

**Hill House
International Junior School**

Information

for

Parents

Arriving in the mornings We know that travelling in London is difficult that is why half an hour is allowed for arrival. All our buildings are in residential areas so please do not arrive before our buildings open at 8.00am and do not allow your children to run up and down on the pavements outside our buildings. Local residents complain about this more than anything else in the morning. Teaching begins at 8.30am so please realise that children who arrive after that time interrupt the work of the whole class. Persistent latecomers may be refused admission until a suitable break in the morning's timetable.

Leaving in the evenings Pupils in Senior school and the Sixth form must do their prep at school so that we can supervise their work and give help and encouragement where it is needed. Senior school pupils **must** stay until 5.30pm and Sixth form pupils until 5.50pm (Juniors) or 6.00pm (Seniors) on Mondays to Thursdays. If they have younger brothers or sisters they will be looked after at Hans Place until the elder child has finished work so that parents only have to make one collection. Pupils will not be allowed home early and parents should not ask for special dispensation. There is ample time on Friday afternoons for extra activities, routine visits to doctors and dentists and appointments should be made for that time. Any extra activities on Mondays to Thursdays must be booked after school hours and not during prep time.

We reserve the right to suspend pupils whose attendance at school is irregular or unsatisfactory in the interests of the majority who abide by the school regulations.

Parking This is the most contentious point of all with local residents. The Tutors on parking duty are there to help the smooth flow of traffic and to keep inconvenience to a minimum. They do this with courtesy and efficiency in the best interests of everyone so please follow their directions, do not double park, block Residents bays, sound your horn to attract your child's attention or leave cars unattended.

Bags Please check your child's school bag regularly. Not everything is required every day! Often their bags are too heavy because they have become a repository for many unnecessary items. Organisation is the key word - please help them to gain this valuable skill.

Uniform We want all our pupils to take a pride in their appearance. The Hill House uniform is distinctive and immediately recognised. All pupils should have uniform which is clean and tidy so that they are good ambassadors of the school and their family. We hope that parents will always see that their children leave home in the morning correctly and smartly attired in uniform which is all clearly marked with their name. We end up every week with a mountain of unclaimed Lost Property - unable to return it to its rightful owner because there is no name tag in the garment. Parents are often understandably quite cross when clothing is lost but they must take the responsibility of naming everything that comes to school so that we can return it. Please make sure they have the correct uniform when they leave home in the mornings. May we also remind you that cravats are compulsory wear at the Assembly on all Wednesdays for all pupils in Middle School, Upper School, Senior School, Transitus and Sixth forms.

Code of Conduct Politeness, good manners and courtesy should be the hallmark of every Hill House pupil whatever their age. These are qualities which are not always evident in London at the present time with the rush and bustle of the capital. While we will always insist on them during school hours we hope that parents will do likewise out of school and on

the journey to and from school. Each pupil is issued with a copy of our *Code of Politeness* and parents are asked to familiarise themselves with its principles.

Wednesday Assembly Parents are welcome guests at the Wednesday Assembly but we do expect that they will also observe the courtesy of a good guest and not bring food or drinks into the Assembly Hall, turn off mobile phones and - if they cannot stay for the whole Assembly - take a place close by a door so that an early exit does not disturb the proceedings. In particular the officials of St Columba's church have taken great offence at those parents who have brought coffee into the church. We ask that even though you may not be familiar with the traditions of the church you abide by their customary disciplines.

Common Entrance Examinations & Public School Entrance A few words of explanation about the Common Entrance system may be helpful. The examination itself is neither set nor marked by Hill House. The examination, which is used by over 300 secondary schools, is administered by the Independent Schools Examination Board who draw up the syllabus. They appoint the examiners who draw up the papers which are marked by the secondary school of the candidate's first choice. The papers are never returned to Hill House nor will the Boards enter into any correspondence about them. There are a few secondary schools which do not use the CE papers but prefer to set their own examinations. The subjects that are examined are: English, Mathematics, Science, French, Latin, History, Geography and Religious knowledge. Each secondary school sets its own pass criteria but, in general, the pass mark is 65% and the first four subjects are obligatory at the pass level for success. Another method of entry is by scholarship examination. At 13+ there is a wide range of choice with very valuable scholarships (up to full fees) in Music, Art, Sports, Design & Technology and "All Rounder".

The Resource Room at Cadogan Gardens has full details of all the schools we habitually send pupils on to and parents are welcome to make use of the material there at any time during school hours. In addition, by invitation, we regularly provide talks for parents in Upper School and Senior School given by Housemasters or Registrars of leading Public Schools and these are open to all by request. Some boys schools have recently been promoting an 11+ entry. In our opinion this is generally too early for boys to move on. It means seven years in a secondary school dominated by 18 year olds. The choices and opportunities offered by the traditional 13+ entry are much more valuable and appealing and the greater maturity of the boys at 13+ makes it easier for them to adjust to the challenges of secondary education. We also offer places in the Sixth form for girls who wish to stay on and take the examination for a 13+ entry school. Please ask for details if this interests you.

Everyone recognises that the leading London schools are heavily oversubscribed. There has been misunderstanding about the new entry procedures that some of these schools have introduced with preliminary assessments at 11+ for 13+ places. These assessments are intended to give schools an idea of the field of candidates that will be seeking 13+ entry. The assessments are in no way "final decisions" : late developers and candidates with special abilities from well known feeder schools will still be seen as desirable entrants at any stage. All the work necessary for these assessments is done in the course of the normal curriculum at Hill House. Secondary schools strongly discourage the "grooming" of candidates. That is why several schools, notably Eton and Westminster, refuse to give any details of the assessment tests. For those who can consider boarding schools (which have so much to offer that inner city schools can only dream about) but would like to have a little more insight into how a boarding community thrives, Wellington College will offer Hill House boys a "Taste

of Boarding” experience in June every year. Parents who are interested in this opportunity should contact the College secretary 01344 444 018 for full details.

Our **Secondary Schools Resource Room** is open at Cadogan Gardens to all parents every school day 9.00am - 5.00pm without appointment.

Music Tuition is provided in all orchestral instruments, guitar, lute, piano, organ and solo singing by visiting specialist tutors. In the Middle School there is an introductory violin and cello course and from Upper School onwards all instruments (as appropriate to age) can be studied. Instruments and all necessary accessories and music are provided by the school. For further details and an application form to begin tuition please telephone 020 7589 5925.

Choirs Singing is regarded as an essential part of every child’s musical education at Hill House and thus all children from Small School to Upper School will sing at least once a week with one of our Choral Animators. In addition we have seven choirs covering every level of ability including two touring choirs where entry is by invitation and audition. If you are interested in your child joining one of these choirs please telephone 020 7589 5925.

Friday Clubs in sport, art, music and chess run during term from 1.00-3.00 or 4.00pm. If you would like an invitation please ask your Senior Tutor for details and an application form.

Glion Each year we offer up to ten courses in Switzerland. In principle there are three skiing courses for boys in Senior School in the period January to Easter, three summer courses for girls in Upper Transitus during the Summer Quarter, an Art course and three music courses. The courses in Glion are by invitation only. Glion is a mountain village at over 600 metres so it is essential that all children have no medical condition which would make their life at such an altitude difficult. Accommodation is in a single dormitory so children must have respect for each other and have no night problems. The courses are relatively short so we do not expect parents to make any special arrangements to visit and, in the interests of all those on the course, they may not take their child away from the course at any time. As the timetable of the course depends on weather conditions any parents who do wish to visit are asked to telephone during the morning to ascertain the plans for that day and what part of the day it will be appropriate for them to make a visit. There is usually an extra charge for courses at Glion.

Personal Possessions Pupils may not bring money to school other than their fare home. Nor may they bring computers, cameras, mobile telephones, watches, jewellery, knives, or expensive pens to school under any circumstances without the written dispensation of the Headmaster. The school will not be held responsible for the loss or damage of any personal possessions. It is the responsibility of pupils to look after their own property at all times.

Medicine & Medical Information All medicines must be given to the Nurse or medical assistant in each building by a pupil’s parent with full information on the necessity and method of its dispensation. No pupil may keep medicine in their personal possession unless approved by the House Nurse and their Senior Tutor.

Catering Each building has its own catering staff who prepare the lunches and teas using the best fresh ingredients. Pupils must eat the food provided and are not permitted to bring their own food or drinks to school.

Books for the Library We are always grateful for books (in good condition) for one of our six libraries and a special book plate is available to record the donor's name.

Parent - Tutor meetings are held regularly throughout the year - dates are to be found in the school calendar. In addition you may book interviews every morning 8.00-8.30am with your child's Senior Tutor to discuss any problems you may have. At Hans Place you may also book interviews with the Director of Studies to assist you with the selection of either Day or Boarding Secondary schools for both boys at 13+ and girls at 11+ or 13+.

Holidays The holiday pattern is set at three weeks at Christmas and Easter, six weeks in the Summer and one week in October, February and June. All children in England are required by law to attend school for 190 days a year. No formula will suit everyone but if you require time out during term please ask the Head of House well in advance.

Fees are kept as low as possible, commensurate with providing the quality of education that you expect for your child, in order that the school is accessible to as wide a range of children as possible; thus we do not offer any discounts for brothers or sisters or for any other reason. Fees must be paid promptly by the first day of the Michaelmas, Spring and Summer Quarters either by cheque delivered to Hans Place or by direct bank transfer. In association with HSBC we also offer a monthly payment plan details of which are available on request.

School Shop The new uniform supplier is Harrods but we also have a second hand school clothes shop at *Iana* (next to Waitrose in the King's Road) where you will find an enormous range of nearly new uniform at highly competitive prices.

Data The school complies with the Data Protection Act (1998). The school obtains, uses and holds personal data on pupils in accordance with the provisions of the Act. We will never pass on your information to third parties other than to Secondary schools for which you have entered your child.

Communication & Queries In a large organisation like Hill House it is important, so that any problems can be settled speedily, that lines of communication are clearly understood. All parents first line of request should be to the Senior Tutor of their child's Division who is available for talks on a daily basis from 8.00-8.30am. Thereafter to the Head of House except for:

Games queries please refer to Anthony Mitchell 020 7730 9571
Music queries to Kenneth Archer 020 7589 5925
Medical queries to the Nurse in each building

Heads of House may then refer curriculum and teaching questions to the UnderMaster and all matters relating to general school policy to the Headmaster. For personal and family matters Mrs Janet Townend is available most mornings at Hans Place from 9.00am.

Telephone Numbers

For all General Enquiries and Admissions please telephone 020 7584 1331

For specific enquiries or messages for tutors or pupils please telephone the appropriate number from the list below:

Hans Place

Main School Line

020 7584 1331

<i>Sixth Forms, Transitus & Senior Schools</i>	Headmaster's Study	020 7589 0743
	Undermaster's Study	020 7584 1331
	School Fax	020 7591 3938
	Music Department	020 7589 5925
Cadogan Gardens <i>Upper School</i>	Head of House	020 7730 9154
	Fax	020 7730 9154
	Tutors' Study	020 7730 9215
	Main Line/Matron	020 7730 9571
	Music Department	020 7589 5925
Pont Street <i>Middle School</i>	Head of House	020 7225 2563
Milner Street <i>Lower School</i>	Head of House	020 7584 0184
Flood Street <i>Small School</i>	Head of House	020 7352 8836
Glion	House	00 41 21 963 26 02
	Fax	00 41 21 963 26 04
Bus Service	Escort Coaches	020 8804 3078

Address for the payment of all school fees and correspondence for the Headmaster:

Hill House
17 Hans Place
London SW1X 0EP

For the dates of all current events please refer to the School Calendar which is sent to you each Quarter. Additional copies are available in all buildings.