



# Hope View School

## Additional Educational Needs Provision

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15<sup>th</sup> August 2018

Dear Parents and Carers

Before our pupils return to school on Wednesday 5<sup>th</sup> September, I would like to take the opportunity to remind you of various policies and procedures so that everyone can start the new school off in the appropriate way.

### **Uniform**

Please ensure your child has the correct uniform for September. Your child **must have a belt** for their trousers so that shirts can remain tucked in at all times and **blazers are compulsory for all pupils and must be worn**. It is expected that all pupils in the upper school wear **black school shoes, not trainers**, unless the school has been notified of a medical condition.

All pupils are expected to have the full school PE kit which they need to wear into school on a Monday if they are in the Upper School (Years 7-11) and on a Wednesday for Lower School pupils (Years 3 to 6). Sixth Form students have separate arrangements which have been notified in another letter. A full uniform list is available on our website I would be grateful if you would support the school in ensuring that your child wears the correct uniform at all times including to and from school.

If you are experiencing financial difficulties in providing uniform for your child, please contact the school and we will assist you where possible.

**Forest Schools** – all pupils will have one half day of Forest Schools per week and are expected to take part. Please ensure they wear old but warm clothes to school in order to take part in this activity. Pupils will be notified of when their Forest School day will be on the first day back.

### **Absence and Attendance**

If your child is absent from school due to illness, please contact us on the first day of absence, there is a legal requirement for this to be followed up by a letter on your child's return to school. If your child will be absent from school due to a medical appointment, please notify the school in advance of this so that it can be noted in the register.



### **Holidays During Term Time**

In the past, holidays during term time for a valid reason have been authorised by the school. Local Authorities are now requesting full attendance figures for pupils on a termly basis and will be contacting parents and carers with regard to absence as they feel necessary. Therefore it will no longer be possible for us to authorise requests for holidays during term time.

### **Pupil Contact and Health Information**

Please complete and return the enclosed forms so that we have up to date contact details for your child. These forms have been issued for new pupils separately. Forms need to be returned by Wednesday 5<sup>th</sup> September.

### **Homework Arrangements - Upper School – Classes 1, 2, 3, 4**

Please ensure you complete and return the reply slip at the end of this letter, by Wednesday 6<sup>th</sup> September, indicating whether or not you wish homework to be set for your child. If you choose to opt in, homework will be set for English, maths, science, and one of the humanities subjects however, if you make this choice, it is expected that your child hands their homework in on time and that it is completed to the required standard. If they fail to do so after a period of time, then this option will be withdrawn and you will be notified accordingly. Revision homework will be set for all pupils who have been entered for GCSE examinations at a relevant point in the academic year. If you do not return the reply slip then we will assume that you are happy to opt out.

### **Exclusions and Complaints**

The school has received one formal complaint during the academic year 2017/2018. This was investigated and brought to a satisfactory resolution by of Chair of Governors. A copy of our complaints policy can be found on our website.

Number of exclusions for the year stands at 23 days which is significantly lower than last year's (52.5). Sadly two permanent exclusions were made for violent conduct towards other pupils, behaviour which will not be tolerated at Hope View.

### **Zero Tolerance to Bullying, Racism, Homophobic Behaviour, Verbal Abuse and Violence**

A reminder to all of our pupils, parents and carers that we have a zero tolerance approach to bullying and any form of racist, homophobic, verbally abusive or violent behaviour towards any member of the school community. This includes pupils, staff, taxi drivers and visitors. Anyone found to be in breach of the school's Anti Bullying Policy will be dealt with in line with our Sanctions and Rewards Policy with the governors being consulted if necessary. There is an automatic sanction of two days exclusion for any pupil who is violent towards a



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

member of staff of another pupil. Persistent verbal abusive to staff will not be tolerated either from anyone. Repeated or particularly serious offences could result in permanent exclusion. Please refer to our Anti Bullying and Exclusions Policy on our website for further information.

### **School Website and Policy Updates**

A great deal of information regarding school events, diary dates and information for parents can be found on our website. Please check it regularly at [www.hopeviewschool.co.uk](http://www.hopeviewschool.co.uk).

School policies are available to view on our website, as our term dates (please note the two week half term in October/November).

### **School Photographs**

School photographs will be taken on the 25<sup>th</sup> September. If you would like to have one of your child, please complete the attached slip and return it to school by Wednesday 5th September. Pupils will need to wear full school uniform on this day if they are having their photograph taken. This is normally Forest School day for Class 3 so anyone having their photograph taken will need to bring forest clothes with them to change into.

### **Staff Matters**

From September Mrs Lynn Glover joins us as Key Stage 1 teacher, Miss Molly Baldock as Teaching Assistant, and Mr Grant Allard as Forest School Leader. Congratulations to Mr James Pearce our Assistant Headteacher and Mr Daaim Hasham who celebrated their marriages during the summer holidays!

### **New Pupils**

We look forward to welcoming our new pupils to Hope View School in September and to the return of our existing pupils refreshed after the summer break!

Kind regards

Mrs. C. Lorne

Headteacher



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

**HOMEWORK REPLY SLIP 2018-2019 – Please return by Wednesday 5<sup>th</sup> September**

Pupil's Name: \_\_\_\_\_

Please tick your preferred option:

- I would like my child to be set homework by the school and understand that I must ensure they complete it to the required standard by the deadline dates set. Repeated failure to adhere to this will result in homework being withdrawn.
- I do not want my child to be set homework by the school.

Signed: \_\_\_\_\_ Name of Parent/Carer: \_\_\_\_\_

**SCHOOL PHOTOGRAPH REPLY SLIP – Please return by Wednesday 5<sup>th</sup> September**

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

I would like my child to have their photograph taken on the 25<sup>th</sup> September and understand that there will be a cost of between £5 & £10 per photograph.

Signed: \_\_\_\_\_ Name of Parent/Carer: \_\_\_\_\_