

# **HOLLINGWOOD PRIMARY SCHOOL**

**Hollingwood Lane : Bradford : West Yorkshire : BD7 4BE  
Telephone: (01274) 575353 Fax: (01274) 522975**

**Headteacher: Mr Jonathan Duke**

We are delighted to welcome your child to Hollingwood Primary School. This is possibly your child's first experience of school and we wish to make this occasion as happy and pleasant as possible for both you and your child.

Whether attending part-time in the Nursery or full-time in the school, our aim is to provide a rich, stimulating environment through which we hope to foster good attitudes to learning, whilst discovering the enjoyment of working alongside other children.

We encourage our pupils to be self-reliant and to have high standards of work and behaviour, and we endeavour to help them become caring and confident young people. To assist in this aim we rely on the help and support of everyone, teachers, other school-based staff, and of course, you the parents. In working together we strive for the highest possible standards.

Hollingwood is a Foundation school and the School Governors, therefore, play a very important role in overseeing the financial and educational systems within the school.

It is hoped that this folder will be useful as a reference point to those of you whose children already attend the school. To those of you who have not yet made a choice of school, we hope that the folder will help you to make that decision. The education of your child is a partnership, please feel welcome to visit the school and discuss your child's education with us.

Mr J Duke  
Headteacher

Mr I Khan  
Chair of Governors

### **OUR AIMS FOR THE PUPILS**

- ❖ That pupils should care for and respect each other and the environment.
- ❖ That every child should be enabled to reach their full potential.
- ❖ That each child should receive a broadly balanced and differentiated curriculum, which is relevant to their needs and interests, and to the society in which they live.
- ❖ That each child will co-operate with peers and adults and all who make up the school community.
- ❖ That pupils will become independent learners; children who have self-discipline, and who may be trusted to complete the task in hand.
- ❖ That pupils will be taught in a secure environment in which every child will feel happy and confident.
- ❖ That each child will develop positive self-esteem in a can do environment.
- ❖ That Hollingwood should be a welcoming place for all members of our learning community.
- ❖ That pupils become confident members of the community and are able to contribute positively.

## **STAFF**

Headteacher:	Mr J Duke	
Deputy Headteacher:	Mrs J Berry	
Senior Assistant Head:	Mrs L C Nudd	
Teaching staff:	Mrs T Asghar	Miss V Ling
	Miss R Britton	Mrs K Miles
	Mr D Coe	Miss L Nichols
	Mrs K Dunne	Mrs J Peniston
	Mr R Grant	Mrs R Philpott
	Mrs R Gregory	Mrs C Whiteman
	Mr C Hunter	Mrs R Routh
	Mr P Jones	Mrs A Rowlett
	Miss S Kofler	Miss D Sagar
	Miss K Laurie	Mrs D Walton
Office Manager:	Mrs C Swales	
Administrator:	Miss E Nudd	
Attendance Officer:	Mrs K Dyson	
Learning Mentors:	Mrs C Depledge	
	Mrs J Hiley	
	Mrs H Priestley	
EYFS Practitioner:	Mrs D McCamley	
Teaching Assistants:	Miss S Bham	Miss D McCamley
	Mrs M Chalmers	Miss L Midgley
	Mrs C Connell	Mrs S Nazir
	Mrs S Dad	Mrs P Newton
	Miss C Dyson	Miss A Rafiq
	Mrs S Haran	Miss R Shackleton
	Mrs T Heap	Mrs S Sihra
	Miss A Kapil	Miss N Walton
	Mrs A Khan	Mrs C Wilkins
	Mrs D Lancewicz	Mrs S Yates(ICT)
Higher Level Teaching Assistant:	Mr D Smith	
Cover Supervisor:	Mrs S Khan	
Senior Lunchtime Supervisors:	Mrs T Heap	
	Mrs P Newton	
Librarian:	Mrs E Briggs	
Kitchen Manager:	Mrs K Melling	
Site Manager:	Mr A Stobbs	
Crossing Patrol (Council Appointment):	Mr K Dunne	

There is a staffing policy in school. Governors match qualification, training and expertise as far as possible to the posts in school. Teachers have, as well as their teaching duties, a responsibility for a curriculum area which they have to develop throughout school. Careful monitoring is done in each subject area to ensure continuity and progression for all pupils.

## **GOVERNING BODY**

### **Parent Governors**

Mr I Khan – Chair  
Mr S Ahmed

### **Headteacher**

Mr J Duke

### **Staff Governors**

Mrs C Swales

### **Partnership Governors**

Mr M Hannam  
Mr N Essex

### **Co-opted Governors**

Mrs D Benn – Vice Chair  
Mrs L Nudd  
Mr R Humphries

### **LEA Governor**

Mrs P Prosser

### **Associate Member**

Mrs J Berry

### **Clerk to Governors**

Mr R Wilkes

## **General Information**

Hollingwood is a co-educational Foundation Primary School catering for girls and boys aged 5 to 11 years. There is a 60 place nursery unit for 3-4 year old children. The school was built in 1971. In September 1999 Hollingwood First School became Hollingwood Primary School. An extensive building programme added to the size and facilities our school has to offer.

We are very proud to provide a stimulating, safe and pleasant environment in which our children can learn.

## **Viewing Arrangements for Prospective Parents**

Parents are welcome to visit Hollingwood at any time by appointment. A preliminary note or telephone call will ensure that you are not kept waiting. Before your child starts our Reception class, we ask all parents/guardians to attend a meeting. Here more relevant information about the school will be given and parents will have the opportunity to ask questions.

## **Admissions**

The number of children admitted to each year group is 60.

Where applications for admission to the two Reception classes exceed the number of places available, the following criteria would be applied, in the order set out below:-

1. Children in public care (looked after) within the local community.
  2. Children with an elder sibling already attending school. We will consider siblings to be brothers and sisters of children resident at the same address, this includes 'foster children' and step brothers and sisters, who will still be on roll at the time of admission.
  3. Proximity of the child's home to the school, with those living nearer, as measured by the shortest walking route, being accorded the highest priority. The route will be measured along 'metalled roads' (roads with maintained surfaces) between the home address and the main entrance gates of the school.
- These criteria may be overridden and a place offered where there are special medical reasons for admitting the child with supporting evidence being required from a consultant paediatrician.
  - A child who has a statement of Special Educational Needs which names this school will be admitted, without reference to the above criteria.

The move from home to school is an important one for the child and it is desirable that parents and children should know as much as possible about their new school. We organise taster sessions for new children and parents - time is set aside for the children to visit the Reception class teacher and her room so that children become familiar and happy with the notion of starting school.

## **Guidance on how Parents may arrange to consult with Staff and/or the Headteacher**

There are two formal consultation afternoon/evenings each year when parents are invited to discuss their child's progress with the class teacher. An appointment system is used. At present this takes place in the Autumn and Spring terms. There is also an Open Evening held during the Summer term. Additionally, a meeting is arranged early in the Autumn term for parents of children in the Reception classes. The purpose of this meeting is to see how the children have settled, resolve any problems, and discuss ways in which Parents can help with home reading. SAT's support evenings are also held for parents of children in Year 2 and Year 6 during the Autumn term.

Should you wish to meet with a member of staff at any other time please approach the member of staff directly, via phone call or letter. Although it is not possible for class teachers to see parents during school time all staff are willing to make arrangements for interviews before or after school. Each Key Stage also has a Team Leader: -

Foundation Stage	-	Miss Sagar
Key Stage 1	-	Mrs Asghar
Lower Key Stage 2	-	Mrs Gregory
Upper Key Stage 2	-	Mrs Walton

Our school Special Needs Co-ordinator is Mrs Peniston, the Deputy Head is Mrs Berry and the Senior Assistant Head is Mrs Nudd. If you feel you need to talk to someone, other than the class teacher, you may make an appointment to see the relevant person or should you wish to consult with the Headteacher, I will try to be available during the day via prior arrangement.

### **Attendance**

If your child is ill, please contact us by phone call before 9.30 am. Annual holidays should be taken in the school holiday period.

We can authorise absences for the following reasons -

- Pupil illness.
- Unavoidable medical/dental appointment.
- Day set apart for religious observance by a body to which the parent belongs – 1 day is allowed per festival.
- The death of a close member of the child's family.

### **Holiday Leave**

- Holidays in term time are not permitted.

### **Unauthorised absences**

Some absences cannot be authorised and must be recorded on the pupil's end of year report. We are instructed to mark as absent any child not in school by 9.25 am. A late mark is given after 9.05 am.

Unfortunately absence is not authorised for such things as visits to the pantomime, shopping for school uniform, day visits to relatives. **Please do check before planning visits during school time.**

**Should 10 sessions (5 working days) be lost due to unauthorised absence during any six week period a Fixed Penalty Notice under Section 23 of the Anti Social Behaviour Act will be issued by Education Bradford 'Education Social Work' section**

### **Hours of Attendance**

#### **KS1**

Morning sessions 8:55 – 12:00 am

Afternoon sessions 1:00 - 3:15 pm

#### **School**

Doors open at 8:50am

#### **KS2**

Morning sessions 8:55 – 12:15 am

Afternoon sessions 1:15 - 3:15 pm

#### **School**

Doors open at 8:50am

Children should not be left unaccompanied before 8:45 am. Children who go home for lunch should not be brought back to school before 12:55 pm (K.S.1) and 1.10 pm (K.S.2). These children should be brought back into school with an adult and signed back in at the school office.

Punctuality is essential and strictly monitored.

## **Nursery**

### **The Nursery Curriculum**

Our aim is to provide a broad based curriculum for children in their early years, continuing their social, emotional, mental and physical development. Through structured play the Nursery staff will use children's natural spontaneity and enthusiasm to provide extensions for further work, establishing progress towards the National Curriculum. The staff of the Foundation team follow the 'Curriculum Guidance for the Foundation Stage' as issued by the DfE.

Children are admitted to the nursery on a part-time basis at the beginning of the September following their third birthday providing a place is available. Parents are advised to put their child's name on the waiting list on or after his/her second birthday. A phone call or a letter will be sent to parents advising them when a place is available and an appointment made for the Nursery teacher to visit the child in the familiarity of their home. The nursery teacher will outline the arrangements for visiting nursery. Several visits may be made until the parent and nursery teacher are satisfied that the child has settled in happily. Because children in the nursery unit are under five years of age, it is expected that they be brought to school by a responsible person, taken into the classroom and handed over to the teacher in charge. A donation of 50p per week is requested (payable to the nursery teacher) to cover the cost of a mid-morning snack. There is a comprehensive guide to nursery systems available from the nursery unit or school office.

### **Procedure for Entry to Nursery**

1. Brother or sister already in school.
2. Order of application.

### **Nursery Hours of Attendance**

Morning session	8.30 - 9.00 am until 11:15 – 11:30am
Afternoon session	12.30 - 1.00 pm until 3:15 – 3:30pm

### **School Meals**

School meals are available to our full-time pupils. We have excellent catering facilities in school, with meals being cooked on the premises. There is a multiple choice system. Halal meals are available two days a week by request.

Dinner money should be sent in advance, on Monday mornings, in a sealed envelope bearing the child's name, class and amount enclosed. We are unable to accept dinner money on any other day unless your child has been absent. Alternatively, you may prefer your child to bring sandwiches. Children may choose to have either sandwiches or dinners for one week. Do send sandwiches in a suitable container (named). NO drinks please - these will be supplied by school. Parents are requested to support our healthy eating campaign by refraining from sending sweets as part of the lunch box. Children may bring a limited number of crisps over the week.

In light of the new government initiative, from September 2014 all children in Reception, Year 1 and Year 2 will be provided with a free school meal if required. **Parents entitled to Free School Meals anyway i.e. receiving Income Support etc. must still apply in the normal way.**

Children in Years 5 and 6 also have a choice of pack-ups. These pack-ups provide nutritionally balanced trays of cold choices such as sandwiches and snacks.

At present school meals cost £8.00 per week (£1.60 per day).

### **School Milk**

Milk (1/3 of a pint) is available for all ages of children in school. The cost of milk is: – Year 1 and 2 is an annual charge of £24.00 or 3 terms of £8.00, Years 3, 4, 5 and 6 is an annual charge of £48.00 or 3 terms of £16.00. Any child entitled to free meals is entitled to free milk. Milk is free for children in the Nursery and Reception classes. Children may bring a piece of fruit to eat at break time if they so wish.

### **Arrangement of Classes**

Children will join the Reception classes in the September prior to their fifth birthday. Each teacher organises his or her children into groups, and structures the classwork to match each child's age and ability. Pupils are sometimes taught as a class, in groups or individually.

### **Transfer to Secondary School**

Children transfer to Secondary School in the September following their 11th birthday. During the final year in the Primary School details of Secondary School choice will be sent to parents. If you have any concerns as to the best way to complete the form, please contact Hollingwood for advice.

### **School Uniform**

**At Hollingwood a school uniform is compulsory. Certain items of uniform are available at the school office.**

#### **Early Years and Key Stage 1**

- Royal Blue sweatshirt or cardigan.
- White polo shirt or white shirt plus optional school tie/or white blouse.
- Grey school shorts/grey school trousers/grey school skirt or grey pinafore dress.
- Royal Blue or Navy school coat (optional).

#### **Key Stage 2 – Years 3, 4 and 5**

- Navy Blue sweatshirt or cardigan.
- White polo shirt or white shirt plus school tie/or white blouse.
- Grey school shorts/grey school trousers/grey school skirt or grey pinafore dress.
- Navy or Royal Blue school coat (optional).

#### **Year 6**

Year 6 is an extremely important year for the children. We acknowledge this by having a different sweatshirt and choice of colour polo shirt. The rest of the uniform remains the same.

The uniform is: -

- Purple sweatshirt or cardigan.
- White or gold polo shirt. These items are available at the school office.
- Grey school shorts/grey school trousers/grey school skirt or grey pinafore dress.
- Navy or Royal Blue school coat (optional).

We welcome the wearing of the hijab. This must be plain, be of a reasonable size and either blue, white or black.

### **Book Bag**

A blue book bag with the school logo is available.

During the summer months children may continue to wear winter uniform, or alternatively switch to summer uniform.

### **Summer Uniform**

Children may wear

- plain white polo shirts (Yr 6 white or gold)
- plain white open-necked shirts
- plain grey shorts/skirts
- blue and white checked/striped dress.
- sweatshirt or cardigan
  - KS1 Royal Blue
  - KS2 Navy Blue.

### **Footwear**

Smart, black school shoes only are permitted with winter uniform. Summer sandals may be worn – we do not specify a colour but they must not have slippy soles, be backless or have high heels. Indoor shoes/pumps are required for wet days and should therefore be kept in school at all times. No fashion shoes, platform soles and heels or trainers please.

### **P.E.**

Children must have black pumps, navy shorts and light blue tee-shirt with logo (available at the school office).

A draw-string pump bag is also part of this special pack.

Additional P.E. equipment will be needed in Years 5 and 6. Parents will be informed in advance of their child's move to the next year group.

We do sell various items of school uniform - please ask at the school office for details.

### **Jewellery**

We ask that rings, bracelets, and necklaces are kept at home (including those worn for traditional or religious reasons). For safety reasons, such items must be removed for P.E. sessions and there is the added problem of loss etc. **Pierced ears are very popular, but again, for safety reasons we must insist that studs are worn in school. For Health and Safety reasons no other body piercings are allowed.**

### **Parent/Teacher Association**

We have a Parent/Teacher Association. Parents of children attending the school are automatically members and are eligible for election to the committee at the Annual General Meeting. The Parents Association organises several social events. Please do support this group in their worthwhile work - better still, come and join them!

### **Ways of Helping in School**

Parents are invited to help in the classrooms. You might supervise sewing or baking activities, or perhaps join in number games, art and craftwork or hearing readers etc. You do not have to have qualifications, just a willingness to give your time. Alternatively, any special skills or talents you can offer will be appreciated e.g. football coaching, gymnastics, recorder playing etc. We will authorise documents for a DBS check for all volunteers. The DBS will cost £16.00 and must be paid at the point of application.

## **School Library**

We operate a lending library and books are available to all children to read and share at home. We ask that books borrowed be treated with respect, and should a book be damaged or lost that you will pay a small cost towards its replacement, £5 for a hardback book and £3 for a soft backed one. Additionally, we regularly sell books via a school bookshop.

## **School Fund**

This is raised in a variety of ways during the school year and goes towards a variety of activities and equipment. We hope that parents will continue to support our fund raising activities.

## **Communication**

Communication is an essential ingredient of a successful school. To keep you informed about school matters the Headteacher regularly sends out newsletters. This letter will be numbered and dated so that you can check that you receive them all! Class teachers also send out Parent's Information Sheets to let families know of work and activities ongoing in the class. Up to date minutes of Parents Association and Governing Body meetings are on view in the school entrance.

The Governing Body and staff of the school have placed copies of pastoral and curriculum policies in the front entrance of school, for parents to peruse if they wish.

## **Governing Body**

The Governing Body oversees the organisation and educational provision of the school rather like a Board of Directors. The Headteacher is like the Chief Executive and oversees the management of the school.

The Governing Body will issue an annual report on the school. Should enough parents wish to attend, a meeting will be held to discuss this report.

## **Complaints Procedure**

There is a well-documented procedure for dealing with complaints - a full transcript of which is available from the office. Should you wish to complain about any aspect of school life please do consult the class teacher, Deputy Head or Headteacher in the first instance.

## **The School's Philosophy**

We aim to provide a rich, stimulating environment and a broadly based, balanced curriculum. The school maintains high standards in the basic subjects. Children are expected to read fluently, accurately and with understanding appropriate to their age; to reach good standards of hand writing and spelling and to convey meaning clearly in speech. We aim to ensure each child understands basic mathematical concepts. We believe in good discipline based on traditional values. These are created through an awareness of self; a respect for each other, the ability to treat other pupil's views with feeling and consideration; attention to good work habits; a caring attitude towards the environment; and respect for all people.

We expect all children to leave the school, confident and well prepared for the next phase of their education.

Our school rules focus on those crucial and non-negotiable rights about safety, learning and respect.

- Every child has the right to learn
- Every child has the right to feel safe

- Every child has the right to be treated with respect

With these rights come 3 responsibilities.

- The responsibility to ensure children can learn
- The responsibility to ensure everyone in school is safe
- The responsibility to treat everyone with respect

## **Curriculum**

At Hollingwood the Governors and teachers aim to provide a relevant, balanced and broadly based curriculum that meets the needs of all our pupils. The curriculum reflects the importance of literacy and numeracy but also emphasize learning of new skills that will equip our pupils for the next stage of education.

## **Equal Opportunities**

The school has an equal opportunities policy which states that all who make up the school community will be treated equally and with respect irrespective of race, gender, special needs (physical, behavioural and learning) and age.

## **Home Learning**

The main part of the Home Learning programme revolves around three main areas. The main areas of study are: -

- Assorted spelling activities.
- Number and times table activities.
- Regular reading activities.

Occasionally teachers may need to send out other areas for the children to work on.

These are very important aspects of school work and support from parents is essential. Work given out in these sections of the curriculum is tested and checked upon every week. Results are recorded and rewards/sanctions are given. Successful participation gradually builds up a store of knowledge in the child and eventually makes a positive impact upon class work.

Each class has a range of activities that are differentiated to meet the needs of the children.

## **Paired Reading**

Learning to read is so important for children. If children can't read then they find lots of activities really difficult. At Hollingwood we want **every** child to have the best possible chance of learning to read. Therefore to supplement the **daily** reading done at home some children join a paired reading group. It's supported or assisted reading. Children are paired up with a Year 6 pupil who is keen to support reading. The older pupil undertakes training. Very soon the pair become good friends and enjoy reading together and talking about the book. I'm sure you soon start to notice the benefits of this, we certainly do at school.

## **Provision for Sporting Activities**

The Physical Education curriculum includes dance, gymnastics and games. In Year 5 pupils have swimming lessons in addition to normal PE lessons.

## **Clubs and Additional Activities**

We have a full range of clubs and out of class activities for all pupils. Parents are informed of clubs designated to their child's year group.

## **Arrangements for Children with Special Educational Needs**

At Hollingwood we adhere to the current Code of Practice for S.E.N.

The staff at Hollingwood wish all children to take full advantage of the educational facilities on offer. In order to achieve this, some children will require additional support.

A child is deemed to have a special need if they are making insufficient educational progress, have a behaviour problem which requires modification or have a physical disability which might require some adaptation of the curriculum, or the learning environment.

Should a problem arise during the child's time at Hollingwood, the first person to discuss this with is the class teacher. If necessary further help is available from the Special Educational Needs Co-ordinator or the Headteacher. For children new to Hollingwood, entering Nursery or Reception, any special needs should be discussed initially with the Headteacher/class teacher. The SENCO will discuss individual problems with parents and, with the class teacher, will devise learning plans for children with specific difficulties. The work planned may be carried out by the teacher, an assistant, or the Special Needs Co-ordinator.

The school has links with Child Health Services, Social Services, Education Social Services and the Educational Psychological Service, where help will be sought if necessary after discussion with parents.

Our Special Educational Needs provision aims to:-

1. Ensure needs are identified and met as early as possible.
2. Enable all children to access the National Curriculum.
3. Ensure all children achieve basic skills commensurate with their ability.
4. Help children experience success and achievement and develop self-confidence and self-esteem.
5. Develop self-discipline and appropriate behaviour.
6. Make S.E.N. an integral part of all staffs' responsibility, including ancillaries.
7. To safeguard and encourage the parent's/guardian's right to be involved in their child's education.

The school is built on one level, with the exception of the terrapin community room, and has been modified for wheelchair access and accompanying toiletry requirements. We are also fortunate to have had a hygiene room built to cater for the disabled. Hollingwood, therefore, is suitable for children with mobility problems.

## **Gifted and Talented (G & T)**

We identify and provide for the able and talented children in the school, through, for example:

- the provision of challenging enrichment/extension within the curriculum,

If you, as a parent, wish to nominate your child as having a particular ability or talent to which our attention should be drawn, kindly forward the information in writing to the Headteacher or the Gifted and Talented Co-ordinator.

## **Religious Education**

The School follows the Bradford Agreed Syllabus for Religious Education, a copy of "Faith in our Future" is available in school for anyone who is interested. Religious Education is normally taught as a

class lesson. At appropriate times of the year we draw the children's attention to important festivals which are celebrated by local religious communities.

In accordance with the 1988 Education Reform Act a daily 'Act of Worship' is held on ten occasions during the week – five for K.S.1 and five for K.S.2. Assemblies are multi-faith and reflect all the traditions and beliefs represented in school. The Christian calendar of festivals is adhered to but major festivals of other beliefs are celebrated.

### **Arrangements for parents to exercise their rights in relation to pupils attendance at religious worship or instruction**

Parents have the right to ask that their children be excused from Acts of Worship on the grounds of conscience. Parents may wish to discuss this with the Headteacher or a letter may be sent by the parent to the Headteacher requesting exemption.

### **Personal, Social and Health Education**

At Hollingwood we aim to develop feelings of self-worth and self-esteem in all pupils. They will be encouraged to feel positive about their gender and the rights and equalities of all children will be respected. In the National Curriculum there is provision for teaching the similarities and differences between living things, and opportunities to study the life cycles of plants, animal and humans (correct names for the body parts will be used).

In our school we enjoy an open and caring relationship with the children. Therefore, teachers will respond sensitively to questions asked by them. When such instances arise, the teacher may wish to think about the question and gain time, space or guidance before discussing this with the pupil. If appropriate, the parent or guardian may also be consulted.

The school's definition of PSHE is the physical, emotional, social, creative and spiritual well being. It is the purpose of education to make children feel good about themselves as they grow towards adulthood. When people feel positive about themselves in a supportive, caring, secure environment they are less likely to be exploited and are less likely to exploit others.

Our Science and PSHE curriculum for Year 5 and Year 6 covers more sensitive areas than previously undertaken. We inform parents of the girls in Year 5 before they are given an informative talk by the School Nursing Service. In Year 6 both boys and girls are involved in discussions about 'Growing Up'. This is supported by the School Nursing Service and as it is part of the National Curriculum and is not optional.

In conclusion, it is right for our school that the sex education and personal issues policies should remain flexible. How we react to particular issues depends upon the questions raised and the situation. As far as possible we feel the tackling of these topics should have the backing of a loving, secure family environment.

The school definition of drugs includes legal substances such as alcohol, tobacco, medicines and solvents as well as illicit substances. In creating a safe environment, the Governors do not condone the misuse or supply of illicit substances and will take seriously any attempt to do so. Procedures for dealing with suspicions about substance misuse are identified in the guideline for the PSHE policy.

At the time of writing we have 'The National Healthy Schools Award' and the 'Drugs Charter Award'.

## **Discipline**

The Positive Discipline Policy is on file for parents to peruse in the school entrance. A copy may be purchased, from the school office, at a very small cost.

## **Access to Records**

Each school is responsible for keeping an educational record for every pupil. Any records written shall be available for inspection by a parent or legal guardian, or to any school that is considering the pupil for admission. Parents are requested to contact the Headteacher if they wish to see their child's records. A mutually convenient appointment can then be arranged.

You will receive an end of year report, and on receipt of this there will be an opportunity for you to discuss the report with your child's class teacher.

## **School Visits**

In connection with the work being undertaken in the classroom, visits are sometimes arranged for the children. Most of these will take place in the immediate area of the school and city, but occasionally the children will need to travel further afield. When visits take place wholly or mainly in school-time, costs must be re-couped by voluntary contributions. We hope that parents will support us when a contribution is required. However, should there be financial hardship then parents are invited to contact the Senior Assistant Head, in confidence, for remission of charges in part or full. Where school cannot support a number of such applications, the trip may have to be postponed to a more viable time.

## **PASTORAL CARE**

### **Health, Hygiene and Pastoral Care of Pupils**

The general progress and welfare of each pupil is the responsibility of the individual class teacher. Any problem that cannot be resolved by the class teacher is brought to the attention of the Headteacher.

The school is visited regularly by the school nurse, who monitors the health of each child. Dental checks are made annually. A register of children with allergies and medical conditions will be kept in the first aid room.

### **Administering Medicines**

Only medicines prescribed by the Doctor and which must be taken during the school day will be administered, (i.e. 4 times a day). Medicine should be delivered to the school office by an adult, who will then be asked to complete a parental agreement sheet.

Medicines will not be administered where:

- any aspect of the administration is crucial to the welfare of the child e.g. a serious medical condition.
- where some technical or medicinal knowledge or expertise is required.
- where intimate contact is necessary.

### **Allergies**

A list of children's allergic reactions is posted in the First Aid Room. **Parents are requested to inform school of allergies their child suffers from.**

## **Asthma**

We keep a register of all children who suffer with asthma. Should this be the case, please inform the school office. In Key Stage 1 all inhalers etc. are kept in a special place in each classroom. In Key Stage 2 the children have the option of keeping their inhalers on their person.

## **Daytime Information**

**Should your child be ill at school, we may need to contact you. Please keep us informed of current day time telephone numbers and addresses.**

## **Appointments**

No child will be allowed out of school during the day without a written note from the parent or guardian, and must be collected by a responsible adult. An appointment letter/card must be brought to the school office showing the date and time of the appointment. We must stress that all appointments should be made outside school time.

## **Health & Safety**

There is an extensive Health and Safety policy in school. The Governors regard the promotion of Health & Safety measures as a mutual objective for all who enter the school.

It is the school's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards. (If you see any occurrence which is injurious to health **please inform us.**)

## **Premises**

The school is adequately equipped with good quality resources for study of the National Curriculum. The building is attractive and well-maintained in order to give the children the best possible learning environment.

Hollingwood Primary School buildings and grounds comply with statutory requirements to be a non smoking establishment.

## **Child Protection**

The Headteacher and Senior Assistant Head are the named Child Protection Officers who will deal with any issue. If a child discloses an incident which could relate to abuse, or if excessive or suspicious bruising is noticed, protection procedures must be set in motion. This involves Social Services being notified. Once the procedures have been activated the matter is entirely out of our hands.

## **Disclaimer**

The information in this booklet is correct at the time of writing, but may be subject to change.

**Statement by Headteacher**

At Hollingwood we provide a caring,  
structured environment in which we  
encourage every child to learn and  
progress.

With your help, we will succeed.

Thank you for reading this information.

Mr J Duke  
Headteacher