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# New Parents' Handbook

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Senior School

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2018-19

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# Hollygirt

SCHOOL



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# Message from the Headmistress

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Dear Parents

We are looking forward to your child joining Hollygirt School. I hope they will settle quickly, make friends and enjoy being part of our community. I hope too that you will be delighted with their progress, as they grow in confidence and acquire more knowledge and understanding.

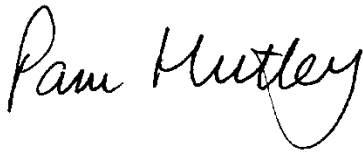
The school is well known for the high standards of courtesy, conduct and appearance achieved by our pupils both inside and outside school. Parents and pupils are aware of the standard we aim to maintain, which we can achieve only with the co-operation of all parties.

This handbook has been prepared to help you, as a parent, understand the routines and the ways in which we work. It will also serve as a handy reference should you be uncertain about something in the coming months. In order to help your child know what to expect, it will be helpful if you spend time going through some of the points with them. However, it is important not to overwhelm them.

The teachers and I look forward to meeting you regularly during the time your child is with us. If you have any queries, please do not hesitate to contact us.

A copy of this handbook and many other useful documents are available on the school website: [www.hollygirt.co.uk](http://www.hollygirt.co.uk).

Yours sincerely



Mrs P S Hutley  
Headmistress

*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 8 to confirm receipt of this handbook.*

## Absence

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If a pupil is to be away for more than one half day 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 a pupil is late for school, they must sign in at Reception when they arrive.

During the school day, a pupil may only leave the premises with the parents' written permission unless we telephone to ask for them to be collected. Any pupil leaving the premises must sign out and be collected from Reception.

## Additional Materials

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All pupils require their own writing materials in a named pencil case. Fountain pens are used for all work done in exercise books and on file paper. The Berol handwriting pen or similar ink-style pen may be substituted and in any case kept as a reserve. Exercise books and file paper are provided, but some subject teachers like pupils to have a pocket folder or simple lightweight file. Parents are asked not to buy these in advance, but to provide them only when required.

All basic textbooks are provided. Occasionally a subject teacher may suggest a supplementary book, which it is desirable to have, perhaps for revision purposes. All pupils from Year 7 require the following:

English: small dictionary  
Mathematics: pair of compasses, protractor, 30cm ruler  
Technology: cool bag, glue stick, scissors  
Art: range of pencils (2B-6B), set of acrylic paints, colouring pencils, three sable substitute brushes – size 1,2 and 4.

All new pupils to the school receive a calculator and Hollygirt School hymn book. Sketchbooks and Homework Diaries are issued annually. All items should be named. Any items which are lost will be replaced and charged for.

## 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 moral, spiritual, cultural and social awareness.

- A range of extra-curricular activities with opportunities for enjoyment, challenge, initiative, leadership, teamwork and service to the wider community.
- Close communication with parents, so that the 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.
- A comprehensive programme of careers education, widening the pupils' understanding of the opportunities available in the changing world of work and equipping them with the skills to manage their own future careers.

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

## Assessment of Work

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Pupils' school work will be assessed regularly. Parents will receive interim reports at October half term, Christmas and Easter followed by a full report at the end of the Summer Term. These will normally include measures of academic attainment and effort.

Annual examinations take place in May or June. In Year 11 mock GCSE examinations take place in January. Controlled conditions coursework is completed throughout Year 10 and 11 in some subjects.

In Years 7 to 9 merit marks are given for good work and these are recorded in the homework diary. These contribute towards certificates awarded in assembly. Pupils in Years 10 and 11 receive commendation certificates for outstanding effort and attainment. These can be collected and traded in for individual certificates: Bronze (50 commendations), Silver (75 commendations), Gold (100 commendations), Platinum (125 commendations) and Headmistress's Award (150 commendations). Merit marks and commendations count towards a House cup.

Order marks are given in all years to persistent offenders for no homework, no equipment, homework handed in late and bad behaviour. In addition, pupils may be given an order mark on a single occasion for a wilful disregard of the school rules. Pupils who persist in falling short of what is required are put 'on report'.

## 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 parents aware of any changes.

In the event of the onset of bad weather during the day, school will not close early. If conditions in a pupil's area of residence are particularly severe, he/she may be collected early. If school is advised that the buses are leaving early, then pupils will be allowed to leave early for these. Lessons will go ahead but the curriculum may be condensed.

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

## Beginning of the School Day

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The school day begins officially at 8.45am and the buildings are open from 7.45am. Reception is staffed from 8.00am and whilst there are usually teachers in school before 8.00am, we are unable to guarantee that this will always be so, and we are concerned about the presence of unsupervised pupils on the premises. We prefer pupils not to arrive before 8.00am however we know it is convenient for some parents to drop their children off at school before going to work. We are prepared for these pupils to come into school on the clear understanding that the school cannot take responsibility for supervising them before 8.00am. Pupils must sign in if they arrive in school before 8.00am. Parents are to confirm that they agree with this procedure on the Consent / Checklist Form at **Appendix 7**.

Breakfast is available from 8.00am to 8.20am every day in the Junior School which senior pupils are welcome to, with a selection of breakfast foods available to purchase.

## Carol Service

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**All senior pupils are expected to attend our evening Carol Service.** This year it will be held at St. Peter's Church, Nottingham on the last Monday of the Autumn Term - **Monday 10<sup>th</sup> December 2018 at 7.00pm**. On this occasion, pupils are required to wear their formal uniform.

## Charities

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The school supports several charities including local and national, with each house selecting a charity to support for the year.

## Communications

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Please address any matters/concerns with the appropriate member of staff:

For all routine matters:	Form Tutor
Specific subject concerns:	Subject Teacher
General academic concerns:	Deputy Head
General pastoral concerns:	Senior Teacher (Pastoral)
Special needs:	Head of Pupil Support / SENDCO

The Headmistress is always available by appointment to meet parents.

Parents are respectfully asked to contact school to make an appointment to see specific members of staff, rather than to call in without an appointment. Email communications are encouraged.

We are going to be trialling 'Show My Homework', a web-based programme from September. This will run in tandem with the homework diary for 2018-19.

Each pupil is issued with a homework diary. A policy outlining its usage and benefits is published on the website and a copy sent home. Parents are requested to sign the homework diary weekly and to use it to alert staff to any concerns. Staff will use this to record incidents of poor, late or incomplete work.

In addition to the interim reports and full report outlined in the Assessment of Work section, there is an opportunity to attend a Parents' Evening. These meetings begin at 4.15pm. There is always a meeting early in the Autumn Term for



parents of new pupils; this is a social evening starting at 7.00pm, giving an opportunity for parents to tell teachers anything they need to know about their child and to discuss any problems which might have arisen in the first few weeks.

Should parents wish to make a formal complaint, a copy of the Complaints Procedure can be found on the website. Usually a written complaint would only be made if an issue could not be resolved at an earlier stage.

The Year Book is distributed in September and a termly calendar is prepared and distributed at the beginning of each term. 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.

A weekly newsletter is available on the website every Friday throughout the term with details of the following weeks' events and important things to remember. We will also be introducing a new app from September 2018 to communicate key messages to parents. Every half term we produce a pictorial edition, *The Holly Leaves*, featuring stories of school life and other successes. The website contains copies of all newsletters, a photo gallery and much more useful information.

We have a Facebook page, Twitter and Instagram accounts 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.

### **Mobile Phones**

We recommend that pupils do not bring a mobile phone into school. If they do the following must be followed:

Pupils must hand in their mobile phone each morning, switched off. It is placed in a named envelope, kept securely and can be collected at the end of the day. Any pupil who is found breaking this rule will have their phone confiscated which will be returned by the Deputy Head at the end of the day and in such circumstances will be issued with a detention.

If a pupil needs to contact their parents in exceptional circumstances they would initially seek the permission of their Form Tutor and then ask the office to communicate any message to parents.

## **Contacts**

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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
Bursar:	TBC	bursar@hollygirt.notts.sch.uk
Senior Teacher (Curriculum):	Mr D Thompson	davidthompson@hollygirt.notts.sch.uk
Senior Teacher (Pastoral) and SENDCO:	Mrs N Howlett	naomihowlett@hollygirt.notts.sch.uk
Head of Pupil Support:	Mrs O'Looney	abigailooney@hollygirt.notts.sch.uk
Examinations Officer:	Dr D McKitterick	davemckitterick@hollygirt.notts.sch.uk
Head's PA & Registrar:	Mrs L Wilkins	lucywilkins@hollygirt.notts.sch.uk
Marketing Manager:	Miss Roberta 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.

## Educational Visits

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Many educational visits are arranged during school time to complement the curriculum. These may be half days, whole days or longer. Parents are always informed by letter well in advance for all visits and will be asked to complete a form giving permission for their child to participate.

Curricular trips incurring additional charges will be added, with parents' permission, to the next termly invoice. Extra-curricular visits will require cash, cheque or BACS payment, separate from the termly invoice.

During a pupil's time in school, they will be offered a variety of opportunities to take part in residential visits out of term time to Europe and beyond. We hope they will be able to take advantage of some of these special visits.

## 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 Years 7 to 11 and operate in the lunch session from 12.30pm to 1.00pm 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.

Parents are reminded of the need to collect their children promptly after any after school activities and to take note of the venue for the activity and appropriate collection point.

Pupils can stay in Homework Club until 5.00pm from Monday to Thursday and until 4.30pm on Friday. Homework Club is supervised by staff and is a quiet working room.

### Out of School Activities

All pupils are encouraged to participate in out of school activities such as Guides, Scouts, swimming, individual sports and team games of all kinds, ice skating, instrumental tuition, dancing and choir, wherever these do not have a detrimental effect on their ability to do their homework on a regular basis.

Time off school for participation in national/international sporting fixtures, or for performances in professional shows, is usually granted but permission must be sought from the Headmistress.

# 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>
Years 7, 8 and 9:	£3,960	Pupils' Personal Accident Insurance Scheme
Years 10 and 11:	£4,080	Pupils' Personal Accident Insurance Scheme, GCSE and other External Examination Fees, English Set Texts, Work Experience, Issues Events and Conference Days. <i>Please note this fee is for the six terms of Year 10 and 11.</i>

The only additional extras to termly fees will be insurances (pupils' personal effects insurance and school fees refund scheme) both of which are optional, plus curricular trips, peripatetic lessons, specialist SEND lessons and other disbursements, such as revision guides in the Senior School, 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 needed to set this up are as follows:

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

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, it is advisable that an email is sent to [bursar@hollygirt.notts.sch.uk](mailto:bursar@hollygirt.notts.sch.uk) to confirm the date, amount and pupil name.

### Cheque

Cheques should be made payable to Hollygirt School.

### Monthly Payments

It is possible to spread the cost of school fees into manageable 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 are 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**

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The school uses the sports ground of the University of Nottingham and Forest Sports Zone at the Forest Recreation Ground. Hockey, netball, football, cross-country running, health related fitness, gymnastics and dance form the Autumn and Spring Term programmes. Athletics takes place in the Summer Term at Highfields Sports Ground. There is a Sports Day in the Summer Term. In Year 11 there is an opportunity to play badminton, basketball, unihoc, volleyball and, for these, the sports facilities at the university are used.

Pupils are normally taken by coach to the university ground and brought back to school at the end of the session. Pupils may *not* be collected from the sports ground. Pupils walk to and from more local venues.

All Year 7 to 9 pupils participate in a Thursday Games morning at the Forest Recreation Ground.

## **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 our Healthcare Co-ordinator (Mrs Swift), Senior Teacher (Pastoral), their Form Tutor or the Deputy Head regarding any social or emotional concerns they may have.

Aspects of personal, social and health education are covered on the curriculum for all year groups and taught in Issues lessons or on Conference Days.

BCG, Polio, Tetanus and Diphtheria immunisations are *not* given within school. Parents should contact their local GP to arrange for their child to have these immunisations. Girls in Year 8 have the opportunity to receive three inoculations of the HPV vaccination throughout the year.

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 are asked to complete an Asthma Record Form, available from Mrs Swift. Any other medical conditions, including anaphylaxis, will require a risk assessment and a school action plan. This is kept at school so all staff are aware of each pupil's current medication and treatment and can therefore provide the best possible care at all times. Pupils are advised of the need to carry on their person their inhalers and Epi-pens and where possible, a spare should be left at Reception.

## 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 and 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.

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. This 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

Our term times are the same as Nottingham High School with whom we share school buses.

## Homework

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Homework is given to reinforce class work, to give extra practice and to make sure that pupils have understood information learned in class by using it in a variety of ways during homework time. There is a copy of the homework timetable in the homework diary.

Homework is carefully planned 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. Teachers should be advised by parents if a pupil habitually spends a disproportionate amount of time on homework. Parents should write, and date, a note to explain incomplete homework. Diaries are signed by pupils and parents weekly and they are then checked and countersigned by the Form Tutor. This is an important line of communication between home and school.

The amount of time spent on homework in Year 7 is about 1 to 1½ hours each night (2 or 3 subjects). As pupils move through the school, the amount increases and by Years 10 and 11, it is about 2½ to 3 hours each night.

From September 2018, we are trialling an online platform 'Show My Homework'. This will be introduced to pupils and parents at the beginning of term.

### Homework Club

Pupils may stay in Senior School to do their homework until 5.00pm (Monday to Thursday) or 4.30pm (Friday). This is usually in Room 1. Attendance is not monitored so there is no commitment to staying every night. All pupils must sign in for health and safety reasons and sign out when they leave which can be at any time up to the finish time. This room is supervised by staff. It is the only place senior pupils are permitted to stay after school unless they are at an organised club/activity. This is a quiet working space and pupils are expected to get on with work and read silently. Mobile telephones must remain on silent mode. Parents collecting pupils must do so promptly after Homework Club.

Pupils in Years 7 and 8 may go to our After School Club in Junior School if they prefer. An additional charge is made for this service. At 5.00pm (4.30pm on Fridays) any pupil not collected from Homework Club is taken across to After School Club in Junior School to be collected from there and parents will be charged for this.

## Houses

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All pupils are in one of four Houses:

Clumber  
(blue)

Rufford  
(green)

Thoresby  
(yellow)

Welbeck  
(red)

Each house has a House Captain and inter-house competitions take place, e.g. hockey, netball, badminton, athletics, basketball, Spoken English, music and Sports Day.

Once a week there are House assemblies. Merit marks and commendations contribute towards the House totals.

## Lunches

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A selection of hot and cold foods, prepared daily from fresh ingredients and cooked on the premises, may be purchased at lunchtime. Menus are varied weekly with a daily meat and non-meat option. Some pupils bring a packed lunch from home. A main meal costs £2.30 and dessert an additional 70p. Lunch menus are available to view on our website and are reviewed half termly. There is the option to purchase a termly lunch pass (see **Appendix 4**).

There is a vending machine selling healthy drinks. A tuck shop operates within the Senior School each morning break selling a range of products. Hot drinks are available at break when the weather is cold – usually from after Autumn half term until the end of the Spring Term. All chicken served at school is halal. All red meat is non-halal.

## Music and Speech and Drama Private Lessons

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Tuition can be arranged on voice, piano, flute, clarinet, oboe, saxophone, guitar, violin, drums and speech and drama training. The demand is considerable and if parents would like their child participate, it may be necessary to put them on a waiting list. Forms in **Appendix 2 and 3** are to be returned if pupils wish to be considered.

Priority is given to Year 10 and 11 pupils for early morning, lunchtime and 3.45pm lessons. All other pupils have their lessons timetabled on a rota basis so that the same subject 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 as pupils are expected to complete work missed.

All of our music teachers are self-employed and prepare invoices for the tuition they give for parents to settle accounts directly with them 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.

Please advise us if you would be interested in tuition on any instrument not listed above.

## 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

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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).

The safety of our pupils is of paramount importance to us.

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 Senior School is by the gate on Elm Avenue which is open from 8.00am. The back door on to St Ann's Hill Road is **not** used other than in an emergency.

Parents who visit the school during the day are asked to use the front entrance and to report to Reception on arrival.



## Pastoral Care

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The Form Tutor has particular responsibility for the pastoral care of all pupils in their class. Pupils are encouraged to share not only their joys but also their anxieties with their Form Tutor. Parents are urged to advise the Form Tutor of anything they consider they ought to know. It is our aim to provide the support pupils need at every stage of their development, and we can only do this when we are fully aware of all the circumstances. The Senior Teacher (Pastoral) and Deputy Head deal with particular pastoral problems and supports the Form Tutor in the pastoral care of their class.

## Personal Possessions

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Each pupil has a desk for the storage of books and a coat peg for PE bags, blazers and coats. Valuable items including electronic equipment and money can be handed in to the safe box at Reception.

## 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 of children may be published. Any photographs or videos 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/videos.

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.

## Prefects

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Pupils from Year 10 are selected to be Prefects during the Spring Term. This is a position which holds considerable respect in school. There is a significant time commitment attached to the role of Prefect as they are on duty most lunch times.

All pupils in Year 10 are invited to apply to be a Prefect. The selection procedure has the following stages:

1. Pupils write a formal letter of application to the Deputy Head.
2. Year 10 pupils and staff vote for those who they feel would make a good Prefect.
3. All those who have applied will have a short interview with the Deputy Head.
4. The Prefect team will be appointed on the basis of their performance in the above three stages.



The process will then begin for the selection of the Senior Prefects, Head Boy/Girl and Sports Captain who are selected according to this pattern:

1. Prefects are invited to express an interest in these senior positions.
2. Interview with the Headmistress and Deputy Head.
3. Hustings are held.
4. Staff and pupils in Years 7 to 10 vote in a secret ballot.
5. Senior Prefects are appointed.
6. From the selected Senior Prefects, applications by letter are considered for Head Girl/Boy and Deputy Head Girl/Boy. The process of 3 to 4 above are repeated.

## 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). 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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**All senior pupils are expected to 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. Family members, friends and former staff are all invited to share this most prestigious occasion.

## 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. The 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 continuously develop 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 Senior School are Mr Dean, Mrs Howlett and Mrs O'Looney.

## School Buses

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Many pupils travel to and from school on the buses which are shared with other independent schools in the city. Most of these buses load and unload on Baker Street (at Nottingham Girls' High School). At the end of the day, the buses leave Baker Street at 4.10pm. The bus timetable with routes and contact details is available on the website.

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.

The buses run during the term time of Nottingham High School and are shared with us and Nottingham Girls' High School. The buses are not the direct responsibility of Hollygirt. A number of companies are involved and methods of payments for fares vary. Any queries about buses organised by Nottingham High School should be made to **Mrs C Winter at Nottingham High School on 0115 845 2217.**

The following Code of Conduct applies to all pupils who travel on school buses.

### **Code of Conduct**

Pupils using 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.

All pupils travelling on school buses sign a form to say that they have seen and understood the Code of Conduct. Persistent poor behaviour will result in a pupil being banned from travelling on a school bus.

### **Important Note**

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

## **School Day**

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All pupils should be at school by 8.45am at the latest. Pupils go straight to their Form Rooms. Pupils arriving after 8.50am are given a late mark in the register.

Registration:	8.45am – 8.50am
Assembly / Form Time:	8.50am – 9.05am
Lesson 1:	9.05am – 9.45am
Lesson 2:	9.45am – 10.25am
Break:	10.25am – 10.45am
Lesson 3:	10.45am – 11.25am
Lesson 4:	11.25am – 12.05pm
Lunch:	12.05pm – 12.30pm
Clubs/Recreation Time:	12.30pm – 1.00pm
Lesson 5:	1.00pm – 1.40pm
Lesson 6:	1.40pm – 2.20pm
Break:	2.20pm – 2.25pm
Lesson 7:	2.25pm – 3.05pm
Lesson 8:	3.05pm – 3.45pm
Dismissal in Form Room	3.45pm

The assembly may be a full Senior School, Key Stage, House or Form assembly.

### **End of Term**

School finishes at 12.30pm on the last day of every term. At the end of each term pupils take home all sports equipment and lab coats. Books not required during the holiday may be left in desks except at the end of the Summer Term when all textbooks are collected for stock taking and desks and coat pegs must be cleared.

# School Rules

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The aim of these rules is to encourage an orderly, pleasant and cooperative atmosphere in school, and to assist pupils in maintaining the high standards of behaviour for which the school is known. They are based on respect for others and on self-respect, and conformity to them will enable pupils to flourish and to enjoy their time at Hollygirt.

## Appearance

- Hollygirt pupils are expected to take a pride in their appearance and to wear their uniform smartly, and in line with what is expected, as laid down in the current uniform list.
- All clothing must be marked with the owner's name, and should not be lent to other pupils. Pupils must not leave items of clothing lying around the school.
- Pupils must always wear their blazer in school. Between Easter and October half term it should be worn when travelling to and from school, although in very hot weather it may be carried.
- Pupils may wear their black school coats at lunchtime when playing outside (October half term to Easter). It is not possible for pupils to wear their coats in between the buildings at lesson changes as there is no space to hang/leave coats in various buildings.
- Blazers must be worn to and from PE and *not* coats.
- When pupils in Years 7 to 11 opt to wear a black coat the blazer may be left on coat pegs in school overnight.
- School uniform, including the blazer, is normally worn on school visits, unless pupils are informed otherwise.
- Make up, acrylic nails and nail varnish are forbidden and must not be worn. Pupils attempting to circumvent this rule will be made to remove the cosmetics.
- Extreme hairstyles including shaving and unnatural colouring are not permitted. Long hair must be tied back. Hair accessories should be red, green or black. Parents of pupils coming to school with unacceptable hairstyles will be asked to rectify the situation.
- Jewellery is restricted to a watch of plain design, and one plain gold or silver stud in the lobe of either/each ear. Pupils must not have other piercings.
- Bags must be plain black, brown or dark green. Bags with large commercial logos and slogans are discouraged.

## Manners, Behaviour and School Routines

- All pupils are expected to behave both in school and outside with courtesy, respect and common sense, and in such a way as to uphold the good name of the school.
- Pupils are expected to treat each other kindly and in a friendly way. Bullying, racism, sexism and other unpleasant and unacceptable behaviour have no place at Hollygirt, and will not be tolerated. Anyone aware of any such behaviour has a responsibility to the community to report it promptly to a member of staff.
- Pupils must follow the regulations of examination boards and cheating at any time will be subject to disciplinary sanctions.
- Pupils are advised to take care when using social networking websites (e.g. Bebo, Instagram, MySpace, Facebook, Twitter) and not to make themselves vulnerable or to bring the name of the school into disrepute. Refer to our ICT Code of Conduct issued to all pupils at the beginning of each academic year.
- Pupils are expected to conform to school routines, arriving in their classrooms by 8.45am. Those arriving after 8.50am will be marked as late and must sign in at Reception.
- On public transport pupils are expected to surrender their seat if the bus is crowded and there are adults standing.
- Between lessons, pupils should move about the school quickly and quietly. Pupils should keep to the right side of stairs and corridors. They should stand back to allow adults to go through doors first, and not enter a classroom until the previous group has left.
- Teachers are addressed as Miss, Mrs, Mr or Dr and their surname. Pupils who fail to meet the requirements of behaviour are given order marks. When a pupil receives three order marks they are referred to the Deputy Head and will normally receive a detention.
- Any mobile telephones found during the school day will be confiscated and must be collected at the end of the day from the Deputy Head. A detention is issued.
- Mobile telephones must be handed in each morning and collected at the end of the day. Occasionally a member of staff will give permission for their use for curricular purposes.

- Mobile telephones and other image capturing devices must not be used to take photographs or to create videos whilst in the school environment unless permission has been expressly granted by a member of staff. Devices that record sound should also be used only with the permission of a member of staff.
- Money must never be left in blazer pockets in the cloakroom or in desks. Large sums should not normally be brought to school, but if exceptionally this is unavoidable, then the money should be handed in at Reception for placing in the Security Box.
- Pupils must treat all school property, and the personal property of others, with respect and care. Lost text books will be charged for on the termly fees invoice. A fine of 50p will be levied when an exercise book is lost.
- Pupils should advise any visitors to sign in at Reception.
- Correction fluid (e.g. Tippex) must not be used, as it is forbidden by all examination boards.

### Health and Safety

- Pupils are not allowed out of school without permission.
- In the case of absence, a note from home must be brought into school.
- A very serious view will be taken if any pupil is found to be drinking alcohol, smoking or taking drugs. Offenders will be severely punished, with suspension or expulsion an option.

## School Uniform

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

- Pupils with pierced ears may wear one pair of gold or silver studs in the lobe of each ear.
- Badges awarded for achievement (not more than 3)
- Watch

All pupils must wear the white shirt with school tie for all official school functions, e.g. Carol Service, Prize Giving, school and form photographs.

All items of clothing must be clearly marked with the owner's name. All name tapes must be sewn on. The PE kit and Science lab coat must be named on the outside of items.

- All socks must be named with a standard woven name tape.
- Trainers should be clearly marked.
- Hockey sticks, tennis and badminton racquets to be named in indelible permanent marker.
- 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.

### 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.schoolwearsolutions.com](http://www.schoolwearsolutions.com). If parents wish to order online they will need to use '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 the Friends of Hollygirt School. This is usually open once a month from 2.30pm to 4.15pm at No. 9 Villa Road. 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. Parents are requested to mark all possessions brought to school with their child's name. Woven standard size name tapes should be used to mark all clothing and equipment.

## **Security Box**

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A security box is available in Senior School for any pupils who wish to place any valuables in during the school day. Items to be placed in the security box must be handed in at Reception and collected from Reception at the end of the school day. They must be signed in and out by the Receptionist. School cannot be held responsible for loss or damage of valuables which are not kept in the security box.

## **Signing In and Out**

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Any pupil arriving before 8.00am or after 8.50am must sign in on the sheet provided at Reception.

Pupils remaining in school at the end of the school day who are not at an organised activity or club, must sign in to the Homework Club. This is necessary to fulfil our health and safety requirements.

## **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 Subject Teachers through differentiated teaching strategies, which are targeted to the level of ability of the individual.

In the Senior School there is also a Teaching Assistant who supports small groups in key lessons or practical subjects. Some timetable flexibility is offered to children who need additional support in Maths and English in place of one of our Modern Foreign Languages. The Senior Special Educational Needs Co-ordinator Mrs Howlett will write and frequently update an Individual Educational Plan 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. This is shared with all teachers. She 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 the parents.





## **Senior 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.

The blazer must be in school at all times throughout the year and must be worn to and from school from Easter until October half term. When a black formal coat is worn the blazer may also be worn, carried or left in school.

### **Winter Uniform**

\*Bottle green blazer

\*Bottle green pencil skirt (*worn on or just above the knee – 4” maximum*) or \*Bottle green pleated skirt (*new for September 2018 – must be worn from September 2019*)

\*Bottle green V neck jumper or cardigan

\*Red and white stripe short sleeved checked blouse (*Years 7 and 8 only*)

\*Green and white stripe short sleeved checked blouse (*Years 9 to 11 only*)

White long sleeved shirt with \*Hollygirt tie (*worn for formal occasions and school photographs*)

Bottle green or black plain tights or bottle green plain knee length socks

\*Green Science lab coat

Bottle green or black plain gloves

Smart black formal coat - must not be embellished with fur or made of leather, plastic, suede or have logos

Black plain style **flat** shoes (*must not be toeless, sling back or canvas. Must not be platform or have a heel*)

\*Chef's apron and hat (*Years 7 to 9 only and Years 10 and 11 if Food is chosen as an option*)

School bag - should be sturdy, plain black and without obvious logos (backpacks are preferred)

### **Optional**

\*Hollygirt scarf or a plain black or bottle green scarf

### **Summer Uniform**

The same as Winter Uniform with the exception of when the weather is hot, girls may wear bottle green or white ankle socks instead of tights. It is recommended that the skirt be worn longer (a minimum length of 2” above the knee with bare legs).

### **Physical Education and Games**

\*White polo shirt with school logo

\*Bottle green skort

\*Tracksuit

\*Bottle green drawstring PE bag

White trainers

White ankle socks

Hockey stick

Red hockey socks

Tennis racquet

Badminton racquet

Gum shield

### **Optional**

Red sweatshirt

White baseball cap

Astro trainers

Shin pads

## **Senior 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.

The blazer must be in school at all times throughout the year and must be worn to and from school from Easter until October half term. When a black formal coat is worn the blazer may also be worn, carried or left in school.

### **Winter and Summer Uniform**

Charcoal Grey Trousers (*pulled up to the waist and shirts tucked in*)

\*Bottle green blazer

\*Bottle green V neck jumper

White long or short sleeved shirt with \*Hollygirt tie

Short grey socks

\*Green Science lab coat

Bottle green or black plain gloves

Smart black formal coat - must not be embellished with fur or made of leather, plastic, suede or have logos

Black plain style shoes (*not trainer style*)

\*Chef's apron and hat (*Years 7 to 9 only and Years 10 and 11 if Food is chosen as an option*)

School bag - should be sturdy, plain black and without obvious logos (backpacks are preferred)

### **Optional**

\*Hollygirt scarf or a plain black or bottle green scarf

### **Physical Education and Games**

\*White polo shirt with school logo

\*Bottle green shorts

\*Tracksuit

\*Bottle green drawstring PE bag

White trainers

White ankle socks

Hockey stick

Red hockey socks

Tennis racquet

Badminton racquet

Gum shield

### **Optional**

Red sweatshirt

White baseball cap

Astro trainers

Shin pads

## Music Lessons Request Form

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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. Written notice of at least one term must be given to the music teacher to discontinue lessons.

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

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<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:

Year 7 to 11	Termly	10 lessons	£50.00	<input type="checkbox"/>
	Annually	30 lessons	£145.00	<input type="checkbox"/>

All lessons are of 40 minutes duration. Classes are of a maximum of 4 pupils.

<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***

Written notice of at least one term must be given to the speech and drama teacher to discontinue 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.





## **Termly Lunch Pass – Autumn Term 2018**

School lunches can be pre-paid on a termly basis. The cost is £3.00 per day which covers the cost of a main meal or sandwich bag and either a dessert or yoghurt and fruit.

From Wednesday 5<sup>th</sup> September to Wednesday 19<sup>th</sup> December 2018 there are 65 days when lunch will be provided, therefore the total cost for a lunch pass for the Autumn Term will be as follows:

£195.00	main meal/sandwich bag, dessert/yoghurt and fruit (£3.00 per day)
£214.50	main meal/sandwich bag, dessert/yoghurt and fruit plus orange or apple juice carton (£3.30 per day)
£227.50	main meal/sandwich bag, dessert/yoghurt and fruit plus bottle of mineral water (£3.50 per day)

This cost can be added in advance to your termly fees invoice or alternatively paid by cheque (payable to Hollygirt School) or BACS (Account number: 62101368, Sort code: 30 96 18) by the morning of Wednesday 5<sup>th</sup> September if you wish your child to have non-cash lunches. If making a BACS payment, please title it LUNCHES (CHILD'S NAME and FORM).

The pass is available for 5 days a week and there is no option available to pay up front for occasional food (though meals can always be purchased on the day without pre-ordering). There are no discounts made if your child misses a meal through absence or school visits.

Please complete the slip below should you wish for your child to have a lunch pass for the Autumn Term.



### **Lunch Pass – Autumn Term 2018**

<b>Pupil's Name:</b>		<b>Form:</b>	
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I would like a Lunch Pass for the period Wednesday 5<sup>th</sup> September to Wednesday 19<sup>th</sup> December 2018:

£195.00	main meal/sandwich bag, dessert/yoghurt and fruit	<input type="checkbox"/>
£214.50	main meal/sandwich bag, dessert/yoghurt and fruit plus orange or apple juice carton	<input type="checkbox"/>
£227.50	main meal/sandwich bag, dessert/yoghurt and fruit plus bottle of mineral water	<input type="checkbox"/>

I would like the cost to be added to my termly fees invoice

I enclose a cheque payable to Hollygirt School to the correct value as indicated above

I will pay the correct value by BACS transfer

<b>Signed:</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"/>
I understand that if my child arrives in school before 8.00am they are unsupervised	<input type="checkbox"/>
My child will be travelling to / from school on: <div style="text-align: right; margin-right: 20px;">           Nottingham High School Bus Number: .....            Public Transport Bus Number: .....            By car: <input type="checkbox"/>            On foot: <input type="checkbox"/> </div>	
Diversity Monitoring Form completed	<input type="checkbox"/>
Friends of Hollygirt School - Giftaid Form completed	<input type="checkbox"/>
School Lunch Pass Form completed for Autumn Term <i>(if required)</i>	<input type="checkbox"/>
Music Lesson Request Form completed <i>(if required)</i>	<input type="checkbox"/>
Speech and Drama Lesson Request Form completed <i>(if required)</i>	<input type="checkbox"/>

<b>Signature:</b>		<b>Date:</b>	
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**Please return this form to the Registrar along with other relevant forms from the back of this handbook 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.**

