



Hoylake Holy Trinity C of E Primary School

Starting School Information

Learning for Life, Caring for All,
Living Each Day to the Full, Together as a Community, With
Jesus by our Side.

Hoylake Holy Trinity C of E Primary School

Head Teacher's Welcome

As Headteacher of Hoylake Holy Trinity, I would like to welcome you to our school on behalf of the staff, governors and children. We look forward to forming a happy and successful partnership with you and your child.

Our Mission Statement: **Learning for Life, Caring for All, Living each Day to the Full, Together as a Community, with Jesus by our side.**

- Learning for life is preparing each child for adult life, equipping them with the skills they need to make a difference in the world.
- Caring for all means we value every member of our school community; we are inclusive; we celebrate similarities and differences between us.
- Living each day to the full is about attitude to life, not letting a single moment pass us by and making the most of every opportunity available to us.
- Together as a community demonstrates our recognition of the school community in its widest form.
- With Jesus by our side means that we know that we always have the care and guidance from Jesus as we journey along life's path.

Aims: Our main aims are:

- * **That each child feels safe**
- * **That each child is happy**
- * **That each child is enabled to achieve success**

We believe that if children are safe and happy, they will learn and flourish under our care and guidance that helps to support the whole child. As a school, we are truly invested in giving the best to each and every one of our pupils and enabling them to become their very best.

If you have any further questions or would like further information, please visit the school website or contact the school office.

Yours sincerely
Mrs Christine Wright
Head Teacher

Hoylake Holy Trinity C of E Primary School

Keeping Children Safe

Our top priority is to provide a safe environment for your child.
You can help with this in several ways:

- Provide us with emergency contact numbers and let the school office know straight away if they change.
- If somebody different is picking up your child at the end of the day, please let the school know by telling the teacher directly, sending in a note, emailing or telephoning the school office.
- All children must be brought to and collected from school by an adult. In Y6 children are allowed to walk home providing we have written consent from the parent.
- Let us know of any medical conditions or allergies affecting your children or anything you feel may affect their wellbeing.
- If you visit the school during the day, please report to the school office. It is essential that we know who is in school at all times.
- If you come to school by car, please park responsibly. The car park is very busy at the start and end of the school day; wherever possible, walk to school or park further away and walk.

Important contact information

Head Teacher: Mrs Wright

Deputy Head Teacher, KS2 lead & Safeguarding Lead: Miss Harper

SENCO: Mrs J Graham

Y1/2 Lead Teacher: Mrs Pillow

Y3/4 Lead Teacher: Mr Evans

Y5/6 Lead Teacher: Miss Harper

School Business Manager: Mrs Rodgers

School Administrators : Mrs Evans/Mrs Dakin

School telephone number: 0151 632 4153

School email: schooloffice@hoylakeholyltrinity.wirral.sch.uk

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Punctuality, Attendance and Illness

Punctuality

It is very important that all children arrive at school on time. Children who arrive late disrupt the learning of their classmates and miss important teaching sessions at the beginning of the day. **Our school day begins at 8:50 although children can come into school from 8:40 for 'drift in'.**

If your child is late, please take them to the main school office to be signed in. This is vitally important for fire safety registers.

Please make sure your child is collected promptly at the end of the day. If you are running late, please ring the school office who will inform your child's teacher. **The school day ends at 3:30pm.**

Attendance / Illness

If your child is ill and unable to attend school, please telephone the school on the first morning of their absence. Please refer to the Public Health England guidance (found on our website) for information on how long your child should remain off school following an illness. If your child becomes ill during the school day, we will telephone you to ask you to collect your child. Please ensure up to date contact details are given to the school office.

Attendance is very important if all children are to achieve their full potential. School monitors attendance regularly and will make contact if attendance is not meeting national expectations (95% attendance).

Please avoid taking your child on holiday during term time. The Headteacher is unable to authorise any term time absence, except in exceptional circumstances.

Illness & Medication

If your child has been prescribed medication, it is very important that you let us know and complete the relevant medical forms and speak to a member of the school office team.

- Complete a consent form for the school to administer the medication; medicines will not be administered without these.
- The medication needs to be supplied to school in its original packaging (clearly labelled with your child's name), accompanied by the original instruction leaflet and dosage label.
- Make sure up to date contact details are given to the school office.

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School Uniform

School Uniform

- Grey skirt/dress or trousers
- White shirt or white/green polo shirt
- Green jumper or cardigan
- School tie
- Black shoes
- Optional Early Autumn / Summer
- Green / white gingham dress
- Grey shorts

PE Kit

- Plain black shorts
- Plain green t-shirt
- Pumps (these are essential for P.E. lessons)
- P.E. bag

Outdoor Kit PE Kit

- Jogging bottoms
- Sweatshirt
- Trainers

Stud earrings can be worn by children with pierced ears but they have to be able to come out for P.E. Children need to be able to take out their own earrings – unfortunately we are not allowed to take them out for them – or perhaps they could leave them at home on school days and you can put them in when they come home. All other jewellery must be left at home.

Please ensure all uniform is clearly marked with your child's name on each item and please regularly check it is clearly visible. The school will do it's best to find lost items of clothing, but we will **not replace** any items.

Hair longer than shoulder length must always be tied back. Hair bobbles should be a dark colour; large bows etc. are discouraged.

Trainers are not part of the school uniform. Children may change their shoes for playtime if you wish.

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Milk, Snack & Lunch

Milk

Cool Milk Ltd organises the daily delivery of milk for our infant pupils. Parents can order milk directly with Cool Milk. Details are available at the School Office or on the website.

Fruit is also provided in KS1 for a snack.

Water is always available. Reusable water bottles can be purchased from the school office.

Children in KS2 can purchase fruit from the tuck shop (20p) during afternoon break.

Toast

The school kitchen sells toast during each morning break. Children can purchase this for 20p each day (or £1 at the start of the week).

School Lunches

The school has its own Catering Facility and school dinners are cooked on the premises using only the finest quality, fresh ingredients. A chilled Deli Bar is also available serving a choice of fresh salads, wraps and batches. All infant children are entitled to a free school lunch. School dinner costs £2.20 per week and should be paid via ParentPay.

Packed Lunches

Children are also able to bring a packed lunch, which must be in a named container. This can include a cold drink, which we suggest is in the form of a carton or non-breakable flask.

Due to some children having severe nut allergies we ask that you do not provide peanut butter, chocolate spread sandwiches or any snacks containing nuts. We aim to be a nut free school.

Children having lunch sit at tables with their friends. Staff in the dining room are all made aware of any new children and keep a special eye on them to help them settle into routines and feel secure.

Paying for lunch

We are a cashless school; payment for lunches can be made through ParentPay. The school office can assist you in setting up an account. School trips and clubs can be paid in this way as well.

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Learning at home

Teachers will set homework for their sets/classes on a weekly basis. **Homework is handed out Friday and is returned Wednesday.**

EYFS and Key Stage One

Children will receive an English and Maths homework task weekly (Friday). They will also be set topic related homework at least once per half term. Children are assigned a new reading book on a Friday, to be returned by the following Wednesday. They also select a reading for pleasure book from our school library weekly which will go home on a Friday. Children in KS1 are given a set of weekly spellings every Friday to learn for a test on Wednesday. EYFS receive spellings from Spring term but have key words sent home with their reading book.

Key Stage Two

Children will receive an English and a Maths homework task weekly (Friday). They will also be set topic related homework at least once per half term. Children are assigned a new reading book on a Friday, to be returned to school by the following Wednesday. Children who are reading more complex, longer novels, have their books replaced when required. Reading records are handed in for monitoring by class teachers Wednesday and returned Friday. Children are given a set of weekly spellings which they are asked to write into sentences on the back of their spelling sheet. Spelling tests are done on a Wednesday with new spellings handed out each Friday.

Bug Club

Bug Club is an online reading programme that aims to capture children's imaginations and nurture lifelong readers. Children can enjoy reading e-books onscreen and completing fun quiz questions designed to help practise key reading skills. Bug points and rewards are awarded for completion of tasks.

All children will be allocated a new book by their class teacher every Tuesday. For those children who are reading longer books, a new book will be allocated as and when required. Bug Club Grammar and Spelling homework tasks will be set at least half termly. ***log in details included at the end of this booklet*

Times Tables Rocks

Times Tables Rock Stars is a fun programme designed to help pupils master the times tables. When it comes to times tables, speed AND accuracy are important – the more facts your child remembers, the easier it is for them to do harder calculations. Children can practice their times tables online earning coins allowing them to upgrade their avatars.

Appropriate times tables practice will be allocated to children by their class teacher on a weekly basis. Battle of the Bands challenges will be set half termly. ***log in details included at the end of this booklet*

Purple Mash

Purple Mash is a creative educational website for children. It is a cross-curricular resource covering Art to Science and all subjects in between. Your child can access Purple Mash from home on a laptop, desktop or a tablet. Purple Mash is a safe environment that does not require any downloading or allow interaction with people online and children cannot make any financial transactions.

We will be encouraging the children to continue their learning at home and Purple Mash is a great resource for this. Your child will be taught how to use Purple Mash in school and will be able to use it without supervision, but you may want to take a few minutes to explore it yourself so that you can help them with their work. Homework tasks will be set half termly. ***log in details included at the end of this booklet*

Homework Club

We have a lunch time homework club for children wishing to complete homework tasks during school hours.

Extra-Curricular Clubs

We provide a wide range of before, during and after school extra-curricular opportunities for our children. From sports to music to special interest clubs, there's no shortage of activities for children to choose from. We believe a huge benefit of extracurricular activities is that they provide an excellent way for our children to discover new talents and try new things. They also create an opportunity for children to see improvement as they continue to put time and energy into a specific skill.

A list of what is on offer for each half term is sent to parents in advance. Places can be booked via ParentPay. Most clubs are charged at £1 a week. Costs for external providers may differ.

Hoylake Holy Trinity C of E Primary School Safeguarding

Hoylake Holy Trinity is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse including whilst accessing the internet. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response. In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children who have been abused in accordance with his/her Child Protection Plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

If you would like to know more about our policy or procedures for Safeguarding, please speak to Mrs Wright, Head Teacher or Miss Harper, Deputy Headteacher.

Safeguarding children is everyone's responsibility. If you are every concerned about a child then please speak to a member of the safeguarding team: Miss Harper, Mrs Wright, Mrs Gunn and Mrs Evans.

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Behaviour

Behaviour

At Hoylake Holy Trinity we believe that children learn best in a well-organised, calm and secure environment where purposeful and self-disciplined behaviour is expected. We want every child in our school to feel confident, happy and safe.

As a caring church school, we have the highest of expectations in terms of learning, behaviour and attitudes, and encourage our children to develop similar beliefs in their own potential, together with pride in their achievement. The aims of the school, and the rules of behaviour consistently promoted in each classroom, are ones that emphasise positive behaviour and collaboration in striving for excellence.

These are embodied in the principles of our Code of Conduct:

- Always be friendly and welcoming.
- Be polite and courteous at all times and with everyone you meet.
- Respect others and their views.
- Work as a team, share what you know with others.
- Keep your promises.
- Learn today so that you will be better tomorrow.
- Remember everyone is an individual and it is your behaviour that sets the example.
- We make it happen for our pupils and parents.
- We want to go the extra mile for our pupils and parents.

Within school, children earn merits for their house- these are Redshanks, Curlews, Oystercatchers and Sandpipers. Children also receive weekly awards for effort, behaviour and work. We love to celebrate achievements of our children outside of school. They are welcome to bring awards in to share during Celebration worship on a Friday.

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Parents as Partners

We recognise that parents are children's first teachers and know their child best. We believe that children's best interests will be met when we work in partnership with the parents. We welcome parents into our school and greatly value their support.

Parents are kept informed through curriculum information and newsletters. Parents meetings are held in each term and this will enable us to discuss your child's progress, needs, any concerns and celebrate their achievements. In addition, you will also receive a detailed written report at the end of the school year.

We also run workshops for Parents for example Phonics and Maths to provide you with a greater insight into the curriculum and how we teach.

Parents and Teachers Association (PTA)

Our PTA exists to support the life and work of the School and is open to all members of the school community. The Association provides invaluable support to the school through organising many social and fundraising events involving parents and the wider local community. Money raised provides extra facilities and equipment for the pupils. The group holds regular meetings in school, with dates and details published in the school's newsletter. The PTA identifies long and short-term projects for its fundraising; which enables us to buy 'special' extras to enhance pupils' school experience. The PTA needs the support of parents to ensure it can continue to enrich the lives of children. As a new member of our school community we hope you will be able to add your support to the work of the Association.

Become a Governor

The Governing Body of the school is made up of people from a variety of backgrounds. The school governors are a group of individuals, who are elected, nominated or co-opted and are representative of parents and staff, the Church, the Local Authority and the local community. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once each term and committees meet in addition to meetings of the full Governing Body. If you are interested in becoming a school governor, please contact the school office to find out about any vacancies.

Useful information

Your child's house is:

Their house colour is:

ParentPay username:

Bug Club login:

Purple Mash login:

Times Tables Rocks login:

PE day: