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# New Parents' Handbook

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Junior School

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2018-19

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# Hollygirt

SCHOOL



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The information contained in this handbook is applicable to children throughout our Junior School:

Early Years Foundation Stage: Nursery and Reception  
Key Stage 1: Years 1 and 2  
Key Stage 2: Years 3, 4, 5 and 6

# Message from the Head of Juniors

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Dear Parents

I am delighted to welcome your child to our Junior School. I hope this is the beginning of an exciting journey for them.

Hollygirt is a happy school where we have high expectations that all our pupils will achieve their very best and on the way, be offered lots of opportunities to shine. We offer a stimulating curriculum with a broad range of subjects and many extras. Our pupils go on frequent trips and do much practical work to support their learning. They get involved with charity ventures, dress up (at every opportunity) and take part in competitive sports, concerts and shows. Hollygirt life is full, exciting and fun!

Our atmosphere is homely and your child will be well supported in all their pastoral and academic needs not just by their class teacher but by every member of staff, who will know them by name. We believe in traditional values where a sense of right and wrong is clearly instilled. We expect that pupils will always be kind and courteous and that they will show respect and consideration to all.

We will keep you informed regularly of your child's progress and let you know how things are going. We hope you will keep us informed of issues you become aware of at home and support them in their reading and homework. We are working in partnership with you to ensure your child is happy, successful and working towards fulfilling their potential.

Yours sincerely



Mrs V Wright  
Head of Juniors

*Please complete the relevant forms at the back of this handbook and return to the Registrar **by Friday 29<sup>th</sup> June 2018** along with the Consent / Checklist Form at Appendix 7 to confirm receipt of this handbook.*

## Absence

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If a pupil is to be away through illness, parents should telephone the school on the morning of the first day of absence to explain the nature of the illness and then the pupil should bring a note upon their return. If the school has not received a telephone call reporting a pupil's absence by 9.30am the Receptionist will telephone home. If a pupil is sent home from school during the school day due to illness, they should also bring in a note upon their return.

Medical appointments, wherever possible, should be made outside school time. A note requesting permission from the Headmistress is required if a pupil will be absent from school for any reason other than illness.

If parents or guardians are to be away, the school must be told in whose care their child is to be left, with full contact details.

## Additional Materials

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### From Year 3

Writing materials are required in a named pencil case to include a 30cm ruler, a basic rubber, HB pencils and pencil crayons. All pupils should have a small pair of scissors and a glue stick. All exercise books and basic textbooks are provided.

### From Year 4

A dictionary is required from Year 4. Any alphabetical dictionary will be suitable; indeed, a variety within the class is of educational value. A geometry set to include a transparent protractor and pair of compasses is required.

Pupils are taught to use fountain pens in Year 4 (or earlier if they are ready) and they are used for all work undertaken in exercise books (except Maths) and on file paper. The Berol handwriting pen or similar ink-style pen may be used as an alternative.

### From Year 5

Class reading books may be required. The class teacher will let parents know if anything specific is required.

## Aims of the School

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Hollygirt School provides a caring and friendly environment where the individual is valued and nurtured. Each pupil is encouraged to see themselves as part of the school community, where integrity and respect for other people are important. The school is forward looking, whilst respecting traditional values.

Hollygirt School aims to provide:

- A broad programme of academic study which fosters a desire to learn, the ability to think and work independently and opportunities for each pupil to develop their potential to the full, thus maintaining a tradition of excellence.
- A structured pastoral system which guides and supports pupils, promoting the personal development of each individual within the school community.
- Opportunities for each pupil to develop the skills to enable them to be an independent, resourceful and responsible member of society.
- Encouragement for each pupil to develop spiritual, moral, cultural and social awareness.
- A range of extra-curricular activities with opportunities for enjoyment, challenge, initiative, leadership and service to the wider community.
- Close communication with parents, so that school and family work together to promote the well-being of each pupil in the school community.

- A well-ordered community with high standards of behaviour, self-discipline and courtesy.

Thus it is hoped that each member of the school community will develop the confidence and self-esteem to face the challenges and opportunities ahead with enthusiasm and optimism.

## Assessment of Work

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Throughout the Junior School, pupils are assessed in a variety of ways. From Year 1 and annually thereafter, reading age and spelling age are assessed. Pupils are assessed in Non-Verbal Reasoning and Verbal Reasoning at the beginning of Years 3 and 5. During the Spring Term, pupils in Years 1 to 6 are assessed using INCAS to monitor strengths, weaknesses and progress. Pupils' on-going class work is assessed and they sit end of year exams from Year 3.

The Junior School reports to parents at the Parents' Evening held during the Autumn Term (*class teacher only*). Additionally, a report is sent home at Christmas, a second Parents' Evening is held in the Spring Term (*all teachers from Year 5*), and a full report is sent home at the end of the academic year. Of course, many parents have a discourse with class teachers at the school gates before or after school, or via the reading/homework diary. All parents are able to make an appointment with their child's teacher to discuss their child's progress should concerns arise.

House points are awarded for effort and good work. In the event of extremely poor work or unacceptable behaviour, minus marks are given.

## Bad Weather

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In the event of bad weather, the school will be open as usual, unless there are extenuating circumstances. The school website will be updated regularly to keep you aware of any changes.

In the event of the onset of bad weather during the day, school will not close early. After School Club and Extra-Curricular Activities after school may be cancelled and parents will be contacted accordingly. If conditions in a pupil's area of residence are particularly severe, he/she may be collected early. Lessons will go ahead but the curriculum may be condensed.

In the unlikely event of school closure, the local radio station will be informed: BBC Radio Nottingham (95.5 and 103.8 FM). A message will also be put onto the homepage of our website and circulated via Twitter and Facebook.

## Behaviour

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All pupils are expected to behave both in school and outside with courtesy, modesty and common sense and in such a way as to uphold the good name of the school, at all times.

Teachers are addressed as Miss, Mrs, Mr or Dr and their surname. Pupils in Year 1 to 6 who fail to meet the requirements of behaviour are given minus marks. Three minus marks results in a meeting with parents.

Pupils who do not adhere to the high standards expected will be punished according to the school's Behaviour Policy.

## Breakfast

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Breakfast is available from 8.00am to 8.20am every day in the Junior School, with a selection of breakfast foods available to purchase for £1.00. No advance booking is necessary.

## Carol Service

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Pupils from Year 3 upwards are expected to attend the Carol Service, which will be held in St Peter's Church, Nottingham on the last Monday of the Autumn Term - **Monday 10<sup>th</sup> December 2018 at 7.00pm**. Formal uniform must be worn for pupils in Years 3 to 6. Parents of children in Nursery to Year 2 are welcome to attend although the children are not expected to attend.

## Charities

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All pupils are encouraged to be aware of the needs of others. The school supports several charities including local and national charities.

## Communications

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Much communication within the Junior School is informal and happens as parents drop off or pick up their children. This is perfectly appropriate. However, if a more formal concern arises it should be addressed to a child's class teacher, who has an oversight of the academic and pastoral issues of pupils in his/her class. If parents are not satisfied with the outcome of such a discussion, an appointment should be sought in the first instance with the Deputy Head of Juniors, followed by the Head of Juniors. Following this, the Headmistress, Mrs Hutley, is available by appointment to meet parents. In the unlikely event that an issue remains unresolved, parents may wish to look at the Complaints Procedure, which can be found on the website.

The Year Book and termly calendars are prepared and distributed in September. These contain information that is useful throughout the year and copies should be kept in a prominent place. The calendar is also on our website and updated regularly.

Parents will receive a weekly newsletter via the website throughout the term with details of the following weeks' events and important things to remember. Every term we produce *The Holly Leaves*, featuring stories of school life and success stories. All issues are published on the school website alongside news, term dates, lunch menus, school policies and other information. This is updated weekly.

We have a Facebook page and Twitter account which are frequently updated featuring photos and videos from the daily life of the school. Please keep updated by liking/following us through both of these social media sites. We will also be introducing a new app from September 2018 to communicate key messages to parents.

## Contacts

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Written correspondence should be addressed to Hollygirt School, Elm Avenue, Nottingham NG3 4GF. Private communication to the Chair of the Trustees should be addressed to Dr M Heath at the school address and marked *Confidential*. For all calls to staff and to report absences, school should be telephoned via the main switchboard on 0115 958 0596.

Headmistress:	Mrs P Hutley	headmistress@hollygirt.notts.sch.uk
Deputy Head:	Mr C Dean	craigdean@hollygirt.notts.sch.uk
Head of Juniors:	Mrs V Wright	victoriawright@hollygirt.notts.sch.uk
Deputy Head of Juniors:	Mr J Goodhead	jaredgoodhead@hollygirt.notts.sch.uk
Senior Teacher (Curriculum):	Mr D Thompson	davidthompson@hollygirt.notts.sch.uk
Bursar:	TBC	bursar@hollygirt.notts.sch.uk
Head's PA & Registrar:	Mrs L Wilkins	lucywilkins@hollygirt.notts.sch.uk
Marketing Manager:	Miss R Hutley	robertahutley@hollygirt.notts.sch.uk
Receptionists:	Mrs C Schmidt and Miss A Hill	receptionists@hollygirt.notts.sch.uk

## Diversity Monitoring Form

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Please complete the Diversity Monitoring Form at **Appendix 6**. This information will be used solely for compiling statistics for the Department of Education.

## Early Years Foundation Stage

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The Nursery and Reception classes are an integral part of the Junior School, providing high quality care and education for girls and boys from the age of 3. The children are encouraged to play and learn in a warm, welcoming and stimulating environment. Each child is treated as an individual and encouraged to fulfil their potential to the best of their ability. Our small classes ensure that staff are fully able to meet the needs of each child.

### Our Facilities

At Hollygirt, we provide our children with a good quality education in a happy and secure environment. The Nursery class shares a self-contained unit with the Reception class with a partition door to divide into two classes for 'formal' learning when required. Each class has their own class teacher as well as support from teaching assistants. The unit is bright, welcoming, safe and secure.

The Nursery and Reception children share the use of their own outdoor play area during free flow activities as well as having access to the Junior School playground. They have supervised use of the Senior School hall with specialist PE staff and the Friends Room where they have assemblies with all of the Junior School twice weekly. Each week they are taken for a lesson in our large and well-equipped specialist ICT suite.

### The Curriculum

The Nursery and Reception classes both follow the Early Years Foundation Stage (EYFS) framework.

The prime areas of learning are:

- Communication and Language (Listening and Attention, Understanding, Speaking)
- Physical Development (Moving and Handling, Health and Self-care)
- Personal, Social and Emotional Development (Self-confidence and Self-awareness, Managing Feelings and Behaviour)

The specific areas for learning are:

- Literacy (Reading, Writing)
- Mathematics (Numbers, Shape, Space and Measure)
- Understanding the World (People and Communities, The World, Technology)
- Expressive Arts and Design (Exploring and using media and materials, Being imaginative)

Children follow the 'Letters and Sounds' scheme to learn phonics and are taught to recognise, segment and blend sounds in order to read and write independently. When ready, each child will take home reading materials appropriate to their level of learning before moving onto reading books. They read on an individual basis with an adult each day (until more of a focus on writing), during which time resources are changed and sent home so parents can support their learning. The children are encouraged to write independently throughout the day using their phonic knowledge.

### **Lunch and Snacks**

Children eat lunch in their classroom, which is supervised by our specialist staff and class teachers. Meals are freshly prepared each day in school and brought into the classroom. Teaching staff sit and eat lunch with the children, encouraging good manners and the appropriate use of cutlery. This provides a valuable opportunity to encourage speaking and listening skills in a more informal way. Milk or juice is provided at break time. Children are encouraged to bring in a healthy snack. They are also asked to bring a water bottle which is available to them at any time during the day.

We do have children in school with nut allergies, therefore we request that any food which is brought from home does not contain nuts.

### **Uniform**

Nursery and Reception children are required to wear full school uniform throughout their time at school. During days in which they do PE, the children may be asked to come already dressed in their kit, which they will stay in all day.

### **Liaising with Parents**

Hollygirt prides itself on its outstanding partnership with parents. Parents are informed of half termly topics and areas to focus on at home. Children will bring home a reading diary and reading materials, which is a two-way communication between home and school. We encourage parents to listen to their child read each day and to write a comment in the diary. We hold two Parents' Evenings a year and each child receives a written report at Christmas and at the end of the year. In the Autumn Term, a twilight session is held to inform parents about the school day and curriculum in more detail.

Parents are invited to Nursery and Reception assemblies and a Prize Giving Ceremony assembly is held at the end of the year to celebrate the children's achievements. Sports Day takes place in the Summer Term and parents are invited to come and watch.

Staff are available at the beginning and end of the day to answer any questions parents may have.

### **EYFS Profile**

As part of EYFS, we are required to complete an EYFS Profile for each child at the end of the academic year in which they are 5. The primary purpose of the EYFS Profile is to provide teachers with reliable and accurate information about each child's level of development as they reach the end of EYFS. This information thus enables the Year 1 teacher to plan an effective, responsive and appropriate curriculum that will meet every child's needs. This profile is updated throughout the child's time in EYFS and the completed profile is available at any time for parents to look at/discuss. Parents will also be given the opportunity to discuss their child's completed profile at the end of the year.

## **Educational Visits**

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Visits are arranged to complement the curriculum and take place throughout the academic year. Parents are always informed in writing well in advance and are asked to complete a form giving permission for their child to participate.

# Extra-Curricular Activities

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## Clubs and Extra-Curricular Activities

Clubs and extra-curricular activities are organised by members of staff for pupils in Nursery to Year 6 and operate during lunchtime and after school. A programme is produced each term and a copy given to every pupil. Pupils are encouraged to get involved in the wider life of the school and we aim to provide a broad range that will offer something for everyone. In most cases there is no charge for extra-curricular activities.

## Out of School

All pupils are encouraged to participate in out of school activities such as Brownies, Cub Scouts, swimming, individual sports and team games of all kinds, horse riding, instrumental tuition, dance and so on. Homework must not be made the excuse for dropping such activities. Girls and boys grow into more interesting people when they have much to offer beyond the school curriculum. Mixing with other children out of school is great for their social development. We would urge parents to talk with us if homework becomes a barrier to such activities.

# Fees

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The termly fees for the academic year 2018-19 will be as follows:

<u>Year</u>	<u>Termly Fee for 2018-19</u>	<u>Including:</u>
Nursery & Reception	£3,100	Lunches, Milk or Juice Pupils' Personal Accident Insurance Scheme
Years 1 and 2:	£3,115	Lunches, Milk or Juice, Swimming
Years 3, 4, 5 and 6:	£3,325	Pupils' Personal Accident Insurance Scheme

The only additional extras to your termly fees will be insurances (pupils' personal effects insurance and school fees refund scheme) both of which are optional, plus curricular trips and other disbursements which are signed for throughout the academic year.

## Payment of School Fees

Fees are payable termly. Invoices are sent to parents at the end of the previous term and are payable by the first day of the following term. Please note that a £20.00 administration fee will be added to accounts which are not paid within the first three days of term.

The payment of school fees may be paid by the following options:

### BACS

BACS is a simple, secure and reliable service which enables parents to make payments by electronic transfer directly into the school's bank account. If parents wish to pay via BACS, payment should be set up with the bank to be deposited by the invoice due date. The details you need to set this up are as follows:

Bank:	Lloyds	Account Name:	Hollygirt School
Sort Code:	30-96-18	Account Number:	62101368

Parents must ensure that their child's name is clearly typed with the invoice number within the reference section. If parents decide to pay in this manner, they must return the remittance advice slip on the bottom of their invoice to the Bursar clearly marked BACS or email [bursar@hollygirt.notts.sch.uk](mailto:bursar@hollygirt.notts.sch.uk).

### Cheque

Cheques should be made payable to Hollygirt School.

### Monthly Payments

It is possible to spread the cost of school fees into monthly instalments. This facility can be provided by School Fee Plan. For more information and to apply online simply visit <https://www.myschoolfeeplan.com/Hollygirt-NG3>  
Please note that we **do not** accept cash payment of school fees and do not have a card machine in school.

### **Insurances**

There are several insurance schemes provided through the school's insurers; Marsh Brokers Limited. Leaflets will be provided to parents.

#### Pupils' Personal Accident Insurance

Cover is provided 24 hours a day, 365 days of the year, with all sporting and leisure activities being included. This cover is included within the termly fees and covers all pupils in the school.

#### Pupils' Personal Effects Insurance

This insurance covers the insured pupil should they suffer a loss in respect of or damage to their personal effects during term time and also whilst on official school trips. The termly premium for this cover is £8.57. All pupils are excluded in this scheme unless parents advise the Bursar in writing that they wish to opt in.

#### Fees Refund

This provides refunds on fees if a pupil is absent from school for reasons of sickness or an accident. Should parents wish to participate in this scheme, the tear-off slip must be returned to the Bursar.

## **Friends of Hollygirt School**

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All parents automatically become members of Friends of Hollygirt School. The subscription is a one off payment of £50.00 per family, paid on the first termly invoice (see **Appendix 5**).

The aim of the Friends of Hollygirt School is to support the school and its activities. As parents will appreciate, every school needs numerous avenues of support and the more varied these are, the greater the enhancement of the pupils' education.

Several social and fundraising events are run throughout the year to which all parents are invited. Through these events, parents have the opportunity to get to know other families. Recent events include the 140 years Gala Dinner, Masquerade Ball, Curry and Quiz Night and discos. The Friends of Hollygirt School have been able to buy special extras for the school such as cooking equipment, sports kit for our competitive teams, Lego, knitting and other ECA materials and given a significant contribution towards the Junior playground and its facilities.

The Friends of Hollygirt School also run the very popular Second Hand Uniform Shop.

At the end of this academic year, the Friends of Hollygirt School have committed to paying the publication costs for the new History of Hollygirt book and supporting the Gala Dinner.

## **Games and Swimming**

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From Year 3, pupils use the University of Nottingham's sports facilities and Southglade Leisure Centre and are transported by coach. The younger children use their own playground and the Senior School Hall for PE. Pupils from Year 1 upwards swim at a local leisure centre.

Parents are asked to indicate on the Consent / Checklist Form at **Appendix 7** their child's current swimming ability, what awards they have gained and whether there are any concerns related to swimming.

If children have swimming lessons outside school, it would be appreciated if parents could keep the school informed of any special achievements/developments so that appropriate plans may be made.

The school provides each pupil with a lightweight nylon drawstring bag for swimming which is water resistant and durable. Replacement bags will be charged for at £5.00. The swimming bag must be named. Pupils are to provide their own swimming hat. If a pupil is taking part in a gala, a larger bag may be used to accommodate two towels. A Swimming Gala is held annually.

There is a Junior School Sports Day during the Summer Term held at Highfields and a separate one for Nursery and Reception children held in the Junior School playground.

## Head Boy / Girl

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At the beginning of the Autumn Term, the Junior School pupils vote for the Head Boy or Head Girl. Candidates present their manifesto to pupils and staff, after which a secret ballot is held and the Head Girl or Head Boy and their Deputy are elected.

## Healthcare

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At Hollygirt, we are aware that health problems and emotional worries may slow down or even prevent learning. All pupils can talk to their Class Teacher, Deputy Head of Juniors, Head of Juniors or any member of staff regarding any social or emotional concerns they may have.

A variety of personal, social and health related issues are taught as part of the curriculum.

When a pupil joins the school, and each year thereafter, they will be sent home with a Pupil Information Form for parents to complete. Any items related to health can be recorded on here so that the school can keep an up to date record.

Parents of any pupils who suffer from asthma or allergies are asked to complete an Asthma/Allergies Record Form, available from Mrs Swift. This is kept at school so that all staff are aware of each pupil's current medication and treatment and can therefore provide the best possible care at all times. Pupils who use an inhaler or have an Epi-pen must carry it with them at all times. We request a spare Epi-pen to be held in school.

If your child suffers from any food intolerance or other allergy please ensure we have full details. If required, in conjunction with parents, we can put an action plan/risk assessment in place.

## Holidays / Term Dates

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There is usually a two and a half week holiday at both Christmas and Easter and approximately seven weeks in the summer. Whenever possible the half term holiday is planned to coincide with other schools in the city. There is a two week holiday in October, with one week in February and May. The school is closed for public holidays. At the end of term, school breaks up at 12.30pm. There is no After School Club available on these days.

Parents are expected not to remove pupils from school during term time for family holidays, other than in exceptional circumstances when it must be discussed with the school and written approval given by the Headmistress, in accordance with our Standard Terms and Conditions, section 2b.

When the guest of honour grants an extra day's holiday at Prize Giving, in respect of the hard work of the staff and pupils the previous academic year, the Headmistress arranges for this to be taken at a time which is most suitable for the school. The date is advised well in advance. Terms dates for 2018-19:

### Autumn Term 2018

Start of Term: Wednesday 5<sup>th</sup> September  
Half Term: Monday 22<sup>nd</sup> to Friday 2<sup>nd</sup> November  
Prize Giving Holiday: Friday 7<sup>th</sup> December  
End of Term: Thursday 20<sup>th</sup> December, 12.30pm

### Spring Term 2019

Start of Term: Tuesday 8<sup>th</sup> January  
Half Term: Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> February  
End of Term: Thursday 4<sup>th</sup> April, 12.30pm

### Summer Term 2019

Start of Term: Wednesday 24<sup>th</sup> April  
May Day Bank Holiday: Monday 6<sup>th</sup> May  
Half Term: Monday 27<sup>th</sup> to Friday 31<sup>st</sup> May  
End of Term: Thursday 11<sup>th</sup> July, 12.30pm

## Holly Earth

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Following extensive redevelopment of the Junior School playground, we have a special area dedicated to nature and outdoor learning named Holly Earth. This area contains a mud kitchen, a covered sandpit, a bug hotel (aptly named the 'Holiday Insect') and a gazebo. Holly Earth is not normally used during general playtimes but for supervised classwork and extra-curricular activities by all year groups in the Junior School.

## Homework

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Homework is given to reinforce class work and to develop new skills. In Nursery and Reception, pupils bring home letter sounds, early readers and number work/practical Maths. In Year 1 and Year 2, reading should be done every night. Additionally, there may be weekly spellings to learn and Maths or English activities.

In Years 3 to 6, homework is more structured and parents are asked to ensure that the appropriate amount of time is spent on this work and that it is done under suitable conditions. Parents should tell their child's teacher if they habitually spend a disproportionate amount of time on homework. Parents should write and date a note to explain incomplete homework and should feel free to help/offer guidance to their child where necessary.

Homework diaries for children in Years 3 to 6 are signed by parents weekly and they are checked by the class teacher. In Years 3 to 6, pupils use the same homework diary as used in the Senior School.

### **Year 3**

1 subject per evening (approximately 20 minutes)

### **Year 4**

1 subject per evening (a maximum of 30 minutes)\*

### **Year 5**

2 subjects per evening (a maximum of 30 minutes per subject or one longer piece)\*

## Year 6

2 subjects per evening (a maximum of 30 minutes per subject or one longer piece)\*

Occasionally homework challenges and longer projects are set which are allocated more time or for completion during the holidays. Additionally, reading for pleasure is to be encouraged, whether a book is shared with a parent or is read alone, and should be part of the daily routine.

*\* Weekend homework may be a little longer*

## Houses

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All pupils in Years 1 to 6 are assigned one of three houses:

- Elm (red)
- Chestnut (blue)
- Oak (yellow)

Inter-house competitions take place annually, e.g. in swimming, music and athletics. At the end of the year, a trophy is awarded to the house with the most house points.

## Illness

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Pupils must not leave medicines in their school bags or desks. If pupils have been prescribed medication, this can be administered only when a Drugs Administration Form is completed (available from the Class Teacher or staff on duty before school), then any medication must be signed in and out by both parent and class teacher. All medicines will be kept in the Head of Juniors' office or Staff Room refrigerator if appropriate. No other drugs or medicines will be administered by the school. Inhalers and Epi-pens are kept by pupils to whom they are prescribed.

In the event of accidents occurring during the school day, the teacher or supervisor is made aware and he/she will make the pupil comfortable and inform the parent.

If a pupil has a sickness bug, please keep them at home until 48 hours after their last symptoms.

### Head Bumps

If a pupil has a fall or a head bump, the younger pupils (Nursery to Year 2) will be issued with a sticker so parents can be alerted to the 'head bump' letter which will be sent home in their school bag. The sticker also alerts the class teacher to be vigilant. Pupils in Years 3 to 6 will also take home a 'head bump' letter. All parents are notified by telephone if a serious head bump occurs in school.

## Lunches

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School lunches are an important contribution to our social and pastoral education. Pupils sit and eat a nutritious two course lunch with their class teachers; this 'family' setting enables us to discuss table manners and to monitor closely what children are eating and encourage them to try new flavours. Each day there is a choice of two hot meals, one of which is a vegetarian choice. These are prepared daily from fresh ingredients and cooked on the premises. Sandwiches may be prepared for pupils on specific days with parental permission, to ensure that there is always something to appeal to pupils.

The menus are amended at least termly to allow for seasonal changes, to remove less popular choices and to add variety. They are published on our website and parents are encouraged to discuss the choices with their child. In rare

cases and on discussion with the Head of Juniors, a pupil is only permitted to bring a packed lunch if the school is unable to meet their specific dietary needs. Lunches are included in the school fees and there is no fee remission if a pupil brings their own lunch. Milk or fruit juice is provided to each pupil during each morning session.

All chicken served at school is halal. All red meat is non-halal. **We have children in school with nut allergies therefore we request that any food which is brought from home does not contain nuts.**

## Music, Speech and Drama

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### Private Tuition in Music and Speech and Drama - from Year 3

Tuition can be arranged on voice, piano, flute, clarinet, saxophone, guitar, violin and speech and drama training. The demand is considerable and if parents would like their child to participate, it may be necessary to put them on a waiting list. The teachers of these instruments advise that a child should be able to read before tuition begins. Parents are asked to complete forms at **Appendix 2** and **Appendix 3** if they would like their child to be considered.

Whenever possible, pupils have their lessons timetabled on a rota basis so that the same lesson is not missed every week. However, it is inevitable that lessons are missed and parents should consider very carefully the implications of this before requesting tuition. The visiting teachers prepare invoices for the tuition they give and parents settle their account with the teachers directly on or before the first of the group of ten lessons. Written notice of at least one term must be given to the music or speech and drama teacher to discontinue lessons.

### Group Tuition in Speech and Drama - from Nursery to Year 2

Group Speech and Drama lessons are usually available for pupils in Nursery to Year 2 (see **Appendix 3**).

## Parents' Forum

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At the beginning of September, interested parents can volunteer to serve on the Parents' Forum. The forum meets once half termly to discuss general issues of concern, input suggestions for future development and give a parental view on ideas for change. New parents can be given the contact of an existing parent who is happy to act as a 'buddy' to explain about procedures if required. Please contact Mrs Lucy Wilkins if you would like to attend Parents' Forum meetings or be put in touch with an existing parent.

## Parking / Drop Off and Collection

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There are a number of free parking spaces available on Cranmer Street which are limited to a 2 hour stay. Other marked spaces on Villa Road and parts of Mapperley Road are in metered bays (pay by phone), though these attract no charge before 9.00am.

The safety of our pupils is of paramount importance to us and parents are advised to consider the safety of others when they park. Please be aware of the dropped kerb on the speed hump half way down Villa Road. Cars parked here have been ticketed and towed away.

Entry to the Junior School is either by the gate on Elm Avenue or the back gate at 22 Villa Road. The Elm Avenue gate is open from 8.00am and is locked at 5.15pm. Pupils must be supervised into school. Parents who visit the school during the day are asked to report to Reception in the Senior School upon arrival.

Gates from the avenue have a different digital code from the building code and this is issued to parents at the beginning of term and when it is changed thereafter.

# Photographs and Videos

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The opportunity regularly arises for photographs and videos of Hollygirt pupils or their work to appear in local papers, prospectuses, flyers, social media or on the school's website. We have instigated a policy that the permission of children's parents must be obtained before photographs and videos of children may be published. Any photographs taken would be for marketing purposes only. In order to prevent delays, which could result in the loss of a chance of a photograph appearing, could parents please indicate on the Consent / Checklist Form at **Appendix 7** if permission is given to use such photographs.

Parents and pupils must not publish photos or videos of other children on social media sites without the expressed permission of other children's parents. This applies to all school business including trips, concerts, shows and Sports Days.

# Policies

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All of our policies are readily available on our website and are reviewed annually. Paper copies can be requested from the school office. Some policies marked 'EYFS' apply specifically to 3 to 5 year olds.

# Privacy Notice

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This notice explains how and why we collect your personal information, what we may do with that information and how long we retain it.

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation. These are more detailed and specific than in the Data Protection Act and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

Hollygirt School interprets this requirement as using very clear language to explain the school's responsibilities to each individual in the various groups of people (e.g. parents of pupils) whose data we collect.

GDPR identifies six principles for dealing with Personal Data. These can be summarised as follows:

- It is processed lawfully, fairly and in a transparent manner
- It is collected for specific, explicit and legitimate purposes
- Its use is adequate, relevant and limited to what is necessary for processing
- It is correct and, where necessary, this accuracy has a means of being maintained
- It is only retained for as long as necessary
- Processing is undertaken in a manner that will protect its security.

Personal Data is information that identifies you as an individual and specifically relates to you. The GDPR says that the information provided to you about how the school processes your personal information must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

Any information we collect and hold must be for:

- Legitimate interest - to allow us to operate the school, admit children to the school, deliver education and safeguard pupils, staff and the reputation of the school
- Legal requirements - to fulfil our legal obligations to appropriate and relevant authorities and to safeguard children

There is sensitive personal information, such as ethnic origin and health information, which the school may collect, in order to satisfy social protection and social security laws, and legal claims, to communicate with insurers and legal advisors.

We see the provision of personal information (including sensitive information) as necessary to admit your child to the school, and for the school to fulfil its obligations under the contract once your child is a pupil here.

### **Information collected directly**

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly from you.

On admission, data will be processed for the purposes of responding to requests for information about joining the school and the school will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data.

During the time your child is at Hollygirt the data the school holds will be the minimum it requires to form and maintain the contract between you and the school and to fulfil its legal obligations.

### **Information collected indirectly**

For admissions, we will obtain the data the school requires from you and should we need data from other sources we will contact you within a month.

Whilst your child is a pupil, we may ask for information from other sources, such as reports from outside agencies, but it will always be treated as personal information and subject to the same rules for information collected directly from you.

The school uses no automated decision making or profiling in admissions to the School and in a pupil’s life throughout the school.

### **Sharing of Information**

The school will share your data, when essential, with companies who have contracts with the school and which have equalled the school’s precautions and systems for dealing with data. Examples of these are:

- Examinations Boards
- Photographer
- Health care service provider
- IT Contractor
- IT software provider
- Trip organisers (but only for trips within the UK)

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises. Should a trip abroad be organised for your child, you will be contacted for your specific consent and that consent will be limited in time and content.

### **Retention of Information**

The retention period for pupil data will be until the pupil reaches the age of 25, but modified, if necessary, by any other legal obligation under which the school has to operate.

## Right to Withdraw Consent

You have the right to withdraw your consent to data processing at any time; however, this will only apply to certain groups of data for which you have given particular consent and should not compromise the school's legal liability or its ability to fulfil the contract between you and the school.

## Decisions about your Information

You can:

- ask us to rectify incorrect information we have on our system
- ask us to provide details of information on our system
- ask us to delete information that we hold in certain circumstances
- ask us to restrict our use of certain information as confidential

## Complaints

We treat the safety of your information as an absolute priority, but if you have a complaint about the way in which we handle your information, please contact the Bursar at Hollygirt immediately in writing or by email ([bursar@hollygirt.notts.sch.uk](mailto:bursar@hollygirt.notts.sch.uk)). Please explain how you feel we have mishandled your data and the impact it has had on you.

We would appreciate the opportunity to resolve your issue within the school and will try to resolve your complaint within a month of your advising us.

You can complain at any time about how the school has handled your data, the Information Commissioner is available as follows: ICO helpline is 0303 123 1113. The website is [www.ico.org.uk](http://www.ico.org.uk).

## Prize Giving

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Pupils from Year 3 upwards attend our annual Prize Giving event. This year it will be held from 7.00pm at The Albert Hall on **Wednesday 17<sup>th</sup> October 2018**. Pupils are given the afternoon off school in lieu of the evening attendance. On this occasion pupils are required to wear their formal uniform. Parents of children from Nursery to Year 2 are also welcome to attend.

Nursery, Reception and Year 1 have a separate awards assembly to which parents are invited to celebrate their success in a less formal way at the end of the academic year.

## Reading

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The ability to read is a vital skill that lies at the heart of much of our work at Hollygirt. Our aim is to teach our pupils secure, sound reading skills so that they have the means to understand the work in every other area of the curriculum. The standard achieved by our pupils in reading is generally very high, the result of hard work on the part of them, their teachers and their parents. It is common for a Hollygirt pupil's reading age to be well above the national average.

Each week, Years 5 and 6 read with some of the younger pupils. In addition to being an enjoyable experience, through this, both older and younger children are able to consolidate their reading skills.

At Hollygirt, children are surrounded by books. Reading is taught using a wide variety of appropriate methods geared to their individual needs. Reading is not merely a mechanical process. Learning to read is achieved through understanding what is read. Reading is a fruitless process unless its aim is to understand. Reading is presented in a variety of ways: reading for different purposes, individual, paired and group reading from the huge variety of reading schemes.

Reading scheme books are a small part of learning to read. Children can often 'read' difficult words without understanding the meaning of the passage in which they are found.

At Hollygirt, we aim to develop fluency alongside understanding to give them the best possible foundation for the future. This is not accomplished by means of a race through the books of a reading scheme. Indeed, too fast a pace could hamper progress, as less and less is understood and enjoyed. The schemes are well used, but form only a minor part of the learning process.

Each child's class teacher will always be pleased to answer parental queries. Our aim is the same: to help pupils progress at their best possible pace.

## Safeguarding and Child Protection

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Hollygirt School is committed to safeguarding and promoting the welfare of children and believes that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation, have the right to be protected from all types of harm and abuse. This Safeguarding and Child Protection Policy forms a fundamental part of our approach to providing excellent pastoral care to *all* pupils. We are committed to working in partnership with pupils, parents, Social Services departments and other relevant agencies to develop continuously and improve the safeguarding culture within our school and to ensure the risk of harm to children is minimised.

Our aims are to:

- create an environment in our school which is safe and secure for all pupils;
- encourage our pupils to establish satisfying relationships within their families, with peers and with other adults;
- encourage children to develop a sense of autonomy and independence;
- work with parents to build their understanding of and commitment to the welfare of all pupils.

The Safeguarding and Child Protection Policy can be found on the website. All staff undertake safeguarding training. The Designated Safeguarding Leads (DSLs) in Junior School are Mrs Wright and Mrs Heatlie (EYFS).

## School Council

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We have a School Council up and running in Junior School. Year groups have the opportunity to elect a class representative to sit on the council with the Head Girl/Boy and Deputy Head Girl/Boy, which meets at regular intervals throughout the year to discuss issues raised by pupils. Typical agendas may include establishing buddy systems to help co-ordinate games at playtimes, organising fundraising events across the Junior School and hosting talent shows. The School Council gives pupils the chance to have a real voice within the Junior School and encourages them to take a little more responsibility for the activities that happen each term. It also gives them a sense of achievement when they see their initiatives coming to fruition.

## School Day

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The school day begins at 8.45am. In the morning, there is organised supervision for pupils arriving from 8.00am with a range of activities available. The members of staff in charge will supervise children until 8.30am when the older pupils are escorted to their classrooms. School finishes at 3.30pm.

Parents should accompany their child to the Junior School. In order for pupils to develop independence from an early age, parents are encouraged not to come into the cloakroom with their children in the morning, with the exception of Nursery and Reception pupils. It is important that class teachers are informed if there is any change in the collection routine.

Morning school is from 8.45am with a break from 10.25am to 11.05am. Afternoon school starts at 1.00pm. We operate a 40 period week with the timetable becoming increasingly structured as the pupils move up the school.

Every pupil has a peg and space for the storage of their possessions.

At the end of the afternoon, parents who collect their children are asked to wait in the Junior School playground with the exception of Nursery and Reception pupils whose parents are asked to collect them from their classroom and Year 5 and 6 pupils whose parents can collect them from 9 Villa Road. Pupils not collected on time will be signed into After School Club and charged at the appropriate rate. If parents are delayed, they should please telephone the main school switchboard on 0115 958 0596 before 4.30pm or 07931 712151 after 4.30pm.

### After School Club

The school provides supervised after school care from 3.30pm to 5.30pm for those parents who are unable to collect their children at 3.30pm or wish for them to stay to complete homework. Pupils are given a drink and snack at the end of the school day. The older pupils may begin their homework or read, with staff present to offer support. Pupils who do not have homework are occupied with craftwork, games or a story. The costs per day are as follows:

Time	Cost (Termly Payment)	Cost (Occasional / Ad-hoc use)
3.30pm to 4.30pm:	£4.20	£5.25
3.30pm to 5.30pm:	£8.40	£10.50

We request that parents collect their children by 5.30pm at the latest and we reserve the right to charge an additional fee for any lateness. For collection between 5.30pm and 5.45pm a late collection fee of £5 will be levied. Very late collections after 5.45pm will be charged at £1 per minute. This is in line with other out of school provisions and the charge will go towards the staff additional salary.

Parents will be invoiced termly by the Bursar if they wish to pay in advance. Parents collecting their children after 4.30pm are asked to use the back entrance at 22 Villa Road. Parents are asked to complete the form at **Appendix 4** if they would like to use this service regularly.

### End of Term

School finishes at 12.30pm on the last day of each term. At the end of term, pupils take home all sports equipment and overalls. Books which are not required during the holiday may be left in desks except at the end of the Summer Term when all textbooks are collected for stocktaking. There is *no* After School Club on the last day of a term.

### Classes

	<u>Age in Years</u>		<u>Age in Years</u>
Nursery:	3-4	Year 3:	7-8
Reception:	4-5	Year 4:	8-9
Year 1:	5-6	Year 5:	9-10
Year 2:	6-7	Year 6:	10-11

## School Rules

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1. All children must wear regulation uniform at all times - see Uniform List at **Appendix 1**. All clothing must be marked with the child's name.
2. Jewellery is restricted to one pair of gold or silver plain ear studs, a watch and badges awarded by the school.
3. Extreme hairstyles **including shaving** and unnatural colouring are not permitted. Long hair must be tied back. Hair accessories should be red, green or black. Pupils coming to school with unacceptable hairstyles will be asked to rectify the situation.
4. Notes must be sent after any absence from school, for homework not done or for permission to miss swimming, PE or Games.

5. All pupils are expected to behave both in and outside of school with courtesy, modesty and common sense in such a way as will uphold the good name of the school.
6. All pupils should be in school by 8.45am. Those arriving after 8.45am will be given a 'late' mark.
7. Between lessons, children should move about the school sensibly and with purpose. Junior pupils will always be supervised when moving between buildings.
8. Money must be kept in purse belts and never left in bags, desks or coat pockets.

## School Uniform

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The Uniform List can be found at **Appendix 1**. No jewellery is allowed with uniform except the following:

- One pair of gold or silver studs in the lobe of each ear for pupils with pierced ears
- Badges awarded for achievement (not more than 3)
- A watch

Parents are reminded that all pupils from Year 3 upwards wear a white shirt with a school tie for all official school functions such as Prize Giving and individual photographs.

All items of clothing must be clearly marked with the child's name. PE kit and Science lab coats must be named on the outside of items.

- All socks must be named with a standard woven name tape.
- Trainers should be clearly marked, preferably with the 'Whoshoe' or 'Clipper' labels.
- Summer uniform may be worn from the beginning of the Summer Term until the Autumn half term.
- All pupils require a bag in which to carry books to and from school. This bag should be weatherproof, plain and black or dark green in colour. A Hollygirt book bag is recommended for pupils in Nursery and Reception. Schoolwear Solutions stock a green rucksack with our logo suitable for pupils in Years 1 to 6 however older pupils in Years 5 and 6 may opt for a plain black rucksack.
- When there is snow on the ground, children will only be allowed to play outside if they bring wellington boots to school.

### School Outfitter

Our school outfitter is Schoolwear Solutions. They are located at 806 Woodborough Road, Mapperley NG3 5QJ.

Parents unable to visit the shop can place orders over the telephone on 0115 871 9926 or online at [www.schoolwear-centre.co.uk](http://www.schoolwear-centre.co.uk). If parents wish to order online, they will need to type in 'Hollygirt' as the school and 'ivy' as the password when prompted. As our uniform is bespoke, parents are encouraged to order uniform early to allow for delivery times. All new parents will be offered 10% discount on orders placed from **Wednesday 4<sup>th</sup> to Saturday 7<sup>th</sup> July 2018**.

### Second Hand Uniform Shop

There is a well-stocked Second Hand Uniform Shop, organised by Friends of Hollygirt School. This is usually open one afternoon each month at No. 9 Villa Road. Please check the school's website and calendar for dates. Volunteers are needed to help in the shop and interested parents should contact the school.

Stock is always required and should be brought to Reception in a labelled bag.

### Lost Property

From time to time items of clothing and possessions are mislaid and considerable distress can be caused until the item is found. Please mark all possessions brought to school with your child's name. Woven standard size name tapes should be used to mark all other clothing. Preferably these should be white tapes with green embroidered names.

Large amounts of money, valuables and items of sentimental value should not be brought to school, as responsibility cannot be taken for loss or damage. Children are asked not to bring toys/games to school.

Unnamed lost property will be collected and held for half a term. If not claimed after this time, it will be sent to the Second Hand Uniform Shop.

## Special Educational Needs

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Some of our pupils have identified needs as they enter the school, others are diagnosed later. Within our small groups, most needs are catered for by the Class Teacher through differentiated teaching strategies which are targeted to the level of ability of the individual.

In the Junior School there are also Teaching Assistants who read with the children and may support individuals or small groups within the classroom. The Junior SENDCo, Miss Wilson, and Class Teachers will collate and frequently update a target sheet for all children who struggle with some aspect of their learning and will work in conjunction with the parents and the child in identifying strategies to support. Miss Wilson will liaise with Mrs O'Looney, Head of Pupil Support and any other externally involved professionals to ensure the very best provision. Some one-to-one specialist support may be available, chargeable to parents.

## Travelling Home

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Pupils in the Junior School are not normally allowed to make their own way home unless a letter has been received from the parent or guardian to this effect. If a pupil is to travel home with their sibling who is in the Senior School, the older sibling should come and collect them from the Junior School once they have been dismissed at the end of the day.

### School Buses

Some older pupils travel to and from school on the buses which are shared with Nottingham High School and Nottingham Girls' High School. Most of these buses load and unload on Baker Street (at Nottingham Girls' High School). At the end of the day, buses leave Baker Street at 4.10pm. The buses are organised by independent coach companies and methods of payment of fares vary. A copy of the most recent bus timetable is available on request. Any queries about buses should be made to Mrs C Winter at Nottingham High School on 0115 845 2217. It would be unusual for a pupil below Year 6 to travel on the school buses.

Pupils walking to and from Hollygirt and Baker Street are required to walk in groups of two or more. They must cross Mansfield Road using the pedestrian crossing. Pupils may use a free shuttle bus to travel between Hollygirt and Baker Street each afternoon. This departs from Hollygirt after each school day in time to catch alternative buses from Baker Street from 4.10pm onwards. This service is offered as a courtesy and we have no jurisdiction over it. Should it not arrive, pupils walk together between the two schools.

A senior pupil (bus monitor) is responsible for the behaviour of all Hollygirt pupils on each bus. The following Code of Conduct applies to all who travel on school buses.

### Code of Conduct

Pupils using school buses:

- Must not move around the bus when it is in motion
- Must not distract the bus driver's attention in any way during the journey
- Must not throw objects around the bus, including paper, and must take all litter home with them
- Must not block the aisle with bags
- Must behave, and speak, in a courteous and appropriate manner, respectful of other people. This will include keeping noise to an acceptable level, and it may include giving up seats to adult passengers when the bus is used by the general public

### Important Note

The safety of pupils not escorted home by parents remains the parents' responsibility.



## **Junior School Uniform List – Girls**

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All items marked \* are bespoke uniform items only available from Schoolwear Solutions. These items are in specific school colours and/or have the school logo attached. Book bags for pupils in Nursery and Reception are available from school (these can be used further up the school if required).

### **Winter Uniform**

- \*Bottle green box pleated skirt with detachable tunic top (*Nursery to Year 2 only*)
- \*Bottle green box pleated skirt (*Year 3 to 6 only*)
- \*Bottle green blazer
- \*Bottle green V neck jumper or cardigan
- \*Red and white short sleeved checked blouse
- Plain red or bottle green tights or bottle green knee length socks
- Bottle green or red smart coat
- Black plain style **flat** shoes (*must not be toeless, sling back or canvas. Must not be platform or have a heel*)
- Bottle green or black plain gloves
- \*Green overall for Art/Science (*Year 3 to 6 only*)
- White long sleeved shirt with \*Hollygirt tie (*Year 3 to 6 only for formal occasions and school photographs*)
- \*Bottle green Hollygirt book bag (*for Nursery and Reception pupils – to be ordered via Appendix 7*)
- \*Bottle green rucksack with Hollygirt logo (*Year 1 to 6*)

### **Optional**

- Year 5 and 6 pupils may use a plain black rucksack
- \*Bottle green hat
- \*Green purse belt
- \*Bottle green lightweight showerproof jacket
- \*Hollygirt scarf

### **Summer Uniform**

- \*Bottle green blazer
- \*Bottle green V neck jumper or cardigan
- Red and white checked dress (must have Peter Pan collar with front placket and buttons – no zips or ties/belts)
- White plain knee length or ankle socks
- Bottle green ankle socks must be worn if the bottle green skirt is being worn during the summer

### **Optional**

- Black plain sandals
- \*Sunhat or red legionnaires hat

### **Physical Education and Games**

- \*Tracksuit
- \*White polo shirt
- \*Bottle green shorts with white stripes or \*Bottle green skort
- \*Bottle green drawstring PE bag
- White ankle socks
- Black or white plimsolls (*Nursery to Year 2 only*)
- White or black trainers
- Hockey stick, shin pads, red hockey socks and gum shield (*from Year 5*)
- Red sweatshirt

### **Swimming**

- From Year 1 only:*
- \*Bottle green one piece swim suit
- Swimming towel
- Swim hat (*green or red*)

## **Junior School Uniform List – Boys**

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All items marked \* are bespoke uniform items only available from Schoolwear Solutions. These items are in specific school colours and/or have the school logo attached. Book bags for pupils in Nursery and Reception are available from school (these can be used further up the school if required).

### **Winter Uniform**

Charcoal grey trousers

\*Bottle green blazer

\*Bottle green V neck jumper

Bottle green or black smart coat

White long sleeved shirt with \*Hollygirt tie

Short grey socks

Black plain style shoes

Bottle green or black plain gloves

\*Bottle green Hollygirt book bag (*for Nursery and Reception pupils – to be ordered via Appendix 7*)

\*Bottle green rucksack with Hollygirt logo (*Year 1 to 6*)

### **Optional**

Year 5 and 6 pupils may use a plain black rucksack

\*Bottle green hat

\*Bottle green lightweight showerproof jacket

\*Hollygirt scarf

### **Summer Uniform**

Charcoal grey shorts or trousers

\*Bottle green blazer

\*Bottle green V neck jumper

White short sleeved shirt with \*Hollygirt tie

Long or short grey socks with shorts or short grey socks with trousers

Black plain style shoes

### **Optional**

\*Red legionnaires hat

### **Physical Education and Games**

\*Tracksuit

\*White polo shirt

\*Bottle green shorts

\*Bottle green drawstring PE bag

White ankle socks

Black or white plimsolls (*Nursery to Year 2 only*)

White or black trainers

Hockey stick, shin pads, red hockey socks and gum shield (*from Year 5*)

\*Red sweatshirt

### **Swimming**

*From Year 1 only:*

\*Bottle green or black swimming trunks (Speedo style)

Swimming towel

Swim hat (*green or red*)

## Music Lessons Request Form (from Year 3)

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Peripatetic music lessons are available at school in the following instruments:

- Clarinet
- Flute
- Guitar
- Piano
- Saxophone
- Violin
- Voice

Please complete and return the form below if you would like further information from the individual peripatetic teacher regarding their fees and likely availability of spaces.

Our peripatetic teachers are self-employed and so they are entitled to fix the level of their fees independently. A contract is signed between the teacher and the parents. Payments are invoiced directly by the peripatetic teacher for groups of ten lessons. Ten lessons' notice is also required should lessons no longer be required.

As a guide, individual lessons cost in the region of £190 for a group of ten lessons.

Lessons will take place during curriculum lessons on a rotational basis with priority given to pupils in Years 10 and 11 for slots before school, during lunchtime and after school.

All of our peripatetic teachers conform to our GDPR requirements.



### Music Lessons Request Form

<b>Pupil's Name:</b>		<b>Form:</b>	
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I am interested in my child commencing music lessons in the following instrument:

.....

Please send me by return the details of charges and likely availability of lessons.

<b>Parent Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Email Address:</b>			
<b>Signature:</b>		<b>Date:</b>	





# Speech and Drama Lessons Request Form

<b>Pupil's Name:</b>		<b>Form:</b>	
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Please tick to indicate which type of speech lessons you would like your child to take:

<b>Class</b> Nursery to Year 2	Termly	10 lessons	£38.00	<input type="checkbox"/>
	Annually	30 lessons	£110.00	<input type="checkbox"/>
Year 3 to Year 6	Termly	10 lessons	£45.00	<input type="checkbox"/>
	Annually	30 lessons	£130.00	<input type="checkbox"/>

All lessons are of 40 minutes duration.

<b>Signature:</b>		<b>Date:</b>	
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Please advise details of whom the account is to be rendered below.

<b>Parent Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

***Please Note***

Ten lessons' notice in writing is required for the discontinuance of Speech and Drama lessons.

The Speech and Drama teacher will invoice parents directly.

Examinations are not compulsory.

There will be an additional charge for examination fees if they are taken.

All of our peripatetic teachers conform to our GDPR requirements.





## End of Day Supervision (After School Club)

<b>Pupil's Name:</b>		<b>Form:</b>	
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I would like to make use of this facility from: ..... (please advise date)

**Cost**

£4.20 per day up to 4.30pm

£8.40 per day up to 5.30pm

We request that parents collect their children by 5.30pm at the latest and we reserve the right to charge an additional fee for any lateness. For collection between 5.30pm and 5.45pm a late collection fee of £5 will be levied. Very late collections after 5.45pm will be charged at £1 per minute. This is in line with other out of school provisions and the charge will go towards the staff additional salary.

**Days/Times**

Please tick relevant days/times you would like to use After School Club on a regular basis. After School Club can always be used on an occasional/ad-hoc basis when required however please note the cost increase slightly.

<b>Times</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Up to 4.30pm					
Up to 5.30pm					

**Collection**

Please give details of anyone who will be collecting your child. If the number is a business number, can you please give the name of the company and any extension number.

<b>Name</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

<b>Name</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

<b>Signature:</b>		<b>Date:</b>	
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## Friends of Hollygirt School – Giftaid

When a pupil joins Hollygirt School parents make a one-off financial contribution of £50.00 to Friends of Hollygirt School. We are a registered charity and raise money for the school and hold various events throughout the year. Because we are a charity, the contribution you make is eligible for GIFT AID. Provided you are a tax payer, Friends of Hollygirt School can reclaim from the Inland Revenue the basic rate tax paid, boosting the donations by 25%, so a £50.00 donation becomes £62.50 (here the basic rate of tax is calculated on the gross amount of the donation).

Imagine what a difference that could make to us - and it doesn't cost you a thing! All that is needed is a simple declaration saying that you wish to use GIFT AID. If you want your donation to go further, please complete the following form and return it to school. Thank you very much.

Friends of Hollygirt School

*giftaid it*

<b>Name of Charity:</b>	Hollygirt School
<b>Pupil's Name:</b>	
<b>Year Group:</b>	
<b>Start Date:</b>	

### Details of Donor

<b>Title:</b>	
<b>Forenames:</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Post Code:</b>	

I want the charity to treat all donations I make from the date of this declaration until I notify you otherwise  
**as GIFT AID donations.**

<b>Signature:</b>		<b>Date:</b>	
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### Notes

- To qualify for GIFT AID, what you pay in income tax or capital gains tax must at least equal the amount we will claim in the tax year.
- If you pay tax at the higher rate, you can claim further tax relief in your self-assessment tax return.
- You can cancel this declaration at any time by notifying the authority.
- Please notify the charity if you change your name and address.





# Diversity Monitoring Form

<b>Pupil's Name:</b>		<b>Form:</b>	
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<p>What is your child's ethnic group?</p>	<p><i>Please tick one box which best describes your child's ethnic origin</i></p> <p>White British <input type="checkbox"/> Irish <input type="checkbox"/></p> <p>Other .....</p> <p>Mixed          White &amp; Black Caribbean <input type="checkbox"/> White &amp; Black African <input type="checkbox"/>          White &amp; Asian <input type="checkbox"/></p> <p>Other .....</p> <p>Asian or Asian British          Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Pakistani <input type="checkbox"/></p> <p>Other .....</p> <p>Black or Black British          Caribbean <input type="checkbox"/> African <input type="checkbox"/></p> <p>Other .....</p> <p>Chinese or Other Ethnic Group          Chinese <input type="checkbox"/></p> <p>Any other ethnic group .....</p>
<p>Is English the language normally spoken at home?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, please specify which language:          .....</p>

<b>Signature:</b>		<b>Date:</b>	
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# Consent / Checklist Form

<b>Pupil's Name:</b>		<b>Form:</b>	
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I confirm receipt of the New Parents' Handbook which I will refer to during my child's time at Hollygirt School.

I give permission for photographs and videos of my child to be used for marketing purposes	<input type="checkbox"/>
I have given the Registrar a copy of my child's passport or birth certificate	<input type="checkbox"/>
My child will be travelling to / from school:	
By car:	<input type="checkbox"/>
On foot:	<input type="checkbox"/>
Swimming ( <i>from Year 1</i> )	
My child has had swimming lessons for ..... years / months.	
My child has gained the following swimming awards:	
.....	
My child has never had swimming lessons <input type="checkbox"/>	
I would like a Hollygirt School Book Bag for my child and agree to £10.00 being added to my first termly fees invoice	<input type="checkbox"/>
Diversity Monitoring Form completed	<input type="checkbox"/>
Friends of Hollygirt School - Giftaid Form completed	<input type="checkbox"/>
Music Lesson Request Form completed ( <i>if required from Year 3 only</i> )	<input type="checkbox"/>
Speech and Drama Lesson Request Form completed ( <i>if required</i> )	<input type="checkbox"/>
End of Day Supervision Form Completed ( <i>if required</i> )	<input type="checkbox"/>

<b>Signature:</b>		<b>Date:</b>	
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**Please return to the Registrar by Friday 29<sup>th</sup> June 2018 for pupils starting in September and as soon as possible for pupils starting at other times of the year.**

