



HOLLY PARK  
PRIMARY SCHOOL

# Parent Information Pack

for

# Reception



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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 Reception 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 Reception 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 Reception is situated alongside our Nursery Class. The outdoor classroom is shared by both sets of children. This provides children with a wider range of friends. Adults from both Reception and Nursery work in the outdoor classroom. This provides great continuity for children who have attended Holly Park Nursery as your children will be familiar with the adults that they have known from their time in the Nursery.



# 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>Mrs Angelo Moore Reception Teacher</p> 	<p>Mrs Maria Yiannaki Reception Teacher</p> 	<p>Mrs Sarah Walton Reception Teacher</p> 	<p>Miss Louise Wood Nursery Teacher</p> 
<p>Miss Clare Mornington Nursery Nurse</p> 	<p>Miss Maria Klanga Nursery Nurse</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 Emma Fitzpatrick Key Leader for Early Years and Key Stage 1</p> 	<p>Mr Terry Hogan Music Teacher</p> 
<p>Miss Michelle Hounslow School Administrator</p> 	<p>Mrs Andrea Needham Pupil Welfare Officer</p> 	<p>Mrs Janis Hassan School Business Manager</p> 	<p>Mrs Bogumila Syzmanska Senior Lunchtime Supervisor</p> 

# Settling In

## Home Visits

If your child did not attend Holly Park Nursery, they will be visited at home by two of our Reception 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

In this Welcome Pack you will find your child's start date and settling plan. We believe that it is important that children settle into school at their own pace. Some children may settle quickly; some may need additional time and support. We work with you to adjust the timings of the settling plan accordingly to suit the needs of your child. If you have any questions about this, please see a member of staff from Reception.

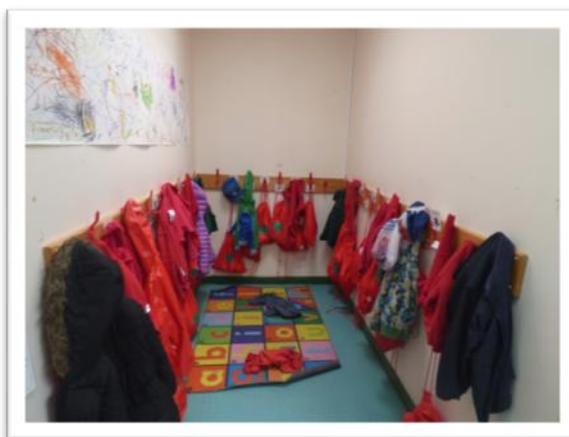
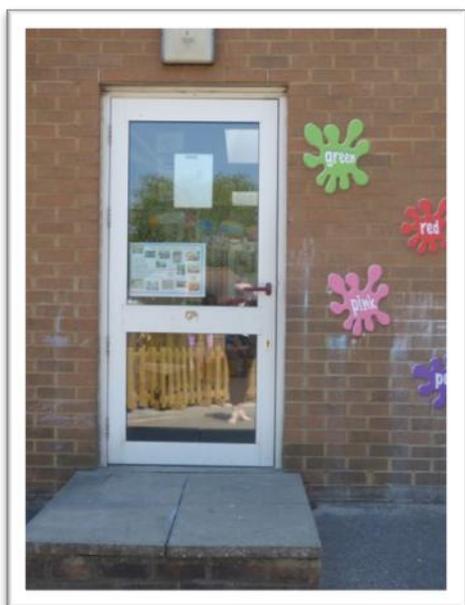
During the settling in period, the gate will open at 8.50 to allow parents to come into the classroom and spend time settling their child by sharing a book with them. Parents are welcome to stay with their child until they feel secure in the classroom.

## Palm Class

The Reception Class is also known as **Palm Class** and consists of two classrooms, Palm Red and Palm Green. The children will use both classrooms during each day as different activities and areas of learning are set up in each of them.

## Key Worker Groups

After the initial settling in period, children will be allocated a Key Worker who will always start and end the day with them. You will receive more information about this once your child has settled.



# The Reception Day

Morning Session	Lunch Time	Afternoon Session
8.55-11.30	11.30 – 1.00	1.00-3.30

The School Gates open at 8.45. Please make your way to the wooden gate signposted 'Early Years' and wait outside for a member of the Early Years Team to open the gate.

## Collecting at the End of the Day

The school day ends at 3.30 and the gates open at 3.20. Please make your way to the Early Years Outdoor Classroom to wait for them to be dismissed by the teacher.

If, for any reason, you are going to be late to collect your child, or that they are going to be collected by someone different, please telephone the school office on **0208 368 1434**.

## Collecting During the School Day

You will need to buzz the buzzer and say who you are collecting. You need to come to the School Office and sign to say that you are taking your child away from the school premises.

## Arriving Late to School

You will need to buzz the buzzer and go with your child to the main school office. A member of staff will ask you to sign your children in and will take your child to their classroom with their late token.



# 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

Children will be taught a range of aspects from the curriculum. Once they have all settled, we will start short carpet time teaching sessions, where we will introduce phonics, problem solving, number knowledge and shared reading activities. Your children will also be encouraged to develop their knowledge and understanding through their own initiated activities and interests. Our planning is based on the needs of the children and their next steps are identified through our observations of them.

## Reading

Once your children have settled into Palm Class we will begin our Guided Reading sessions. They will then bring home their book bags which will include a levelled phonics reading book an additional book of your child's choice and a pack of key words to learn.

Once we have started guided reading, please make sure your child's book bag is in school every day.

## Outdoor Classroom

The children have free access to the outdoor classroom whatever the weather. Please ensure that they come to school suitably dressed, including a coat and sensible footwear. Due to the nature of playing outside, children may get their uniform dirty!



# The School Day and Extended Hours

Breakfast Club	Morning Session	Lunch Time	Afternoon Session	After School Club
7.45-8.55	8.55-11.30	11.30 – 1.00	1.00-3.30	3.30-6.00

## Holly Park Breakfast Club

Once your child is settled into school, you may want to bring them to Breakfast Club in the main Dining Room. This costs £3.00 (price correct at June 2020) per day and is payable online via 'School Money'. You do not have to pre-book this session, you can just bring your child along as and when.

## Early Years After School Club

Children in Reception can attend the Early Years After School Club which is held in the Nursery Conservatory. Places for this are limited and must be booked in advance on a half-termly basis. Please see our Nursery Nurse, Clare Mornington, for more details.

Please note that it is possible to pay for After School Club sessions using Childcare Vouchers.

## 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.



# 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 School.

## **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 school. 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 school. 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.

# Parents as Partners

## Curriculum meeting

We are very keen to help parents develop strategies to support their children's learning. We would encourage you to attend our curriculum meeting which will be arranged at the beginning of the Autumn Term. During the session, we will give you helpful tips on supporting your child's mathematical, communication and literacy skills including strategies to support your child's reading. At this meeting we will supply you with a phonics information pack and answer any questions you may have.

## 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 Reception.

## 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!

## PE Kits

PE sessions will start once the children are settled into their routines. PE takes place inside until the summer term. In the meantime, please encourage your child to practise dressing and undressing by themselves to prepare them for PE. They will need a white T-shirt and red shorts (including white trainers in the Summer Term) in a named PE bag. Please ensure all clothing is named.

# Food and Drink

## Snacks and Drinks

Each day we provide fruit for the children to eat whenever they feel hungry. Your child is also welcome to bring in a healthy snack, which should be named and placed in the blue bowl at the back of the classroom. Please do not put their snacks in a lunch box as they can get muddled up with other children's packed lunches. Children can bring in named bottles of water to drink during the day. Milk and tap water are also available but we do not allow them to bring in juice and sweet drinks to drink at school. Holly Park has a Healthy School Policy. Packed lunches and snacks **MUST NOT** contain crisps, chocolate or any nut or seed product.

## School Dinners

Children in Reception and Years One and Two are provided with a free school dinner. The menu is available to look at on the school website (a sample menu from this term is in this pack), however please be aware it may have slight changes according to supply deliveries. Drinking water is available to all children on every table.

## Packed Lunch

If you would prefer, you can choose for your child to have a packed lunch, prepared by you at home. Please bring this in a packed lunch box each day to school. Holly Park has a Healthy School Policy. Packed lunches and snacks **MUST NOT** contain crisps, chocolate or any nut or seed product. Drinking water is available to all children on every table.





HOLLY PARK  
PRIMARY SCHOOL

# HOLLY PARK PRIMARY SCHOOL

## UNIFORM LIST

### Nursery and Reception Classes

Grey jogging bottoms

Holly Park School red polo shirt

Holly Park School red sweatshirt

Black shoes with Velcro or secure slip-ons (maximum heel height 3cm) **No trainers**

### Reception to Year 6

#### Winter

Grey skirt, trousers or pinafore (**not** tracksuit bottoms or jeans)

Holly Park school red sweatshirt

Holly Park school red polo shirt

Red cardigan

Red or grey tights / grey or white socks

Plain black shoes (maximum heel height 3cm) **No trainers**

Plain black boots (maximum heel height 3cm)

White or black sandals with secure fastening

Red, green, white or black hair accessories

School fleece (optional and for outdoor wear only)

#### Summer

As winter or -

Green and white checked dress

Grey shorts

Red cardigan

White socks

Plain black shoes **No trainers**

White or black sandals **with secure fastening** (maximum heel height 3cm)

Red, green, white or black hair accessories

School fleece (optional and for outdoor wear only)

A cap to protect from sun

**\*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

#### PE Kit

PE bag

Red shorts

Plain white T-shirt

Plain white trainers

Outdoor kit of dark green jogging trousers and top **not Reception** - Year 1 to Year 6 only

Children also need a red drawstring bag for PE kit (logo optional) **no backpacks**

**Other** Children also need a red book bag (logo optional)

**Concert Uniform** (for members of school choirs during performances)

Grey skirt, pinafore or trousers

Plain white shirt

School tie

**All clothing and footwear should be clearly labelled with the child's name**

### **Jewellery**

Pupils should not wear jewellery to school, especially as individuals become very upset if a treasured piece of jewellery goes missing or is broken. The only acceptable items of jewellery to be worn are a wristwatch and earring studs or jewellery of a religious significance. Should a pupil have pierced ears, plain studs should only be worn. Please note that the school will be unable to take any responsibility for any jewellery that is lost.

### **Make Up**

No make up is to be worn to school as it is not considered appropriate or consistent with our school uniform.

No nail varnish should be worn on nails or toes. Nail extensions, tips, gels or other products should not be worn. Nail extensions could be dangerous and are also not conducive to good handwriting or playing sport.

### **Hair**

Hair should be neat and tidy and worn with no extremes of style or colour.

Long hair should be tied back during the school day. Hair accessories should only be Red, green, white or black in colour.

### **Hijab**

The hijab may be worn by Muslim girls if this is their parents choice. The hijab must follow the school uniform colours and be red, green, white or black. It must be no longer than shoulder length.

We expect all pupils to follow the dress code as written above.

Branded uniform items are available from Braggs in North Finchley.

Many of the school uniform items above are readily available from supermarkets.

Braggs School Outfitters,

341 Ballards Lane,

North Finchley N12 8LJ

Tel: 020 8445 3945 (about 50 metres from the Post Office)

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

# SCHOOL UNIFORM

Every child from Nursery to Year 6 needs the following Uniform.

	
Grey school 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.

# HOLLY PARK PRIMARY SCHOOL

## P. E. K I T – Reception

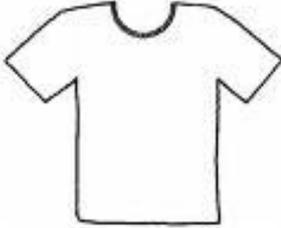
P.E. is a very important part of our curriculum, and children have lessons each week. All children who are well enough to be in school should be well enough to take part in P.E.

Every child in Reception needs the following kit. We recommend that you take it home at the end of each half term for a wash – it is only worn for a short time each week. If it needs washing before that, we will let you know.

Please note:

Children in Reception **DO NOT** need a tracksuit.

Trainers are to be worn for PE, but are not part of the uniform.

	<p>The <b>HOLLY PARK</b> P.E. Kit</p>
<p>A plain white t-shirt</p>	
	
<p>White trainers (with Velcro fasteners)</p>	<p>Red shorts</p>

# FREQUENTLY ASKED QUESTIONS

## **“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 be DBS checked.
- 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.

## **“Can we call the staff by their first names, or should we be more formal?”**

At Holly Park, we are keen to foster a friendly but professional relationship with our families. To this end, we would prefer to be addressed in the more formal way, e.g. Mr French; Mrs Needham; Miss Roe.

## **“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, and must be removed for P.E. lessons.
- ✓ 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 with Mrs Pelham. Parent parking would not be fair, as we cannot offer it to all families.

## **“Can I go straight to my child's classroom once I am buzzed through the gate?”**

We expect all visitors to the site to report immediately to the office area to sign in to the visitor book. A member of staff will take children to, or fetch them from, their classroom if they are being brought into school late, or picked up early. The only exception to this is when Nursery parents are dropping their children off at the beginning of a Nursery session or picking them up at the end of one when they may go directly to the Nursery.

## **“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 class teacher. They will most often be able to reassure you that the problem was dealt with appropriately. If you wish to discuss the matter further, you can also come to the office to speak to one of the office staff. Mrs Thomas would also be someone you could approach in her role as 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?”**

We are very strict about what bags and other items can come into school. We only want the children to bring the bags listed below to school:

- ✓ **P.E. Bags:** These are red drawstring bags. P.E. Kits are only worn two or three times in a normal week, and so don't need to be washed all the time! As we have a lot of children who forget to bring them back into school, we recommend they are taken home at the end of every half term, and brought back at the beginning of the next. If you wish to wash them more regularly than this, they must be returned to school for the next day.
- ✓ **Reading Folders:** Every child should have one of our school reading folders. These will be used to transport reading books, homework and letters to and from school. Even though your child will not read to their teacher every day, they do need to bring these folders to school every day.
- ✓ **Swimming Bags:** These are green, triangular drawstring bags. Year 4 pupils swim from September until the February half term holiday. After that, the Year 3 children swim for the rest of the year. Every Wednesday, the children will need to make sure they have in their swimming bag their swimming costume or trunks, towel, swimming hat and goggles (if needed)

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.
- × **Rucksacks and other sports bags:** Although they may be more fashionable, rucksacks and sports bags are too bulky to fit on our coat pegs. As a result, they often fall off, and make a mess on the floor or get lost. Everything the children need can be carried in their reading folder or P.E. bag.
- × **Mobile Phones:** Children are not allowed to bring mobile phones to school unless they are in Year 6 **and** walking home alone. Year 6 children bringing mobile phones need to hand them into the school office on arrival and collect them at the end of the day,

### **“What snacks can my child bring to eat at playtime?”**

We encourage children to bring a small, healthy snack to eat at playtime. Snacks should not contain any nuts or chocolate. A piece of fruit is ideal, rice cakes or a cereal bar (without nuts or chocolate). Children are not allowed to bring crisps, popcorn, chocolate bars, cakes etc. Snacks should be taken into the classroom in the mornings and left in the snack box to eat at playtime.

### **“Can you give me a list of the children in my child's class?”**

Unfortunately, we are unable to give out class lists due to GDPR regulations. If you want a list of the names of children in your child's class, we suggest you ask your child over the course of a few days and they will usually be able to remember them all.

### **“Can you give out party invitations?”**

Sorry, but we can't give out party invitations as generally not all children are invited to parties and the class teacher doesn't have the time to manage the feelings of children who are not invited.

With younger children we suggest you hand them to the person dropping off or collecting the child in the playground, and older children could distribute their invitations themselves.



# Breakfast Club



Breakfast Club runs every school day between 7.45am and the start of school at 8.55am. It is open to all children from Reception to Year 6.

There is no need to book, simply turn up and register your child with a member of staff.

Breakfast is prepared on the premises by the school cook and includes cereal, toast, drinks and regular 'specials' such as beans on toast.

We also offer a range of activities including board games, drawing, large construction toys, books and sports activities.

The cost is currently £3.00 per child, per day. (price correct July 2020)



Bellevue Road, Friern Barnet, London N11 3HG  
t: 020 8368 1434 f: 020 8361 6329 e: [office@hollypark.barnetmail.net](mailto:office@hollypark.barnetmail.net)  
[www.hollyparkschool.co.uk](http://www.hollyparkschool.co.uk)

Dear Parents/Carers,

### **Reception, Year 1 & Year 2**

Since September 2014 all children who are in Reception, Year 1 or Year 2 in a state-funded school have been offered a free healthy school lunch. Children in other school years are also offered a free school lunch if their parent are receiving any of the welfare benefits listed overleaf.

If your child is eligible to receive a free school meal because of receiving welfare benefits (whatever school year they are in), we need to know as we can claim additional money to help support your child – this money is called Pupil Premium.

Registering for Pupil Premium could raise an extra £1,300 to help support your child. It may fund valuable support like extra support, additional teaching staff or resources. This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in Reception, Year 1 or Year 2, so that we receive as much funding as possible.

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 school meals registration form. This is important so that we can continue to register pupils who attract pupil premium, which is worth £1,300 a year per pupil for our school.

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 – FREE SCHOOL MEALS AND 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.**

# HOLLY PARK PRIMARY SCHOOL

## Attendance Policy Summary

Regular school attendance is essential if children are to achieve their full potential. Holly Park School strongly discourages absence from school unless absolutely essential, in keeping with the Local Authority's aim to maximise the potential of all pupils.

Encouraging good attendance is the shared responsibility of the parent, the school, the pupil and also partners in the Local Authority, the police and Children's Social care. Parents have a responsibility to see that their child receives appropriate education and it is the responsibility of the Local Authority through its Educational Welfare Service, to ensure that this happens.

	<b>Attendance</b>	<b>Punctuality</b>
<b>Excellent</b>	100%	0%
<b>Very Good</b>	99% - 97%	3% or less
<b>Good</b>	96%	3.1%-5%
<b>Satisfactory</b>	95%	5.1% - 8.0%
<b>Unsatisfactory</b>	Under 95%	8.1% - 10%
<b>Cause for Concern</b>	Less than 90%	More than 10%

**Government expectations are that pupil school attendance should be a minimum of 96% - this applies to all children of statutory school age. Statutory school age commences the beginning of the term after a child's 5<sup>th</sup> birthday.**

**Children whose absence is greater than 9.5 days a year, will have an attendance rate of less than 95%. This is a serious cause for concern.**

### **Authorised Absences**

Authorised absences are mornings or afternoons away from school for the following reasons:

#### **Illness**

#### **Medical/Dental Appointments**

#### **Other Authorised Circumstances**

These are occasions where there is cause for absence due to exceptional circumstances. Parents are asked to complete the *Application for Special Leave of Absence Form* on such occasions.

#### **Religious Observance**

Parents are asked to request permission to be absent for a day for reasons of religious observance by completing the *Application for Special Leave of Absence Form*.

#### **Medical and Related Conditions**

Please contact the Pupil Support Officer if you wish to discuss your child's attendance and punctuality in the context of disability or long term medical conditions..

#### **Excluded (No alternative provision made)**

### **Unauthorised Absence**

Unauthorised absences are those where the parents have been unable to provide a satisfactory explanation to the school or where no permission has been granted by the school. These include the following:

#### **Family Holidays and Extended Leave**

In line with the amendments to the **Education Regulations 2006**, which came into force on 1st September 2013, all requests for holiday during school time will be refused.

#### **Time out of school to attend privately funded tutoring/teaching/sports/music sessions and other activities**

#### **Absences which have not been properly explained**

#### **Children who arrive at school too late to get a mark on the register**

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

#### **Other examples of unsatisfactory explanations include:**

- A pupil's/ family member's birthday
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school

### **Absence Procedures**

If a child is absent the parent/carer must contact the school as soon as possible of the first day of absence (before 9.25am) on 020 8368 1434 or call into the school office and report the absence in person.

The School will telephone on the first day of absence if the School has not already been contacted by the parent/carer.

### **Punctuality and Lateness**

Punctuality is essential. Children arriving late can miss important teaching and vital information concerning the school day, they can disrupt lessons; and it can be embarrassing for the child.

The school day starts at **8.55am** and we expect our pupils to be in the playground just before this time ready to line up when the school bell is rung.

### **Late Arrival**

Registration begins at 8.55am; pupils arriving after 9.00 am will be marked as present but late. The register closes at 9.30am. Pupils arriving after 9.30am will be recorded as late (unless an acceptable reason has been provided by the parent for the late arrival) and this will count as an unauthorised absence for that particular school session. If parents know their child is going to be late for **any** reason, they should let the school office know.

On arrival, after the bell has rung, pupils must immediately report to the school office to sign in and collect a late token to give to their teacher to ensure that we can be responsible for their health and safety whilst they are in school.

Punctuality also applies to parents picking up children at the end of the day. The end of the school day is **3.30pm**. If a child is collected late from school a record will be kept by the school.

### **Persistent Lateness**

Parents of children who persistently arrive or are collected late will be contacted by the school to discuss ways to improve this.

### **The Education Welfare Service (EWS)**

The school is nearly always successful in resolving issues of absence/lateness with parents/carers before the school's designated Education Welfare Officer has to become involved. However, if such issues cannot be resolved the school will discuss the case with the EWO, who have a duty on behalf of the Local Authority to ensure that children attend school regularly.

### **Rewarding & Encouraging Punctuality and Attendance**

The school offers a range of ways to reward good attendance and punctuality for both individuals and classes.

### **Using Attendance Data**

We will share attendance data with the Department for Children, Schools and Families and the Local Authority as required, in accordance with the Data Protection Act 2018.

### **Support Systems**

At Holly Park School, we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.

### **In summary, parents should:**

- Contact the school if their child is absent to let them know the reason why and the expected date of return
- Avoid unnecessary absences; wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Not take their child on holiday during term-time

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Local Authority will consider the use of legal sanctions.

**If you would like to read the Attendance Policy in full, please look on the school website.**

# 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,  
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Reading  
Berks, 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	Lenfil and Sweet Potato Curry with Rice	Quorn Burger with Wedges	Lenfil & Tomato Whirl with Roast Potatoes	Soya Bolognese	Vegetable Pasty 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 servery 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 servery 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/carer 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.



HOLLY PARK  
PRIMARY SCHOOL

## 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:

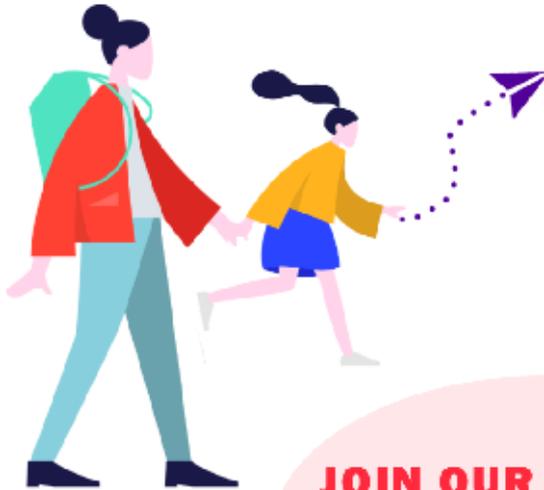
- Be informed about how Holly Park uses your personal data.
- Request access to the personal data that Holly Park holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- 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, <a href="#">school closed</a>
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>, <a href="#">school closed</a></i>	
Monday 2 <sup>nd</sup> November 2020:	Children return to school at 8.55am
Friday 27th November 2020:	Staff Training Day, <a href="#">school closed</a>
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>, <a href="#">school closed</a></i>	

### SPRING TERM 2021

Monday 4 <sup>th</sup> January 2021:	Staff Training Day, <a href="#">school closed</a>
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 19<sup>th</sup> February: <b>Half Term Holiday</b>, <a href="#">school closed</a></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>, <a href="#">school closed</a></i>	

### SUMMER TERM 2021

Monday 19th April 2021:	Children return to school at 8.55am
Monday 3rd May 2021:	May Bank Holiday, <a href="#">school closed</a>
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>, <a href="#">school closed</a></i>	
Monday 7th June 2021:	Staff Training Day, <a href="#">school closed</a>
Tuesday 8th June 2021:	Children return to school at 8.55am
Friday 9th July 2020:	Staff Training Day, <a href="#">school closed</a>