



Holmer Green Senior School

Year 7 Parental Information 2020



School Motto:
"Work Hard, Be Kind"

WELCOME

To the new Students and Parents of Holmer Green Senior School

A warm welcome to the next generation of Holmer Green Senior School students and parents

Dear Parent, Carer and Students,

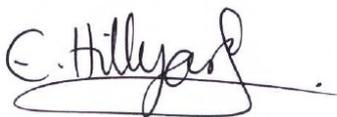
Congratulations on your successful choice of Holmer Green Senior School. This is the first year of your seven year journey at Holmer Green when you graduate as the class of 2027! Our vision is that by 2027 you will have had the experiences, built the skills and have the qualities essential to compete for a top university place, or apprenticeship. We know that you have had a very unusual finish to Year 6 so we will do everything to ensure you are as successful, as any other student who has gone through transition before.

Holmer Green Senior School is here to serve you and ensure your aspirations turn from dreams into reality. We are moving through exciting times. We enable students to progress rapidly and as a result, are heavily oversubscribed. We aim to be the best school we can be with the very highest of standards. We expect a lot of each staff member, student and parent to ensure that each one of you performs better than you ever thought possible.

We believe that every Holmer Green student should receive a first-class education; should feel part of a strong, vibrant and caring community; and leave confident, well qualified and inspired and prepared for the challenges you will face.

To reach the pinnacle of performance requires great teamwork, unwavering belief, an “I can try attitude”, no excuses, hard work and being kind. Get ready for the journey.

Yours faithfully



Ed Hillyard
Headteacher

Contents

P2—Message from the Headteacher

P3—Important Dates and Times

P4—Learning Journey

P5—School Organisation

P6—Medical & Attendance

P7—Communication

P8—Independent Study

P9—Learning Resource Centre

P10—Expectations

P11—Anti-Bullying

P12-13—Uniform & Equipment

P14-15—Additional Information

P16—Music Lessons

P17—Parent App

P18-19—Privacy Notice

IMPORTANT DATES AND TIMES

The times of the school day are as follows:

School Day	
08.55	Registration
09.20	Period 1
10.20	Period 2
11.20	Break
11.40	Period 3
12.40	Lunch (years 7 & 8)
13.15	Period 4
14.15	Period 5
15.15	End of School Day
	Enrichment

Please note the first day of term for students is on Thursday 3 September 2020, for **Year 7** and **Year 12** students **only** at 8.45am

All other year groups start on Friday 4 September

Please note the last day of each main term is a full teaching day, finishing at 3.15pm

Shown below are the School Term and Holiday Dates for 2020/2021 together with the dates set for teacher training days.

	Open on morning of:	Close at end of afternoon on:
Autumn Term 2020	Thursday 3 September (Year 7 & 12 only)	Friday 23 October
	Tuesday 3 November	Friday 18 December
Spring Term 2021	Tuesday 5 January	Friday 12 February
	Tuesday 23 February	Thursday 1 April
Summer Term 2021	Tuesday 20 April	Friday 28 May
	Tuesday 8 June	Wednesday 21 July

TRAINING DAYS 2020/2021
1, 2, and 3 September 2020, and 2 November 2020
4 January 2021, and 22 February 2021
19 April 2021, and 7 June 2021

INSET dates may be subject to change due to the outbreak of coronavirus.

Easter Weekend 2021:	2 April to 5 April 2021
May Day Bank Holiday:	3 May 2021
Spring Bank Holiday:	31 May 2021

OUR SCHOOL "Work Hard, Be Kind"

OUR LEARNING JOURNEY

Key Stage 3 (Years 7-8)

The aim of Key Stage 3 is to develop the students' understanding across a broad curriculum making them independent learners and giving them the opportunities and experiences to specialise when moving into Key Stage 4 and 5.

The students follow from a one week timetable with 25 x 60 minute periods per week.

Students are placed into a Tutor Group which they will stay in for their entire journey through Holmer Green Senior School but are redistributed into ability groups for their core subjects of English, Maths and Science. These groupings may change depending on each student's progress. For the rest of their subjects the students are placed into mixed ability groups.

- English, Maths, Science
- Expressive Arts (PE, Music, Drama and Art)
- Humanities (History, Geography and Religious Studies)
- Technology (Resistant Materials, Food Technology and ICT) and PRP (Penn Resilience Programme) on a rotation cycle
- Modern Foreign Languages (French or Spanish)
- PSHCE (Personal, Social, Health, Citizenship Education)

Extra Curricular Activities

Extra-curricular activities form an important part of any student's experience of school and at Holmer Green Senior School we provide an extensive range of activities both at lunch time and at the end of the school day. The enrichment programme will be sent out separately at the start of the Autumn term in order for you and your children to make choices about which club to attend.

We encourage all students to participate in some form of additional learning and to use this as a catalyst to develop their confidence, knowledge and social integration within the school.

We offer a wide variety of trips at HGSS both day trips and residentials.

The Students' Voice Matters

The Student Council is the body through which students can express their voice concerning various elements of the school life at HGSS. Two representatives are elected in each year group at the start of the school year and they have the support of their peers.

They make propositions and contributions in areas as diverse as community actions, environment related campaigns and also teaching and learning. They will be the vectors of change to always try and improve what is happening in their school.

Holmer Green Senior School prides itself on the multitude of avenues for students of all ages to voice their opinions regarding all aspects of school life and areas of concern in the wider community.

The students have the opportunity to join these organised bodies to better their environment and that of other students after their first term at the school.

SCHOOL ORGANISATION

Governing Body

As an Academy the current members of the governing body include the following representatives:

- 11 Community Governors
- 5 Parent Governors
- 4 Staff Governors
- The Headteacher

From among these governors a Chairman is elected. Currently this post is held by:

Mr Tony Green Chairman

Governors may be contacted through the school via The Clerk to the Governors.
 clerktogovernors@holmer.org.uk

Parents' Association

The PA Committee is elected annually, usually in September and its role is not only to support the school through fund raising, but also to provide sociable opportunities for staff and parents to meet in an informal atmosphere. New parents are encouraged to get involved.

We hope you will enjoy coming to one or more of our social events, as well as supporting our fundraising activities. Please contact the PA Chairperson, via the school for more information, offers of help, or new ideas for enjoyable fundraising.

Contact with Staff

We believe it is essential that both parents and school should work closely together. It is important that you contact the school first to make an appointment, thus avoiding an unnecessary wait as the member of staff you wish to see may not be immediately available.

A students general well being and/or general progress	Attendance and/or punctuality	A particular subject query or issue
<p>1st Contact: the Tutor</p> <p>2nd Contact: Head of Year Mr K McMaster</p> <p>3rd Contact: Pastoral Leader: Mr A Sharp</p>	<p>Call or email the Attendance Officer if your child is absent or late</p> <p>1st Contact: the Tutor: if you have any general concerns</p> <p>2nd Contact: the Head of Year: if your concerns are more serious</p> <p>3rd Contact: the Pastoral Team: for specific help</p>	<p>1st Contact: the relevant teacher. You will find this on your child's timetable</p> <p>2nd Contact: the Head of Department</p> <p>3rd Contact: the Head of Year</p>

Contacting the school: Via phone: 01494 712219 Via email: office@holmer.org.uk
Pastoral Leader sharpa@holmer.org.uk

Contacting the Headteacher
 Contact can be made via the Headteacher's PA, Mrs Liz Plascott on 01494 712219
 Please note it is difficult for the Headteacher to accommodate visitors unless by appointment.

Our Pastoral Care

Our Pastoral Managers, Mrs K Terry and Mrs J Cox work with the Heads of Year so that students in their area have support for their emotional and behavioural needs. Mrs Terry and Mrs Cox are ably supported by Mrs Goodgame and Miss Hemming, Pastoral Managers/Inclusion Managers.

They liaise with staff, students and parents in order to enhance the learning of every child and encourage a positive set of work and social ethics throughout the school.

Mrs Terry and Mrs Cox also work closely with a multitude of outside agencies to develop the best possible solutions for any problems that a student may encounter either internally or externally of the school.

Medical and Attendance

WHAT TO DO IF YOUR CHILD IS ILL OR HAS MEDICAL NEEDS

The school has Medical and Attendance Administrators. They are available during school hours to discuss matters relating to the health of your child. It is essential that you notify them of any health problems that your child may have (e.g. medical details, particular problems or needs). We can store spare asthma inhalers and epipens and diabetes monitors.

If your child is taken ill or is involved in an accident during the day, he or she will be looked after in the Medical Room until we can contact a parent or carer. Students should tell their teacher or report to the Medical Room if they feel unwell and **not make direct contact with you by mobile phone.**

If your child needs to take medication during the day, it should be clearly labelled with the child's name and passed to the Medical Administrator with a letter from the parent or carer. School staff are not allowed to give paracetamol to students although students are permitted to bring two paracetamol to school to be kept in their bag for emergencies. Students who have a doctor's or dentist's appointment should take the appointment card to the Medical Room first thing in the morning. These appointments should be arranged outside school hours where possible. We do not expect a student to take a whole day off for a medical appointment.

LATE ARRIVAL AND ABSENCE

The school gates lock at 8.50am, so students must be on site by this time. Students should be at line up at 8.55am. If your child arrives after 8.55am they will be marked as late. They are required to sign in at the Medical Room.

In the first instance the student will be warned to be punctual in the future. If a student is consistently late there will be sanctions. Persistent poor punctuality or attendance will be referred to the Education Welfare Officer.

NOTIFICATION – ALL ABSENCES MUST BE NOTIFIED BY TELEPHONE BEFORE 10.00AM ON THE DAY OF ABSENCE

When you know in advance that your son or daughter will have to miss school for any reason, we ask that you inform us in writing beforehand.

When absence is due to illness, we ask that you telephone the Medical Room as soon as possible on 01494 719901 or email attendance@holmer.org.uk.

AUTHORISED AND UNAUTHORISED ABSENCE

Failure to notify the school will result in your child's absence being classed as unauthorised which may result in school referring to the Education Welfare Service. Only absences perceived by the school to be genuine will be classed as authorised. Holidays during term time will not be authorised. We will authorise one day for Eid celebrations.

At Holmer Green Senior School we expect an attendance of 96% or more for all students – Every Day Matters.

EMERGENCY PROCEDURES

If a decision is taken to close the school because of bad weather or unforeseen circumstances, the local radio station will broadcast this information to students, staff and parents. This information will also be put on the school website (www.hgss.co.uk), emailed via Schoolcomms and put on the Bucks County Council website. We strongly urge you to download the SchoolComms app so that you can receive immediate information from us.

It is essential for the school to have your correct address, email address, telephone number and at least three other telephone numbers where you or a relative may be quickly contacted in the event of an emergency. Please inform us of any changes as soon as they occur.

Communication

REPORTING TO PARENTS

Throughout your child's career at Holmer Green Senior School, his or her work and attitude will continually be assessed, progress recorded and areas for improvement identified. We will regularly report the results of our assessment to you via different methods including:

PARENTS' EVENINGS:

Students in all year groups have one parents' evening a year. Students are expected to attend these with their parents or carers.

PROGRESS REPORTS:

Students receive **attainment and attitude to learning reports** throughout the year. The top 10 making most progress at the end of each term, will receive a letter of commendation and a meeting with the Headteacher or Deputy Headteacher to congratulate them on their hard work.

ACHIEVEMENT POINTS:

Students are awarded achievement points for their effort and attainment in class and with pieces of homework. Parents can see these via the SIMS app, the details of which will follow in September. We have **Celebration Assemblies** at the end of each term where the students with the highest number of points will be highlighted and recognised. Subject pins are also awarded to the students working hardest in each subject area that term.

BEHAVIOUR POINTS:

Students receive behaviour points for their poor effort or behaviour; in class or around the school site; and with pieces of homework.

SCHOOLCOMMS:

The school use the Schoolcomms systems which allow letters and bulletins to be sent directly to parents via e-mail. These might include notifications of forthcoming events, trips or travel arrangements and attendance enquiries. In addition, critical alerts may also be sent via mobile text message.

The system uses the e-mail address and mobile number of the Parent or Carer who is the primary contact on the system. Should your mobile number or e-mail address change, please notify the school directly. We do not ordinarily send paper copies of correspondence to parents who are not signed up to the email system. We strongly recommend you download the SchoolComms app to your mobile device.

We use their Schoolgateway facility for parents to pay online for trips, school performances, events and tickets, and departmental items. Schoolgateway is a secure online payment method accessed via a unique pin number. Schoolgateway sends an email confirming what you have paid for, giving reassurance that the transaction has been successful. The system holds a record of all your payments. The system also generates reminders when there are instalment payments due.

We would like to encourage parents to use Schoolgateway as payments in this way are more convenient, more secure and quicker for you. We can also receive payments by cash or cheque.

Once your child joins the school, you will need to activate your Schoolgateway account by visiting www.schoolgateway.com and following the New User instructions.

Please register as a new user, using your 'prime' contact email and telephone number that you have registered with the school. You will then be sent a PIN number by text to use for future login.

It must be made clear that we have a no-refund policy once a financial commitment has been made toward a trip.

INDEPENDENT STUDY

Homework is given to all our students and we ask parents to help and support the school in this matter. Research studies have shown that regular homework is a crucial factor in academic success, and is good training for students to be able to work independently and at their own pace. If students do not receive any homework they should be reading their Accelerated Reading Book.

All students will be issued with a planner at the start of the year for which we ask for a voluntary contribution of £3.00 and homework should be written in as it is given.

WE ASK PARENTS TO CHECK AND SIGN THE PLANNER ONCE A WEEK.

Parents may wish to write a message in the student planner for the Form Tutor or a subject teacher. A teacher may also wish to convey a message in the planner back to you as parent or carer.

Homework deadlines must be adhered to and the quality of work must be to a high standard meeting the expectations of the staff member or sanctions will be implemented.

The Learning Resource Centre is available each evening after school for students up until 4.30pm, and until 4.00pm on Fridays to do research and homework.

The Learning Support Department also runs a homework club for those students in need of additional support to complete their homework.

SHOW MY HOMEWORK

At Holmer Green Senior School, we use 'Show My Homework', an online tool to help you keep track of your child's homework. Show My Homework will allow you to see the full details of the tasks your child has been set in each subject, as well as any attachments, worksheets, weblinks and deadlines.

Approximately a week into the new term you will be provided with login details to your personal on line account, ready-linked to your child's homework calendar.

In the meantime you are able to view all homework set across the whole school without login details you can visit the school website or visit the following webpage:

<https://holmergreenschool.showmyhomework.co.uk/school/homeworks/calendar>

Once this link has been accessed you will be able to filter by year, subject and teacher to find the homework set for your child.

We know that this service will provide you with a deeper insight into the homework students at HGSS receive. More importantly, we hope that it will improve your child's organisation, time-management and help them to keep on top of their workload:

- You will have 24/7 access to the whole school homework calendar without a login
- You will be able to view the quality and quantity of homework set
- Homework can be translated into over 50 languages
- There are free apps available for iPhone, iPad, iPod, Touch and Android devices
- You will receive automated notifications before homework is due and notification if homework is not submitted.
- Once your account is fully operational, if you or child have any questions about the service, please do not hesitate to get in touch with the team at Show My Homework, who are always happy to help; simply email help@showmyhomeowrk.co.uk or call 0207 197 9550.

LEARNING RESOURCE CENTRE (LRC)

Reading and the Accelerated Reader programme

Year 7, 8 and 9 English classes visit the LRC once a week for a quiet reading lesson and to have the opportunity to choose new books.

A key element of these reading lessons is the Accelerated Reader (AR) programme. This computer based programme tests student's reading ages, and suggests a range of levels of books for a student to read, some of which will be in the student's comfort zone, and others which they will find more of a challenge. Upon completion of reading an AR levelled book, students take a comprehension quiz and earn points towards their personalized reading goal. The AR programme allows teachers to monitor individual performance and motivation.

LRC information

The LRC is open every day for students to choose books, and to do homework and research. We are open before and after school as well as at break and lunch:

Monday to Thursday 8.30am – 4.30pm

Friday 8.30am – 4.00pm

A Librarian and a team of student librarians from across the year groups are here to help students to get the most out of the library. We have over 10,000 books to borrow, 40 computers, and free black and white printing.

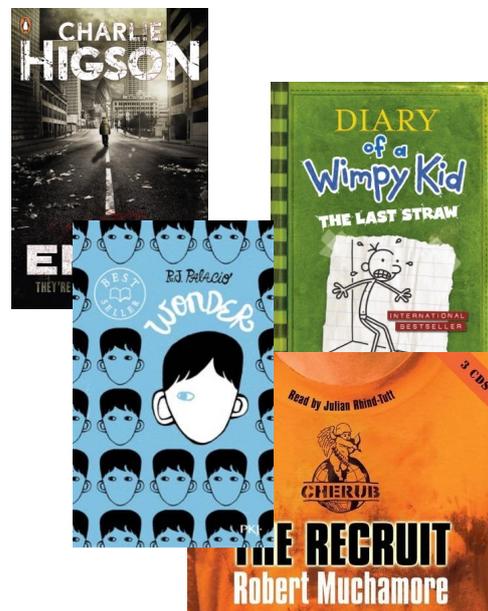
The LRC is full of great books to choose from. Students can request books which they would like to read, and make suggestions for new ones to be bought. The most popular books read this year have been:

The Enemy – Charlie Higson

The Recruit - Robert Muchamore

Wonder - R J Palacio

The Last Straw – Jeff Kinney



The LRC offers volunteering experience at school with the Student Librarian programme. Students volunteer to work in the library twice a week helping other students to use library resources. Watch out in September when we will be advertising for new librarians to join the team.

CLUBS

The Library runs Chess Club, Board Game Friday, and several reading groups—see the Librarian for details

EXPECTATIONS

HOME SCHOOL AGREEMENT

The school is keen to develop good relationships with the home and formalise this relationship in a home school agreement

THE STUDENT

I shall:

- Take responsibility for my own actions
- Obey the School Rules
- Respect all members of the school and wider community
- Attend school daily and all lessons punctually
- Bring my Planner and all the equipment I need, every day
- Wear correct school uniform and take pride in my personal appearance
- Complete class work and homework to the best of my ability
- Respect the school building and surrounding areas
- Be polite and helpful
- Keep my hands and feet to myself

THE PARENTS OR CARERS

I/we shall:

- Ensure that my/our child attends daily, on time and properly equipped
- Make the school aware of any concerns or problems that might affect my/our child's learning or behaviour
- Support all the school's policies and guidelines and sanctions
- Support my/our child in homework and other opportunities for home learning
- Respond to phone calls and letters from school
- Attend parents' evenings whenever possible, and arranged discussions about my/our child's progress
- Inform the school of any change in contact details by calling or writing to the Reception office

HOLMER GREEN SENIOR SCHOOL

We shall:

- Foster the development of students' sense of personal responsibility
- Give each student every opportunity to build good relationships
- Care for students' safety and general welfare
- Give each student every opportunity to achieve his or her full potential as a valued member of the school and wider community
- Provide a broad and balanced curriculum that aims to meet the individual needs of each student
- Keep parents and carers informed about their child's progress
- Offer opportunities for students and members of the wider community to become involved in the life of the school

You and your child will be expected to sign a copy of this Agreement in September.

ANTI-BULLYING

The Headteacher, staff and Governors of Holmer Green Senior School believe that all people who work or study here should do so in a safe, caring, and friendly environment: one of our Behaviour for Learning Rules is 'Encourage Others'. We are rightfully proud of our record of dealing with bullying: *"Pupils report that bullying is very rare and that when it does occur it is dealt with effectively."* (Ofsted report May 2016).

OUR ANTI-BULLYING POLICY

Holmer Green Senior School does not tolerate bullying and recognizes that bullying can be extremely distressing for the victim. Our aim is to work with all members of the school community to prevent bullying using two main approaches:

- To support victims and give them strategies for coping
- To work with those with bullying tendencies to help them to understand the underlying causes and modify their behaviour.

Definition

Bullying is when an individual or group, intentionally or unintentionally make another individual feel uncomfortable, unhappy or intimidated. It is repetitive or persistent.

Bullying may be verbal, physical or emotional and may be the result of racial, sexual, religious or disability intolerance.

Bullying can take many forms. The three main types in school are:

- Verbal: Teasing, name calling, abusive text using mobiles, emails or social networking sites, issuing threats, spreading malicious rumours. Verbal bullying includes the use of homophobic language such as 'gay'.
- Physical: Hitting, pushing, shoving, damaging a person's property and taking belongings including money.
- Emotional: Being unfriendly, giving hostile looks, excluding others from social groups. All of these are unacceptable. All members of the school community have the right to spend their time at HGSS without these things happening to them.

Sign of Bullying

- Not wanting to go to school
- Truancy
- Being frightened to walk to and from school or be present in certain areas within school
- A change in behavior, e.g. becoming more aggressive, withdrawn, anxious, etc.
- Spending a lot of free time alone without peer support.

ANTI-BULLYING COMMITTEE

As part of our Anti-Bullying Policy, we have set up an Anti-Bullying Committee. This is a facility run by Sixth Form students. The Committee actively researches reasons behind bullying and accesses information from many different sources to tackle it in school. The ABC communicate their ideas through assemblies, tutor times, and by being vigilant during break and lunch times in school. Any incidents of bullying which they uncover are always passed on to staff who then work with the victim and perpetrators.

UNIFORM

Online School Uniform Shop

Our uniform supplier is Different Class who are a locally based company and have a dedicated uniform website.

You can purchase the school uniform in two ways:

1. Directly from Different Class via their website at:
www.differentclassschoolwear.co.uk, (**user name: holmergreen / password: senior**) with payment by Paypal or credit card (once you have logged in please select Holmer Green Senior School from the left hand side menu)
2. For parents who do not have access to the internet you may call their office direct to place your order.

Any returns or exchanges should be dealt with Different Class Schoolwear Direct, NOT the school. Orders will be sent to your home address or collected from the address below.

Different Class is the contact point for all enquiries regarding school uniform. Their contact details are as follows:

Unit 9

Wessex Road

Wessex Industrial Estate

Bourne End

SL8 SDT

Email enquiries@differentclassuk.com

ALL ITEMS OF SCHOOL UNIFORM MUST BE CLEARLY NAMED

REPLACEMENT OF SCHOOL ITEMS

The text books and exercise books which we provide for the students are very costly and we expect students to take good care of them. Lost or damaged books will need to be replaced or paid for.

Lost library books must also be replaced. School property which is damaged as a result of action other than an accident must also be replaced.

LOST PROPERTY

Lost property is kept in a designated area of the school. If an item is lost students should check the lost property every day as it is usually disposed of after two weeks. Lost valuables such as jewellery and keys are kept securely in the Reception Office.

Please help us repatriate lost items by ensuring that all clothing and any possessions brought into school are clearly named

SCHOOL UNIFORM

- Navy blazer with school logo
- HGSS tie
- White shirt
- Navy jumper with trim and school logo (optional item but no other jumpers can be worn)
- Girls – Black trousers or skirt (HGSS design only allowed)
- Boys – Black tailored trousers (no jeans or other trousers acceptable – black belts only)
- Black socks/ black or skin tone tights
- Outer coat or jacket must be blue/black coloured (no denim or leather and no logos)
- Footwear – black, plain and sensible smart shoes – black laces – no high heels, boots, canvas shoes or trainers
- Hair accessories for girls must be navy or black
- Belts must be plain black with a discreet buckle
- Only one plain gold or silver stud earring per ear is allowed, and must be removed if requested. No other piercings are permitted
- No make-up or nail varnish is permitted
- A standard wrist watch may be worn, but no other jewellery is permitted

PE KIT

- Sports PE Top Navy with school logo and initials
- Navy shadow striped shorts
- Navy Football socks
- Girls - Blue Sweatshirt with school logo and initials
- Girls (Optional) – Sports Leggings Navy with logo
- Boys – White/Navy Rugby Jersey with school logo and initials
- Navy waterproof jacket with school logo
- Navy tracksuit jacket with school logo (optional)
- Navy tracksuit bottoms with school logo (optional)
- Footwear – trainers and football boots

EQUIPMENT LIST

By accepting a place at Holmer Green Senior School, you undertake to provide your child not only with the correct school uniform, but also the necessary equipment.

ESSENTIAL ITEMS:

Blue or black pen/biro x 2
 Green pen
 HB pencil
 Sharpener
 Eraser
 30cm ruler (to include mm)
 Coloured pencils
 Pair of compasses
 360° protractor
 Calculator
 Collins school or pocket dictionary
 Clear pencil case (clear necessary for exam use)

Glue stick
 Highlighter pens
 Stationery scissors

SUGGESTED ADDITIONAL ITEMS:

2B pencil for artwork
 Small paintbrush
 A3 plastic folder for Art and Technology
 Red and green biro pens for diagrams
 Notepad

All equipment must be clearly named

ADDITIONAL INFORMATION

CANTEEN

Innovate services at Café Holmer provides the food for our student body with a variety of hot and cold options ranging from sandwiches and fruit to full set meals. The diversity offers the students the opportunity to vary their meals daily, provide a nutritious balanced diet and caters for all dietary requirements.

innovate
my goodness!



Cashless Tills

The tills operate on a biometric authentication system called Impact to pay for student meals using the sQuid on-line service. The fingerprint image cannot be used by any other source for identification purposes.

The fingerprint images will be taken in the first week in September and then you will be able to top up the account online. The on screen instructions are clear and easy to follow. This facility will also be available for students who claim Free School Meals and will avoid any distinction with other student.



Once you have created a sQuid account you will also be able to manage your sQuid account online at anytime:

- **Check your child's account balance and view their transactions**
- **Top up your child's sQuid account from your bank account, credit or debit card**
- **Update their details and preferences**

To find out more go to, **www.squidcard.com** and refer to the sQuid web site for full Terms and Conditions.

FREE SCHOOL MEALS

A Free School Meal allowance is available to any students whose parents are eligible to claim which can be spent in the school canteen.

PUPIL PREMIUM

The Pupil Premium Grant is paid to schools for students who are recorded as being eligible for Free School Meals in the last 6 years, who are looked after or who have a parent serving in the armed forces. As a school we use this funding to make sure that your child progresses both academically and personally throughout their time at Holmer Green Senior School and to ensure that their results at the end of Year 11 are inline with their peers.

If you or your child need any academic, extra-curricular or personal support, please do not hesitate to contact the school on 01494 712219.

LEARNING SUPPORT

The Learning Support Department identifies and supports children with Special Educational Needs. All students follow a mainstream curriculum and attend mainstream lessons but may be supported in the classroom by Learning Support Assistants (LSAs). The school also has an ARP (Additionally Resourced Provision) for students with an EHCP where Speech, Language and Communication and/or ASD is the primary need.

LOCKERS

School lockers are owned by ILS (Independent Locker Solutions) and are available for students to rent on an annual basis. Rental costs are £25 per year allowing use from September through to July. Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year. Lockers for next school year will be available online from 1 June.

To guarantee a locker please book online at the website www.ilsschools.co.uk.

TRANSPORT

Students who travel to school on public transport, organised coach or taxi are expected to obey whatever regulations the company has in position and any instruction from employees of the company.

TRAVEL TO AND FROM SCHOOL

When travelling to and from school, students are expected to behave in a manner that is conducive to their and others' safety. Students in uniform are ambassadors for our school. We strive to see the best in our students in and around the community and will challenge poor behaviour reported by members of the public.

PARKING

Parish Piece is a narrow road and we are aware of the dangers to both children and other road users. In order to reduce congestion we ask that parents bringing their son or daughter to school by car drop them off at either end of the road. In walking down Parish Piece the children are expected to walk on the 'school side of the road'.

Please do not drive down to the school. We need to respect the safety of our students and other pedestrians along with our neighbours. Parents who bring cars along Parish Piece will be challenged by Senior Leaders.

INSURANCE

The school's insurance policy does not cover students' personal possessions; we therefore cannot accept responsibility for loss or damage to students' property whilst on the school site. Each student must take responsibility for their own belongings. Valuable items must not be brought into school, nor should excess amounts of cash. Parents or carers are urged to arrange their own insurance cover for valuable items such as bicycles and musical instruments. Parents or carers are also advised to take out a personal accident policy for their son or daughter if they are likely to participate in sports activities outside school.

MUSIC LESSONS

There is a team of peripatetic instrumental teachers who visit Holmer Green Senior School, giving an individual lesson of 20 minutes or 30 minutes. Fees are payable on a termly basis. Lessons take place during school time on a rota system. Half a term's notice must be given in writing if you decide to discontinue instrumental lessons.

The following instruments are offered:

- | | | |
|-------------------|--------------------|------------|
| x Flute | x Classical Guitar | x Keyboard |
| x Clarinet | x Drums | x Trumpet |
| x Saxophone | x Singing | x Trombone |
| x Electric Guitar | x Violin | |
| x Bass Guitar | x Piano | |

Termly Fees for Peripatetic Instrumental Lessons 2020 – 2021

Instrument	20 mins individual lesson	30 mins individual lesson
Flute, Clarinet & Saxophone	£15.50	n/a
Classical Guitar	£13	£19.50
Electric Guitar & Bass Guitar	£15.50 (group lessons available)	n/a
Drums	£14	£20 (group lessons available at £11 each)
Singing	£15.00	£18.75
Brass and Strings	n/a	£15
Piano	£15.50	n/a
Music Theory	£6.00 in groups	n/a

Group lessons are priced differently depending on the size of the group.

Please contact Mrs Ginger for more details. gingere@holmer.org.uk

All music peripatetic teachers offer a free taster lesson.

If you would like your child to have a music lesson please return the appropriate form

Parent App – easy access to information about your child

We have a convenient way to share information with you regarding your child's life at HGSS.

Once your child has started at the school you will receive an invitation to access our SIMS Parent App and website.

Once you have activated your invitation you will be able to access the system from a smartphone, tablet or PC – anytime, anywhere.

What you will find in the SIMS App:

- Important information on your child such as attendance data and timetable
- Your child's achievement/behaviour data
- Access to your child's school reports

If you have more than one child at HGSS you should be able to access the information for all your children from the same log on.

Getting started with the SIMS Parent APP:

1. From your smartphone or tablet **download the app from Google Play or Apple Appstore** – search for '*SIMS parent*'. From a PC or windows phone, login online at:

www.simsparent.co.uk

2. We will send you an activation email. This email will come from noreply@sims.co.uk on behalf of the school and will include a sign up link and a personalised invitation code unique to you. The invitation will be sent to the email address we have for you on our MIS Database – please ensure you check your junk mail if you do not receive this email.

3. You will have 2 weeks from the date you receive your activation email to click on the link and activate your account.

4. You can then log in using your Facebook, Twitter, Google (gmail) or Microsoft (including Office 365) username and password. You will need to have an account with one of these organisations in order to log on. **(Avoid the option of logging in with 'SIMS ID'.)**

5. If you have any issues or do not receive the activation email by the end of September please contact:

datamanager@holmer.org.uk

Privacy Notice: How we use pupil information

This notice is intended for pupils and parents and sets out how and why Holmer Green Senior School collects and processes personal information.

Holmer Green Senior School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding pupils from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

On 25 May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). Holmer Green Senior School is registered as a 'Data Controller' with the Information Commissioner's Office (Registration No. Z3089681). The Data Protection Officer (DPO) for the school is: Mr Mark Purdom (Director, do UC). We ensure that your personal data is processed fairly and lawfully, is kept secure and is retained for no longer than necessary.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number and address and contact details, carer details, school photo)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Biometric (fingerprint) data
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information on Special Educational Needs or disabilities
- Relevant medical information
- Exclusion/behaviour Information
- Individual assessment data (including internal assessments and public examinations data)
- Where pupils go after they leave us

Why we collect and use this information:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess how well the school is doing as a whole
- to comply with the law regarding data sharing
- to protect vulnerable individuals
- Biometric data is collected with consent only, and used for the cashless catering system

The lawful basis on which we use this information

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996), and to enable it to perform tasks carried out in the public interest.

In addition, the school may also process personal data if at least one of the following applies:

- there is explicit consent
- in order to protect the vital interests of the individual
- to comply with the school's legal obligations in the field of employment and social security and social protection law for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

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 the data was collected for originally, and in accordance with the Records Management Society Tool Kit for Schools.

Individual student records are stored until the (ex) pupil reaches the age of 25 years

Who we share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- relevant NHS staff, for example the school nurse, SALT
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- third party organisations, as allowed by law

Why we share pupil information

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 the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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>.

Youth support services – Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information our provider of youth support services (Adviza/Connexions) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or carer can request that **only** their child’s name, address and date of birth is passed to their provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our provider of youth support services (Adviza/Connexions) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> or for services in Buckinghamshire please go to <http://www.connexionsbucks.org.uk>

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes.

This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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>

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, please contact Liz Plascott, PA to the Headteacher/Director of Communications.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
 - prevent processing for the purpose of direct marketing
 - object to decisions being taken by automated means
 - in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
 - claim compensation for damages caused by a breach of the Data Protection regulations
- under ‘Data Portability’ you have the right to request that your data is transferred to another school or college.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Mrs L Jackson, Director of Finance, H&R and Resources.

Holmer Green Senior School

Parish Piece
Holmer Green
High Wycombe
Buckinghamshire
HP15 6SP

Telephone: 01494 712219

Fax: 01494 711103

Email: office@hgss.co.uk

Website: www.hgss.co.uk

Headteacher: Mr Ed Hillyard