

## Values and Principles

*Ofsted October 2011 judged Tower Hill to be "An outstanding school, whose relentless pursuit of excellence over the last four years has led to exceptional improvement in the school."*

We at Tower Hill believe it is the responsibility of the school and the parents, in partnership, to educate the whole child. Academic achievement is an essential part of this education, and we strive to create an environment where children can develop to their full potential. Our overwhelming aim is to instil high aspirations in all pupils in order that they are equipped to make their own life choices. We also focus on the moral well being of children, and place emphasis on the key values of respect, confidence, friendliness, fairness, high expectations and achievement which we believe lead to trust, learning right from wrong, enjoyment and, critically, happiness.

In our OFSTED inspection in October 2011 it was recognised that the moral standards of the school were an absolute strength.

*"Pupils' outstanding spiritual, moral, social and cultural development is exemplified by their outstanding behaviour." Ofsted October 2011*

## The School

Tower Hill is a non-denominational primary school for boys and girls aged 4<sup>+</sup> to 11<sup>+</sup> years. The school serves the area west of Farnborough Road from Pinehurst to Clockhouse Road South of the main railway line as far as West Heath Bridge, although parents do choose to bring their children to Tower Hill from outside this area.

The original core building dates from 1919 when it began life as an infant school serving the village community around Tower Hill. At that time it was surrounded by fields and most of the community around us had yet to be built.

At the end of 2016, we celebrated the opening of our fabulous New Tower of six year group, colour-coded classrooms. The school also boasts an Arts & Technology Centre - the A.T.C. - comprising a class-size ICT suite; a 'state-of-the-art' food technology area; and a dedicated workshop space in the Music & Drama room. Additionally, we have developed an internal area of the school to provide thoroughly secure outdoor learning provision for Reception Year pupils as well as a second outdoor area to develop their creative learning. We have formed strong links with the Armed Forces in the area who have volunteered their services in the past to support us with site developments. We were delighted to be presented with 'Heroes Welcome' status in 2012. We also have a KSI adventure play area, an outdoor gymnasium for KSII, an outdoor Music Garden, an exciting pond & environmental area, in addition to our Eco-Hub in which the children can grow both flowers and vegetables.

*"A rich and stimulating environment is provided for children, especially in the much-improved outdoor area." Ofsted October 2011*

## School Hours

The School Office is open between 8.00am and 4.30pm. However out-of-school hours or during busy periods, messages should be left in order for calls to be returned at the first available opportunity.

We conform to the legal requirements for the school day and our hours are as follows:

9.00am	School Starts *
10.30am & 10.45am	Break times (split KSI & KSII: 15mins each)
11.45am	Lunch time Early Years
12.00 noon	Lunch time Year 1 & 2
12.25pm	Lunch time Key Stage II
12.45pm	Early Years lessons re-start
1.00pm	Key Stage I lessons re-start
1.15pm	Key Stage II lessons re-start
3.20pm	Home Time

\*Pupils may arrive from 8.45am, at which time there are members of staff on duty in the playground. For reasons of safety we would be grateful if children did not arrive at school before 8.45am unless attending Breakfast Club.

## The School Governors

The Governing Body oversees the work of the school and acts as a 'critical friend' to ensure that the school continues to make good progress. Being a Governor requires commitment and time but the work is kept in perspective and meetings and working parties are conducted in a good positive spirit. There are sometimes vacancies and if you would be interested in serving please do not hesitate to contact the Headteacher or the Clerk to the Governors. All Governors are elected to serve a four-year term. We re-constituted in 2013/14 and our Governing Body now comprises:

- Two Parent Governors elected by parents
- One LA Governor approved by the Local Authority
- Eight co-opted governors whom we seek for skills offered
- One Staff Governor elected by staff
- and
- The Headteacher

## Arrival And Departure From School

Parents will undoubtedly be aware of the hazards that young children face as they use the narrow and seemingly quiet roads around the school, and your help is sought in instilling into them the fact that these roads can be very dangerous. The following guidelines are particularly applicable to our school:

- Most children walk to school, so they should be shown the safest places to cross any roads on their routes
- Roads should be crossed where visibility is good
- Children should not congregate near the school entrances but should come into the playground on arrival
- Cars carrying children to school should park well away from the school entrances and never on or opposite the zigzag markings in Cody Road and Fowler Road. Avoid bumper-to-bumper parking
- Cars should not turn in the access road to the school off Cody Road or in the Fowler Road drive, as this is our emergency vehicle entrance
- Due to the shortage of staff parking spaces, the school car park is for staff cars only. For safety, we urge that you do not enter the car park to drop off or collect children
- We ask that you do not park in the residents' bays of the flats at the Hunter Road side of the school to maintain good relations with our neighbours
- Please do all you can to ensure the safety of your children around the school.

## Classes and Curriculum

### How the school is organised

Our expansion involves us moving to two-form entry and in 2019/20 we have twelve classes. The ages of the children in each class is as follows:

Key Stage I	Sears (Reception)	R	ages 4 <sup>+</sup> - 5 years
	Pisa (Reception)	R	ages 4 <sup>+</sup> - 5 years
	Spinnaker	Yr. 1	ages 5 - 6 years
	Blackpool	Yr. 1	ages 5 - 6 years
	Canton	Yr. 2	ages 6 - 7 years
	Petronas	Yr. 2	ages 6 - 7 years
Key Stage II	Alloa	Yr. 3	ages 7 - 8 years
	Macau	Yr. 3	ages 7 - 8 years
	Skylon	Yr. 4	ages 8 - 9 years
	Petrin	Yr. 4	ages 8 - 9 years
	Eiffel	Yr. 5	ages 9 - 10 years
	Aspire	Yr. 5	ages 9 - 10 years
	Wainhouse	Yr. 6	ages 10 - 11 years

## **Off the Page and into Life!**

The curriculum at Tower Hill includes the core subjects: English, Mathematics and Computing/Information Technology. Science, History, Geography, Design Technology, Music, French, Art, Personal, Social & Emotional Education and Physical Education, are also taught. In addition, the curriculum includes Religious Education, taught in line with the Local Authority agreed syllabus.

We know that children learn most effectively when they are inspired and motivated and when they see a real purpose and benefit in their learning. For this reason we have developed a curriculum which enables teachers to build learning around the children's growing and changing interests, questions and experiences. This provides for an exciting tapestry of learning experiences keeping both the children and the teachers motivated and wanting to learn more.

## **Educational Visits and Opportunities**

Learning at Tower Hill extends beyond the classroom and we make full use of visits, visitors and residential journeys to challenge and enrich learning. These have included Milestones Victorians Museum in Basingstoke, the Egyptian Exhibition at the British Museum, Butser Hill Ancient Farm, visits to the seaside in Southsea, The Great Fire Monument in London, working in-school with The Theatre Exchange to bring alive both embalming the Pharaohs and marching into the Battle of Marathon with the Ancient Greeks, fossil hunting in Charmouth, not to mention extended visits to wartime London for Year 6 children and a residential visit to Normandy, France to visit the sites central to D-Day in 1944.

Our curriculum is structured around a termly or half-termly specific subject focus, for example History, Science or Geography, and much of the work for the term or half-term is then linked to that unit theme. Each child chooses their best and favourite pieces of work to present in a Big Book demonstrating their achievement which goes home to keep as a celebration collection. These have been most favourably received by parents - and are loved by the children.

## **Music and Performance**

Singing is highly valued at Tower Hill, with the school having Voices Foundation Beacon status. We are building a strong musical tradition through shows such as 'Scrooge', 'Little Angel Gets Her Wings', 'Bless 'em All' and the 2019 summer blockbuster 'Gotta Sing, Gotta Dance!'. Every year, all children have the opportunity to perform, whether it be through acting, dancing, singing, or playing an instrument - and always in their own Class Celebration Assemblies. Class music lessons include singing, instrumental tuition and creative music making. Additionally, children have the opportunity to study with specialist teachers from the Hampshire Music Service with classes for keyboard, drums (including Taiko drums) and guitar. A nominal charge is made to contribute to the costs to the school.

## Physical Education

The school fully subscribes to the Government's aim of high quality P.E. and sport provision for all its children and KSII works with the external provider *Premier Sport* to deliver quality games skills experiences which also support school staff development as made possible this year through the *Sports Premium funding*. We believe in catering for excellence through competition for some, as well as enjoyment for all. The spirit in which all take part is a vital part of their learning and our overriding wish remains to produce players as generous in victory as they are in defeat! Physical Education lessons include gymnastics, games, dance, athletics, orienteering and an intensive swimming programme for all pupils in Year 5 and through the *Sports Premium*, additional programmes for Years 2, 3 & 4. We are also very lucky to have a large playing field on site.

### Out-Of-School Activities

Extra-curricular activities depend upon the interest, time and goodwill of the staff and parents involved. A recent selection has included football, netball, baking, ICT, Tag Rugby, Street Dance, Judo, Art, sewing and multi-skills clubs. Competitive sports fixtures against other schools are arranged.

### Collective Worship

Each school day has an act of collective worship where the children may meet as a whole school, key stage or class. Acts of collective worship may explore festivals, celebrations, morals, cultures other than those that are Christian based and other traditions. They also celebrate the children's own achievements. Children sing together to build bonds of community, promote empathy and sensitivity and engender pride in being part of the Tower Hill Team.

**Withdrawal** - Parents, who on grounds of conscience, wish to withdraw their children from religious education or from Collective Worship are asked to discuss circumstances with the Headteacher.

## Special Educational Needs Provision

We consider that each child is unique and may at some time be in need of special consideration or support. These special needs can be at both ends of the academic spectrum. Teachers plan lessons where the work is set at appropriate levels for the different ability levels in each class. Each class has *at least* one full-time trained Learning Support Assistant (LSA) and these spend much of their time with children who need extra support and guidance.

Pupils with special needs may be supported within class by a Learning Support Assistant (LSA), or withdrawn for short periods for individual or small group work with a Qualified Teacher, through the Pupil Premium Grant, an SNA or the SENCo. All pupils are fully integrated within the school and follow the National Curriculum and Religious Education at the appropriate level. They are given opportunities to participate in all activities within and beyond the school.

All children with Special Educational Needs are placed on our Special Educational Needs Register and parents are informed. We aim to promote a partnership with parents when assisting children in need of learning support. Parents are invited to discuss and review their child's Individual Plan on a termly basis with the class teacher, and if appropriate with the SENCo.

We have regular contact with external agencies and if we are concerned about a child the Headteacher or SENCo will contact the relevant agency for advice.

Please see the school website for our *SEND Information Report* if you consider that your child has/may have a Special Educational Need &/or Disability.

Where a child appears to have distinct abilities in some or all curriculum areas we ensure that their needs are also catered for. Our aim is to nurture and build on their talents to ensure that they encounter exciting challenges.

### Equal Opportunities and Accessibility

We strive to develop the potential of each child, regardless of gender, race or ability. We believe that, from an early age, children need to acquire and develop a wide range of skills involving problem solving & the use of different tools and materials. We give children equal opportunities to participate in all school activities.

There is a great emphasis on security at Tower Hill and creating a safe environment for the children. All parents and visitors should enter the school via the main entrance at the Fowler Road side of the school. The school is fully accessible for wheelchair users. All teaching rooms are situated at ground level and there are no stairs to negotiate. Accessible toilets are available in both buildings on the site. Disabled visitors driving themselves are recommended to telephone the school office in advance to organise the most convenient & accessible parking arrangements prior to arrival: priority when parking in line with our Equalities Plan.

### Pupil Premium Funding

The school receives a Pupil Premium grant from Central Government each year. Tower Hill's grant for 2019/20 was **£159,400**. We have deployed additional high quality Qualified Teachers to maximise learning opportunities for children to benefit from extra support and to increase levels of learning support assistance within all classes which has proved highly effective. Additionally we have employed a Pre-School Link Worker to support the development of language for our youngest children, and a Family School Link Worker to support families in challenging circumstances: economic, domestic and emotional. The school tracks the progress of all children including those eligible for Free School Meals. Children eligible for Free School Meals make **outstanding progress**.

### Child Protection

The school has a statutory duty as well as a pastoral responsibility towards all children and we recognise that children have a fundamental right to be protected from harm. As a school we follow the guidelines produced by

Hampshire County Council. Whenever a member of staff has reason to suspect that a pupil may be suffering 'significant harm' or abuse of any nature, the Headteacher or Designated Safeguarding Leader (DLS) will contact Children's Services who will then set the necessary proceedings in motion. There will be no attempt by the school to contact the parents/guardians before informing Children's Services. There are specific guidelines to be followed and all staff have been made aware of how to recognise neglect, emotional, physical or sexual abuse. Safeguarding is paramount at Tower Hill.

## Parents And School

Parents and teachers are partners in the education of our children. We keep you informed about school activities through:

- The School Prospectus
- Newsletters
- General letters
- Tower Hill Times - termly
- The school website [www.towerhill@hants.gov.uk](http://www.towerhill@hants.gov.uk)

We hold meetings to discuss a variety of issues, including:

- Starting school
- National tests
- Transfer to secondary school
- Residential visits
- Sex & Relationships Education
- What is taught in school

We discuss children's progress through:

- Parent consultations - two Parents' Evenings a year plus one open evening;
- Performance Cards (P.C.s) - in the Autumn & Spring Term;
- Report of Achievement - annually at the end of the Summer Term;
- Parent conferences for Special Educational Needs.

You are always welcome to visit the school to discuss matters concerning your child. Please call in before 8.45am or after 3.25pm if something is urgent. However, if you need a longer time to talk or see your child's work, please arrange a mutually convenient time with your child's teacher, or with the Headteacher.

**Please remember - it's best to talk about problems while they are still small!**

### Helping In School

We promote close links with parents and value greatly any support that can be offered. When your child knows that we work together, their perception of learning is greatly enhanced. Your help encourages the children and the teachers

and makes the school a more active place. Please talk to your child's teacher or the Headteacher if you would like to help. You do not need to have special skills - just some spare time! For obvious reasons, we ask ALL volunteers at the school who may be asked to work in areas away from the classroom base to undergo clearance from the Disclosure Barring Service (DBS) and we adhere to the strongest safeguarding checks.

## Caring For Your Child At School

Our staff take their responsibilities for the welfare of children at school very seriously. If there is anything that you feel we should know which might affect your child at school, or if you have any concerns, please contact the class teacher or Headteacher. Similarly, if the teachers have a concern, they will contact parents at an early stage.

### First Aid

If children have an accident at school, our staff will administer first aid according to LA guidelines. If hospital treatment is needed, we shall contact you to collect your child. The school has many qualified first-aiders on the staff, however in the event of a significant emergency, 999 would be called.

**It is very important that emergency contact telephone numbers are up-to-date. Please let us know immediately of any changes.**

### Medication

Occasionally children have to take some sort of medicine in school. Please help us by clearly labelling the medicine with your child's name. When bringing the medicine into school, you will be asked to complete a form explaining the dosage. Only in such cases where the illness is prolonged or recurring but not contagious, or when a course of antibiotics has been prescribed, will medicine be accepted. We strictly adhere to our *Supporting Children with Medical Needs Policy* which is available on the school's website for all stakeholders.

### School Medical Service

Children generally have a medical examination during the term after their fifth birthday and parents are always informed and given the opportunity to attend. A School Nurse also visits to undertake periodic and varied health checks on children each term e.g. hearing checks; height & weight checks.

### Illness

If your child is unwell the school office should be contacted **by 9am** on the first day of illness. Obviously we do not expect your child to come to school when they are too ill but their illness should be balanced against the important work they are missing whilst they are away. The Locality Team make regular checks on attendance and follow-up cases of high absenteeism. Please try to organise routine dental and medical appointments **outside school hours** whenever possible. A copy of the appointment slip should be brought to the school office when collecting children for medical appointments. Children **must** be collected for 'school day' appointments and signed out at the school's reception.

### Holiday

We do recognise that there may be **EXCEPTIONAL CIRCUMSTANCES** when families cannot organise their holidays to coincide with the school holidays. If this is the case, a '*request for term time absence*' form needs to be completed and returned to the school office **BEFORE** you book your holiday.

Term-time holiday is completely at the discretion of the Headteacher in **UNIQUE CIRCUMSTANCES and NOT an automatic right.**

Tower Hill's *Attendance Policy* is available on our website for parents to check what are **NOT** considered to be **EXCEPTIONAL CIRCUMSTANCES** - unfortunately, this does include financial reasons.

**Absence without authorisation can lead to prosecution and Penalty Fines being levied by the Legal Executive.**

## Behaviour

At Tower Hill we pride ourselves on our high standard of behaviour, which is expected of all children. This includes respect, thought and consideration for other people, and the care of personal and school property.

School rules are kept as few and as simple as possible through the School and Class Charters. They are made to ensure that the school is a safe place, a happy place, and that it has an atmosphere in which children are able to learn.

The Behaviour Policy operates a Traffic Light system which was devised by the children to assess levels of 'inappropriateness'. We promote praise and positive recognition of good behaviour and work whilst also realising that at times sanctions, including missed personal time at break or lunchtimes, do need to be taken for unacceptable behaviour. Children who cannot behave at lunchtimes can be excluded and have to be supervised at home instead. If there are serious or persistent problems we will contact you depending on which stage of the Traffic Lights your child has reached and ask for - and expect - your full support.

We do all we can within our school to manage behaviour positively. However, there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of reasonable force. We have a policy which gives more detailed guidance on the use of *restrictive physical intervention*. This policy is available to parents on request from the school office.

Children need to be very clear that home and school work in partnership. At the end of each week there is a whole school Celebration Assembly where children's good work and good manners are recognised and rewarded. A weekly newsletter is sent home to inform parents of that week's recipients.

## Homework

Although it is not general practice in Key Stage I for children to be given set homework, children are encouraged to read regularly at home and are sometimes given tasks in connection with the half-term's theme. We strongly promote the value of sharing experiences with your child.

Homework is part of school life for children in Key Stage II of the school and at Tower Hill we recognise the benefits for children. We hope that you will be able to spend some time with your child supporting them with their tasks at home. We do not seek to dominate evening and weekend time - for your child or you! - or cause your child anxiety. However we do feel that regular weekly homework reinforces the learning in which they have been engaged at school. This will include weekly spellings, tables, reading, in addition to formal English and Mathematics tasks. Occasionally the classes will have extended independent projects to undertake.

## Sex and Relationship Education

Sex and Relationship Education for the older children is built into the normal health education programme of the school and will include a BBC recording entitled, 'Living and Growing'. Parents have the opportunity to view and comment on the material before it is introduced into the programme provided by the school. A copy of the policy on the teaching of Sex & Relationships Education, as agreed by the Governors, is available from the school office and on the website. Whilst those areas of health education covered by the Science orders are a compulsory part of all children's education, children may be withdrawn from the Sex & Relationships Education programme should parents so wish.

## School Uniform

The uniform for our school is smart and practical. We expect all pupils to wear it because we want them to develop a sense of pride and a feeling of belonging to our school. Weekly awards are issued for smartness and we ask you to support the children in pursuing the goal of being 'Super Smart'. School sweatshirts, cardigans and fleeces are available directly from school.

**Boys**      **Sweatshirt or fleece** - blue with motif, **sports shirt / shirt** - white,  
**Trousers** - long or short, grey or black, **Socks** - grey or black,  
**Shoes** - sensible comfortable black shoes.

**Girls**      **Sweatshirt, fleece or cardigan** - blue with motif,  
**Sports shirt / blouse** - white, **Skirt or pinafore dress**- grey,  
**Socks** - white or grey or tights in cold weather,  
**Summer dress** - blue and white gingham,  
**Winter trousers** - grey or black,  
**Shoes** - sensible comfortable black shoes.

### PE and Games

It is essential that children have a change of clothing for PE.

- White T-shirt & shorts (or PE skirt for girls) - black or navy
- Plimsolls or trainers for older children
- Dark Coloured Tracksuit for cold weather
- Football boots and shin pads (only when specified)

It is an unfortunate fact of life that children mislay clothing and personal items at school and we do ask for all clothing worn at school, especially sweatshirts, **to be clearly named**. Items not collected from Lost Property will be thrown away termly.

## **Jewellery and Personal Property**

Jewellery should not be worn at school, and parents should be aware of the dangers involved. Sleepers and drop earrings in pierced ears are a real hazard, particularly in the playground and PE lessons. The Education Authority cannot be responsible for any injury caused or exacerbated by the wearing of jewellery. Children with pierced ears must remove their earrings for PE lessons or in the case of newly pierced ears, tape *brought in from home* to cover the earrings.

## **Hair and Make-up**

Hair should be tidy and smart at all times, **with no outlandish styles**. 'Mohican style spikes' or severely shaved heads - even if this is only on one side of the head - **are not allowed at school**. In the event of head lice being detected, we will contact you to treat your child's hair straight away in order to stop the spread as soon as possible. We would expect children not to wear make-up for school unless as part of a costume for a theme day. Nail varnish should not be worn at any time.

## **Insurance**

As with all schools, Tower Hill Primary School has full public liability cover and extra cover for pupils is organised during residential school visits. We do not offer personal accident cover for children and parents who feel this is important can obtain this from insurance brokers.

Any personal items are brought to school at the owner's risk. We strongly recommend that children do not bring any toys or expensive items to school just in case they are lost or broken, for example ipads, ipods, mobile phones, radios, tape recorders, walkmans, etc.

**If it is considered essential for your child to bring a phone to school in order for them to keep in contact with you on the way to or from school (and this would be for Y5 & 6 pupils only), it must be taken to the school office for safe keeping and to ensure lessons and learning time are not disrupted.**

## **School Meals**

### **Cooked Meals**

School meals are cooked on the premises by HC3S, to a high nutritional standard and children eat their meals in the hall. Menus are displayed at the school entrance. The cost of a school meal at present is **£2.30**. To assist in our office administration, please pay in advance, on Mondays, for the week's meals. Ideally, the exact sum should be enclosed in a sealed envelope bearing your child's name, class and amount and given in by your child to their class teacher during registration. If you would prefer to pay by cheque termly or half-termly, please tell the Admin Officer. We also have an on-line payment facility for both school meals, milk and school events.

Free school meals are available for children whose parents receive:

- Universal Credit (provided you have an annual net earned income of no more than £7,400)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit).

Application forms can be obtained from the School Office. **This is an entitlement of which you are urged to take advantage (See: FREE BREAKFAST CLUB).** Applications do need to be renewed each term. Benefit evidence must be supplied when the form is returned. **PLEASE DO LET US KNOW IF YOU ARE ELIGIBLE - WE TURN THIS KNOWLEDGE INTO EXTRA SUPPORT FOR YOUR CHILD.**

Since Autumn 2014, ALL children in the Reception Classes and Key Stage I have been entitled to a daily Free School Meal under the government's Universal Free School Meal Scheme. Menus are available from the school office to help you choose with your child. Your child does not have to have this entitlement - it is your choice.

### **Packed Lunches**

If you wish, your child may bring a packed lunch. Make sure that food is in a small container that is clearly named. All food not consumed is taken home so that you can monitor what your child is eating. Drinks must be brought in plastic containers or cartons. **No cans or glass bottles and No FIZZY DRINKS.** As with the school meals it is important that the children's lunch boxes contain a healthy well balanced meal. Guidelines are sent out from schools to support this.

### **Breakfast Club**

We also run a Breakfast Club where children can enjoy a nutritious breakfast including cereals, toast, fruit & fruit juice in the company of their friends. All of this for **£1.75** per day! **CHILDREN WHO ARE ELIGIBLE FOR FREE SCHOOL MEALS ARE ENTITLED TO FREE BREAKFAST CLUB - BUT WE MUST HAVE PROOF OF YOUR ELIGIBILITY. PLEASE LET THE SCHOOL OFFICE KNOW.**

Children can attend Breakfast Club from 8.00am and are then supervised by members of our Breakfast Club Team until the start of the school day.

## Snacks

Children are encouraged to bring a piece of fruit for a mid-morning snack. Foundation Stage and Key Stage I children are provided with a free piece of fruit each day. Children at the age of 4 years are offered FREE MILK on a daily basis, all other children are able to choose to take milk provided by us at a small cost - **20p per day**. Children are encouraged to bring water bottles into school and to drink water throughout the day as this helps to stimulate the brain.

**Sweets & chocolate are NOT part of our commitment to a Healthy School and should not be brought into school, PARTICULARLY CHEWING GUM.**

## Policies

Copies of all school policies including *Attendance, Special Educational Needs & Disabilities, Safeguarding, Child Protection, Health & Safety, Confidentiality, Sex & Relationships Education, Supporting Children with Medical Needs, the Complaints Procedure*, in addition to the latest *Ofsted Report*, are all available from the school office on request.

## How To Apply For A Place For Your Child

If you wish to apply for a place for your child at Tower Hill, please contact the school to arrange a visit. We are always very happy to show people around. A registration form can be sent to you by post should you not be able to visit.

Please complete the registration form and return it to the school. We will then forward this to the Admissions Team. As a Local Authority Maintained School, ALL applications must be considered according to the priorities of the school's *Admissions Policy*. The school will inform you whether places are available however **the Local Authority** will inform you if a place has been allocated to your child(ren).

## Local Education Authority

Hampshire Education Authority maintains the school. Further information about the Education Authority can be obtained from:

HIAS Local Office  
Local Education and Inclusion Office  
Alton Health Centre  
Anstey Road  
Alton GU34 2QX

Tel: 023 9244 1471

## Admission Arrangements for Reception Year Pupils

The statutory position is that parents do not have to send their children to school until the term following their child's fifth birthday.

For all children commencing **Reception Year for 2020/21** school will start :-

**The week commencing 7<sup>th</sup> September 2020**

It is expected that before being admitted children will:

- be able to use the toilet independently
- have some independence in dressing and feeding themselves
- be able to communicate their needs
- be able to cope with the demands of a school setting.



**To begin school in September 2020:**

**For children with  
fourth birthdays on or between 1st September 2015 and 31st August 2016  
parents will be required to apply for places  
by midnight on Wednesday 15<sup>th</sup> January 2020**

**Parents are strongly recommended to apply on-line  
from Friday 1<sup>st</sup> November 2019 for places for the 2020 intake**

**Notification of your child's allocated school will be issued in  
2<sup>nd</sup> March 2020**

Parents moving into the area *after the deadline* should apply for a place for their children as soon as possible by registering online to the admissions team. The school office team is always happy to help with the completion of applications and give advice regarding admission procedures.