



HOLLY PARK  
PRIMARY SCHOOL

# Parent Information Pack

The Nursery



Dear Families,

Welcome to Holly Park! I hope you and your children will enjoy your time here, and grow to love this school as many families and children have done before. We do not claim to be perfect, but we aspire to provide the best education we can offer based on these key principles:

- A good working partnership between home and school, based on trust, mutual respect and support for what is best for each individual child
- A broad, balanced and enjoyable curriculum which promotes good progress and high achievement and which creates a lifelong love of learning
- High expectations for good behaviour, which include a focus on good manners and the importance of fairness and forgiveness
- A sense of belonging to a community which prepares each child to be a purposeful and effective member of society

We were delighted to be graded as a 'Good' School by Ofsted in November 2018. For the past four years in our self-evaluation, we have judged Holly Park to be a 'Good' school so we were delighted that the inspectors agreed with us.

The inspectors were very praising of the fact that the school leaders knew the school very well and had an accurate picture of the strengths and areas for development of the school.

There is so much to be proud of in the inspection report. We are particularly pleased that the inspectors agreed that the school's work to promote pupils' personal development and welfare is outstanding.

Other parts of the report that we are pleased about are:

- The leadership has worked successfully to raise achievement
- Members of the governing body make a strong contribution to school improvement
- Senior leaders, including governors, monitor the school very well and have an accurate understanding of strengths and areas for development
- Leaders thoroughly analyse pupils' progress
- Leadership of the early years is good
- Pupils make good progress in most subjects and attainment is improving
- The behaviour of pupils and their attitudes towards work are good
- Pupils enjoy school because the curriculum is exciting and varied
- The school is an exceptionally caring, safe and nurturing environment where every pupil is known well
- Senior leaders, strongly led by the Headteacher, have made significant improvements in all areas of the school in recent years.
- Leaders have successfully designed a broad and balanced curriculum
- The provision for pupils' spiritual, moral, social and cultural development is very strong
- The school uses the primary physical education and sport premium funding very effectively
- Pupils with SEND are well supported
- Parents have a very positive view of the school
- Governors ensure the school's finances are managed effectively
- Governors demonstrate a diligent commitment to school improvement
- Arrangements for safeguarding are effective. The school has a strong culture of safeguarding
- Teachers are very effective in establishing a positive climate for learning and have high expectations of pupils' behaviour

- The teaching of phonics is strong
- Teachers questioning is open ended and deepens pupils' understanding
- Pupils with SEND receive excellent teaching
- The school's work to promote pupils' personal development and welfare is outstanding.
- Pupils are confident learners who are happy to work well together
- The school encourages pupils to be involved in making decisions and contributing to school policy
- Pupils say they feel safe. Pupils are aware of the different forms that bullying can take but do not view it as a problem in school
- Behaviour of pupils is good
- The school is very welcoming and friendly. Pupils are proud of the school.
- In the playground pupils play well with each other
- Attendance is above average
- Staff in EYFS work well as a team to monitor children's progress and identify suitable next steps.

Of course we continue to work to ensure that we focus our efforts on attainment, achievement and progress in learning. It is my belief that every child should have the opportunity to be the best they can be - to enjoy their schooling and to achieve.

Music is a great feature of our school. The school is renowned for its Music, led by Mr Hogan, and boasts four choirs, a Wind Band, String Ensemble and Rock Band. We also offer a huge range of instrumental tuition. Performance is also a strong element of our provision, with the Year 3 Nativity, an Infant Show, a Reception Show and a Year 6 show. There are also regular class assemblies to which parents are invited.

Additionally, we do very well in sport. Our children compete in inter -school athletics competitions. Our football and netball teams compete in local leagues and tournaments and we also participate in the annual Barnet Schools' Dance Festival.

We have a very active Parent Association who organise fairs, quizzes, social evenings etc. We are extremely grateful to them for fundraising for extra school equipment and for helping us to create a strong family feel at our school.

We have a keen and enthusiastic governing body who are committed to helping me lead the school forward.

Holly Park is a fantastic local community school and I look forward to meeting you soon. As a parent myself, I really value the opinions and concerns of Holly Park parents. I hope that your child will have an exciting journey of learning in their time at Holly Park and that together we will take the school forward and make Holly Park the best it can be. This is a difficult time to have a child about to start school but we hope that we have done our best to provide as much information to you as possible through letters and the website in what is an unprecedented time in the history of education. I look forward to meeting you and your children as soon as possible

Yours sincerely



Ann Pelham  
Headteacher

# Welcome!

Welcome to the Nursery at Holly Park Primary School. We hope that you will be very happy here. This Welcome Pack aims to give you some of the information that you will need when your child starts Nursery and throughout your child's time here. If you have any questions that are not covered by this booklet, please make sure you ask one of us.

Our Nursery is situated alongside our Reception Classes. The outdoor classroom is shared by both sets of children. This provides the Nursery children with older role models and a wider range of friends. Adults from both Nursery and Reception work in the outdoor classroom. This provides great continuity when your child moves from Nursery to Reception as they will be able to spend time with adults that they are familiar with.





# Meet the Staff

These are the staff that you and your child will have the most contact with.

<p>Mrs Ann Pelham Head Teacher</p> 	<p>Miss Maria Michael Deputy Head Teacher</p> 	<p>Mrs Sally Thomas Families Co-ordinator</p> 	<p>Mrs Diana Kelly Children's Co-ordinator</p> 
<p>Miss Louise Wood Nursery Teacher</p> 	<p>Mrs Jenny Elia Nursery Nurse</p> 	<p>Miss Alison Rush Nursery Nurse</p> 	<p>Mrs Mirkjse Kastrati Nursery Assistant</p> 
<p>Mrs Lydia Dennis Nursery Assistant</p> 	<p>Mrs Angelo Moore Reception Teacher</p> 	<p>Mrs Maria Yiannaki Reception Teacher</p> 	<p>Mrs Sarah Walton Reception Teacher</p> 
<p>Miss Clare Mornington Nursery Nurse</p> 	<p>Miss Maria Klanga Nursery Nurse</p> 	<p>Mrs Andrea Needham Pupil Welfare Officer</p> 	<p>Miss Michelle Hounslow School Administrator</p> 
<p>Mrs Emma Fitzpatrick Key Leader for Early Years and Key Stage 1</p> 		<p>Mrs Janis Hassan School Business Manager</p> 	

# The Nursery Day

Breakfast Club	Morning Session	Lunch Time	Afternoon Session	After School Club
7.45--8.45	8.45-11.45	11.45 – 12.45	12.45-3.45	3.45-6.00

If your child is attending the morning session, please walk to the wooden gate, signposted Early Years and wait outside. This gate will be opened at 8.45.

At the start of your Nursery session, you need to wait outside the Nursery doors until a member of the Nursery staff welcomes you in.

The Nursery can be accessed by two doors; one has a yellow handle, the other has a blue handle. Inside the Nursery, there are two carpet areas on which the children sit for stories and songs. These carpets are called the 'Yellow Carpet' and the 'Blue Carpet'. If your child is on the Yellow Carpet, you would access the Nursery via the door with a yellow handle. If your child is on the Blue Carpet, you would access the Nursery via the door with the blue handle.

## Collecting at the End of the Session

11.45	end of morning session	The gates will be open at 11.40. Please walk straight to the Nursery and wait outside your child's door.
12.45	end of lunch session	The gates will be open at 12.45. Please walk straight to the Nursery and collect from the conservatory.
3.45	end of afternoon session	The gates will be open from 3.20. Please walk straight to the Nursery and wait outside your child's door.
6.00	end of after school club	You need to buzz on the buzzer and say who you are collecting. Please walk straight to the Nursery and collect from the conservatory.

## Collecting During the School Day

You will need to buzz the buzzer and say who you are collecting. You can then go straight to the Nursery and speak to a member of staff there. You will need to sign to say that you are taking your child away from the school premises.

## Arriving Late to Nursery

You will need to buzz the buzzer on the main gate, then take your child straight to the Nursery where you will need to speak to a member of staff to let them know that your child has arrived and sign them in as the register will have already been taken.

# The Foundation Stage Curriculum

All children who attend Early Years provision will be working within the Early Years Foundation Stage (EYFS) Curriculum; this includes maintained schools, non-maintained schools, independent schools and other providers on the Early Years Register eg childminders.

We believe that children learn best when they are encouraged to display the 'Characteristics of Learning' which are described in the EYFS curriculum guidance.

Playing and Exploring	Finding out and exploring Playing with what they know Being willing to have a go
Active Learning	Being involved and concentrating Keeping on trying Enjoying achieving what they set out to do
Creating and Thinking Critically	Having their own ideas Making links Choosing ways to do things

Our provision is set up to enable children to demonstrate the characteristics of learning. They have free access to resources and activities throughout their session. They are able to choose if they play indoors or out. Most importantly, we have well trained adults who enable children to make progress in their learning through their interactions, observations and knowledge of the curriculum and in planning your child's next steps.

We believe that play is an important and essential part of a child's development and forms the basis of learning and teaching at this stage. Purposeful play encourages many skills, including independence, co-ordination, experimentation, decision making, sharing and turn-taking amongst others.

At Holly Park, our aim is to enable your child to become a confident, independent, life-long learner.



# The Foundation Stage Curriculum

The Foundation Stage Curriculum ensures that children are accessing a rich and varied curriculum through seven areas of learning. They are as follows:

Prime Areas	Specific Areas
Personal, Social and Emotional Development	Mathematics
Communication and Language	Literacy
Physical Development	Understanding the World
	Expressive Art and Design

Our provision enables children to work on these curriculum areas by experiencing a wide range of activities in both the indoor and outdoor classrooms.



## Reading

Once your child is settled into Nursery, they will start to bring home a book each week in their book bag. In your child's book bag you will also find ideas of ways to support your child's reading development. You are welcome to drop into Nursery any time you like to change your child's book and share a reading experience with them. In the Autumn Term we will invite you to a Parent Workshop where you kind find out more ways to support your child at home.

Please make sure your child has their book bag in school every day.



# Settling In

## Home Visits

Before your child starts at Holly Park Nursery, they will be visited at home by two of our Nursery Staff. This gives you and your child the opportunity to get to know some of the people who will be working with them, and a chance to discuss your child and ask any questions you may have.

## Settling In

For the first few weeks of your child's time at Nursery we encourage you to spend as much time as you need to enable your child to feel settled and secure. This can be in various forms depending on the needs of your child;

- Staying with your child in the Nursery class
- Waiting in the Family Room for the duration of your child's Nursery session
- Staying with your child until they are settled, and then going away from Nursery
- Dropping off and leaving them for their session



## Extended Hours

Breakfast Club	Morning Session	Lunch Time	Afternoon Session	After School Club
7.45-8.45	8.45-11.45	11.45 – 12.45	12.45-3.45	3.45-6.00

### Free Entitlement

All three and four year olds are entitled to 15 hours of free childcare each week. Your child will be allocated 5 morning or 5 afternoon sessions per week. Parents who qualify for 30 hours of free childcare should speak to the school to arrange this.

You will be asked for your preference of morning or afternoon places. We aim to please everyone, but this is sometimes not always possible and we may ask you to take an alternative time.

### Additional Paid Places

If you wish to pay to add any additional hours to your child's free entitlement, it may be possible to arrange this. You would need to arrange this in advance and it would be subject to a half-term contract. This must be paid at the beginning of each half term, when you receive the invoice and can be paid with cash, cheque or Childcare Vouchers. If you are interested in this, please speak to one of the Nursery staff or Mrs Hassan, the School Business Manager.



# Keeping Healthy

## **Illness**

If your child is ill, please telephone the school office on 0208 368 1434 on the first day of absence to inform us. Children who have had a stomach bug or sickness should be clear of symptoms for 24 hours before returning to Nursery.

## **Medicine**

If your child requires regular medicine, such as an asthma inhaler, you will need to complete a consent form and bring the named medicine to school. We are only able to give medicines that have been prescribed by a doctor. If your child needs any other prescribed medicines, you would need to sign a medicine permission form, available from the school.

## **Illness at School**

Young children can become ill quickly and this could happen at Nursery. If your child becomes ill, we will contact you immediately and ask you to come and collect them. It is **vital** that we have the correct emergency contact details for you. You need to keep us informed if you, or your emergency contacts, change phone numbers. It is very distressing for young children to be at school when they are very poorly and want the comfort of their own parents.

## **Nits and Head Lice**

Nits and head lice are an unfortunate hazard in schools. To prevent the spread of head lice, please make sure any long hair is tied back and that you check your child's hair regularly. Even very short hair can be a breeding ground for the little pests!

## **Appointments**

Please try to arrange for appointments to take place during times when your child is not at Nursery. Your child will be missing vital, planned learning if they miss their session.

## **Changing Clothes**

If your child wets, soils or dirties their clothes we will change them into clean, dry clothes. Your own clothes will be returned to you in a plastic bag. Please make sure that you wash, dry and return the borrowed clothes as soon as you can so that they may be used by another child. We have a very limited supply of clothes and occasionally run out!

## **Birthday Treats**

Birthdays are very exciting for little children and it is nice to celebrate with friends. If you would like to share something with friends, we would ask you to bring a book or a game for the children to enjoy. We ask that you do not send cakes or other goodies into school. We have many children who have a wide range of allergies to different foods, eg wheat, milk, nuts, and we would rather not exclude them from any celebrations.

## **PE Kit**

Nursery children do not need a PE Kit.

# Parents as Partners

## Helping in School

We welcome parents and carers coming in to school to support learning. To minimise anxiety in young children, we ask parents and carers to support in other classes around the school, rather than in Nursery.

## DBS Check

If you think that you would like to come into school at any time – to help out, or to support on trips, you will need to have registered with the Disclosure and Barring Service (DBS). To do this, please bring some official ID and two proofs of address to Mrs Hassan (School Business Manager) who will arrange this for you. It is worth doing in advance so that you are eligible to help out now, or in the future.

## PTA - The Friends of Holly Park

Every parent is automatically a member of the The Friends of Holly Park, the PTA. You are invited to attend termly PTA meetings held at the school, where your ideas and time will be most welcomed. The PTA organise social events for parents, events for the children and fundraising activities. Each class at Holly Park needs a Class Rep ..... this could be you! The role requires someone to be a friendly face to other parents, perhaps to organise a Mums or Dads Night Out and to be aware of and attend PTA events. This role is a great way to get to know other parents.

## Jewellery

We encourage children to wear as little jewellery as possible. We do not want to cause distress by items being lost or broken. Some items are allowed:

- Earrings must be plain studs
- Items of religious significance, such as a Star of David, Cross, the 5Ks must be worn under the child's clothing.

## Pupil Premium

If you are in receipt of some benefits, your child may be eligible for a Pupil Premium. Please see the letter and form enclosed in this pack.

## Names

You must make sure that your child's clothes are clearly labelled with their name. Every child at Holly Park wears the same and it is impossible to distinguish which clothes belong to whom. Uniform is expensive and we don't want you to lose it!

## Outdoor Classroom

Your child will have free access to the outdoor classroom whatever the weather. Please make sure that they are appropriately dressed, including a coat and sensible shoes. Whilst we provide aprons to protect clothes, Nursery children often get their clothes dirty – this is normal and expected!

# Food and Drink

## **Fruit**

Each day we like to offer cut up fruit for a sharing platter, from which the children can help themselves when they need a snack. Please bring in two pieces of fruit per week to enable us to continue this for the children.

## **Snacks**

Children in Nursery do not need to bring other snacks.

## **Water**

Children have free access to drinking water throughout the day. If you would like to bring additional water for your child, this must be in a **named** bottle.

## **School Dinners**

If your child is staying for lunch, you can choose for them to have a school dinner. You will need to pay an additional cost of £2.34 (price correct June 2020) per day in advance. Please pay online through 'School Money'. If you need any help with using system this please see Miss Hounslow in the school office.

## **Packed Lunch**

If your child is staying for lunch, you can choose for them to have a packed lunch, prepared by you at home. Please bring this in a packed lunch box each day to the Nursery. Please make sure that the lunch contains NO NUTS (eg in cereal bars, chocolate spread, peanut butter or actual nuts) as we have children with severe, life-threatening allergies.

## **After School Club Tea**

If your child is staying for After School Club, you can pay for them to have 'tea'. You can pay for this as part of your 'additional hours contract'.

You could also choose for your child to have a packed tea, prepared by yourself at home. You would need to bring this in a packed food box. Please make sure that the food contains NO NUTS (eg in cereal bars, chocolate spread, peanut butter or actual nuts) as we have children with severe, life-threatening allergies.



## HOLLY PARK NURSERY PRICING

Nursery sessions are based on £7.50 per hour

7.45 – 8.45	Breakfast	Must be paid for if wanted	£7.50
8.45- 11.45	Morning Session	Free as part of 15 hours or 30 hours	Can be paid for as an extra if space is available at £22.50
11.45 – 12.45	Lunch	Must be paid for if wanted (30 hours children have priority)	£7.50 + cooked lunch at £2.34 Children can bring packed lunch or go home
12.45- 3.45	Afternoon Session	Free as part of 15 hours or 30 hours	Can be paid for as an extra if space is available at £22.50
3.45 – 6.00	Nursery After School Club	Must be paid for if wanted	£16.90 (nursery) + meal at £2.34 Children can bring packed tea
3.30-6.00	Reception After School Club	Must be paid for if wanted	£18.75 (reception) + meal at £2.34 Children can bring packed tea

# FREQUENTLY ASKED QUESTIONS-NURSERY

## **“How can I get more involved in the school?”**

There are several very useful ways to help out at school:

- Supporting our PTA. This is a great way to help the school. Every parent and carer is automatically a member of the PTA, and is invited to all events. We do rely on volunteers to help plan, organise and/or run these events, and many hands make light work. We have PTA meetings each term, and when more people attend, we have more ideas for fun events, and everyone has less work to do! One of the benefits of getting involved in the PTA is the social opportunities it presents, as it has allowed for some very good friendships to be built between parents
- Helping out in class. We are very pleased when parents ask to help out in class. Experience has taught us that it is not a good idea for parents to help out in their own child's class, as it can be very distracting for that child, and so we ask you to help elsewhere in the school. All parent helpers do have to a Disclosure and Barring Service (DBS) check.
- Volunteering to help out with trips and visits

## **“Can the children bring sweets in to share with their classmates when celebrating their birthdays?”**

For many years in schools, this was common practice. Times, however, have changed, and there are compelling reasons for us to reconsider this. Whilst we recognise that birthdays are times of celebration, we would prefer it that sweets are not brought into school, partly because of increasing numbers of childhood allergies to a number of ingredients, but also because we aim to be a healthy school. If you would like to mark your child's birthday in some way, then a gift of a book, or indeed books, for the classroom library would be very much appreciated.

## **“What jewellery can my child wear at school?”**

We encourage the children to wear as little jewellery as possible. We do not want to run the risk of items being lost during the day, as this will cause extra work, and possible upset. Some items are, however, allowed, as long as the following conditions are met:

- ✓ Earrings must be plain studs.
- ✓ Items of a religious nature, such as a Star of David or the 5 Ks, must be hidden under the child's clothing.
- ✓ Watches are allowed in school, although they should be cheap, and of no sentimental value as they may get lost or broken.

## **“Can we bring our dog into the playground?”**

Although we are great fans of dogs, and think it is a good idea for children to care for and learn about pets, it is not practical to allow them in the playground, as if each family had a dog, and decided to walk them into school, we could have well over 200 dogs crowding the playground!

Also, although the vast majority of dogs are placid and loving, a small number can be aggressive and occasionally dangerous, and it is for this reason that we must ask you not to bring them into the school grounds, as it would be unfair to have a rule that discriminated against certain families simply because of the breed of dog they own.

Our school dog, Poppy, is an exception to this and we have carried out risk assessments and have a policy in place for her being a part of our school.

## **“Can we use the school's car park?”**

The car park at the front of the school is for the sole use of staff and visitors to the school, unless agreed in advance with Mrs Pelham. Parent parking would not be fair, as we cannot offer it to all families.

### **“Should I speak to another child if there has been a problem that has affected my child?”**

We are keen that any problems between pupils are dealt with quickly and effectively by the school. We do not think it is appropriate for parents to approach another child to tell them off, or question them, for something that has happened in school. From any child's point of view, this can be distressing and intimidating and it can also often make matters worse.

If there is a problem, your first point of contact should always be the child's key worker. They will most often be able to reassure you that the problem was dealt with appropriately. Mrs Fitzpatrick would also be someone you could approach in her role as Key Leader, or Mrs Thomas our Families Co-ordinator. If there are still questions or concerns following this, you could make an appointment to see Mrs Pelham or Miss Michael.

### **“Can my child play on the playground equipment before and after school?”**

We ask that you **do not** allow your child to play on the equipment before the start of school or at the end of the day. We have strict rules and expectations for the use of the equipment during playtimes and lunchtimes and it would not be possible to enforce these rules outside of these times.

The school takes **no responsibility** for unauthorised use of the equipment.

### **“What bags and equipment should the children bring into school?”**

- ✓ **Reading folders:** Every child should have one of our school reading folders. These will be used to transport books and letters to and from school.

In addition, the children will need a coat appropriate to the time of year, and if they have packed lunches they will need to bring their lunchbox every day.

There are, however, several items we do **not** want brought into school:

- ✗ **Pencil cases:** We already supply the children with all the writing and drawing equipment they need in school. Pencil cases are unnecessary, and just add to the amount of clutter. Also, some children bring in expensive gel pens etc, which often go missing and cause a lot of fuss, but which are not needed for school work.



## **HOLLY PARK PRIMARY SCHOOL NURSERY UNIFORM**

### **All children**

Grey jogging bottoms, trousers or grey school skirt

Holly Park School red polo shirt

Holly Park School red sweatshirt

Red, white or grey socks or tights

Plain black shoes or boots (Velcro or secure slip-on shoes) **NO TRAINERS**

Red, green, white or black hair accessories

### **Summer uniform**

Green and white checked dress

Grey shorts

Red cardigan

White socks

Plain black shoes **NO TRAINERS**

White or black sandals **with secure fastening**

Red, green, white or black hair accessories

A cap to protect from the sun

All children will also need a reading bag

Jewellery should **not** be worn to school. Stud earrings or jewellery with religious significance only is permitted.

**\*No other items of clothing should be visible under the red polo shirt.** If a child is cold they should wear a short sleeved vest and their sweatshirt on top,

**No** zip up tops/jackets should be worn.

**No** hooded tops should be worn

Holly Park uniform with a logo is available from:

**Braggs School Outfitters,  
341 Ballards Lane,  
North Finchley N12 8LJ  
Tel: 020 8445 3945**

[www.braggsschoolwear.co.uk](http://www.braggsschoolwear.co.uk)

# SCHOOL UNIFORM FOR NURSERY CHILDREN

	
Grey school trousers or grey jogging trousers	Grey school skirt
	
School sweatshirt with logo	School polo shirt with logo
	
Girls Summer Dress (green and white check)	Reading bag

Please note that trainers are **not** part of our uniform.





Dear Parents/Carers,

### **Nursery Children and Pupil Premium**

A few years ago, the government introduced a new funding stream in schools in order to provide extra support and provision for some pupils this was called - Pupil Premium, and was available for pupils in Nursery to Year 6.

If you are receiving welfare benefits then your child may be eligible for this funding. This funding is worth £300 per nursery child. Registering for Pupil Premium could raise an extra £300 to help support your child. In the rest of the school we have used Pupil Premium money to fund valuable support like extra support, additional teaching staff, and extra resources. Parents only have to register once and then funding continues for a further 6 years. From Reception upwards the funding is £1,300 per pupil.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form attached. It is therefore important to sign up so that we receive as much funding as possible. We need to know who is eligible so that we can claim additional money to help support your child – this money is called Pupil Premium.

If you register for Pupil Premium and your child is eligible, then they will definitely receive **extra support at school** and you will also be eligible for a **50% discount on all school trips**, paid for with the Pupil Premium money.

We ask that if you think that the information above applies to you that you fill in the attached form. This is important so that we can continue to register pupils who attract pupil premium.

Please return the form in an envelope marked for the attention of Miss Hounslow. All registration forms are treated in the strictest confidence. We would like all forms returned as soon as possible. If you have any questions, please contact the school office.

Yours sincerely

Ann Pelham  
Headteacher

## REGISTRATION FORM –PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school as soon as possible.

Child's last name	Child's first name	Date of Birth

Parent 1	Parent 2
Last name	Last name
First name	First name
Date of birth	Date of birth
National Insurance number	National Insurance number
Home phone number	Home phone number
Mobile number	Mobile number
Address	Address
Postcode	Postcode

Please tick the box if you are in receipt of any of the benefits listed below:

- ☐ Income Support
- ☐ Income-based Jobseekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- ☐ the guarantee element of State Pension Credit
- ☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- ☐ Working Tax Credit run-on
- ☐ Universal Credit.

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date: .....

**Thank you for completing this form and helping to make sure our school is as well funded as possible.  
Please return as soon as possible, and by the end of September at the latest.**



## Attendance at Nursery

We are delighted that your child has a place at Holly Park Nursery.

Attendance at Nursery is very important to us at Holly Park as we believe that if we get attendance right in the Early Years then we are laying good foundations from which to build on.

Attendance at any educational provision is extremely important for all children so that they can achieve as well as possible. The government expectation is that attendance for each pupil should not fall below 96%.

Holly Park acknowledges that each family's circumstances are different and we try to work in partnership with parents and carers to provide the best education for every child. Pupils' welfare is of paramount importance to us, and we believe that regular school attendance throughout the year is essential for children's success and fulfilment.

Particularly in Nursery it is essential that children get into good habits and routines with attendance.

Research shows that children with -

- Below 90% attendance (19 days absence) have less chance of academic success than their peers
- Below 80% attendance (38 days absence- this is more than half a term of schooling) there is serious concern about their academic success

At Holly Park we track and monitor the attendance of all our pupils including Nursery.

**Whilst nursery education is not compulsory or statutory, if a parent chooses to take up a nursery place and then their child has absence in excess of 10 nursery sessions, the school is at liberty to take the place away and offer it to another child.**

We look forward to working with you on attendance in a positive way and we hope that we will have your support.

# Welcome to Caterlink

WE WOULD LOVE TO BRING OUR  
FRESH FOOD TO YOUR SCHOOL!

## GREAT THINGS WE DO EVERY DAY



**LOCAL SUPPLY** - We source all of our fresh ingredients including meat, fruit and vegetables and dairy products from local suppliers.

**ORGANIC** - We only use Organic milk in all our recipes. We also source a percentage of organic meat, fruit and vegetables in line with Food for Life, Silver and Gold Requirements

**UK RED TRACTOR** - We only source fresh meat which is British and Red Tractor accredited. This means that meat products are fully traceable from farm to fork.

**LEAF** - We source LEAF accredited fruit and vegetables, the LEAF accreditation means that farmers have adhered to an approach which ensures sustainable farming for the future.

**FAIRTRADE** - All sugar, tea, coffee, cocoa, fruit juice and bananas are Fairtrade as standard on our menus.

**FREE RANGE** - We make sure all of our Pork and eggs are RSPCA Assured 'Free Range Freedom Food'

**MSC FISH** - We responsibly source fish and will bring this approach to your school. All of our fish is sourced from sustainable sources in line with guidelines set by the Marine Stewardship Council. All of our Tuna is pole and line caught and we do not source any fish that is on the Fish to Avoid list.

Caterlink,  
TVP2, 300 Thames Valley Park Drive  
Reading  
Berkshire, RG6 1PT  
01189 356702  
sales@caterlinktd.co.uk  
www.caterlinktd.co.uk



**caterlink**  
feeding the imagination

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Week One**

20-Apr  
11-May  
08-Jun  
29-Jun

Option 1	Macaroni Cheese	Beef Burger with Wedges	Roast Chicken with Roast Potatoes & Gravy	Bolognese with Penne Pasta	MSC Breaded Fish with Chips
Option 2	Lentil and Sweet Potato Curry with Rice	Quorn Burger with Wedges	Lentil & Tomato Whirl with Roast Potatoes	Soya Bolognese	Vegetable Party with Chips
Vegetables	Cauliflower Broccoli	Rainbow Slaw Mixed Salad	Carrots Roast Vegetables	Sweetcorn Baked Tomatoes	Baked Beans Peas
Dessert	Mixed Fruit Crumble with Cream	Lemon Drizzle Cake	Fresh Fruit & Yoghurt Station	Chocolate & Orange Cake with Choc Sauce	Vanilla Shortbread

Or a choice of Yoghurt & Fresh Fruit available daily

**Available Daily:**  
- Freshly cooked jacket potatoes with a choice of fillings (where advertised)  
- Bread freshly baked on site daily  
- Daily salad selection

**Week Two**

27-Apr  
18-May  
15-Jun  
06-Jul

Option 1	Vegetable Pasta Bake	Chicken Sausage Roll with Wedges	Roast Turkey Roast Potatoes & Gravy	Chicken Fajitas with 50/50 Rice	MSC Fishfingers/ Salmon Fishfingers with Chips
Option 2	Vegetable Tagine with Couscous	Vegan Mexican Roll with Wedges	Quorn Roast Fillet with Roast Potatoes & Gravy	Vegetable & Bean Fajitas with 50/50 Rice	Spanish Omelette with Chips
Vegetables	Sweetcorn Broccoli	Peas Carrot & Beetroot Slaw	Carrots Green Beans	Summer Roasted Vegetables	Baked Beans Peas
Dessert	Chocolate & Beetroot Brownie	Iced Sponge	Fresh Fruit & Yoghurt Station	Apple Sponge & Custard	Spanish Cookie

Or a choice of Yoghurt & Fresh Fruit available daily

**ALLERGY INFORMATION:**  
If your child has an allergy or intolerance please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination.

**Week Three**

04-May  
01-Jun  
22-Jun  
13-Jul

Option 1	Cheese & Tomato Pizza with Potato Salad	Lemon Turkey Stuffed Pitta Pouch with Couscous	Roast Chicken Drumsticks, Roast Potatoes & Gravy	Spaghetti Lasagne with Garlic baguettes	MSC Fishfingers with Chips
Option 2	Summer Vegetable Risotto	Tomato & Vegetable Pasta	Vegetable Wellington, Roast Potatoes & Gravy	Soya Mince Lasagne with Garlic Bread	Cheese & Potato Wheel with Chips
Vegetables	Sweetcorn Peas	Tomato & Onion Slaw Carrot Sticks	Carrot Cabbage	Broccoli Sweetcorn	Baked Beans Peas
Dessert	Banana Chocolate Oaty Square	Marble Cake & Custard	Fresh Fruit & Yoghurt Station	Orange Drizzle Cake	Peaches/ Mandarins & Ice Cream

Or a choice of Yoghurt & Fresh Fruit available daily



## Special Diet / Allergy Form

We are committed to providing meals for children needing special diets for medical requirements, where possible. Caterlink work closely with their suppliers and aim to be as accurate as possible but it must be noted that they can only be guided by the information the suppliers provide, similar to the process of a parent catering for a child's special diet.

It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change, therefore please ensure this form is fully completed.

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician), It is important the unit manager and kitchen team or serverly supervisor have met the child requiring the special diet to ensure they give the right meal to the right child. **This form must be handed into the school (not the Caterer) and discussed with them.**

PUPILS DETAILS					
Child's Name					MALE / FEMALE
Class					
Date form issued to the school and to who					
Diet required or Allergy information <i>please circle</i>	Peanut	Milk	Crustacean	Soybean	Fish
	Celery	Nuts	Sesame Seeds	Mustard	Lupin
	Eggs	Molluscs	Gluten	Sulphites	Other*
*Other – please state					
SCHOOL DETAILS					
Name of School					
School Address (in full)					
Production kitchen address (if different to school)					
Mid Day Supervisor or School contact regarding special diets / allergies					
PARENT/GUARDIAN DETAILS					
Main Contact Name & relation to child					
Main Contact - Phone Number(s) / E-mail address					
Second Contact Name & relation to child					
Second Contact Phone number					
OTHER INFORMATION					
Has a photo ID form been completed and issued to the kitchen?					
Has the unit manager been informed?					
If Epipen / Medicine is needed who is to be contacted and is it kept on site					
Data Protection - please tick where you agree / give permission					Tick
I'm happy for my child's allergen information and photo (where provided) to be passed to the Caterlink to enable them to assist the school in correct food provision					
I'm happy for my child's allergen information and photo (where provided) to be displayed next to the main serverly area to enable the catering staff to check allergy information					

# Parent Code of Conduct

## **We expect parents, carers and visitors to:**

- Respect the caring ethos of our school
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that **all** members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.
- Avoid use of mobile phones when on the school site – e.g. when collecting or dropping off children, when talking to staff, at shows & concerts, at meetings or parent consultations.
- Collect children on time at the end of the school day or from clubs and after school care. If parents are unavoidably delayed we would expect a phone call to keep us informed.
- Dress appropriately when on school grounds.
- Take responsibility for the behaviour of other siblings who do not attend Holly Park.
- Show respect for school procedures and follow instructions at concerts, shows, sports days and other events. e.g. not talking during concerts, turning mobiles off, not putting photos/video on social media. These instructions are given in the best interests of the children and for reasons of health and safety.
- Refrain from putting images of Holly Park children (other than their own if they wish) on the internet or social media.
- Think about the health and safety of our pupils and refrain from parking or pulling up onto the zig-zags outside the school during restricted hours. They should also refrain from parking in the staff car park.

## **In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carers or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school on Facebook, Twitter, Whatsapp or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- The use of verbal aggression or abusive language towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises.
- Siblings who do not attend Holly Park should not be wandering around the school playgrounds, entering school buildings or showing aggressive behaviour (physical or verbal) to other parents, pupils or staff.



## Anti-Bullying at Holly Park

Holly Park aims to ensure that all members of the school community feel welcome, safe and happy and so are able to learn and achieve. Bullying of any kind prevents this from happening. Bullying makes people feel unsafe.

As a school, we take bullying seriously. Pupils, parents and staff should understand that reporting bullying is essential, and be assured that the school will support them fully whenever bullying is reported. It is the responsibility of all members of the school community to implement the Anti-bullying policy.

### What is Bullying?

Bullying is not always easy to define, however most cases include:

- Constant and deliberate hostility and aggression towards a victim
- A victim who is less powerful than the bully
- An outcome which is always painful and distressing to the victim

### Our school definition of bullying is:

“Bullying is a repetitive series of actions, carried out on purpose, and designed to hurt someone’s feelings and make them feel ashamed of who or what they are. We will not accept it at Holly Park” *Holly Park School Council, April 2012*

### A recent court case defined bullying as....

‘The actions of an individual or group, that causes suffering to a less powerful individual or group – whether physical or mental – over a sustained period of time.’

### There are different kinds of bullying :

- **Physical** – Pushing, kicking, hitting, pinching, any kind of physical aggression and damage to or appropriation of a person’s property
- **Verbal** – Name calling, tormenting, threats, threatening gestures, ridicule, humiliation or the use of put-down comments or insults e.g. with regard to another child’s family, their race, their (perceived) sexuality, gender, personal cleanliness etc, deliberately lying about what other people have done or deliberate exclusion from activities and friendship groups
- **Racist** – Racial taunts, graffiti and gesture
- **Sexual** – Unwanted physical contact, sexually suggestive comments, or homophobic comments
- **On line** – On line bullying is an extension of bullying behaviour. It involves technologies and online communication such as mobile phones, facebook, snap chat etc. It often involves quite a wide audience.
- **More subtle forms** can include nasty looks, emails, texts, anonymous phone calls and pointedly laughing/giggling at or whispering about someone. It can include intimidation and threatening behaviour, including blackmail

### The Holly Park School Council agreed that whatever its form, bullying consists of the following factors:

- It is ongoing and frequently repetitive, and takes place over a period of time
- It is deliberate
- It is based on a difference in power (age, strength, confidence, number of friends, etc)
- It has a serious effect on the target, including feeling ashamed, feeling like they don’t want to be at school, or feeling that they wish they could disappear completely

**Effective anti- bullying practice gives all children the assurance that they are cared for in a safe and friendly environment.**

## Aims and objectives

- We aim to create a safe and secure environment where all can learn without anxiety.
- We aim to provide a consistent school response to any bullying incidents.
- We aim to make all those connected with the school aware of our opposition to bullying.
- We aim to make clear each person's role with regard to preventing bullying at our school

## Our Anti- Bullying Charter

- We will work to ensure that everyone believes in themselves and has respect for themselves
- We will promote tolerance and respect including respect for difference and diversity
- We will take bullying seriously
- We will work to ensure that our school community knows what bullying is
- We will make sure that everyone knows that bullying is unacceptable at our school
- We will make sure that children who experience bullying know how to get help
- We will offer children who bully help to understand the consequences of their actions
- We aim to respond to bullying consistently
- We will work together to do all we can to prevent bullying at our school
- We will contribute to local and national anti- bullying events
- We underpin our responses to bullying by having
- Positive leadership from staff about how bullying is dealt with
- Periodic consultation with children to find out what bullying occurs, when, where and by whom
- Mixed age activities throughout the year – e.g Buddy systems and House Challenges
- Follow up with victims of bullying and bullies themselves

## What we are doing at Holly Park

At Holly Park, we use the Restorative Approach when dealing with problems and when managing unwanted behaviour. The emphasis of the Restorative Approach is placed on affecting *real change*, above the need for blame and punishment. By doing this, we are able to create an environment where children have the opportunity to reflect upon and change their behaviour. Children feel a sense of fairness because they can explain things from their point of view and they feel listened to whilst also understanding how their behaviour has affected others.



### Anti Bullying Award – Highest level of Award

Last year we decided that we would sign up to be part of the Anti-Bullying Alliance new project called 'All Together'. It is a whole school approach and makes a school reflect on how it tackles bullying. The programme included online staff training, pupil well being audits, adjusting policies. Assemblies, the restorative approach, audits, resilience programmes etc.

The work covered a whole academic year. In July we submitted our evidence and awaited a response. Schools could have been awarded a bronze, silver or gold award depending on what they had done. I am delighted to tell you that Holly Park was awarded the GOLD award for anti-bullying. The assessors said 'Thanks for all the work you've done on the All Together programme. I'm very happy to let you know that you've done a great job of demonstrating your work to reduce bullying and we're awarding you All Together School GOLD status'

At Holly Park we participate in Anti- Bullying week and there are opportunities for pupils to undertake work on bullying issues from EYFS to Y6. The anti- bullying message is evident.

All staff receive annual training and key staff will receive training in specialised Anti- Bullying strategies – e.g Circle of Friends, Solution focused approaches and Peer Mediation.

### To children who experience bullying:

- We will assure them that the issue will be taken seriously
- We will intervene (informed by the victim) in a way to avoid escalating the problem
- We will monitor and review

#### **To those who bully:**

- We will hold them to account for their behaviour
- We will face them with the harm they have caused
- We will give direction to help them behave in ways that do not cause harm
- We will offer steps they can take to address the harm they have caused

#### **To the bystanders or those affected by the incident:**

- We will aim to give them skills to show them how they could have intervened effectively
- We will involve them in the reparation process
- Restorative Justice is one method of intervention we may use

#### **Those who have been harmed need:**

- Someone to listen
- Space to think and calm down
- Be informed of progress
- The person who has harmed them to understand and acknowledge the effect of their actions
- A sincere apology
- If possible for things to be put right
- Reassurance that it won't happen again
- A sense of justice
- A feeling of being in control

#### **Those who have caused harm need:**

- Time to think
- Someone to listen to their story
- To be able to explain themselves
- A chance to apologise
- To be able to put things right
- Reassurance that the matter is finished and that they can move on

**For restorative justice to work, all pupils should be treated with respect, there needs to be good communication, a focus on problem solving, all are involved in decisions about a way forward and there is a willingness to listen to others.**

Our Anti Bullying Governor is Kate Tress.

## **What to do if you think your child has been bullied**

If an allegation of bullying has been brought forward by a parent, and not witnessed by the school then there will be an initial period of investigation – including observation and speaking to the children involved. The parents will be informed of the outcome. If the allegation is believed to be true then it will be dealt with as above. If it is not believed to be true then we will continue to monitor for an extended time.

In more extreme cases, for example where initial discussions have proven ineffective, the Headteacher may contact external support agencies.

In all instances an 'Allegation of bullying' form will be completed by the school. This includes details of what has happened, actions so far, who is involved and future actions.

After initial discussion and action (if bullying IS happening) then there will be a review meeting approx two weeks later to see how things are progressing

If staff become aware of any bullying taking place between members of a class, they deal with the issue immediately. The staff member will inform the Deputy Head or Headteacher. There will be support for both the victim of the bullying and the bully, and punishment for the child who has carried out the bullying. We spend time talking to both children: we explain why the action was wrong, and we endeavour to help the bully change their behaviour in future. The parents of both children are informed.

**You can read Holly Park's [Anti-Bullying policy](#) in full on the school website**



HOLLY PARK  
PRIMARY SCHOOL

## **CODE OF CONDUCT**

- We are all respectful towards each other
- We take responsibility for our actions
- We treat others with kindness and care
- We maintain a positive attitude
- We try hard in all that we do
- We are honest



# GDPR privacy notice for pupils and their families

## Who processes your information?

Holly Park is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. **Ann Pelham** acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 02083681434 or [head@hollypark.barnetmail.net](mailto:head@hollypark.barnetmail.net)

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Holly Park upholds are imposed on the processor.

**Darrell Smith (from TURN IT ON)** is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01865 597620 (Option 3) email - [dpr@turniton.co.uk](mailto:dpr@turniton.co.uk)

## Why do we collect and use your information?

Holly Park holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

## Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers (Unique Pupil Number UPN) and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal / Pupil Premium eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information including allergies
- Information relating to SEND (Special Educational Needs and Disabilities)
- Behavioural information – e.g. number of temporary or fixed term exclusions

- Safeguarding Information (including court orders and professional involvement)
- Permissions information – e.g films, local area walks, trips, use of Internet
- Photographs

### **Collecting Pupil Information**

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Holly Park School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis,

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This includes the following:

- Names, DOB, UPN for assessment registration
- Name, DOB, UPN number, address, ethnicity, religion, language, country of birth, FSM entitlement, proficiency in English, Pupil premium entitlement, gender, nationality, service child information, SEND information, attendance data and exclusion information for the school census.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Holly Park School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.

- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Holly Park will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The Department for Education (DfE)
- The NHS

The information that we share with these parties includes the following:

- Name, DOB, UPN number, address, ethnicity, religion, language, country of birth, FSM entitlement, proficiency in English, Pupil premium entitlement, gender, nationality, service child information, SEND information, attendance data and exclusion information

For reasons of efficiency and communication, the school will share personal information with your consent with:

- Teachers to parents text service – this will be your mobile number and e-mail address
- School money – this will be your e-mail address

#### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Hassan in the school office – 02083681434 or [office@hollypark.barnetmail.net](mailto:office@hollypark.barnetmail.net)

#### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

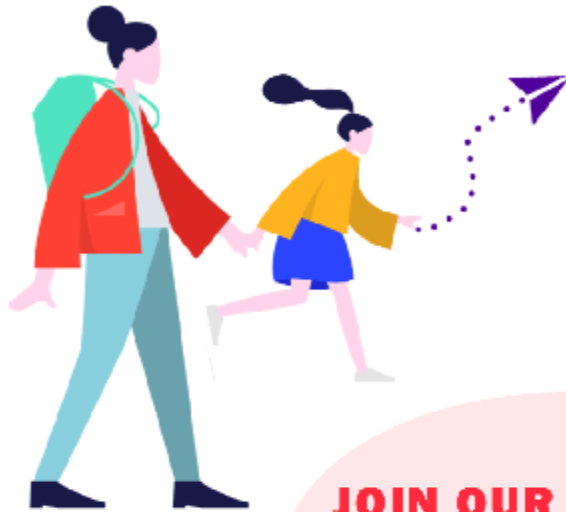
- Be informed about how Holly Park uses your personal data.
- Request access to the personal data that Holly Park holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Holly Park and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

#### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website to download our [GDPR Data Protection Policy](#).



## NEW TO OUR SCHOOL COMMUNITY?

**JOIN OUR LOTTERY!**  
Help boost school funds  
Win up to £25,000

- Join now for just £1 per week
- Cash prizes every week
- A fun way to support this school
- Win up to £25,000



To start supporting, visit:

**[yourschoollottery.co.uk](https://yourschoollottery.co.uk)**

and search for: **Holly Park**

Supporters must be 16 years of age or older.

Our Holly Park School Lottery helps us with all year round school fundraising, even through the school holidays. With just 50 tickets a week we can fundraise in excess of a £1,000 every year. Our supporters can **WIN** guaranteed cash prizes every week plus a chance to **WIN** a £25,000 jackpot.

40% of ticket proceeds go to our school funds plus 36% towards cash prizes. Supporters can pay monthly or make a one-off payment, by Direct Debit or debit card.



## TERM DATES FOR 2020 – 2021

### **AUTUMN TERM 2020**

Wednesday 2nd September 2020:	Staff Training Day, <u>school closed</u>
Thursday 3rd September 2020:	Children return to school at 8.55am
Friday 23rd October 2020:	End of the first half of the Autumn Term
<i>Monday 26th October – Friday 30th October: <b>Half Term Holiday</b>, <u>school closed</u></i>	
Monday 2 <sup>nd</sup> November 2020:	Children return to school at 8.55am
Friday 27th November 2020:	Staff Training Day, <u>school closed</u>
Friday 18th December 2020:	End of the Autumn Term, <i>school ends at 1.30pm</i>
<i>Monday 21st December – Friday 1st January: <b>Christmas Holidays</b>, <u>school closed</u></i>	

### **SPRING TERM 2021**

Monday 4 <sup>th</sup> January 2021:	Staff Training Day, <u>school closed</u>
Tuesday 5th January 2021:	Children return to school at 8.55am
Friday 12 <sup>th</sup> February 2021:	End of the first half of the Spring Term
<i>Monday 15<sup>th</sup> February – Friday 19th February: <b>Half Term Holiday</b>, <u>school closed</u></i>	
Monday 22nd February 2021:	Children return to school at 8.55am
Wednesday 31 <sup>st</sup> March 2021:	End of the Spring Term, <i>school ends at 1.30pm</i>
<i>Thursday 1st April – Friday 16th April: <b>Easter Holidays</b>, <u>school closed</u></i>	

### **SUMMER TERM 2021**

Monday 19th April 2021:	Children return to school at 8.55am
Monday 3rd May 2021:	May Bank Holiday, <u>school closed</u>
Friday 28th May 2021:	End of the first half of the Summer Term
<i>Monday 31st May – Friday 4<sup>th</sup> June: <b>Half Term Holiday</b>, <u>school closed</u></i>	
Monday 7th June 2021:	Staff Training Day, <u>school closed</u>
Tuesday 8th June 2021:	Children return to school at 8.55am
Friday 9th July 2020:	Staff Training Day, <u>school closed</u>
Friday 23rd July 2021:	End of the Summer Term, <i>school ends at 1.30pm</i>