
Hollywood Primary School



School Prospectus 2018-19

HOLLYWOOD PRIMARY SCHOOL

Hollywood Primary School is a Community Primary School with a Resource Base for pupils with autism.

Number on Roll: 432

Age Range 4 - 11

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Head teacher: Mr. Simon Dix

Deputy Head teacher: Miss Catherine Parkes

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Local Education Authority : Birmingham L. A.

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The information in this prospectus is correct at the time of publication in December 2017. For any clarification about changes please contact the school where amendments will be available.

Governing Body: Hollywood Primary School

Category	Governor	Elected	Term Ends
Co-opted	Mr. S. Anderson	05/04/11	04/04/19
Co-opted	Mrs J Grundy	07/07/15	06/07/19
Co-opted	Mr G Burton	07/12/16	06/12/20
Co-opted	Mr S Richards (Chair)	14/11/17	13/11/21
Co-opted	Vacancy		
Local Authority	Vacancy		
Parent	Mrs L. Walton	09/06/15	08/06/19
Parent	Mr J. Keen (Vice-Chair)	04/03/18	03/03/22
Parent	Miss A Stafford	12/07/17	11/07/21
Parent	Mrs Z. Hart	16/02/18	15/02/22
Staff	Mrs. G. Keegan	14/11/17	13/11/21
Head teacher	Mr. S. Dix	Ex-officio	
Clerk	Mr M. Tyler		

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Section 1

Welcome

Dear Parents,

Welcome to Hollywood Primary School. It is my pleasure to introduce our School Prospectus. I hope that you will find it a source of useful information. However, no prospectus can provide a complete picture of a school. I do hope that after reading this prospectus you will be encouraged to visit us, see the school and experience its positive atmosphere for yourself.

We pride ourselves on the calm, purposeful and happy environment provided for our pupils. Each person is valued as an important part of our successful school. We expect the highest standards of work and behaviour from each child and this was reflected in our most recent Ofsted report (November 2016), which praised the quality of leadership and management, behaviour, relationships and ethos at Hollywood School.

We always seek to encourage and develop a caring community that is based on mutual trust, self-respect and respect for others. We believe that school exists to help all children to realise the potential they possess.

Hollywood is an “open school.” It is welcoming and we are always ready to listen. The family is an important partner in the education process. We are always seeking ways to strengthen our links with the home and the local community.

After up to seven years at Hollywood I sincerely hope that your child will leave with a strong sense of achievement and satisfaction. We all strive to instil a sense of pride in the school and pride in oneself. Our hope is that each child will look back and recall their Primary years as a time of achievement and hard work but also of fun and friendships; a time during which they were able to sow the seeds of future success.

Mr S. Dix
Head Teacher

Section 2

Aims and Ethos

Our Mission is to develop each child as a caring, confident and independent young person able to play a full part in a changing world.

Aims of the School

- ◆ We aim for the highest possible standards of teaching and learning in all subjects through a broad and balanced curriculum.
- ◆ We aim to promote an enthusiasm for learning that is life long and enables our children to grow as independent, confident young people in the new technological age.
- ◆ We aim to foster an ethos that creates an atmosphere of mutual trust, courtesy and co-operation.
- ◆ We aim to provide a safe, secure and happy environment.
- ◆ We aim to develop and maintain strong links with our community in a spirit of partnership.
- ◆ We aim to always consider the needs of our children as individuals regardless of gender, race, ability or disability.
- ◆ We aim to develop each child's physical and aesthetic talent, awareness and appreciation.

Parents and School

Your interest, support and co-operation in your child's education are of the greatest importance. We welcome your help informing and maintaining good habits and attitudes. Your children will benefit when there is a combined effort from both school and home.

We hold Parents Evening in both the autumn and spring terms, over two evenings, for you to discuss your child's progress with the teacher. In addition there is an open afternoon in the summer term to enable parents to come in and see the school at work. A written report is sent home at the end of each term.

Parents are welcome to consult staff at any time for further information or advice. However it is helpful if parents leave non-urgent contact with class teachers until the end of the school day.

We hope that you will join us regularly for school assemblies, concerts and other events. Details of these and meetings to do with the organisation and curriculum of the school are provided in regular newsletters.

Parents are encouraged to help us with a variety of classroom and administrative activities. If you would like to volunteer your support please contact any member of staff. If you know of any way of helping the school through your own work, or if we can help your organisation, please let us know.

Our Home-School Agreement, drawn up in consultation with parents and pupils, helps us to work in partnership with you. Your child, the teacher and the parent(s) sign the agreement. It outlines what you should expect of school and what school should expect of you and your child.

The Friends of Hollywood

There is a Friends of Hollywood Association, which holds regular business meetings and social events both for fund-raising and for the enjoyment and benefit of pupils and parents. The Association plays a vital role both as a forum for discussion and in supporting the work of the school. It has provided many pieces of valuable equipment. Parents are encouraged to attend these meetings, which are publicised in newsletters and on notice boards. Volunteers are always warmly welcomed to support this group.

Behaviour

We have a whole school behaviour policy developed in consultation with teachers, parents, governors and children. A high standard of thoughtful, caring behaviour is expected at all times and encouraged with a firm and fair system of rewards and sanctions aimed at developing self-discipline.

The school follows the discipline policy of Birmingham Local Authority and no corporal punishment is used. Details of Behaviour Policy and School Rules are given to all new parents and are always available at the school. It is important that parents fully support our behaviour policy and for us to keep in close contact with families if difficulties arise.

Senior teachers in school are designated for pastoral care, child protection and as a named person to deal with rare cases of bullying. There is a full policy on our approach to bullying aimed at encouraging children to speak out at an early time if anyone or anything is upsetting them. Each class has a "PATHS" session each week where relationship issues are discussed openly. We have an active School Council which acts as a forum for pupils to discuss aspects of school life.

Our dinner supervisors are included in our behaviour policy and it is important for children to behave well during the lunch break. Any child who creates significant difficulties during the lunch break is put onto report and parents are involved at an early stage so that appropriate action can be taken.

Serious behaviour problems will always be considered with parents but the school can require temporary or permanent exclusion when all other strategies fail and a child's behaviour puts their own or other children's safety at risk.

School Uniform

We believe that school uniform helps us to create a sense of belonging and a calm working atmosphere. It promotes an image that shows our school community off to advantage when assembled together or when away from school on educational visits.

We have a dress code of bottle green jumpers/cardigans/sweatshirts with Hollywood School logo; conventional white shirts or blouses worn with the school tie or white polo shirt with Hollywood logo worn without a tie; grey/black trousers or grey skirts and black shoes. In summer girls may wear green checked/striped summer dresses. Children should have hats and covering for arms in summer as protection against the sun.

A full range of school uniform can be purchased from school, Early Years (Shirley/Solihull), Charade (May Lane, Hollywood) or Clive Mark (Kings Heath). Book bags with the school logo are available from the school office.

Patterned T-shirts, Bermuda shorts or cycle shorts and tracksuits are not permitted. Please make sure children wear suitable plain footwear without high heels.

It is very important to ensure all clothing is well labelled at all times - especially new clothing or where the names are wearing off older items.

Dress for Physical Education

All children must have a complete change of clothing for P.E. This should consist of :-

- * Green shorts
- * White T-shirt (with or without the school badge)
- * Black plimsolls for inside – black trainers for outside games.
- * Tracksuits or sweatshirts may be worn outside in wintry weather.

This dress code is enforced to help stop the pressure on pupils to wear (and on the parents to provide) the latest expensive fashion sportswear. In this instance, a P.E. uniform is a great “status leveller”. Therefore, no exceptions will be made except for cultural/religious reasons.

For safety reasons it is imperative that the indoor dress code is followed for gymnastics lessons. Under no circumstances should children wear tracksuit trousers, tights or socked feet, as this can be dangerous. Barefoot work is encouraged indoors in dance and gymnastics. This enables feet to become stronger and allows more sensitive footwork to be developed.

If your child is swimming, then a swimming costume of conventional design together with a towel and waterproof carrier is required.

School Details and Organisation

There are 420 children from 4 to 11 years of age at Hollywood School. They are arranged in 14 classes of about 30 children with mixed ability classes in each year. In addition, we have two classes in the resource base where there are six children in each class. These children have a diagnosis of autism and are supported by a teacher and a teaching assistant in each class.

Children spend most of their time with a class teacher in the secure environment of a conventional Classroom. Younger children have teaching assistants to support their needs. Older children are set according to ability into smaller classes for English, and may have different teachers for lessons such as music, which requires a more specialised knowledge.

There is a good range of books, materials and equipment for every subject. Provision for children to have access to up to date computers is excellent. Our Information Centre, which incorporates a fully networked computer suite with Internet access together with a fully equipped library, demonstrates our commitment to high quality learning opportunities for the children. A well-equipped hall is used for assemblies and physical education as well as school meals, which are prepared fresh daily in our own kitchen. There are two playgrounds and a small field, which is used in the summer months to enhance recreational and sporting opportunities for the children.

During the year children have a sound and structured introduction to English and Mathematics supported by an excellent range and quality of other curriculum activities. Each class has a termly visit or a visitor related to their work topic - visits to museums, theatres, farms, castles, stately homes and environmental centres are a feature of the educational experiences available at Hollywood School. Year 6 take part in an annual residential visit.

In our most recent Ofsted inspection (November 2016), the school received a grading of good for Leadership & Management, Early Years and Behaviour & Well Being but we need to work on some areas of Teaching and Learning section. The Inspectors were impressed with the high the behaviour and attitudes of the children and the calm, purposeful atmosphere in the school. Although we were generally pleased with the content of the positive report we cannot afford to be complacent, Hollywood is a school committed to continuous improvement.

Starting School

At Hollywood we regard starting school as a milestone for children and parents alike. We believe that this sets the tone for a child's attitude to school and it is not a process to be hurried through as quickly as possible.

Our experienced reception team take time to get to know the children and their families, through a series of meetings and less formally in the Classroom. The children come to spend time with their teacher in the Classroom before starting school. They begin to make relationships with the adults who will care for them and their future classmates.

The activities that the children experience are largely practical, designed to develop creative and physical skills. Great emphasis is placed on oral work. Role-play figures highly as a way of helping children develop good speaking and listening skills, the basis of all communication.

The children are encouraged to develop an interest in all that they see around them; to deepen their knowledge and understanding of the wider world whilst laying good foundations for future work in literacy and numeracy.

Regular meetings are held for parents to keep them up to date with what is happening. We value the contribution that parents make. We regard the support given at home as an essential part of a child's education. Indeed, the partnership between home and school is the foundation stone that a child's future is built upon.

Admissions

The Governing Body has adopted the Local Authority's admissions arrangements for Primary Schools. The current admissions limit is 60 children per year.

Parents have a right to express a preference for the Primary School that they wish their child to attend. If Hollywood School is over-subscribed, then the following admissions criteria will apply. Priority will be given to;

- (i) children with statements of Special Educational Needs who have been identified as needing to attend this school because we have specific facilities to accommodate them.
- (ii) siblings who have brothers / sisters at the school and who will still attend the time the sibling enters school.
- (iii) nearness of the child's home as measured by a straight-line measurement to one fixed point in the school.

Parents considering applying to Hollywood School are welcome to make an appointment to visit prior to deciding or attend the open days arranged before reception admission dates close.

Children can usually be admitted to a Birmingham Local Authority school in the September of the school year in which they will be 5 years old. It is advisable to register your child as early as possible should you wish to request a place. Places are finally allocated in March in the same year that your child is due to start school in September. Many Induction Meetings and Open Afternoons are arranged in the autumn term, following the allocation of places, to help ease transition into school. To admit a child into a year group, other than Reception, please contact the school office to see if there are any places available.

School Records

When your child starts at Hollywood you will be asked to provide personal information, such as contact telephone numbers etc. This is to help with school administration. In their time at Hollywood various reports and records will be completed. Some of this information is stored on computer for security and ease of access. All parents have full rights of access to any information we hold on their child or the family under the Data Protection Act. Please contact the office should you wish to see any information held in school relevant to you.

Charging Policy

As required by the Education Reform Act, 1988, the Governing Body has adopted the following policy relating to charging: -

The Governing Body supports the right of every child to free school education.

No charge will be made for activities available to all children during school hours other than those allowed in the Act where parents are given prior notice that a charge will be made.

The Governing Body recognises that some traditional activities, such as the programme of educational visits, cannot continue without parental contributions. Where these visits take place during school hours (as defined in Circular 2/89) a voluntary contribution will be requested by the school.

- * No voluntary contribution will include an amount towards funding the participation of children whose families are not able or not willing to pay.
- * On residential visits held in school hour's parents in receipt of Income Support, Working Families Tax Credit or Income Based Job Seekers Allowance would be entitled to the remission of the voluntary contribution for the board and lodging element of the visit.
- * In relation to activities held during school hours, children will not be treated differently according to their parents' ability or willingness to make a voluntary contribution. However, the school reserves the right to cancel any activity where the level of voluntary contribution would be insufficient to make the activity economically viable. Contributions received would, of course, be returned to parents.
- * Activities held outside normal hours i.e. after 3.25 p.m. may on rare occasions require a small charge to be levied.
- * Where charges are to be levied parents would be notified prior to their child electing to participate in the activity.

The School Day

KS1 **8.55 a.m. - 12.00 p.m.**
 1.00 p.m. - 3.25 p.m.

KS2 **8.55 a.m. - 12.15 p.m.**
 1.15 p.m. - 3.25 p.m.

It is very important for all children to be in class on time so that a good start can be made to each day. Please do everything you can to help us with this. A letter or verbal explanation is needed for any lateness to be authorised, otherwise it will count as an absence. **In the interests of safety, a phone call or message on the first morning explaining an absence is also important.**

Children may come into the school playground 10 minutes before their start time to wait for the bell. Unfortunately, we cannot take responsibility for children sent to school before this time. Children must stay outside the building unless it is raining, when they may come in and they will be supervised. We do ask particularly that parents avoid trying to see teachers in the mornings unless it is very important - the office staff will see you about routine matters and teachers are available at the end of the day.

Section 4

Curriculum

This is a summary of the curriculum taught at Hollywood. Full details of the new National Curriculum and the school's major curriculum policies and schemes of work are available to be looked at in school. We consult parents on major curriculum and policy changes and provide copies of new policies to every family.

At Hollywood School the Governors and the staff seek to work together with parents to create a constructive working environment for the children. We aim to provide a strong foundation thus enabling each pupil to reach his or her full potential.

We work to create an atmosphere that encourages confidence and self-esteem, where each child is happy, enjoys learning and develops skills for education and life. The curriculum is stimulating, relevant and varied and the working environment enables the development of individual strengths and co-operative skills. We always aim to improve on our previous best.

The school community is caring and challenging, where children grow in confidence. Each child has a significant place in this community, contributing varied abilities and gifts and experiencing its support. The school has a contribution to make to its neighbourhood, and values contacts with people in the area.

The school has its own carefully planned curriculum policies, which ensure that the children learn the full range of the National Curriculum in a continuous, structured and progressive manner. The National Curriculum subjects of English, Mathematics, Science, Computing, Design and Technology, History, Geography, Music, Foreign Language (French), Art and Physical Education are covered at suitable levels for each age group and for individual children's ability. These are usually taught through general topics that relate the different subjects under one title. The school also provides teaching programmes on Health issues, which includes Sex and Relationships Education(SRE). In addition lessons on Religious Education form a part of the children's learning experiences.

English

English teaching covers speaking, listening, reading and writing and is now mainly taught through the daily Literacy Hour. Opportunities for learning in all these areas are used throughout the child's school life. The children read on a regular basis during group reading sessions to assist with developing language and reading skills. All pupils are expected to read at home. A wide range of reading materials is used as children progress. There is a strong emphasis on reading stories and poems as well as factual information.

A planned mix of teaching approaches is used to help younger children with phonics. Spelling is regarded as important and strategies for teaching accurate spelling are used from years Rec - 6.

Parental involvement in children's reading development is valued. Early in the child's first year in school, the Reception staff arrange reading/writing talks for parents to discuss our approaches and how parents can help their child. Such meetings are followed up at various times during the child's time at Hollywood. Children are always encouraged to take books home and we appreciate parental help in this area.

Mathematics

The school uses the now well-established National Numeracy Strategy, which takes a strong mental and oral approach to teaching the Mathematics National Curriculum. It is highly structured in content and delivery and places an emphasis on whole class teaching. Practical activity to develop understanding is important and at every level children are expected to apply mathematics in real situations. Much investigative work is planned alongside the acquisition of basic skills. Developing good mathematical language is a vital aspect of all our work. Parents are encouraged to assist children with learning in some areas such as number bonds (e.g. $6+4=10$, $7+3=10$, $70+30=100$) and multiplication tables, which need regular practice.

Children are set by ability in Years 5 – 6. This is to enable the particular needs of groups of children to be more readily addressed. Ongoing monitoring and twice yearly tests help us to track pupil progress. The facility for children to move sets is always available as appropriate.

Science

Science topics are arranged so that all areas of National Curriculum science are revisited every 2 years. This enables the children to experience continuity and progression over a very broad content. As a core subject child spend a significant amount of class time each week on practical and experimental work. There is an emphasis on scientific skills and processes as well as knowledge.

Computing

With a fully networked computer suite which has recently been upgraded and at least 1 computer in every classroom, together with a laptop trolley, camera's, visualisers, Roamers, beebots and a range of audio visual equipment, we cover all aspects of the new computing curriculum. The curriculum is broad and incorporates all aspects of programing and control technology as well as continuing with the use of word processing and presentation skills. This is taught in discrete units through the 'Switched On Computing' scheme of work as well as in a cross curricular approach. We also offer computing clubs at lunchtime and after school. The school is linked to the Birmingham Grid for Learning and Parents can visit our website to gain further insight and information about the school.

History and Geography

These subjects are taught, as detailed in the National Curriculum, in topic units and related to the science topics where possible. Termly there is often more of an emphasis on one rather than the other to enable the range of content to be covered in depth with the overall balance ensured over the 6 years. Visits are a particularly important aspect of our History and Geography work and we appreciate the co-operation of parents in supporting us when these are scheduled to take place.

Design and Technology

The National Curriculum requires that children look at real-life problems, propose solutions, model these, evaluate them and modify them. We plan such opportunities across the whole curriculum. This includes sewing and cooking as well as the more engineering aspects of technology.

Art

All children experience a full range of opportunities planned for 2D and 3D artwork from Reception to Year 6, as well as developing an appreciation of art in our own and other cultures. The school maintains a wide variety of materials and equipment for drawing, painting, printing, plasticine, papier mache, clay, wood, fabrics and threads, metals, plaster and photography. The high quality of children's art, which is displayed around school and in Classrooms, is evidence of a strong and varied art curriculum.

Music

The school has a strong musical tradition with its own school choir. At present all children benefit from class lessons that include appreciation of all kinds of music, singing, learning to play instruments, composing and performing. All Year 3 children have regular opportunities to learn the recorder with a specialist teacher and a chance to develop this in Years 4 – 6. Children from Year 3 can begin tuition in keyboards, brass, or woodwind. Small ensembles are developing from these groups and perform regularly in school.

Foreign Languages

Children at Hollywood learn French as they progress from Years 2 to 6. The children learn through creative activities; games singing and some formal work. We hope that this gives them a familiarity with the languages and may inspire them to continue in secondary school with added enthusiasm.

Music Tuition

Charges for Instrumental Tuition from peripatetic music staff are subsidised from the school budget. However, parents who accept music lessons for their child are expected to make a financial contribution. This is currently £50.00 per term payable in advance. Even at this level the fees represent exceptional value for money and are well below the actual cost of the lessons. Parents in receipt of Income Support, Working Families Tax Credit or Income Based Job Seekers Allowance may be entitled to a remission of fees. This is to ensure equal access to all children.

Physical Education

At Hollywood Primary School we believe that the Physical Education Curriculum makes a significant contribution to a child's physical, emotional, intellectual and personal development. Children's feelings about their physical ability and their attitude to sport will often carry over into adolescence and adult life. We aim to provide an enjoyable, satisfying and balanced programme, which will develop these skills and attitudes conducive to involvement in an active and healthy lifestyle.

We aim to promote enjoyment of a physical activity and children take part regularly in gymnastics, dance, fitness exercises, games and team games of all sorts, both indoors and outdoors. Swimming is targeted to children who cannot swim. We have regular visiting skills workshops, often with well-known local sports people, for rugby, cricket, basketball and tennis. Several after school clubs and teams extend and promote this with inter-school competitions in netball, football, tag rugby, cricket and athletics at different periods throughout the year.

Assessment

Teachers assess the children throughout the year on all their national curriculum work. In addition, there is more formal termly assessment in English and Mathematics to give us a greater amount of information to plan progress and to prepare all children for the national tests (SAT's) at the end of Year 2 and Year 6. You will be informed about your child's progress at parents' evenings and in their end of year report. As a result of teacher assessment all children are set targets for improvement. These targets are set in consultation with the pupil and shared with parents.

Religious Education

Education about major world religions with an emphasis on Christianity takes place regularly in every class. School guidelines relate specific class work to History, Geography and Science topics where possible and to festivals and celebrations throughout the year.

Any parent has the right to request that their child be withdrawn from all or part of religious education but we would ask that parents wishing to do so come to school to discuss with us the full implications of withdrawal from this important part of the curriculum. To help parents we always try to inform them of any visits or activities which may be more sensitive in this area.

Assembly / Daily Act of Collective Worship

By law, provision is made for pupils to attend a daily collective act of religious worship. This may be in class, in junior or infant groups or whole school and take many forms. They reflect in the main, the broad traditions of Christian belief whilst including aspects of the festivals and beliefs of other faiths. Children and teachers, the local Vicar and other invited guests may lead these assemblies and parents are invited to those led by their child's class.

Parents have the right to ask for children to be withdrawn from assembly, but we do ask that you come to school to talk to us before making a final decision.

Sex & Relationships Education (SRE)

SRE is lifelong learning about physical, moral and emotional development. It is about understanding the importance of stable family life, loving relationships including the place of marriage, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health. SRE will address:

Attitudes and values

Pupils will learn:

- The importance of values and individual conscience and moral considerations
- The value of family life and stable and loving relationships for the nurture of children
- The value of respect, love and care
- To explore, consider and understand moral dilemmas
- To develop critical thinking as part of decision making

Personal and social skills

Pupils will learn to:

- Manage emotions and relationships confidently and sensitively
- Develop self respect and empathy for others
- Make choices based on an understanding of difference with an absence of prejudice
- Develop an appreciation of the consequences of choices made
- Manage conflict
- Recognise exploitation and abuse

Homework

We promote the use of homework and see it as a valuable tool in developing and expanding academic achievement. Homework is used to extend school learning, by using some time out of school to improve academic attainment and to develop the independence and self-discipline required for successful future study. Our aim is to engage parents/carers in the learning process and to utilise resources for learning, of all kinds, in the home.

Each child in school is set homework each week the amount being determined by the age and, as far as is practical, the ability of the child. Homework is always an extension of work introduced in class or covered as part of “topic work”. Children will be asked to complete tasks that directly relate to learning being undertaken at school at that time. Most homework is completed in a separate homework book. The back page of the book is available for parents/carers to make comments. Where homework is Numeracy/Literacy based, Numeracy is set as part of schools setting arrangements, Literacy homework is linked to the teaching objectives as part of the Literacy Hour. As children get older homework tasks are broadened. However, the focus is still predominately on Maths and English.

Special Educational Needs & Disabilities (SEND)

It sometimes becomes clear during a child’s time at school that a particular kind of extra support is needed so that the child can take part in every aspect of the national curriculum. Teachers and parents are both important in identifying these needs.

All teachers will take into consideration the varying abilities in any class and use suitable teaching materials and methods for the range of abilities within all lessons.

We will tell you if your child has been identified as having a special need and on which stage of the ‘Code of Practice’ they have been placed. If your child is on the SEN Register they will have access to additional 1:1 support out of class at least once a week. All children on the SEN Register have an Individual Education Plan (IEP) with targets to support children in class, they also contain ideas on how parents can support at home. There are 3 stages of SEN - *SEN Support*, *Provision Plan* and for those pupils that need the highest level of support and provision there is an *Education Health and Care Plan* (EHCP) which have recently replaced Statements.

We often ask advice from other experts such as doctors, our speech and language therapist, specialist visiting teachers, or the educational psychologist attached to our school, but parents are always informed and involved in requests for this advice.

We have a range of interventions at Hollywood Primary School to support children's academic, communication, physical and social needs. These include - Community Learning, FAB Club Social Skills Group, Precision Teaching, Direct Phonics, Cued Spelling, 1:1 and Group sessions with our school Speech and Language Therapist, Language Land, Rhythm Time, Additional reading sessions with Parent Readers, Sensory Sessions, Gross Motor Skills Groups, Fine Motor Skills Groups and Rainbow Club.

A full copy of the schools Special Educational Needs Policy is available on request.

Curriculum Time

The children will experience weekly, on average, the following amounts of teaching (this excludes registration, break times and assemblies): -

JUNIORS 24.3 HOURS

INFANTS 24.0 HOURS

Section 5

Pupil Welfare

Safeguarding

Hollywood Primary School is committed to safeguarding and promoting the welfare of all its pupils/students. We rigorously follow the Child Protection and Safeguarding guidance from the government and the Local Authority. We believe that:

- All children/young people have the right to be protected from harm;
- Children/young people need to be safe and to feel safe in school;
- Children/young people need support which matches their individual needs, including those who may have experienced abuse;
- All children/young people have the right to speak freely and voice their values and beliefs;
- All children/young people must be encouraged to respect each other's values and support each other;
- All children/young people have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy healthy sociable child/young person will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk-taking behaviours; and
- All staff and visitors have a key role to play in safeguarding children and protecting them from abuse.

The school has a senior Designated Lead (Miss C Parkes) and two other DSL trained staff Mr S Dix and Miss K Pritchard.

Health Matters

The school is also visited regularly by the school nurse service for checks on vision, hearing and general hygiene. You will be asked for general permission for these checks to be done but not always notified of specific times. Parents will always be informed about any problems that are noticed and invited to a proper examination at the clinic.

Only prescribed medicines are allowed in school by prior arrangement with the Head teacher. Written permission including full details of what is to be administered must be sent into school before any medicine can be given.

It is particularly important that the school is notified about any specific medical condition your child has so that we can take suitable steps as required.

Parents may wish to note that Hollywood is a nut aware school. A few children are allergic to nuts and food containing nuts. Such children can suffer a severe allergic reaction if they encounter nuts. Please do not send to school any foods or snacks that may contain nuts or traces of nuts.

We always notify parents about any outbreaks such as head lice, worms or diarrhoea, so that you can help us with prevention. Do please let us know if your child has any such problems so we can avoid any illness spreading amongst the class and through the school. Advice about prevention is available from school.

Accidents

If your child has an accident at school that is more than just a minor bump we will contact you. Any injury sustained by a child at school will be reported to parents via a short note that gives all relevant details. Should the injury be sustained to the head then parents will be notified via telephone or text and invited to come to school to assess the injury for themselves. In the unlikely event of the child requiring hospital treatment then every effort will be made to contact the parent(s). Failing this we will take the child to hospital contacting parents as soon as possible.

Jewellery

In the interest of safety for all participants all items of jewellery should be removed for P.E. lessons. Teachers cannot assist children in the removal of earrings. Children who cannot remove earrings independently therefore need to leave them at home on P.E. days. Ideally, no earrings should be worn. Plain studs only are permitted for those children with pierced ears but not ring sleepers or hanging type. No other jewellery is permitted for safety and security reasons. Rings and bracelets are particularly dangerous to the children themselves and to others and may not be worn. Valuable watches should not be worn in school as teachers cannot guarantee security when these have to be removed for P.E. or craft lessons.

Valuables

The school or Local Authority does not insure the personal property of pupils brought into school. It is the responsibility of parents to ensure that such items of value are adequately insured through their own private policies. We strongly advise that valuable or easily breakable possessions are not brought into school. Often children bring mobile phones to school in preparation for transition into secondary school. These will be stored in the main office during the day. Teachers will only take responsibility for security of items brought in on request as part of schoolwork.

Painting Overall

Please provide a painting overall, which can be worn to protect clothing from accidental spillage. An old adult shirt can be worn back to front with shortened elasticated sleeves and a back Velcro fastening. However, paint etc. may seep through and a plastic/nylon overall will provide greater protection for clothing.

Insurance

The City carries no personal accident insurance on behalf of pupils. Parents who feel that this type of insurance cover is necessary for their children are advised to take out an appropriate policy with an insurance company.

Lost Property

Any labelled property is returned to its owner. Unlabelled clothing and larger items are kept in a lost property box, in the school hall and can be viewed there. The Administrative Officer keeps smaller and more valuable items. Unclaimed lost property is disposed of half-termly.

Emergency Contact

This information is of vital importance so that we can contact a parent or other member of the family quickly. It is very important that this information is updated regularly at such times as a house move, telephone number change or change of employment. Please ask for a new form to record these changes with us.

Complaints Procedure

We hope that contact between home and school will be good and that the need for complaint will not arise. However, parents may on rare occasions feel that a complaint needs to be made.

Any day-to-day concerns should be discussed in the first instance with the class teacher and the Phase Leader who may well be able to sort out any problems. We do ask that such discussions are held privately and at a suitable time and never while the teacher has charge of a group of children.

Either the parent or the teacher may think it suitable to refer some complaints to the Head teacher. This will particularly be the case if the problem involves activities outside the Classroom, other children in the school, injuries or matters concerning general school issues.

Any complaint about dinner supervision and meals, caretaking and cleaning, and parent helpers, should always be discussed with the Head teacher in the first instance and not directly with the people concerned.

If the parent feels that a complaint has not been dealt with properly by the Head teacher at school they may make representations in writing to the Chair of the Governing Body and a Complaints Committee set up by the Governing Body will deal with the matter officially.

Anyone who has a complaint about the curriculum should apply to the school or the Local Authority for a copy of the full procedure for making such complaints. Formal complaints about the curriculum must be made in writing to the Governing Body.

Attendance

Latest Official Figures 2017-18

Absences 4.44%
Overall Attendance 95.56%

Overall Attendance for 2016-17 96.3%.

Parents should avoid taking holidays during the school term wherever possible. Any individual absence that falls below 90% for the year is a possible cause for concern and in some circumstances the school may contact parents to discuss the issue of poor attendance.

School has an "Attendance Team" who will contact families where attendance falls well below an acceptable minimum.

Section 6

Term Dates

Autumn Term 2018	Spring Term 2019	Summer Term 2019
Monday 3 September To Friday 26 October ~ HALF TERM ~ Monday 5 November To Friday 21 December (75 days)	Monday 7 January To Friday 15 February ~ HALF TERM ~ Monday 25 February To Friday 12 April (65 days)	Monday 29 April To Friday 24 May ~ HALF TERM ~ Monday 3 June To Monday 22 July (55 days)

N.B May Day is Monday 6th May 2018

The Teacher Training Days will be:

Monday 3rd September, Tuesday 4th September, Monday 7th January, Monday 29th April, Monday 22nd July