in which case other employees in the trust may have limited access to your personal information.

Our appointed governors and directors/trustees may also require your personal data for the governing of the school and trust. Personal data will only be disclosed to these individuals if there is a legitimate governing purpose to do so.

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil achievement
- to provide appropriate pastoral and welfare care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) includes:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, includes:

Nurture – Educate – Achieve - Transform

2

[https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT \(April 2021\) FINAL.docx](https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT (April 2021) FINAL.docx)

- school trips
- before and after school provision
- extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents/ carers).

We will also process information received from:

- Department for Education (DfE)
- local authorities including Newcastle City Council
- previous schools attended
- National Health Service bodies
- private fostering agencies.

Who do we share your personal data with?

Third Party Processors

In order to deliver the best possible service the trust often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the trust does use a third party organisation it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

Other Organisations

Occasionally the Trust is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the trust to do so. For example, the trust may need to share information with the police to help prevent or detect a crime. The trust may not have to tell you if we do share with other organisations

We routinely share pupil information with:

- Department for Education (DfE)
- local authorities (including Newcastle City Council and Hartlepool Borough Council)
- schools that pupils attend after leaving us
- National Health Service bodies
- if relevant, exam boards and testing agencies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

Internal Compliance Functions

The trust's internal auditors, data protection officer, health and safety advisers, insurers and external auditors may also have access to your personal data in order to complete their work.

Nurture – Educate – Achieve - Transform

3

[https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT \(April 2021\) FINAL.docx](https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT (April 2021) FINAL.docx)

Secondary schools only: Once our pupils reach the age of 13, we also pass information to the local authority and/or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes names and addresses of pupil and parents/carers, pupil date of birth and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

For more information regarding services for young people please visit our local authority's website: <https://www.newcastle.gov.uk/>

How do you protect my personal data?

The trust is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- training for all employees, local governors and directors/trustees on how to handle personal data;
- policies and procedures detailing what employees and office holders can and cannot do with personal data;
- various IT security safeguards such as firewalls, encryption, and anti-virus software; and
- on-site security safeguards to protect physical files and electronic equipment.

How long do we keep your personal data for?

We will keep your data in line with our Data Protection Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. The trust will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

What rights do you have over your data?

Under GDPR, parents/carers and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data - this notice fulfils that obligation;
- to request access to your personal data that we hold, and be provided with a copy of it;
- to request that your personal data is amended if inaccurate or incomplete;
- to request that your personal data is erased where there is no compelling reason for its continued processing;
- to request that the processing of your personal data is restricted;

Nurture – Educate – Achieve - Transform

4

[https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT \(April 2021\) FINAL.docx](https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT (April 2021) FINAL.docx)

- to object to your personal data being processed.

If you wish to exercise any of these rights, you can find further information on the trust's website at: http://www.neat.org.uk/web/making_a_data_request/352433

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 231113

Nurture – Educate – Achieve - Transform

5

[https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT \(April 2021\) FINAL.docx](https://newcastleschools.sharepoint.com/sites/NEATInformationGovernance/Shared Documents/Data Protection/NEAT Privacy Notices/Current/Privacy Notice - Pupils and Parents & Carers NEAT (April 2021) FINAL.docx)

St. Hild's Church of England School Home School Agreement

This Home School Agreement is crucial to our partnership between school, pupils and parents/carers. It is a clear commitment by everyone to share responsibility for your child's progress.

	As a parent or carer, I will:	As a pupil, I will:	As a school; we will:
Attendance & Punctuality	<ul style="list-style-type: none"> Ensure my child attends every day and arrives to school before 8:45 am Inform the school about any absence no later than 9:30 am Provide reasons for any absences 	<ul style="list-style-type: none"> Attend every day and be lined up and ready to go into school no later than 8:45am Arrive punctually for every lesson 	<ul style="list-style-type: none"> Encourage all pupils to have outstanding attendance Support pupils to improve their attendance to our minimum target of 96% per year
Behaviour for Learning	<ul style="list-style-type: none"> Support my child with their learning Ensure my child wears full school uniform Sign my child's planner weekly Encourage my child to behave well and to represent the School in a positive manner, on the journey to and from school Support the school when additional support or sanctions are required 	<ul style="list-style-type: none"> Follow the Behaviour for Learning Non- negotiables: <ul style="list-style-type: none"> ➤ Be Ready for Learning ➤ Actively Listen ➤ Engage in the lesson ➤ Try your best Work hard to achieve targets set and challenge myself 	<ul style="list-style-type: none"> Provide high quality learning opportunities Encourage high standards of behaviour for learning Expect and maintain high uniform standards Provide leadership opportunities Inform families of any concerns and celebrations
Home Learning	<ul style="list-style-type: none"> Encourage my child to complete all home learning tasks on Teams Ask the school for support if it is required 	<ul style="list-style-type: none"> Check your Teams assignments and your planner each week Complete all home learning tasks to the best of your ability and on time 	<ul style="list-style-type: none"> Provide high quality home learning tasks Ensure pupils have adequate time to complete home learning and provide support where needed Provide support to ensure home learning can take place
Communication	<ul style="list-style-type: none"> Raise any concerns promptly with my child's Tutor or Year Leader Keep in contact with the school to share relevant information Inform the school promptly if contact details change 	<ul style="list-style-type: none"> Speak clearly and politely to all members of the school community Share your achievements outside of school so we can celebrate them in school 	<ul style="list-style-type: none"> Give parents and carers regular information about their child's progress via Go4Schools Share information promptly about to school events and procedures Inform parents and carers of notable success
Extra-Curricular	<ul style="list-style-type: none"> Encourage my child participate in school activities Seek and respond to school's advice & reports 	<ul style="list-style-type: none"> Take part in at least one extracurricular activity Look for opportunities to show leadership 	<ul style="list-style-type: none"> Provide opportunities and encourage pupils to participate in extracurricular activities

Pupil Name: _____

Parent/Carer Name: _____

Pupil Signature _____

Parent/Carer Signature _____

Go 4 Schools

St. Hild's Church of England School uses Go 4 Schools to keep parents and carers informed on their child's attendance, assessment and behaviour.

Progress reports for the children are also published through Go 4 Schools.



“How was school today?” “Fine!”

I am sure that there are many of you who ask the same question every time your child returns home and many of you will get the standard ‘fine’ answer!

Now you don't need to just accept that answer, there is a way you can find out for yourselves! Did you know that you can access live information regarding your child's progress, attendance and behaviour 24/7.

By logging on to Go 4 Schools you can get real time information on your child's assessment, attendance and behaviour information as well as your child's timetable and progress reports. Everything you need is in one place and what you see is the latest information available in school. No more waiting for termly progress reports!

The Go 4 Schools App is available for both Apple and Android mobile phones.





Viewing Pupil Reports with Go 4 Schools A Guide for Parents/Carers

The School uses a system for reporting progress, attainment, behaviour and attendance, called Go 4 Schools. In order to access your child’s report, you will need to have provided the School with a valid e-mail address, which we can also use for other communications between the School and home.

Logging in: for parents/carers who are **first time users**:

1. Parent/carer - enter **www.go4schools.com** into your browser
2. Click on ‘Parents’ icon on top right hand corner of your screen
3. Under ‘First-time User?’ enter your e-mail address as previously provided to the School, and click ‘Please send me a password’
4. Go4Schools sends an e-mail to the e-mail address entered, with a password
5. Revisit the ‘Parents’ page on **www.go4schools.com** and enter your e-mail address and the password received under the ‘Welcome’ section.

Logging in: for parents/carers who have **already used Go4Schools**:

Parent/carer - enter **www.go4schools.com** into your browser

1. Click on ‘Parents’ icon on top right hand corner of your screen
2. Enter your e-mail address and the password
3. **Note:** if you have forgotten your password, please go to the ‘Forgotten your Password’ section at the bottom of the page.

To view reports:

- Go to the bottom of the “Progress and reports” table and click on “view report”. This will only appear when a report has been published.

Progress and reports

Subject	24 Oct 2012	25 Feb 2013	08 Jul 2013	Current Grade/Level
Art	6b	6b	6a	6a
English	6a	7c	7a	7a
Geography	5b	7b	7a	7a
Head of Learning Comment	-	-	-	-
History	5b	6c	6c	6c
ICT	5a	5a	6b	6b
Maths	7c	7b	8c	8c
Music	7c	7b	8b	8b
Physical Education	6c	7c	8c	8c
Principal's Comment	-	-	-	-
PSHE	-	-	-	-
Religious Education	6b	6a	6a	6a
Science	6c	7c	7a	7a
Science Options Assessment	-	7c	-	7c
Spanish	5b	6c	6b	6b
Technology	5a	6c	6a	6a
Thinking Skills	B	B	B	B
Tutorial	-	-	-	-
Attendance	100.00%	99.50%	98.91%	98.95%
	View report	View report	View report	

Parents/Carers without email and internet access.

If you do not have email and internet access, please contact the Main School Office.

Behaviour Information category:

This refers to your child’s conduct and learning behaviours within school. It shows a record of the number of incidents (points) recorded for your child. Positive points could be awarded for a number of reasons including good work in class, helping others or contributing well to a lesson. Negative points might be recorded for example, for off task behaviour, homework not being handed in or poor behaviour outside of the classroom.

Online payments to school with ParentPay



St. Hild's Church of England School introduced a more convenient way to pay for school meals, trips, after school clubs and much more online, using a secure service called **ParentPay**.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

For further information on ParentPay please see the FAQs opposite or visit www.parentpay.com.



- **When can I log in to my account?**

Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school.

- **Which cards can I use?**

ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

- **Is it safe to make payments on the internet?**

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it's secure?**

Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

- **What about our personal information?**

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account however; ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

- **I do not have a home PC so how can I use ParentPay?**

Why not visit your local library, internet café or see if you can get access to a computer at work. Alternatively ask if you can use your school's computers. Many schools have computers available for parents and will be happy to show you how to use them.

For more information please visit www.parentpay.com

Bio – what?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include fingerprint, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.



Make up of a fingerprint

IMPACT

The future is in your hands!

A history of biometrics

Once the domain of the local constabulary, fingerprint technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of fingerprints as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favor commercially.

Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.



Impact Biometrics

St. Hild's Church of England School



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Fingerprinting is purely voluntary and those not wishing to sign up will still be able to use a pin number.

**The future is
in your hands!**

Frequently Asked Questions

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique image will then be used to replace their current swipe card.

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint in to a mathematical algorithm. The image of the finger print is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint

What happens when my child leaves the School?

When a student leaves school all data can be deleted very easily.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger print with the unique digital signature held in the database.

Impact Biometrics Opt-In form

I wish my child to be included in the Impact Biometric registration process

Name of Pupil: _____

Year: _____

Class: _____

Name of Parent/Carer: _____

Signed: _____

Please fill in this form and return to the school office





ST. HILD'S CHURCH OF ENGLAND SCHOOL

SCHOOL TERM AND HOLIDAY DATES 2022 - 2023

2022	July	August	September	October	November	December
Monday	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Tuesday	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Wednesday	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Thursday	7 14 21 28	4 11 18 25	8 15 22 29	6 13 20 27	3 10 17 24	8 15 22 29
Friday	8 15 22 29	5 12 19 26	9 16 23 30	7 14 21 28	4 11 18 25	9 16 23 30
Saturday	2 9 16 23 30	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Sunday	3 10 17 24 31	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25

2023	January	February	March	April	May	June
Monday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Tuesday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Wednesday	4 11 18 25	1 8 15 22 29	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Thursday	5 12 19 26	2 9 16 23 30	2 9 16 23 30	6 13 20 27	4 11 18 25	8 15 22 29
Friday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	9 16 23 30
Saturday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
Sunday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25

195 DAY ENVELOPE (September 2022 - July 2023)

2023	July
Monday	3 10 17 24 31
Tuesday	4 11 18 25
Wednesday	5 12 19 26
Thursday	6 13 20 27
Friday	7 14 21 28
Saturday	1 8 15 22 29
Sunday	2 9 16 23 30

	Bank Holiday		Open Evening		Prom
	Holiday		Alternative Curriculum Days		Year 5 Transition Days
	Weekend		Twilight Training & Development		Year 6 Transition Days
	PD Day		Year 11 Mock Examinations		

The number of term days (Sept. 2021 - July 2022) shown in this calendar is 195 days. 5 days within the above school terms will be used as professional development days for staff; pupils will not attend on these days.



Term dates 2022-2023

Autumn Term 2022

Tuesday 6th September - Start of term for all year groups.

Half-term holiday

Monday 24th October - Friday 28th October.

Alternative Curriculum Day

Wednesday 2nd November.

Term ends Tuesday 20th December.

Spring Term 2023

Thursday 5th January - Term starts for all pupils.

Half-term holiday

Monday 20th February - Friday 24th February.

Alternative Curriculum Day

Thursday 23rd March.

Term ends Thursday 30th March.

Friday 31st March.

Professional Development Day for Staff

Summer Term 2022

Monday 17th April - Term starts for all pupils.

Bank Holiday on Monday 1st May.

Half-term holiday

Monday 29th May - Friday 2nd June.

Professional Development Day for Staff

Friday 30th June.

Alternative Curriculum Day

Thursday 5th July.

Term ends Friday 21st July.





ST. HILD'S
Church of England School



Transition Booklet

