



Year 4

Meet the  
Teacher

September 2020



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September 2020

Dear Families,

Welcome back to a new if slightly unusual academic year at Holly Park. We have never been more pleased to see the children. We are looking forward to what we hope will be another busy and exciting year ahead at school. The start of a new academic year is always important for your children but this year more so than ever.

### **Parent Workshops**

This year, we will be continuing with our parent workshops as best we can but for now these will have to be virtual and more like parent information sessions rather than workshops with children. This year there will be:

- A nursery and reception curriculum meeting.
- A Y1 phonics meeting.
- Y2 will have sessions on maths, SPAG and end of year expectations.
- Y3, 4 & 5 will all have 3 sessions over the year on different subjects
- Y6 will have a meeting about the end of year National tests
- There will be an online safety session for parents later in the year.
- There will be meetings for Y2 and Y6 parents about national tests.
- Meetings for Y5 and Y6 parents about residential
- A meeting for Y5 parents about secondary transfer.

### **Our Website**

Our website has continued to flourish under the careful watch of Fiona Quinton. The website was extremely useful and very important during the lockdown period. Do keep a regular eye on the website. It gives a very full picture of our school. You can access term dates, letters etc and information about what your children are learning from the website. Can I remind you that information about what your children are learning goes on the website on your year group page. Curriculum information is updated termly.

### **The PTA**

Last year - despite COVID 19 - was a very successful year for the PTA. There were still lots of events: Tables (Halloween, Guy Fawkes, Valentine's, pancake's days etc...) cake sales, second hand uniform sales, junior quiz,, Winter Fair, Bag2school, discos, Mothers Day shop, School lottery, class photos and ice lolly sales. In total these events raised an amazing £12,935. I am very grateful to all of the committee members and people who have helped at events who work tirelessly as volunteers for the greater good of the children. The PTA raise money for the 'extras' but also hold events that bring our community together. Thank you particularly to Nathalie and Marilena for their organisation and hard work. Remember, you are all members of the PTA. Please do show your support by either attending events or volunteering to help at the events.

### **Clubs**

At present, we are not running any school run clubs. We are planning to start football and netball clubs. With regard to other clubs, we will see how things develop as the term progresses and we all get used to the new systems and procedures. There will definitely be no choirs or instrumental ensembles for now. Non Stop Action will be starting their clubs.

### Partnerships

Our school partnership with other local schools continues to work well and we have met regularly as a group of Headteachers. This has been very useful particularly last year to compare notes and share ideas about school lockdown, home learning, Key Worker Hubs, safe procedures etc. A reminder that our partnership schools are St John's, St Paul's, Coppetts Wood, Hollickwood, All Saints and Friern Barnet.

### Governors

The school governors continue to give their support and advice to help drive the strategic vision of the school. As well as meetings in the evenings that they attend and training courses they go to, governors also come into school regularly to attend school events but also to support our school improvement plan. They have opportunity to go on frequent learning walks, talk to staff and children and see some of the work of the school in action and to give constructive feedback. Governors were able to do this until we had lockdown in March. However, during lockdown, governors were still very much engaged and involved with school business and attended Zoom meetings and looked at documentation relating to school opening.

### National Assessments

There were no National assessments last year due to COVID 19. Therefore there will be no published league tables.

### Improving the School Grounds

We have had a busy summer holiday.

The Big Playground Appeal came to fruition. The playground was enlarged – which will be invaluable for playground zones at the present time. A new door was knocked through to Mulberry Class. Now both Mulberry and Sycamore can use these outside doors throughout the school day to avoid congestion in the lower junior area.

The fencing around the EYFS outdoor area (which was falling down) has been replaced with colourful recyclable fencing.

The flat rooves on the KS1 and KS2 buildings have been replaced as they were leaking.

All of the school buildings have had a deep clean including the kitchen.

### Equipment

We continue to ask the children to bring in a minimum of equipment from home into school – they do not need to bring in pencil cases and stationery, and the only bags they need to bring in are their school book bag and their drawstring P.E bag. Please **do not bring in rucksacks**. This helps us keep classrooms and shared areas tidier and prevents property from being lost.

Children need to remember to bring a named water bottle each day as the water fountains have been turned off for health and safety reasons.

Children also need to bring in a snack for morning break as the free school fruit has been suspended for now.

### Charities

As you will be aware, we organise several activities across the year to raise funds for a variety of local, national and international charities. In 2020-21 we will support:

- National Charity - Coram Children's Charity
- Local Charity - Beam Homeless Charity
- International Charity - Just One Tree

### House Challenges

We will also be continuing the tradition of our termly house challenges for the children in Y1-6. We try to vary the style and focus of these each term.

## **Values**

We continue with our work on values. A Value is a principle that guides our thinking and our behaviour.

September	Fairness
October	Acceptance
November	Loyalty
December	Kindness & Compassion
January	Integrity
February	Empathy
March	Responsibility
April	Patience
May	Co-operation
June	Trust
July	Commitment

## **Enabling Enterprise**

We continue our work as an Enabling Enterprise partnership school. Through this we hope to develop the enterprise skills and experiences of work and aspirations to succeed through whole school challenge days. Some of our Pupil Premium children will make visits working in partnership with schools and businesses. Enterprise is now a core part of the school experience. Children are developing skills of - working in a team, leading, listening carefully, sharing ideas, problem-solving, using imagination, staying positive and aiming high.

## **School Trips**

We hope that each class will continue to have two school trips in the year, two curriculum days and one trip to a place of worship. During the Autumn term there will be no school trips.

In addition, we hope to be able to go ahead with our normal extra programme for KS2. Y3 will have a team building day, Y4 will have a Friday night pyjama party at school, Y5 will have a 3 day residential trip and Y6 will have a 5 day residential trip.

At Holly Park our trips always relate to something that the children are learning and therefore they enhance and enrich our curriculum. We believe that trips are a very important part of the curriculum. We think very carefully about where we will take the children and also about the cost. We try wherever possible to keep the cost at no more than £15 per trip but this is not always possible. School trips are generally excellent value for money. There is always an expectation that parents have to pay for trips as this is not included within our school budget. Payments and permissions are all done via our online payment system – this makes things easier for you.

## **Teachers**

During the year, you will find that your children will sometimes be taught by other teachers. Absences can happen for several different reasons: the teacher may not be well, or they may be on a training course; they may be having time out of class for monitoring, or for planning, preparation and assessment ('PPA Time'). In KS1, the teachers covering PPA (planning time) will be continuing with the activities that the teachers would have been doing had they been in the classroom. The teachers covering PPA in KS2 will be doing handwriting and spelling. In Y6 this will also include some comprehension.

We use a very good supply agency which we have used for the last four years. Wherever possible, we try to use supply teachers who have visited us before, to cover. Teaching Assistants also cover classes for up to half a day due to teacher absence. This works well as the teaching assistants know the children and know the school procedures. I want to assure you that every effort is made to make this the best possible experience for the children.

## **Assemblies, Shows and Concerts**

At the moment class assemblies where parents are invited in to watch for years 1-6 will be suspended. We will need to assess this later in the year to see if we can have any.

A reminder about our school performances - our Nativity will be performed by Y3 in December. At present we do not think that parents will be able to come to watch. We still want the children to have the experience so we are considering videoing the nativity.

Our Infant Show will be performed by Y1 and 2 just before February half term.

Reception will perform an assembly for their parents later in the academic year.

Years 4 and 5 will each get to perform an extra year group assembly after school in June as an end of year review.

Y6 will perform an end of year show as a finale to their time at Holly Park.

At the moment we have no idea if parents will be able to come along to watch or if we will need to revise or suspend some performances.

### **Poppy the School Dog**

Poppy has now been coming into school for a few years now and the children and staff love her. She even has her own dog blog on our website where you can find out about the week from her point of view. If you haven't already – take a look!

### **Parent Code of Conduct**

At Holly Park we have a code of conduct for our pupils – 'The Holly Park Way'. I would also like to remind you that we also have a Code of Conduct for parents while they are on school property. This is included in the 'Meet the Teacher' packs. I would be very grateful if you could please read it and abide by it. The parent code of conduct is also clearly displayed on our school website. The purpose of this Code of Conduct is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding. The Code of Conduct explains clearly that parents should not tell another child off, speak to them directly about an event that happened in school or contact their parent about it. The matter should be dealt with through the school.

At Holly Park we cannot and will not tolerate staff being shouted at or spoken to without courtesy and respect. This includes on the telephone and emails that may be written. May I remind you that all staff have a right to work in an environment free from abuse which includes verbal abuse. Please speak to staff in a way that you would be happy to be spoken to yourself. The school governors very much support this view.

### **GDPR**

It is vital that you have read and understood the school privacy notice. The Privacy notice is inside this pack and is also accessible all year round on the school website. In line with this regulation, we do need to ask you for up to date contact information on an annual basis. I know that this can be annoying but it is important that we do so and that we hold up to date and current contact information. If your contact information changes over the year – then please do let the office know. We also are required to have two emergency contact numbers in addition to parent contact details.

The year has begun on a positive note and children are settling into new routines and systems. We are all looking forward to a successful year.

I look forward to seeing you at the drop off point at the start of the school day.

Thank you for your continued support.

Yours sincerely,



Ann Pelham

Head Teacher

## The Year 4 Team



Ms Owen  
**Sycamore Class Teacher**



Mrs Thrasyvoulou



Mrs Tsenti

**Mulberry Class Teachers**



Mrs Spann  
**Year 4  
Teaching Assistant**



Mrs Dias  
**Teacher**



Mr Mock  
**Teaching Assistant**



Mrs Thomas  
**PPA Teacher**



Mr Hogan  
**Music Teacher**



Mrs Echanove  
**Spanish Teacher**



Daniel Puzey



Lesley Bunn



Renske Reinsma

**One to One Teaching Assistants**

# KS2 Curriculum Recovery Newsletter



## Learning Project – Holly Park Forever Here We Are

Dear Parents/Carers,

Welcome to the Autumn term. For the first four weeks back at school, we will be operating a curriculum recovery project. The purpose of this is to settle the children back at school happily into their new classes after such a long period away and also to assess where the children are, make sure that the curriculum from the summer term is consolidated and to establish which areas will need more work as we move forward into the new academic year. Music, PE and Spanish will continue as normal. After our Inset day on 5<sup>th</sup> October, you will receive the usual curriculum letter for what each year group will be learning for the rest of the term.

Maths	English
Mornings will be maths and English – going over the curriculum from previous year summer term to consolidate and assess where the gaps are	Mornings will be maths and English – going over the curriculum from previous year summer term to consolidate and assess where the gaps are

### HOLLY PARK FOREVER

**The main idea** is to reunite the children and welcome them back to our school – to the school community they are part of. They will look at areas such as:

- New beginnings after the lockdown and the fact that we are all Holly Parkers together. – The HPS family
- The people who help us at Holly Park.
- A day in the life of the children and adults at Holly Park – interview a selection of staff maybe
- The global village of Holly Park – who we are – diversity of HPS
- What Holly Park in the future might be like.
- The history of Holly Park – we have original log books and the website has a history section on it
- What it means to be a Holly Parker.
- Maps of the school

There will be cross-curricular links to art and other foundation subjects. During the project the children will do charts, diagrams, maps, questionnaires, history research, debate etc – they will celebrate all that is Holly Park.

### HERE WE ARE: Notes for Living on Planet Earth By Oliver Jeffers

**The main idea** is to acknowledge that this has been a year of significant world events, disrupting and changing the ways of life of people across the globe. This unit of work is to support the children to re-connect with each other and re-engage with school life. — so thinking beyond themselves & the school to the wider world beyond.

This is a very literacy based topic. Each series of sessions will explore the key themes of:

- |   |   |
|---|---|
| • Earth's place in the wider universe               | The Earth's environment                 |
| • Our place on the planet as humans                 | How we, as humans, relate to each other |
| • Other species and our responsibility towards them | Belonging and community                 |
| • Our responsibility as world citizens              |   |

The project will involve:

Using Poetry as a Vehicle for Expression      Writing a Letter to a Special Person  
Writing Guidance and Recommendations for conserving the environment      Writing Song Lyrics  
Using Poetry to Tune into our World      Writing a Health Campaign Leaflet      Devising a Social Contract  
Formulating Notes of Advice      Using Poetry to Make Sense of the World Around Us      Creating a Gallery of Greatness

Key Dates	Other Information
8 <sup>th</sup> September Year 6 Meet The Teacher 9 <sup>th</sup> September Year 3 Meet The Teacher 11 <sup>th</sup> September Year 4 Meet The Teacher 14 <sup>th</sup> September Year 5 Meet The Teacher 5 <sup>th</sup> October Inset Day 21 <sup>st</sup> October HARVEST FESTIVAL 9 <sup>th</sup> November Y5 School Journey Meeting 11 <sup>th</sup> November Y3 Workshop 12 <sup>th</sup> November Y5 Workshop	PE Kit needs to be in school all week Book bags need to come to school every day It is more important than ever to ensure all clothing is named





# Messages for Parents

## PENPALS *for Handwriting*

# 4

During Years 3 and 4, your child will be introduced to the idea of joining most of the letters in a word and to trickier joins such as joining from *r*, *s* and *f*.

As the movement for joins becomes more familiar and fluent, the focus moves to develop a neat and even style by looking at size and proportion, parallel downwards strokes and spacing.

### Joining letter sets for Year 4/Primary 5

#### Diagonal join to ascender (e.g. *at*)

This join is used to join letters in this box ...

*a b c d e h i k l m n p s t u*

to letters in this box.

*b f h k l t*

#### Diagonal join, no ascender (e.g. *da*)

This join is used to join letters in this box ...

*a c d e h i k l m n q s t u*

to letters in this box.

*e i j m n p r u v w y*

*\*a c d g o q s*

#### Horizontal join, no ascender (e.g. *wo*)

This join is used to join letters in this box ...

*f o r v w*

to letters in this box.

*e i j m n p r u v w y*

*\*a c d g o q s*

#### Horizontal join to ascender (e.g. *sh*)

This join is used to join letters in this box ...

*f o r v w*

to letters in this box.

*b f h k l t*

#### Break letters

These letters do not join.

*g j y*

These letters do not join yet.

*x z*

\* anticlockwise letters



# Meet the Teacher 2020

## Key Staff Members



**Mrs Pelham**  
**Head Teacher**



**Miss Michael**  
**Deputy Head**



**Mrs Thomas**  
**Families**  
**Co-ordinator**



**Mrs Kelly**  
**Children's**  
**Co-ordinator**



**Mrs Hassan**  
**Business**  
**Manager**



**Mrs Needham**  
**Pupil Support Officer**



**Miss Hounslow**  
**Admin Officer**



**Mr Reid**  
**Site Manager**



**Mrs Puzey**  
**Learning Mentor**



**Mr Hogan**  
**Music KS2**



**Mrs Winter**  
**Music KS1/EYFS**



**Mrs Echanove**  
**Spanish**



**Mr French**  
**KS2 phase leader**



**Mrs Fitzpatrick**  
**EYFS/KS1**  
**phase leader**

## Key Leaders



**Mr Turner and Mr Carini**  
**Innovation &**  
**New technology**



**Miss Mountford**  
**Writing**



**Ms Sampson**  
**Reading**



**Mrs Mir**  
**Maths**



**Mrs Walton**  
**Early Years**

# Reminders

## *Times of the School Day*

School starts at 8.55am each day.

Children should be in the playground by 8.50am to ensure they are not late. Children should line up and wait for their teacher to collect them.

If it is raining at the start of the day, children can wait in their classroom where staff will supervise them. Children who arrive late for school **must** go to the school office to sign in and collect a token.

School ends at 3.30pm each day.

Please try to avoid being late as even a few minutes can be distressing for a child.

If you know that you will be delayed, please telephone the school office on 020 8368 1434, to inform them of your expected arrival time. If someone different than usual will be collecting your child, please tell the class teacher. We should always know the name of the person who will be collecting your child/ren.

Please note that children should always be collected by an adult.

Only children in Year 6 may walk home alone if the lone traveller permission form has been returned to school.

## **Illness**

If your child is ill, please telephone the school office on 020 8368 1434, on the first day of absence before 9.30am to inform us. Children who have had sickness or stomach upsets should be clear of symptoms for 24 hours before returning to school.

Wherever possible, please avoid making medical and other appointments during the school day, as it disrupts the work planned for your child.

## **Medicines**

If your child requires medicine, such as antibiotics or an asthma inhaler, this should be given to Mrs Needham, the pupil welfare officer, be clearly named and a permission to administer medicine form completed and signed. This form is available from the office and a copy is on the school website. We regret that medicines cannot be given to your child unless it has been prescribed by their doctor.

## **Snacks**

Your child may bring a healthy snack to eat during the day. Children may not bring in any chocolate or products containing chocolate, crisps, sweets or anything containing nuts. We also ask that children do not bring in cakes or other sweets to share for their birthday. This is because of increasing numbers of 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.

## **Jewellery**

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. Children should NOT wear smart watches of any kind.

## **Playground equipment**

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.

## **School equipment**

The children to bring to school:

- ✓ **P.E. Bags:** These are red, triangular bags, with a drawstring. 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 half term. 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 does not read to their teacher every day, they do need to bring these folders to school every day, as they will still read at other times.
- ✓ **Swimming Bags:** Classes who are swimming will be notified in advance and will need to bring their swimming bag with their costume or trunks, towel, swimming hat and goggles (if needed) on the appropriate days.

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.
- ✗ **Trainers:** All P.E. lessons in the hall take place in bare feet, and the children wear their trainers to walk to and from the hall. For games lessons in the playground and ball area, they wear white trainers.
- ✗ **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,



# 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)

# Holly Park Pastoral Team

At Holly Park our aim is to provide a supportive, and friendly atmosphere for all our families and children to help everyone achieve their potential.

If there is a problem, your first point of contact should usually be your child's class teacher or key worker. They will often be able to reassure you that the problem was dealt with appropriately, or support you with a concern. They are available in the playground most days for a quick word, or if it is a longer or more personal matter please make an appointment to see them after school.

Alternatively, or if you wish to discuss the matter further, you could speak to one of our Pastoral Team. We provide support for families and children who are facing difficulties, and work to promote effective participation in school life.



Mrs Thomas



Miss Michael



Mrs Puzey



Mrs Kelly



Mrs Needham

## **Miss Maria Michael - Deputy Head**

Miss Michael is the Deputy Head. She teaches children across the school and is the lead staff member for children with behavioural concerns. Miss Michael is the schools Rights Respecting Champion and is helping lead and develop our use of Restorative Justice.

## **Mrs Sally Thomas - Families' Co-ordinator**

Mrs Thomas is a member of the Senior Management Team. As well as her teaching commitments, she is the Designated Teacher for Child Protection and Looked After children, previously Looked After Children and children in receipt of Pupil Premium. She provides support for parents and carers to bridge the gap between home and school.

## **Mrs Kathy Puzey - Learning Mentor**

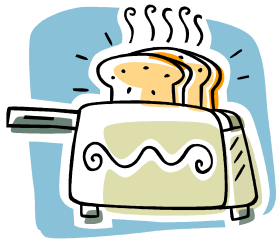
Mrs Puzey is our Learning Mentor. Her role is to support children in overcoming barriers to learning and helps to enhance their emotional wellbeing. She works with children individually, in small groups and with whole classes to build confidence and self esteem e.g. through Happy to be Me, Pet Therapy, and by using a solution focused approach. She offers support and organizes activities at playtime and lunchtimes with the mini-mentors. Mrs Puzey also co-ordinates our 'Parent Gym' sessions.

## **Mrs Diana Kelly - Children's Co-ordinator**

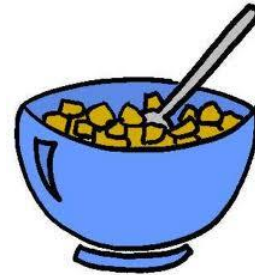
Mrs Kelly is a member of the Senior Management Team and the school SENCo and Inclusion Manager. Mrs Kelly teaches classes and individuals or small groups who need extra support, and works closely with pupils who have an EHCP and their support staff. She is available to support parents who have concerns about their child's progress.

## **Mrs Andrea Needham - Pupil Welfare Officer**

Mrs Needham is our Pupil Welfare Officer. She looks after the medical and first aid needs of all the children in the school as well as providing emotional support to children. She deals with all attendance matters and is responsible for contacting parents when children are absent.



# 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.

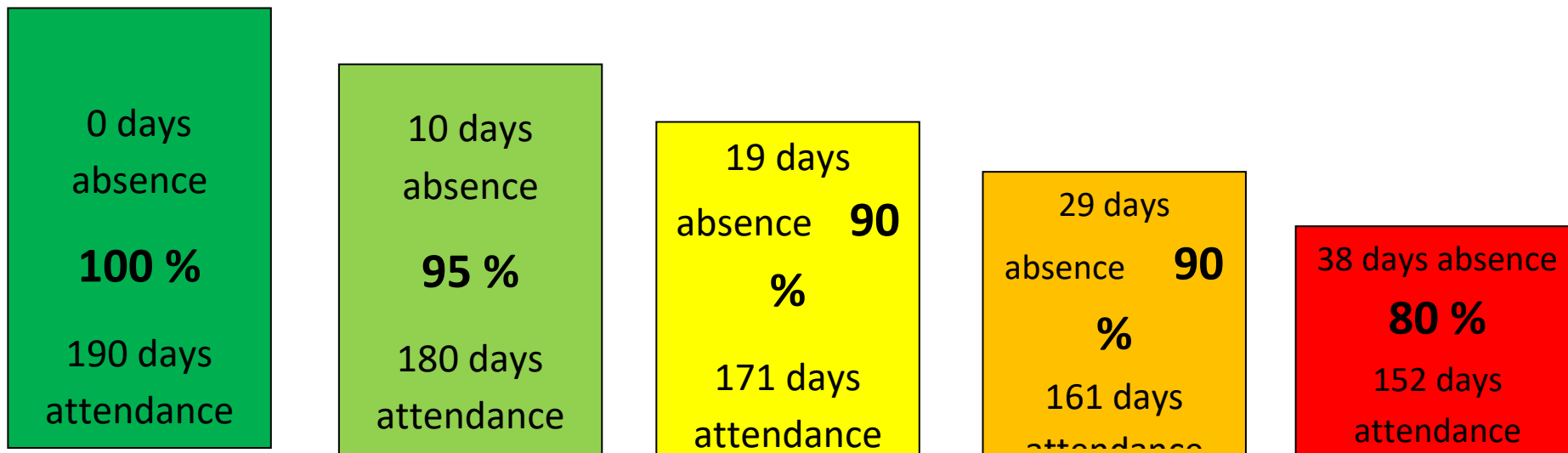
We also offer a range of activities including board games, drawing, large construction toys, books and sports activities.

The cost is currently £3.50 per child, per day. (price correct September 2020)



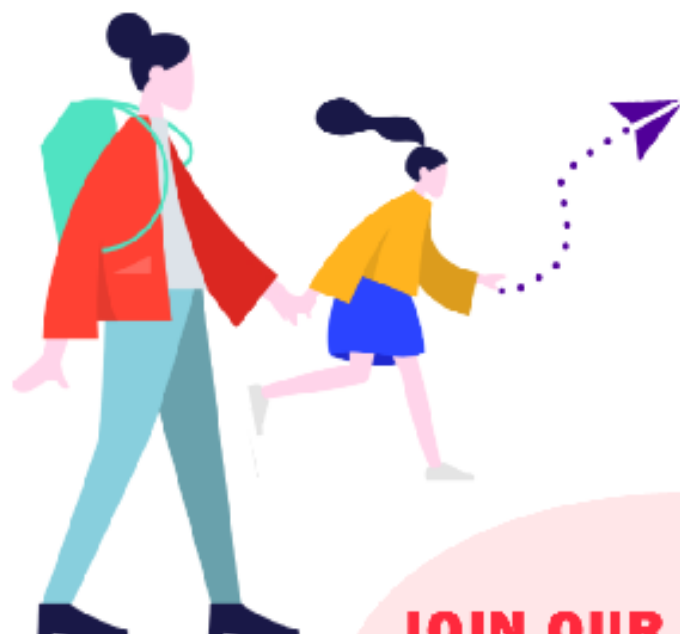
# Good attendance means being in school at least **96%** of the time.

There are 365 days a year and 190 school days a year. This leaves 175 days to spend on family time, celebrations, holidays, non-urgent appointments, shopping, days out etc,



Good attendance → Poor attendance → Very poor attendance

Best chance of educational success → Serious impact on education



## **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.

# 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	Bolognaise 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 Bolognaise  	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

**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

**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

**Available Daily:**

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

**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.



## 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
Monday 5 <sup>th</sup> October 2020	Staff Training Day, <a href="#">school closed</a>
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 19th 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 23rd July 2021:	End of the Summer Term, <i>school ends at 1.30pm</i>

# 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.**

## What are the Effects of Bullying?

‘Bullying can produce feelings of powerlessness, isolation, damage the sense of worth, and sometimes lead to victims feeling they are at fault.’ *Department of Education*



'Bullying causes harm to those who bully, those who are bullied and those who watch. Being bullied undermines self esteem and confidence, sometimes with devastating consequences.' *Anti – Bullying Alliance 2006*

## Indicators of Bullying

- Change in behaviour – withdrawal, moody, tearful
- Items of clothing, property, schoolwork lost or damaged
- Deterioration in educational attainment
- Reluctance to attend school
- Sleep problems
- Money going missing
- Frequent injuries
- Increased levels of aggression
- Headaches, stomach aches, feeling unwell
- Increased internet, mobile phone use
- Attention seeking



## 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.

Parents are on no account to approach another child or parent without first involving the Headteacher or other Senior Staff member. Experience has shown that when the school is involved, issues and concerns are likely to be resolved with acceptable outcomes.

## Preventing Bullying – Being Pro Active

Prevention is better than cure. At Holly Park everyone is vigilant for signs of bullying and always take reports of bullying seriously. We use the following methods for recognising and preventing bullying:

- Staff will be on duty at break and lunch to ensure high level of supervision
- Strong achievement culture rewarding positive behaviour. Positive behaviour policy with clarity of behaviour expectations, sanctions and rewards
- Assemblies about bullying behaviour
- Annual questionnaire to all pupils to gather information on extent of bullying and locations
- Peer mentoring – to be implemented
- Development of Social, Emotional and Behavioural Skills
- Use of Behaviour Support Plans to modify bullying behaviour
- Regular focus by the School Council focused on anti-bullying issues including organising events for anti-bullying week
- Holly Park is an official Rights Respecting School sponsored by UNICEF

We want to teach our children the skills which will build their self-esteem and empower them to take responsibility for themselves and give them the power to practise these skills.

We want to promote pro-active strategies to prevent incidents becoming bullying.

### Do the High 5:

- Ignore
- Talk Friendly
- Walk Away
- Talk Firmly
- Report

#### Ignore:

- Pretend you didn't hear it.
- Do not make eye contact.
- Maintain positive body posture (calm, confident).
- Think positive self-esteem statements.
- Count to five in your head slowly.
- Take deep breaths.

#### Talk Friendly:

- Use a calm voice.
- Maintain eye contact.
- Confident body language.
- Maintain relatively close body proximity.

- Use “I” statements – I feel ..... when you..... because.....

### **Walk Away:**

- Stand tall, head up high.
- Mouth closed.
- Look confident
- Do not use eye contact.
- Walk somewhere, preferably towards a congested area or to a safety zone (teacher).
- Do not look back. Walk confidently, don’t run.

### **Talk Firmly:**

- As per Talk Friendly.
- Use an assertive voice, slightly raised.
- Tell them to stop it.
- Re-state your “I” statement. eg. I said.....
- State the consequences of continued bullying.

### **Report:**

- Walk away and tell a staff member.
- Go to a safety zone.
- Bystanders – support and report.
- Report, report, report until somebody listens

## **Prevention of bullying in relation to the ‘PREVENT’ Duty**

We are aware that we may need to keep an extra eye out to deal with bullying in regard to pupils of certain races, religions or who are refugees at times when there are high level incidents reported in the news from around the world.

In terms of prevention we ensure that our curriculum through PHSE, RE and our focus on SMSC and British Values ensures that pupils are open minded and have respect for everybody regardless of their religious, ethnic or cultural background.

We record all incidents, analyse trends and address any trends or themes we notice.

## **What can children do if they are worried about bullying?**

Where children are the targets of bullying behaviour, they have several options:

- To tell a trustworthy friend
- To tell a trusted adult, such as a member of staff or a parent
- To tell a House Captain or School Council representative
- To stand up to the person who is using bullying behaviour and tell them to stop
- To put a note in the Worry Box

When children witness or are aware that bullying behaviour is happening, it is their duty to do something about it. Although this situation can be hard, they need to support the child who is being upset or intimidated. This will mean they need to:

- Tell their teacher
- Tell another member of staff
- Tell their parents or another trusted adult

Children who use bullying behaviour may often need additional support themselves, as it is often a sign of unhappiness, insecurity or loneliness. This does not, however, justify the use of such damaging behaviour against others. If a child is identified as a bully, then it is highly likely that their parents will be invited in to help provide support, and to be told of their child’s behaviour.

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

Other suggested Websites

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.cybermentors.org.uk](http://www.cybermentors.org.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)



## 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](#).