



# *Hope View School*

## *Additional Educational Needs Provision*

Station Approach, Chilham, Canterbury, Kent CT4 8EG

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3rd October 2018

Dear Parents and Carers

The new school year is well underway with pupils settling in very well. As always, certain new systems and procedures have evolved over the last few weeks which I would like to inform you of.

### **Independent Learning and Study**

This is completely separate to homework and is presently aimed at pupils in the Upper School. We find that pupils do not retain information from lessons as well as they could. Often this is due to a lack of application outside of the classroom. This year we are encouraging pupils, through various activities during the school week, to take responsibility for their learning by revisiting topics either during their spare time at school or at home. We expect all pupils in the Upper School to take an active part so please encourage them in developing this skill at home. It is an extremely important part of learning and vital when it comes to revising for and sitting exams in the future. It doesn't always mean writing something down but can simply take the form of explaining to a friend or family member, what they may have learnt during the school day or undertaking a task of their choice and returning it to their teacher for review.

### **Home/School Contact and Support**

It has come to our attention that some parents of pupils in the Lower School have chosen not to have a daily Contact Book. Whilst we do appreciate that the book may lead to upset and issues at home so are happy to respect this choice, we still expect to have daily contact from parents and carers of all pupils in the Lower School on a daily basis either via email or telephone. When a member of staff emails home to provide information, a response is expected for you, even if it is just to acknowledge receipt of the email. Home/School contact is an important part of the work we do here at Hope View. If your child is unsettled for any reason, it is helpful for us to know so that we can support them appropriately. Home/school contact procedures are made clear to all parents and carers at the interview stage, so please support your child and the school by adhering to them. A copy of our Home-School Communication Policy can be found on our website.

Useful contact details for the school can be found at the end of this letter.



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

### **Pupil Concerns and Requests for Meetings**

If you have concerns about your child, either at home or in school and would like to arrange a meeting, the first point of contact needs to be our SENCO, Carl Goodhew or, for the Lower School, Julia Greenway (KS2 Manager). They will also do their best to accommodate you as soon as they can.

### **Home Contact Details**

Contact Forms for all pupils were issued before the start of term to ensure that we have up to date telephone numbers, addresses, emergency contact details and emails for parents/carers.

**If you have not returned the forms, please do so as a matter of urgency.** New

Government Safeguarding legislation released this September, states that there must be more than one emergency contact number for each pupil to ensure there are additional options to make contact with a responsible adult. Parents and carers have a responsibility to ensure that at least one named adult on the form, is contactable throughout the day in case of an emergency.

### **Class Changes and GCSE Entry**

We currently have seven classes in the school all set according to ability rather than age/year group. Every term we review the progress of pupils in each class to make sure they are meeting their targets, making progress and are receiving the support they need. Other factors which are considered as part of this process include behaviour, attendance and attitude to work/school generally. If a pupil, particularly in a GCSE/examination class (i.e. Class One or Two) is not making the expected progress due to poor attendance, behaviour or attitude, they could run the risk of being moved down and losing out on the opportunity to be entered for GCSE examinations in the future. GCSE courses have become more difficult since new changes were implemented by the Government, therefore, it is extremely important that pupils are fully prepared for sitting their exams in the summer. They can only do this if they are attending school regularly, accepting support from staff and dedicating themselves to learning as much as possible. Please support your child in ensuring they fully meet the criteria for examination entry in the future. We reserve the right to change a pupil's class without consultation with parents/carers.

### **New Staff**

Miss Hannah Palmer joins us as our Maths Teaching Assistant in the Upper School and Mrs Sue Streeting as our Administrative Assistant and Cover Teaching Assistant.

Finally, there seems to be an issue with some parents and carers receiving letters which were sent out over the summer holiday. To help solve this problem, please return this slip at the end of this letter to acknowledge that you have received it.

Yours sincerely

Mrs C Lorne  
Headteacher



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

### School Contacts

Mrs C Lorne – Headteacher	Headteacher@hopeviewschool.co.uk
Mr J Pearce – Assistant Headteacher & Deputy Designated Safeguarding Lead	James.Pearce@hopeviewschool.co.uk
Mr C Goodhew – SENCO & Designated Safeguarding Lead (DSL)	SENCO@hopeviewschool.co.uk
Mrs J Greenway – Key Stage Manager (Mondays & Tuesdays)	Julia.Greenway@hopeviewschool.co.uk
Mr B Smith – Pastoral Care Manager & Senior Teaching Assistant	Brett.Smith@hopeviewschool.co.uk
School Office – to report absences and for general enquiries.	Office@hopeviewschool.co.uk

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**PLEASE RETURN THIS REPLY SLIP TO THE SCHOOL TO CONFIRM THAT YOU HAVE RECEIVED THIS LETTER.**

I confirm receipt of the letter dated 3<sup>rd</sup> October 2018.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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