



Taking you step-by-step through starting school

# Parent Handbook

## Holly Hill Primary and Nursery School



*"I am totally in love with this school! Because it is tucked away and out of sight, a lot of people don't know it's there but they should, and I will do what I can to make families aware of what a little gem it is." Julie and Andy Smedley live with their three daughters Jaimie, Brooke and Darcie, who are 11, eight and five years old respectively.*

..... No limit to learning





# Starting School

## MARK EADON, Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01773 783909 and we will be happy to help!

### Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

### Welcome

Welcome to Holly Hill Primary and Nursery School and I look forward to getting to know you and your child.

# Step 1

## STEP 1: PUPIL ADMISSION FORM Holly Hill Primary and Nursery School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

### Parent(s) I Legal Guardian(s) with whom the child lives

Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

### Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

### Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carers):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here



Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			
Child's previous school or playgroup:		Telephone Number:	
Does your child have a brother or sister in the school? If so please state			
Name:	Class:	Year:	
School Meals			
Are you <b>entitled to claim</b> free school meals for your child? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: <a href="http://www.myfreeschoolmeals.com">www.myfreeschoolmeals.com</a> <b>Not applicable to Nursery children.</b>			
Dietary Needs			
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.			
Travel to School			
Please advise us of the main way your child will regularly travel to school: Bus <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> (please tick as appropriate)			
Services Children in Education			
Are you a Services Family? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Special Needs			
Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:			
Ethnicity	Home Language Spoken	First Language Spoken	Religion
Is English an additional language?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
If English is an additional language what level do you consider your child to be at			
Fluent <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> No English Spoken <input type="checkbox"/> (please tick as appropriate)			
Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.			
Signature of Mother/Guardian:		Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Signature of Father/Guardian		Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
FOR SCHOOL USE ONLY			
Birth certificate/passport copied <input type="checkbox"/>			
Start Date <input type="text"/> / <input type="text"/> / <input type="text"/>			
New Class:			
CTF/Records requested <input type="checkbox"/>			

Step 1

Step 2

STEP 2: PARENTMAIL DATA CAPTURE FORM  
Holly Hill Primary and Nursery School

Dear Parent/Carers

As you know we try very hard to keep parents regularly informed about what’s going on at the school, however, sending paper letters home can be rather ‘hit and miss’ with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what’s going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to us.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.



“The After-School Clubs are terrific, and both Abbie and Zak make the most of them. The emphasis on security is reassuring, and the premises are always clean, tidy and well-maintained. The Headteacher knows every child by name and all the staff are approachable and helpful, and to me that all adds up to an excellent package.” *Joanne and Andy Faulkner live in Selston with their children Abbie, ten and Zak, seven.*

Please tear here

I give / do not give (please select) my permission for my email address and mobile number to be registered with Text 2 Parent.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																												
First Name																												
SURNAME																												
Form / Class																												

First Name																												
SURNAME																												
Form / Class																												

Parent/Guardian Details																												
Title																												
SURNAME																												
Email Address																												
Mobile Number																												
Relationship to Child																												
Primary Contact																												

Title																												
SURNAME																												
Email Address																												
Mobile Number																												
Relationship to Child																												
Primary Contact																												

Additional Details (if required)																												
Child First Name																												
Child SURNAME																												
Form/Class																												

Additional Email Address																												
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Parent's or Guardian's																																																			
Signed																																																			
																											Date:																								

Step 2

Step 3

This form will cover your child for the current academic year. If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD .....

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)
---

Signed (Parent/Carer):
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

permission for my child to be transported in teacher's or other adults' cars to attend sporting fixtures at other schools etc.
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Signed (Parent/Carer):
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.
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Signed (Parent/Carer):
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television) and for the child's name to be released for publication such that the child may be identified as an individual or as part of a small group.
---

Signed (Parent/Carer):
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

Date of signings: [ ] [ ] / [ ] [ ] / [ ] [ ]  
If you wish to discuss any of the above, please see the Head Teacher.

Please tear here



Child's name:	Class:
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- The School will:
- ❖ value and respect each child as an individual
  - ❖ encourage high expectations and pride in achievement
  - ❖ recognise and praise progress and achievement
  - ❖ inform parents of the progress and welfare of their child
  - ❖ provide a safe and orderly environment in which to work
  - ❖ listen to parents' views and concerns

Signed
(Head Teacher)

- Parents/Carers will:
- ❖ support the school in its aims and values
  - ❖ ensure their child's regular and punctual attendance
  - ❖ notify the school early on the first day of absence the reason for their child's absence
  - ❖ support their child in the schoolwork they are expected to do at home
  - ❖ tell the school about any circumstances which may affect their child
  - ❖ attend parents' evenings and discussions about their child's progress

Signed
(Parent/Carer)

- Pupils will:
- ❖ be polite and helpful to others
  - ❖ be on their best behaviour and abide by the school rules
  - ❖ attend school regularly and on time and bring the things they need
  - ❖ look after the things they use in school
  - ❖ help to look after the school and the surroundings
  - ❖ try their best and work hard
  - ❖ wear their school uniform

Signed
(Child)

Step 4

Step 5

We are proud of our school website and like to use it to share what the children have been doing in school. We regularly use photographs, video presentations, animations and pictures of children's work to celebrate their achievements. They are also a great way to share special events or school trips. These are usually posted on class pages, and are really popular with the children who like to show off what they have done to friends and family.

When we use images and video on our website, we never give out any details about children's names which could identify them.

Please complete this form to allow us to use images which include your child on the school website.

I give my permission for images of my child to be used on the school website.

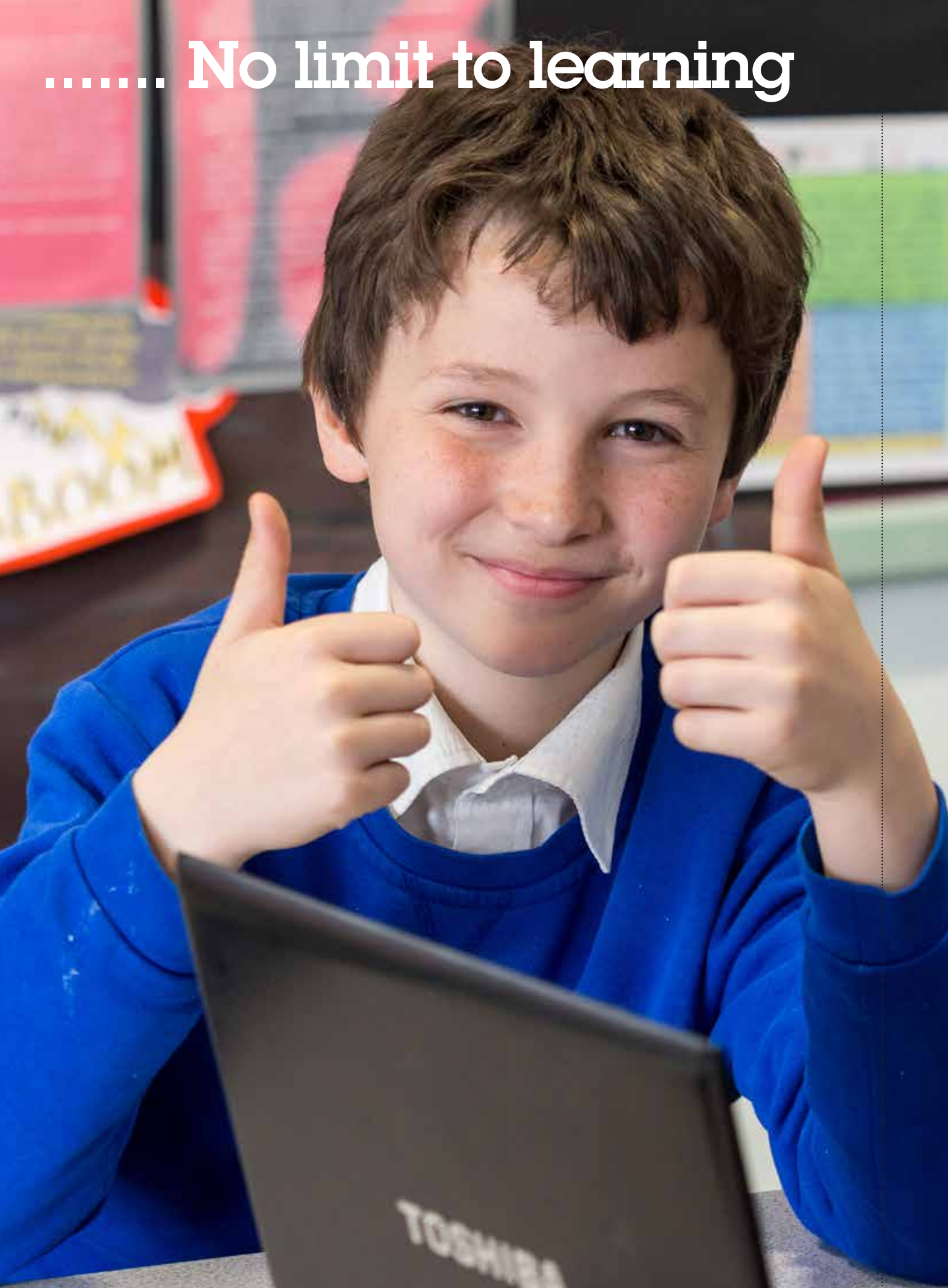
Childs Name:
Parental signature
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]



"I know that some people might be put off because it is bigger than some primary schools but that is deceptive. It is in a world of its own, set back from the roads in lovely open space, and with fantastic staff who are approachable and friendly. I have nothing but praise for Holly Hill School and would recommend it to anyone. It all felt very familiar and homely to me but if it has changed at all, it is only because it is now even better." Lucy and Russell Garland live in Selston with their children George, seven, Harry, five and Oscar, who is two and half.

Please tear here





## Key information

### What are our school times?

#### Reception

Morning session: 8.50am to 12pm  
Lunch break: 12pm to 1.00pm  
Afternoon session: 1.00pm to 3.30pm

#### Key stage 1 and 2

Morning session: 9.00am to 12.00pm  
Morning break 10.45am to 11.00am  
Lunch break: 12.00pm to 1.00pm  
Afternoon session: 1.00pm to 3.30pm  
Afternoon break: 2.15pm-2.30pm

### Wraparound Care

Many children attend the Pre-School Learning Alliance's Breakfast and After School Clubs at Holly Hill. For further information or to reserve a place please telephone 07908 649121 or e-mail selston.childcare@pre-school.org.uk

### Arrivals and departures

The school day starts at 8.50am, apart from children in the nursery. We try to encourage the children into good timekeeping habits and hope you will help us with this.

The school day ends at 3.30. Teachers bring the children out onto their playgrounds and dismiss their children from there. We will not let the children go if there is no adult to collect them, unless we have been told that they are allowed to walk home themselves, which some of our older children do. If for any reason you are delayed picking up the children, please contact the school office so we can keep your child safe until you arrive.

### Uniform

We aim to promote an atmosphere that encourages effort, enjoyment and celebrates the achievements of all our pupils. The schools concern for these high standards is also reflected in the pride we take in our school uniform and the feeling of belonging it creates.

#### Boys:

- Grey or black trousers or shorts
- White shirt or polo shirt
- Royal blue jumper or sweater (with or without the Holly Hill logo)
- Black sensible shoes or sandals
- Sun hat in the summer

#### Girls:

- Grey or black trousers, shorts, skirts or pinafore dress
- Blue gingham dress
- White shirt, blouse or polo shirt
- Royal blue jumper, sweater or cardigan (with or without the Holly Hill logo)
- Black sensible shoes or sandals
- Sun hat in the summer

#### P.E. kit

- White T-Shirt
- Black shorts
- Plimsolls/trainers
- Blue jumper and black joggers for outdoor P.E in colder weather

All of the items above are readily available from the high street or can be ordered through school. Every effort has been made to keep the uniform simple to avoid unnecessary expense.

We recommend that hair should be worn with no extremes of style or colour. Long hair should be tied back during P.E. as a matter of safety. No make up or nail varnish should be worn.

### Food in school

#### School meals

School dinners are provided for the school by the school's catering service. All the meat used in Nottinghamshire County Council school meals is provided fresh from a local butcher, Mike Maloney. Vegetarian options are provided. If your child's diet does not suit our menus due to food allergies or intolerances, religious or ethical beliefs please let us know so we can make alternative arrangements. Menus are available on our school website.

#### Family service

The children in Foundation and the infants have 'family service', where they sit around a table and are served their meal, much as at the dinner table at home. The juniors collect their meals from a serving trolley and have a choice, hence the two different menus.

#### Free school meals

All children in Reception, Year 1 and Year 2 can have free school meals. From Year 3 onwards, if you think your child is entitled to Free School Meals, you need to meet current criteria, for example if you are in receipt of certain benefits. So, it is important that you register when your child starts infant school, as you will not have to then re-register each year. This registration also releases additional funding to support your child's education, called the 'Pupil Premium'. Contact the school office for more information.

#### Dinner money

The cost for a two-course meal is £2.15 per meal, or £10.75 per week, and can be paid by cash or cheque directly to the school. Please send the correct change in a clearly labelled envelope. Books of school dinner money envelopes are available at the office priced £1.50.

#### Healthy snacks and drinks

Under the Fruit in School scheme children are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day.

Milk is free for all pupils up to the age of five and at a reduced rate for all 5-7 year olds in nursery and infant schools.

Sweets, chocolate, chewing gum, etc. are not permitted in school.





# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

Regular attendance is considered essential for children to realise their full potential. Parents are asked to notify the school if their child is absent or going to be absent in the near future. The governors are responsible for authorising absences, which they in turn pass on to the Headteacher. Notification of an absence by a parent/carer is not an official authorisation.

To help achieve good attendance, at school your child will:

- learn about the importance of punctuality and good attendance
- receive certificates from school for excellent attendance
- get into good habits around punctuality and attendance, which will help to equip them for life.

### Poor attendance

Parents/carers are committing an offence if they fail to ensure their child's regular attendance at school. Unauthorised absence can lead to a fine being issued and ultimately the Local Authority may pursue cases of poor attendance through the magistrates' courts.

### Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 24 hours following the last attack.

## Holidays

Taking time away from school can be disruptive to children's education and so, in line with government recommendations, no holidays are authorised in term time.

## Jewellery

Children may wear one small single pair of studs or sleepers. No other jewellery is permitted in order to comply with health and safety regulations. Children MUST be able to remove earrings in order to take part in P.E. and the school is unable to take responsibility for any jewellery that is lost. If you intend to have your child's ears pierced, please be aware that unless they can remove the ear-rings for PE or swimming themselves, they will not be able to take part in these sessions. The best time to have this done is at the start of the Summer holidays so they are healed by the time the children return in September.

## Clubs and activities

There are a wide variety of afterschool clubs that children can enjoy. These include:

- drama
- cookery
- homework (lunchtime)
- netball
- reading
- futsal.

## School Council

The school also has an active School Council, which is made up of representatives from every class (voted for by their classmates), from our tiniest people in Robins and Greenfinches classes to our most grown up in Owls and Swans! They meet at lunch time once a week and discuss ideas and action any jobs that need doing.

## Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

### Homework

The staff and governors of this school recognise that the effective use of homework can enhance the overall level of achievement of our pupils. We hope that parents will agree to encourage a positive work ethos and value the importance of achievement and progress through their support of their child's school work and homework.

## Special Educational Needs

Our staff and governors believe in a whole school approach to special needs and disability. We value the abilities and achievements of all our pupils, and are committed to providing, for each pupil, the best possible environment for learning. This will involve staff, parents and governors in working together as a team, sharing and striving for common goals and objectives.

### Strategies

We provide education for all pupils through a variety of access strategies including appropriate differentiation, resources, support and facilities as necessary. All pupils' individual needs are met and we actively remove barriers to learning to accommodate and value all pupils' diversity. All pupils are entitled to receive, within a suitable peer group, a broad, balanced and relevant curriculum that will ensure progression.

### Special Needs Coordinator

Our Special Needs Coordinator (SENCO), Mrs Keegans, oversees all areas of special needs and can be contacted through the school office (tel 01773 783909, e-mail office@hollyhill.notts.sch.uk.) Mrs Keegans also oversees a team of teaching assistants who support children in their learning throughout the school.

### Access

At Holly Hill we take pride in the inclusive nature of our school, and aiming to give equality of access to all our pupils, whatever their needs. We have worked hard over recent years to make all areas of the school accessible to all who enter the site, and take pains to accommodate different requirements.

## Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

# Frequently Asked Questions

## Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact the school.

## Emergency arrangements

During adverse weather conditions we will always try to keep school running as normal. However, if we are unable to get enough staff in and have to close, we will send a text to this effect and put notices on the website and local radio. If this happens, we try to do it as early as possible in the morning. We will not send texts to say we are open – just assume we are open unless you hear otherwise.

## Medicine in school

If your child requires regular, long-term medication such as an inhaler for asthma, then this should be discussed with the Class Teacher. Any inhalers brought into school for use should be clearly labelled with the child's name and dosage requirements. There may be other occasions when your child needs to take medication for a short period of time but is well enough to come to school. In these instances you should contact the school to discuss your child's needs.



# Working with parents

## Parental involvement

There are many opportunities for parents to engage and communicate with the school and find out about their child's education and development. We encourage parents to become part of the school community and work in partnership with the school to develop a positive and supportive atmosphere and a school that we are all proud to be part of.

## Voluntary helpers

The school uses voluntary helpers to enhance the curriculum, to provide support for children and staff in a range of ways and to support out-of-school activities. Voluntary helpers may include parents, governors and other members of the local community. Voluntary helpers will be required to work within the school's health and safety policy and LA guidelines. All prospective voluntary helpers will receive a copy of the "voluntary helpers in school" policy, which is available from the school office.

All regular volunteers must undertake an enhanced Disclosure and Barring Service process (previously known as CRB). The governors will bear the cost of this but the certificate will remain the property of the individual. We insist only on a sight of this once it has been received (at your address). Minor offences or those unrelated to work with children are not problems but you may wish to discuss them with the Headteacher beforehand.

### Friends of Holly Hill

The Friends of Holly Hill are always looking for new recruits, whether this is to come to every meeting or to help at one off events! They are a very friendly team and everyone and all offers of help are welcome. They also run a Facebook page (search for Friends of Holly Hill) so look out for information on there too. Contact the school office if you would like to be involved.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how he will endeavour to support your child whilst at the school.

### Child Agreement

In addition to the Home School Agreement, each class has displayed in their classroom a signed Child Agreement, stating their intentions, a signed agreement by the class teacher that states his/her intentions, and a reminder of the playground and classroom rules. All of these documents are discussed with and agreed to by the children and staff on an annual basis.

## Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

### Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.





Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Holly Hill Primary School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: [www.hollyhill.notts.sch.uk](http://www.hollyhill.notts.sch.uk), go to 'About Us' and 'Policies' to find out more.

Key policies

Some of our key policies are:

- Anti-bullying
- Teaching and learning
- Reading
- English
- Attendance
- Charging
- Uniform
- SEN
- Complaints

Step 1



Step 2



Step 3



Autumn term:

3rd September 2015 to 20th December 2015

Halfterm break; 26th to 30th October

Christmas holiday: 21st December 2015 to 4th January 2016

Spring term:

5th January to 1st April 2016

Half term: 15th to 19th February, 2016

Easter holiday: 4th April 2016 to 15th April 2016

Summer term:

18th April 2016 to 25th July 2016

Half term break: 31st May to 3rd June 2016



"From the age of about two, we knew that Blakeney had certain behavioural issues but these generally manifested themselves only at home. Although initially we saw that he had a problem, they were prepared to listen to us, and make the effort to learn about his condition. I absolutely believe that Blakeney would not be in mainstream education now were it not for the amazing care, sensitivity and understanding of the dedicated teachers at his school." *Gail and Jonathan Asher live in Selston with their sons Blakeney, nine and seven year old Freddy.*



"I feel that at Holly Hill they are being looked after almost as I would do myself, and the staff are supportive, understanding and kind. I really could not ask for anything more." *Gemma Huckerby and her children Ruby, six and Freddy, three, live in Selston.*





# No limit to learning

Head teacher: Mr Mark Eadon  
Holly Hill Primary and Nursery School, off Portland Road  
Selston, Nottingham.  
NG16 6AW

Telephone: 01773 783909  
Fax: 01773 783909

E-mail: [office@hollyhill.notts.sch.uk](mailto:office@hollyhill.notts.sch.uk)

