

Holly Primary School



School Prospectus



Welcome to Our School

Welcome to Holly Primary School!

Holly Primary School is a very special place to be. Our school is a happy place for everyone to be in and we try to combine the best of both traditional and latest thinking in education.

The governors, staff and parents all work together as a team to provide the best opportunities for children.

Our School prides itself in providing a broad and balanced curriculum. Our values of happiness, pride and commitment help us build a better future for all of our school.

Every day at Holly Primary School has something new and different to offer. All of our children, across school, look forward to coming each day. Children feel safe and secure in the happy and caring environment of our school.

If you would like to visit our school, or would like to talk about anything with us, please call in or contact us via the details provided.

There is no greater importance to parents and carers, or to our school, than the safety of all of our children. Safeguarding is our number one priority.

Mr Duncan White
Executive Head Teacher, Holly Primary School

Contact Information

Holly Primary School
Holly Drive
Forest Town
Mansfield
Nottinghamshire
NG19 0NT

Telephone: 01623 477280
E-mail: office65@holly.notts.sch.uk
Website: www.holly.notts.sch.uk



Who's who and what do they do?

Executive Head Teacher

Duncan White

Head of School

Sophie McGuinness

Deputy Head Teachers

Daniel Bennett
Amy Middleton

Class Teachers

Gemma Jarvis
Grace Lane
Julie Miola
Julia Mayhew
Caroline Savage
Evie Bale
Emily Collins
Tia Watson
Nida Altaf
Natasha Dooley
Jo Freer
Kathryn Godfrey

Teaching Assistants

Rachel Baker
Nicola Sanders
Claire Smith
Jenni Cope
Sally Bull
Sandra Mansfield
Emma Crawford
Charlene Draycott
Rachael Evans
Clair Francis
Vanessa Gregory

Administrative Staff

Serena Robinson (Office Manager)
Samantha Jones

After School Club

Aimee Grattage
Cheryle Clifton

Breakfast Club

Cheryle Clifton
Frances Bibby
Jackie Pickering
Deborah Kelsall

Midday Supervisors

Cheryle Clifton, Rachel Baker,
Frances Bibby, Aimee Grattage, Deborah Kelsall,
Jackie Pickering, Louise Reddington, Sonja Rowbotham,
Lindsey Smith

Site Manager

Jack Latham

Cleaning Staff

Rachel Bray, Vicki Latham, Maxine Garrity, Susan
Churm

Cook Supervisor

NCC catering team

Kitchen Assistants

NCC catering team



The Governing Body

There are ten members on Holly's Governing Body. They represent different parts of the whole school community and have different responsibilities in the management of the school.

Mrs R Lewis (Chair)

Mr D White (Executive Headteacher)

Mr N Smith

Mrs E Crawford

Miss S McGuinness

Mrs H Berry

Mr A Jevons-Newman

Mrs L Martin

The Clerk to the Governing Body is Ms Sarah Oakey

The Governing Body may be contacted through the school office.

Who are the School Governors?

Governors are the corporate body that makes decisions about how the school is run. They meet at least once every half term.

Governors help to:

- Monitor what is taught
- Interview and select staff
- Set standards of behaviour
- Be responsible for the school budget with the Head teacher

School governors have legal duties, powers and responsibilities and can only act as a body; they cannot act individually.

School Governors are:

- Parents
- Teachers
- Council representatives
- Community representatives

Parent Governors:

- Must have a child in a Nottinghamshire school
- Are elected by the parents of the school
- Serve for four years
- Are important in developing "Parents in Partnership" with the school

If you are interested in becoming a school governor, more details can be obtained from the Head teacher.

Our Purpose and Aims

“Our school prides itself in providing a broad and balanced curriculum. Our values of happiness, pride and commitment helps us build a better future for all members of our school.”



Aims of the School

- We will help children to stay safe and feel protected.
- We will enhance children's awareness of self and sensitivity to others; to acquire a set of moral values and to develop self-discipline and an understanding of appropriate behaviour; to encourage a healthier lifestyle
- We will encourage children to gain knowledge, skills, attitudes and moral values relevant to adult life, society and employment regardless of gender, race, ethnic origin, belief or ability.
- We will provide children with a broad and balanced curriculum that inspires an enthusiasm for life-long learning whilst delivering the National Curriculum.
- We will create a warm friendly atmosphere, which offers a sense of community, a feeling of belonging and create a stimulating and motivated environment that celebrates the achievements of children.
- We will enable parents, teachers and governors to work in partnership so that the relationship between home and school and the wider community is a productive one.
- We will provide a balance of suitably qualified staff with personal and professional qualities, which enables them to work together as an effective team and to provide the school with sufficient range of high quality learning resources to ensure the effective delivery of the curriculum to all pupils.
- We aspire for all our children to reach the expected attainment for the majority of pupils nationally and for all children to achieve their full potential.
- There can be no greater importance to parents and carers, or to our school, than the safety of our children. Safeguarding is our number one priority.

Admission Arrangements



Children may be admitted part-time to school at the beginning of the term following their 3rd birthday, subject to available places. **A place in our Foundation group is not a guarantee of a place in the main school.**

Children may be admitted full-time to school up to two terms before their fifth birthday as follows:-

- Children whose birthday falls between 01.09.– 31.08. will be admitted at the beginning of the Autumn Term.

Parents are asked to register their child's name in the admission diary of the Headteacher at the school of their choice. The Local Authority operate a system based on home address within a school catchment area. Parents must apply for a place at their chosen school by the advertised closing date.

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

In the event of over subscription within any criterion, preference will normally be given to children who live nearest to the school 'as the crow flies'. Distances are measured from the entrance to the child's home to the principal entrance of the school.

In the event of over subscription to Nursery the standard admission procedure will apply.

Special Circumstances

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which would cater for the child's particular needs. The evidence must be presented at the time of application.

The Local Authority will consider each case on its merits and determine the allocation of any such place by comparing the written evidence presented along with the capacity for the school to cater for the identified needs. In order to make an assessment of the case, reference will be made to the local Head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take preference over all of the numbered criteria.

Children of nomadic travellers will be allocated a place at their catchment area school.

Admission into groups other than the intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restrictions will also need to be considered. If places are available within the year group, applications will be considered in accordance with the above admission criteria. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including:

- Preferences for more than one school
- Late applications
- The way waiting lists are maintained and used can be found at the Nottinghamshire County Council website: www.nottinghamshire.gov.uk/schools

Visits for new starters

The best way to help you make the decision of where your child will go to school is by coming and spending some time with us. Visits to the school are encouraged and appointments to meet with the Head teacher can be made through the school office.

Nursery starters meetings will be held when your child's place has been confirmed. We will send you an invitation to join us and meet other parents who will have similar questions to you. Our Foundation staff will be available to talk you through the school day and inform you of any organisational queries you may have.

Organisation of Learning



There are three 'key stages' at Holly Primary. These are:

- The Early Years Foundation Stage (for our three to five year olds)
- Key Stage 1 (for our five to seven year olds)
- Key Stage 2 (for our seven to eleven year olds)

At present, the school is organised into twelve classes. These classes correspond with the seven or eight years that children will spend at Holly Primary School. Our school is usually arranged as follows

Foundation Stage

- Morning Nursery (15 Hours)
- Afternoon Nursery (15 Hours)
- Little Hollies (30 Hours Nursery – all day)
- Foundation Class
- Foundation Class

Key Stage One

- Year One
- Years One & Two
- Year Two

Key Stage Two

- Year Three
- Years Three & Four
- Year Four
- Year Five
- Years Five & Six
- Year Six

Times of the School Day

The school gates are opened each morning for Breakfast Club at 7.30am. The teachers open their classroom doors at 8.50am and will meet and greet you and your children outside. Your child will have their own space in which to line up in preparation for the school day. Morning registration takes place at 8.55am. There is a mid-morning break.

The children have one hour for lunch, starting at 11.30am for our Foundation children and at 12.00pm for the rest of the school.

The afternoon session begins at 12.30pm for our Foundation children and 1.00pm for the rest of school. School closes for all children at 3.30pm and should be collected from their classrooms. All children in school have a mid-afternoon break.

The youngest children in school who attend our **Foundation Unit** on a part-time basis will have the following session times:

8.50am – 11.50am morning

12.30pm – 3.30pm afternoon

Wrap-around care

Here at Holly Primary we are pleased to be able to offer our families a Breakfast Club and After School Club service. They are available at a reasonable rate and offer excellent child care services for those crucial times outside the school day when working families need extra support. These services are available to all children in school from full time foundation. More information is available via the school office. Breakfast Club is £3.50 per day and After School Club is £7.50 per day.

Parking

The school car park is for **staff use only**. In the interest of road safety, we ask parents to observe the parking restrictions outside the school gates and to avoid parking across the driveways of our neighbours.



The Curriculum at Holly Primary

All children are taught in line with the National Curriculum.

The Core Curriculum at Holly Primary comprises of:

- English
- Mathematics
- Science

The Foundation Curriculum at Holly Primary comprises:

- Computing
- Design and Technology
- Art
- History
- Geography
- Music
- Physical Education
- French (in Key Stage 2)

Full details of our approach to each of these areas can be found on the school's website at:

www.holly.notts.sch.uk

We believe that the Primary school years of a child's education are the foundation on which future successes will build. We believe that children learn best when their work at school is organised into work units, which are presented to them as meaningful, integrated projects.



Religious Education and Collective Worship

The school is not affiliated to any particular religious denomination, however, religious education forms part of an integrated programme of work and is based upon the Nottinghamshire Agreed Syllabus for Religious Education. A daily act of worship is held which is led by staff and children of the school and occasionally by ministers from various ministries. Under Section 9 of the 1988 Education Act, the school will make arrangements for parents to exercise their right to withdraw their children from religious worship or instruction.

Health Education

At Holly Primary, we recognise the need for health education which is dealt with as it arises and through the element of science work. From matters of personal hygiene to drugs education, this will be undertaken in all years in an age-appropriate way. Children in years 5 and 6 take part in basic sex and relationships education classes as part of the science curriculum through the use of video material. Parents are informed and are invited to view the video prior to the lessons. The school has a Sex and Relationships Education Policy which has been approved by the Governing Body.

The older children in school will also follow an anti-drug and substance misuse programme in school that is delivered by the local police education team.

Parent Helpers

The school always welcomes adult helpers into school to join us in enhancing our children's learning. Any adult who would like to be involved can do so by contacting your child's class teacher or the school office. The school is committed to ensuring the safety of all the children in school, so any parent wishing to help will be referred for a DBS check and a list 99 check. If you have any concerns about these checks, please contact Mr White to discuss your worries.

Family of Schools

Holly Primary is part of the Garibaldi Family of schools. We readily take part in a number of different activities that are provided by the secondary school and have a purposeful working relationship with our neighbouring primary schools.

Parent Consultation

From full time Foundation children upwards, all children and their families in school will be involved in formal parents' Evenings. We hold three meetings starting in the autumn term followed by spring and summer term meetings. Class teachers really do expect every parent to attend these meetings as it is very important for children to feel that their parents are interested in their schoolwork and value their achievements. We also write school reports for every child at the end of the summer term and invite parents to discuss the contents with the child's class teacher. If any parent is worried about their child, Holly offers an open door policy and actively encourages parents to come and speak to the class teacher or head teacher about any concerns they may have at any time.

Special Educational Needs

At Holly Primary School we celebrate the differences between us all, and value the contribution which every member of the school makes to the school community as a whole. We believe that learning arises from the challenges we each face, be they physical, intellectual, emotional, linguistic or social, and that at some time each of us needs to be supported in facing up to our own challenges.

Every child is different – they look different, develop at different times and at different rates. They learn in different ways so we assess them and meet their needs as individuals. Pupils are continuously assessed by staff and if necessary special teaching provisions can be arranged using the education support Services. The curriculum is modified and extended to meet identified needs.

Aims:

At Holly Primary School we aim to ensure that for **all** children, including those with special educational needs:

- They are fully included in the school community;
- They have an equal entitlement to a broad and balanced curriculum, including an appropriate curriculum for the foundation stage, and the National Curriculum;
- They are actively involved in the assessment of their own special educational needs, as well as in the provision to meet these needs;
- Their parents are fully involved and part of the support for their child's education;
- We will support their inclusion wherever their parent wishes for a place in mainstream school;
- Staff supporting them are kept up to date with current philosophy and practice in the realm of teaching and learning;
- They are referred to relevant outside agencies, including the staff from secondary school at transfer.

The Special Needs Co-ordinator in school is Miss India Linley.
A copy of the full policy is available in school.

Pastoral Care and Discipline

We believe that Holly is a happy and harmonious school where we work together in pleasant surroundings. We encourage our children to respect themselves and other people, as well as the world around them. Our class teachers are concerned not only for the educational progress of the children in their class, but also for the personal and social development of all the children as individuals. We strive to combine high expectations with a sympathetic approach. If problems do arise, we involve parents at an early stage and hope you as parents return the same approach with us.

We have five school rules which are easy to understand and we expect all pupils to keep them.

- Be polite and helpful
- Always try your best
- Follow instructions straight away
- Care for yourself and your school
- Keep your hands, feet and other objects to yourself

An outline of the schools Behaviour Policy is available from the school office.

Homework

The purpose of homework at Holly Primary School is to:

- Extend school learning;
- Consolidate and reinforce skills and understanding;
- Develop independent learning skills;
- Develop self-discipline and personal organisation;
- Develop home-school partnerships.

Learning at home is an essential part of good education. Regular homework is important as it gives pupils the opportunity to practise at home tasks done in class, to undertake more detailed research and to further develop specific skills. It also helps pupils to become confident, independent learners, building skills they will need throughout their time at school and into adult life. The foundations of effective homework practices are established early on; these develop progressively across the key stages and support effective transition to the secondary phase.

Uniform

We believe that wearing a uniform gives a sense of belonging to the school population and prevents competition between children wearing the latest fashions and styles. We believe that wearing a uniform contributes to a feeling of “work ethic” by dressing appropriately for the day as well as being easily recognisable as a valued member of our school.

Girls	Boys
Royal blue school jumper or cardigan, with or without our school logo White polo shirt Grey skirt, pinafore or trousers (not leggings) Black shoes (not trainers or sandals) White or grey socks or tights Blue gingham dress (summer variant) School book bag	Royal blue school jumper with or without our school logo White polo shirt Grey shorts or trousers Black shoes (not trainers) Black or grey socks School book bag

PE kit
Royal blue hooded jumper (with or without school logo) Plain White t-shirt or School PE top with logo (no other logos) Black or navy shorts (no logos) Black or navy jogging bottoms (no logos) White socks Plimsolls (indoor use) Trainers (outdoor use) Black or Navy track suit (no logos) Named draw string bag Sports kits (eg Football) are not allowed to be worn



Please ensure **all** items of clothing are clearly named. This ensures that lost property can be returned to children quickly.

School uniform is purchased from The Schoolwear Centre in Mansfield.

<https://www.schoolwearsolutions.com/>

Please Note

Children will be provided with all stationary in school and do not require pencil cases or general bags in school at any time.

For health and safety reasons, only small stud earrings may be worn by children with pierced ears and no other jewellery is acceptable. Watches (for the purpose of telling the time) are acceptable but remain the child's responsibility. All items of jewellery must be removed, by the child, for any Physical Education.

It is a sensible precaution for girls and boys who have long hair to have it tied back whilst they are at school.

Illness and Medicines

If your child is unwell and needs to stay at home, please inform the office by telephone by 9.30am on the first day of absence. The school office will contact you if they do not hear from you. In the case of diarrhoea or sickness a child should stay away from school for 48 hours after the last episode regardless if they are feeling well enough to attend.

If your child needs to leave school for any reason such as medical appointments, please send a note beforehand or contact the school office.

There are designated staff in school for administering medication. Staff will only administer medication that has been prescribed by a doctor and has clear instructions (and the child's name) on the packaging. Parents are welcome to come to school and administer non prescribed medication to their own child if they are well enough to attend school. The long term administering of medication must be negotiated between school and the appropriate medical professionals, as a care plan should be initiated and kept up to date.

Attendance

Daily attendance to school from the term after your child's 4th birthday is a legal requirement. Please notify us by phone call prior to 9.30am if your child is to be absent. We need to be informed on a daily basis of continued absence. If a reason is not provided for absence an unauthorised absence mark will be recorded in the register. All reasons for absence are recorded and reported to the Local Authority. No more than 10 days holiday can be granted in an academic year and permission must be granted from the Head teacher for all periods of absence. An unacceptable level of absenteeism could result in legal action being taken by the Authority.

Safeguarding Children

The safety and well-being of children is every citizen's responsibility.

Every school in Nottinghamshire is required to follow a set procedure in cases of suspected child abuse. Head teachers are required to refer their concerns to Children and Young People's Services Social Care Department for further investigation so that children at risk can be identified quickly. This procedure is intended to protect children from abuse. A copy of our Safeguarding policy can be found on our school website www.holly.notts.sch.uk or is available on request. The designated person for child protection at Holly Primary is Duncan White. Sophie McGuinness is the deputy designated person.

School Meals

We are very lucky here at Holly, as we have one of the best kitchens in the Authority. Rated 5 star for hygiene and cleanliness, staff provide wonderful hot, healthy and freshly prepared meals on site. Dinners need to be booked and paid for via ParentPay. Dinner monies can be paid for weekly, monthly or termly. We do make a polite request that all dinners are paid for in advance.

If your child requires a specific dinner for medical or religious reasons, we ask that parents supply an authorised dietician's letter so that our kitchen staff can assist.

Some children prefer to bring sandwiches, which need to be in a named, regular shaped lunch box. Please do not provide fizzy drinks or 'sweets' in your child's lunchbox.

We are a Nut Free school due to severe allergies.

Families who are in receipt of benefits or tax credits may be entitled to free school meals. If you believe that your family may have this entitlement, please contact the office on advice on how to claim. It is helpful to the school if families, who are entitled, make the claim, even if the children choose not to receive the cooked meals.



Break Time Snacks

Children in our Foundation Stage and Key Stage 1 will be provided with free fruit at break times as part of a national fruit scheme. Therefore they do not require a snack provided by you for break time. We continue to encourage healthy eating into Key Stage 2 and therefore ask that you do not provide crisps, sweets etc. for break times. We instead ask that you provide a healthy snack such as fruit if your child so wishes.

School Milk

Children may receive a mid-morning drink of milk. This is free to children under five and there is a nominal cost for children in Key Stages 1 and 2. The school milk scheme in Nottinghamshire is managed by Cool Milk. Please visit www.coolmilk.com to register your child and make payments for school milk. You may obtain advice from the school office regarding milk but please be aware they are no longer part of the ordering process.

Water

Studies show that the brain works best when it is fully hydrated. For this reason, all children have access to water during lesson times. We ask that children bring in their own water bottle.



Equality

At Holly Primary, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Holly Primary, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

School Fund

The school fund is money donated by parents or raised through fund raising events.

It is in addition to the money provided by the Local Authority and helps to purchase equipment which cannot be bought in other ways.

Complaints

If you have a complaint, please contact the school and we will do our very best to answer it in a fair way as quickly as we can.

If you have a complaint about the curriculum or a matter relating to it, please contact us at school to discuss the problem. If we cannot solve the problem there is a formal procedure agreed by Nottinghamshire Local Authority. This available from the school upon request.

Disclaimer

The information in this prospectus, which relates to the school year 2025/26, was correct at the time of printing. It should not be assumed that there will be no changes affecting either arrangements generally described in it or any particular part of them before the start of the school year or in subsequent years. Any anticipated changes have been included as part of the text.

Information on our school results for the end of Key Stage Two can be found here.

<https://www.gov.uk/school-performance-tables>