



Parent Handbook

Taking you step-by-step
through starting school





It is our pleasure to welcome you to Holymead Primary School. We are proud of our place at the heart of our community in Brislington and look forward to working with you and your children over the weeks, months and years ahead. Our calm, friendly and welcoming environment is conducive to great teaching and learning, with highly motivated pupils, an effective school structure and leadership team, and a close-knit team of colleagues. Our recent Ofsted Inspection (September 2023) recognised the value we place in relationships and our commitment to both pupils and staff:

“Pupils thrive, both academically and personally, in this environment.”

“Staff are proud to be part of the school. They say that the school has a tangible sense of ‘community’.”

Thank you for choosing Holymead Primary School.



High expectations

We believe you will be impressed by our high expectations, the quality of teaching, our vibrant learning environment and our motivated and exceptionally well-behaved pupils. In this handbook you will find lots of useful information (page 11) and the answers to some frequently asked questions (page 12-13).

Question

If you have any questions that are not answered please contact the school office on 0117 3772381 (Infant site) and 0117 9030377 (Junior site) and we will be happy to help!

Information

On page 15 are details of some important policies you need to know about, and term dates. We also need some information from you, so could you please follow the steps in this handbook and return your completed forms to the school.

Welcome

I look forward to working in partnership with you and getting to know you and your child

Step 1

STEP 1: PERSONAL INFORMATION SHEET
Holymead Primary School

Pupil's surname:..... Male/Female

First names (in full):Pupil's pronoun eg he/she/they

Date of birth: National Health No:.....

Religion:

Home address:.....

Post code: Home telephone no:

Mother's name: (Miss/Ms/Mrs).....Mother's pronoun eg he/she/they

Mobile telephone no:Work telephone no:

E Mail address:

Parental responsibility: Yes/No NI number.....Date of Birth.....

Father's name:Father's pronoun eg he/she/they

Mobile telephone no:Work telephone no:

E Mail address:

Parental responsibility: Yes/No NI number.....Date of Birth.....

Father's address (if different from above):

.....

Name and relationship of person(s) to whom correspondence should be addressed:

.....

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

.....

Emergency contact numbers during school hours (in order of priority):

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Name:Relationship to child: Tel:

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Please tear here

Pupil's position in family:

Name of 1st child:..... Male/Female

Name of 2nd child: Male/Female

Name of 3rd child: Male/Female

Do any of the above children attend Holymead Primary School? If yes, please tick name.

Name of Doctor: Telephone number:.....

Address:

Does your child have any particular health problems/allergies of which the school should be aware? Yes/No - If yes, please give details below:

.....

Dietary requirements

.....

Does your child have any identified special needs or disabilities? Yes/No If yes, please give details below:

.....

Country of birth:.....

National identity: (i.e. British, Indian, French):.....

Do you have Refugee Status? Yes/No. If yes, please indicate date of recognition:

Ethnicity (please tick the relevant box)

- | | |
|---|--|
| <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> Other Gypsy/ Roma |
| <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Any other ethnic group | <input type="checkbox"/> Roma |
| <input type="checkbox"/> Any other mixed background | <input type="checkbox"/> Traveller of Irish Heritage |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White – British |
| <input type="checkbox"/> Black Somali | <input type="checkbox"/> White – Irish |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> Gypsy | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> White Eastern European |
| <input type="checkbox"/> Indian | <input type="checkbox"/> White Other |
| <input type="checkbox"/> Other Black African | <input type="checkbox"/> White Western European |

Please refer to the Privacy Policy (STEP 7). Consent can be withdrawn at any time by notifying the school.

Step 1

Step 1-2

First language:

(language to which your child was first exposed in their early childhood – if this is other than English please record this language even if your child also speaks English).

Home language:

Name and address of previous school(s) attended and dates:
(Please be as accurate as possible with dates).

1.....Telephone no:fromto.....

2.....Telephone no:fromto.....

If this is pupil's first admission to school, please give name of any nursery or playgroup previously attended.

Nursery or playgroup fromto.....

Nursery or playgroup fromto.....

Mother's signature: Date:

Father's signature: Date:

STEP 2: FRUIT CONSENT FORM

Child's name:

At Holymead we are pleased to participate in the Government's Fruit and Vegetable Scheme. Every child aged four to six in a maintained school is entitled to receive a free piece of fruit or vegetable each school day. The initiative is to encourage children to eat healthily and this will help towards their "5 a day". It is hoped that by educating children of the benefits of healthy eating, they will continue to eat healthily in the future.

Your child will be offered a fresh, good quality piece of fruit or vegetable each day and we do not expect the scheme to disrupt the normal school day in any way.

The scheme is voluntary and there is no obligation for your child to take part, although it is hoped they will share in our belief that it has many benefits of healthy eating.

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

Children in KS2 bringing their own snack should bring a healthy option such as fruit or vegetables.

To the best of my knowledge my child has no known allergies to fruit or vegetables

My child is allergic to:

Parent/Carer signature:

**Please refer to the Privacy Policy (STEP 7).
Consent can be withdrawn at any time by notifying the school.**

Please tear here

Child's name: Date:

The School's Promise

- To welcome and encourage parents' interest and involvement in school life and take account of your views about your child's needs.
- To aim to provide a safe and secure environment, including online.
- To ensure that there is a planned programme of work and homework suitable to the needs of your child.
- To mark work regularly and give your child positive constructive feedback.
- To provide a written report about your child's progress each year and provide opportunities for you to discuss that report, as well as general progress, with your child's teacher throughout the year.
- To deal with problems calmly and fairly having listened to your child's point of view.
- To inform you by letter or telephone about any problems or difficulties of a more serious nature.
- To inform you about set homework tasks.
- To inform you about school life via a newsletter, lists of dates and school web page.
- To maintain the quality of the environment of Holymead Primary School.

The Parent/Carer Promise

Signature:(Parent/Carer)

- To ensure that my child attends punctually for school unless prevented from doing so by illness or other agreed reason.
- To dress my child in the agreed school uniform and PE kit, ensuring that all items are named.
- To attend the open evenings with the class teacher and to attend other such meetings called by the school to discuss the welfare, discipline or work of my child.
- To inform verbally or by letter the reason for any child's absence.
- To support my child in the organisation of their homework tasks as outlined by the homework policy.
- To provide the school with emergency contact telephone numbers.
- To inform the school in writing when my child needs to take medication in school.
- To tell the school as soon as possible if there are significant problems which might affect my child at home or at school.
- To support the school in its stand against intimidation, bullying and inappropriate or racist language and where necessary discuss this with my child.
- To support extra curricular and social events and parent workshops where possible.
- To keep the school's 'No Smoking' policy when I am on site.
- To abide by the Holymead code of conduct, including not using defamatory, offensive, or derogatory comments about the school on social media.
- To use the reading record book as a communication link regarding specific concerns about homework.
- To follow the school's E-Safety and Acceptable online use policies.

The Pupil's Promise

- To attend school regularly and on time, wearing the correct school uniform.
- To bring all the equipment I need for school every day, including my PE kit.
- To do all my class work and homework to the best of my ability.
- To be polite and helpful to all adults and other children at all times.
- To avoid any form of intimidation or bullying and to take actions to prevent others from bullying by telling an adult.
- To follow the school's Responsible online use for pupils' policy.

The Pupil's Promise

Signature:(Pupil)

Step 3

Step 4

As a school we use the following online remote platforms:

- EYFS Tapestry
- Google Classroom
- Times table Rockstars
- Numbots

We have chosen these platforms as we feel they are accessible and appealing to the children in these age groups. The platforms can be accessed via your child's Year Group page on our school website: <http://www.holymeadp.bristol.sch.uk/web>

These platforms will be used to support remote learning during lockdowns but will also continue as part of school life as it prepares children for learning in a digital age.

These are closed platforms and work and communication between staff and pupils is not open to the public. The school may be able to help with the loan of laptops or i-pads if you enquire at the office.

Guidelines:

We ask that parents and carers:

- Support their child to engage with online learning
- Ensure their child follows the school's e-safety policy and responsible online use for pupils (see Step 5)
- Keep login details within trusted family members
- Speak to a member of staff if your child is having difficulties
- Report any concerns to the school

I agree to follow the above guidelines:

Pupil name:

Parent/Carer name (print):

Parent/Carer signature:

Date:

Please tear here

We use the school computers, iPads and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will treat all equipment with respect and report any damage to an adult.
- I will only use the school login details and will not share my personal passwords with others.
- I will not look at or delete other people's files.
- I will not download apps, websites or links, unless my teacher has given me permission.
- I will ask permission before visiting and using any website, unless my teacher has already approved that site.
- I will use reliable resources when researching and will not break copyright laws.
- I will not use social media in school or on school property.
- I will not use internet chat rooms.
- I will only contact people my teacher has approved of.
- I will ask permission before opening an email or attachment.
- The messages/comments I send will be polite and sensible and all messages/comments will be respectful and truthful.
- I will not bully or be disrespectful to others online.
- When sending messages/comments, I will not share any private and personal information (this includes my home address or phone number).
- If I share photographs, images or text, I will make sure they are appropriate and not harmful or upsetting to anyone.
- I will not send personal photos of myself or friends.
- I will not arrange to meet someone online.
- If I see anything I am unhappy with or I receive a message/comment I do not like, I will tell a trusted adult immediately.
- I know that the school may check my computer or any device such as a mobile phone and may monitor the sites I visit, as explained in the school's mobile phone policy.
- I understand that if I deliberately break these rules, I could be stopped from using the school internet, computers or iPads.

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of websites, the interceptions of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised, unlawful or contravenes the school's behaviour or anti-bullying policies. See also the school's policy on mobile phones and other devices brought onto the school grounds.

I agree to abide by the school's online use rules.

Parent/Carer signature:

Pupil signature:

1. Permission to be photographed including photos appearing in the public domain. The public domain includes websites, social media and newspapers eg the starting school class photo and nativity photo in the local press. Please note you are either opting in or opting out of your child being photographed in school. It is not possible to organise for your child to opt in for some photos and not for others.

I would like my child.....

- to be able to take part in activities where filming and photography is taking place such as assemblies, plays and sporting events and school related local media group photos, such as the starting school class photos. Please note that people will be taking photos at school events and these may end up in the public domain eg on parents' social media sites or the school website.
- to be withdrawn from all activities where any filming and photography is taking place. I realise that withdrawal means that my child will not be able to take part in events such as assemblies, plays, sporting events and the starting school class photos. This is because people will be taking photos at school events and these may end up in the public domain eg on parents' social media sites or the school website.

I understand that this permission will run for the duration of my child's time at Holymead Primary and if I wish to change my decision I will have to inform the school in writing.

NB. Pupils' full names are never published next to photos without additional parental consent.

SignedParent/Carer

Date

2. Consent for local out of School Visits

I give consent for my child to take part in any trips or visits within the local area organised by the school staff during my child's time here at Holymead Primary School.

I do not give consent for my child to take part in any trips or visits within the local area organised by the school staff during my child's time her at Holymead Primary School.

SignedParent/Carer

Date

I understand that this permission will run for the duration of my child's time at Holymead Primary and if I wish to change my decision I will have to inform the school in writing.

Please tear here

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Holymead Primary School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a Legal Obligation
- We need it to perform an official Public Task
- We need to keep children safe (Vital Interests)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

This can be requested from the School Business Manager and is based on the guidance shown on pages 37 to 56 of the [Information and Records Management Society's toolkit for schools](#)

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority (Bristol County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulator, e.g. Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. E-learning)*
- *Central and local government (e.g. statutory returns)*
- *Our auditors (e.g. number of pupils eligible for Free School Meals)*
- *Research organisations (anonymised data)*
- *Health authorities (e.g. safeguarding concerns)*
- *Health and social welfare organisations (e.g. safeguarding concerns)*
- *Professional advisers and consultants (e.g. safeguarding concerns)*
- *Charities and voluntary organisations (e.g. when making bids for grants or applying for funding for subsidising school trips)*
- *Police forces, courts, tribunals (e.g. a legal requirement)*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Data Protection Officer, office@holymeadprimary.co.uk.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer, office@holymeadprimary.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer via office@holymeadprimary.co.uk

This notice is based on the [Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.](#)

Please see full GDPR compliant versions of all Privacy Notices on the school website.

Key Information

What are our school times?

- Start of the day: 8.40am YR/KS1, 8.50am KS2.
- Lunch breaks are between: 12.00noon-1.00pm Infant. 12.00noon-1.15pm Junior
- End of the day: 3.10pm YR/KS1, 3.20pm KS2

Arrivals and departures

Gates on both sites open at 8.30am to enable pupils to arrive promptly for registration.

Parents should come onto the playground to collect their children at home time.

Wraparound clubs

Breakfast Club

Breakfast Club is on the Junior Site. It opens at 7.50am and costs £3.50 per day. There are a variety of breakfast items available including a choice of cereals, juice, milk and toast. Activities are set out for children to enjoy after breakfast.

At 8.25am, two members of staff escort the Key Stage (KS) 1 children down to the Infant Site and to their classrooms. At 8.40am the KS2 children are sent to classrooms for registration. Breakfast Club is open to all children and places must be booked in advance online and paid for using childcare vouchers.

After School Club

Holymead Hub After School Club runs from 3.10pm/3.20pm – 6.00pm each day. Sessions cost £9.00 per day, per child and can be paid using childcare vouchers. If you wish to do this, please let us know which provider you use, so we can ensure we are registered with them.



Uniform

School uniform gives children a sense of corporate identity and we encourage the children to wear it.

Our uniform

- A **school** sweatshirt or cardigan in purple with the school logo embroidered on it.
- Grey or black skirt, trousers or a pinafore dress.
- Polo shirts in white.
- Striped or checked purple or blue dresses (Summer wear).
- Sensible black school shoes or sturdy sandals (purple, black or white) in Summer.
- Black trainers, boots and high heels are not acceptable.
- Make-up should not be worn and hairstyles should be sensible and not unnatural colours or shocking styles.
- Hair accessories should be discreet, functional and in the school colours of purple, black or white.

PE kit

- Black shorts and a purple t-shirt with the school logo.

Please ensure all items of uniform are named.

Where to buy

Our school uniform is available for purchase online from Price and Buckland. The link to their website is www.pbuniform-online.co.uk/holymead. Non logo items can be purchased from any local retailer such as supermarket clothes sections etc.



Food in school

School dinners

Children have the choice of bringing a healthy packed lunch or having a school dinner. School meals are cooked on site by Chartwells. They are committed to healthy eating for children and strive to provide fresh and exciting menus for your child. The menus are available to view on our school website (www.holymeadp.bristol.sch.uk) under the 'Parents' section.

Free school meals

Free school meals are available for all children in Reception, Year 1 and 2. From Year 3 upwards, some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please contact the school office or Bristol City Council. We ask that parents register if they qualify for free school meals (even if they choose not to have the school dinner) as your child may qualify for the pupil premium which gives additional funding to support your child with their learning.

Dinner money

School lunches are charged at £2.70 per day. You can pay for school dinners online via our Parentmail system. This online system makes it easier for parents to make payments and reduces the risk of money going missing between home and school.

Packed lunch

If you decide to give your child a packed lunch please choose healthy options. This school does not use nuts in school meals. We ask parents not to give your child packed lunches that contain nuts, particularly peanuts, in any form, e.g. peanut butter, Nutella. Parents are asked to provide a plastic lunch box (clearly named) for packed lunches.

Break-time and drinks

All Foundation Stage and Key Stage One classes have a morning break time snack of fresh fruit or vegetables. KS2 children may bring a healthy snack such as a fruit, a breadstick etc to eat at break time. Chewing gum, sweets and chocolate bars are not allowed in school.

Drinks

We encourage children to drink water regularly during the day. In Early Years and Key Stage 1 milk can be ordered from the dairy on a termly basis. Details are available from the school office. Children are entitled to free milk until the month in which they are 5 years old.

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

At Holymead Primary School we have high expectations of attendance from all pupils. Regular attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

Report your child's absence

If your child is absent because of illness we would ask you to telephone the school on 0117 3772381 (Infant site) or 0117 9030377 (Junior site) with a message during that first day. If we receive no message from parents/carers, we will ring you where the school has concerns. If a child is absent for 3 days or more, you should ring again on the 4th morning and send a written note on the child's return. If there has been no message, the school may contact the Education Welfare Officer.

Holidays

Holidays in term time are not normally authorised. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

If you need to take your child out for exceptional circumstances eg to visit a terminally ill grandparent abroad, please talk to the Headteacher. A leave of absence form must be completed and is available from the school office.

Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

Jewellery and watches should not be worn in school as they can get lost or broken. For safety reasons only stud earrings are allowed for pierced ears. Hoops must never be worn. Earrings should be covered for PE lessons.

Extracurricular activities

We offer different activities throughout the year. These may include Art, Gymnastics, Football, Dance, Netball and Cookery clubs. Staff give their own time to run these clubs as they see these activities as enriching children's lives. We also offer activities for which a charge is made by outside agencies. These clubs include Cricket, Dance and Multi-sports. Swimming is part of the KS2 curriculum and we do participate in school competitions that are ran locally. Residential school camps are organised in KS2. We offer musical instrument tuition from Year 4 onwards. Please ask for details at the school office.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parents' support

Parents' attention will be drawn to the school e-safety policy in newsletters, school communications and on the school website where we offer advice and web links to assist parents in maintaining internet safety.

Charging policy

By law, a school may not charge for normal activities in school hours. From time to time an event or trip may be planned during the school day that cannot be funded by the school. When this is the case, parents/carers will be asked to make a voluntary contribution to meet the cost of the activity. The policy of the Governors of this school is that an activity or trip will take place when 85% of parents are willing to make a contribution. Parents/carers may be asked to make a contribution towards ingredients for cooking when their child's class has this activity planned.



Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability. It also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time and believe that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time.' It is important that children and parents are clear about what is set and the school's expectations for its completion and we provide full details within our 'Homework' policy on our website.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the Class Teacher. If it is a confidential or complex matter, please do not try to deal with it immediately before or after school, but ask to see the Teacher at a suitable time. Mrs Angharad Davies is the designated safeguarding lead.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied please do not air your concerns on social media, rather see the Headteacher for a copy of the school's formal complaints procedure, which is also available on the school's website.

Sport

Children at Holymead take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. We strive to provide new and varied physical activities for children as we believe that PE and sport enhances academic learning and leads to healthier, happier and more productive lives.

Competitions, tournaments and sports partnerships

We have a healthy competitive ethos in sport in school. Our pupils enjoy playing within school, at cluster and Bristol level and nationally. We have participated in schools' football, netball, quick cricket, swimming and tag rugby competitions at local and national levels. We also participate in various performance art activities such as the Stages Dance Event for schools hosted at the Bristol Beacon.

Music

Music and singing are an important part of school life at Holymead Primary School. Children have opportunities to sing and learn to play a range of tuned and untuned musical instruments. We encourage our pupils to develop an understanding of different music styles and cultures and we ensure they appreciate and understand a wide range of high-quality live and recorded music drawn from different traditions and from great composers and musicians. We also teach an understanding of the history of music.

Inspiring performances

Our children also love to perform and share their musical learning. For example, our talented school choir and our amazing musicians put on brilliant performances at our school concerts and end of term shows.

Inclusion: a curriculum for all Special Educational Needs

We believe that all children should be equally valued in school. We are committed to inclusion and we aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties. We will respond to learners in ways which take account of their varied life experiences and needs and desired outcomes for adulthood. We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We achieve this by ensuring the health and well-being of all pupils as well as supporting them to make academic progress. All our pupils access:

- High quality teaching and learning.
- A differentiated curriculum.
- Reasonable adjustments to the environment and equipment for pupils with disabilities.
- Assessment for learning with personalised target setting.



Additional support and partnerships

It may be that your child needs additional support in school. This could be in the form of intervention groups or may require a more intensive level of 1:1 support. Some children may require an Education, Health and Care plan or top up funding to help meet their needs. Our staff will fully support you through this process and explain each stage to you.

We also work closely with a range of agencies, for example Educational Psychology, Speech and Language, Bristol Autism Team, CAMHS, Play Therapist, Counselling, School Nursing, Occupational Therapy, Hearing Impaired Team, Visually impaired Team, and Community Paediatricians. If we feel that your child has Special Needs, we will involve you fully in determining the support needed.

Parental involvement

Parents/carers are always invited to contribute their views to the review process. We make sure that the child's strengths as well as weaknesses are discussed. Where we make suggestions as to how parents/carers can help at home, these are specific and achievable and that all parents/carers go away from the meeting clear about the action to be taken and the way in which outcomes will be monitored and reviewed. Ideas and materials for supporting learning at home will be discussed with parents/carers and distributed on request.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is accessible for anyone with a disability.

Gold Rights Respecting School

Holymead Primary is currently a Gold Rights Respecting School, because we want Holymead to become a better place for everyone. We want to teach children about their rights and we want them to understand how to respect each other's rights and develop the responsibilities they have towards each other.



Emergency arrangements

We always try to keep the school open, but occasionally this is not possible. If there is a heavy fall of snow, parents are asked to listen to Radio Bristol or Heart FM where school closures are announced. Sometimes a school can be left off the list, so if in doubt, please come WITH your child to get up to date information.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan for someone to collect your child. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. There is a form at the office for you to fill in if you wish your child to have their asthma inhaler, and we ask you to check that medication from time to time. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

It is not the school's legal responsibility to administer medicines on behalf of the parent. Where medicines are needed over a long period of time, or if a child is almost at the end of a course of antibiotics and is fit to return to school, the parent/carer should see the Headteacher, who may be able to make the necessary arrangements. In this case, the parent should sign the consent form to administer medicines, kept in the school office, authorising the school to administer the medicine. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers and email addresses are kept up to date.

Health interviews/school medicals

You may be invited to meet the school nurse during your child's time in school. Parents are always informed of a school medical if one is arranged. The school nurse usually comes in during Reception year. Children may be weighed, measured and have a hearing and eye sight test.

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. If you are interested in getting involved, please contact the school office to get a DBS check.

Friends of the School

All parents become members of Friends of the School when their child starts school. We co-ordinate and build a social community amongst parents, children and staff. We also raise funds for the school through fun activities and social events. If you would like to know more, or are interested in becoming a member, please speak to school office staff.

Governance

We have a full and active Governing Body, which includes Parent Governors as well as representatives from staff and the local community. The Governing Body has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement.

Vacancies for Parent Governors are advertised as they arise.

Your child's achievements

How will I know how my child is doing?

Teachers make ongoing assessments of all children in order to help them better plan the next unit of work. Children are assessed at the end of the Early Years Foundation Stage (Reception class) against the Early Learning Goals. At the end of Key Stage 1 and Key Stage 2, children are assessed in the core subjects by their Teachers. Our Year 6 children are also assessed by Standard Assessment Tests (SATs) against the requirements in the National Curriculum. At the end of the academic year, parents will receive information on their child's progress as well as school results.

School reports

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development. You are welcome to arrange to see the Teacher at other times if you have particular questions.

Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. These include parents' evenings when we meet with parents on a more formal basis to discuss their child's progress and an Open Day when parents are invited to visit any classroom in the school and see the work being done.

News

Our website (www.holymeadp.bristol.sch.uk/) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' section where you will find a collection of useful information.

Policies

Why do we need policies?

Policies are vitally important, and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: www.holymeadp.bristol.sch.uk and click on 'Key Information' then select 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Equality.
- Safeguarding and Child Protection.
- SEN and Inclusion.
- E-Safety.
- Behaviour.
- Admissions.
- Complaints.
- Charging and Remissions.
- Exclusion.

2024 to 2025

Academic Year Term Dates

- TERM 1 2 September 2024 to 25 October 2024
- TERM 2 4 November 2024 to 20 December 2024
- TERM 3 6 January 2025 to 14 February 2025
- TERM 4 24 February 2025 to 4 April 2025
- TERM 5 22 April 2025 to 23 May 2025
- TERM 6 2 June 2025 to 22 July 2025

INSET DAYS, when school is closed

- Monday 2nd September 2024
- Tuesday 3rd September 2024
- Monday 6th January 2025

2 further dates, to be confirmed.





Holymead Primary School's Vision Statement

Nurture Inspire Achieve

Our Vision is that:

- Holymead nurtures children through a safe, caring and supportive environment.
- Holymead inspires children through creative, exciting learning experiences.
- Holymead aims to enable every child to achieve their full potential.

Our Aims

Our aims for our school are:

- Have high expectations of children's learning and behaviour.
- Provide a balanced curriculum and keep parents informed of its content.
- Encourage children to respect others, the school environment and resources.
- Keep parents informed about their child's progress.
- Encourage parents to contribute to their child's learning.

Holymead Primary School - Infant Site

Hollywood Road,
Brislington
Bristol
BS4 4LE
Tel: 0117 3772381
Email: office@holymeadprimary.co.uk
Web: www.holymeadp.bristol.sch.uk

Holymead Primary School - Junior Site

Wick Rd,
Brislington
Bristol
BS4 4HB
Tel: 0117 9030377
Email: office@holymeadprimary.co.uk
Web: www.holymeadp.bristol.sch.uk

