



**Hoylake Holy Trinity C of E
Primary School**

EYFS

Starting School Information

Hoylake Holy Trinity C of E Primary School
Head Teacher's Welcome

I would like to welcome you to our school. Whether you are a new parent or already have children at Holy Trinity, we hope that you will find the information about our school both interesting and informative.

Trust and confidence are two vital elements in any school community. They come from having a clear understanding of what is happening in school. This booklet can only act as an introduction to school life. In the coming years we hope that you will take advantage of the many occasions we provide for working in partnership through your child's education.

Our Mission Statement:

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

Each line of our Mission Statement is very important to us and our children, staff, parents and governors all support each of its values. The Parable of the Mustard Seed (Mark 4: 30–32) is one which guides and shapes our school vision:

"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches" ([Matthew 13:31–32](#)).

As we strive to enable our children to be '**bigger than they could ever imagine**' we are reminded that the smallest things we do in the Kingdom of God can grow into something wondrous.

Every member of our community is valued, with each being recognised for the light that they shine upon us all. In our school, everyone is **known, respected and valued**. Each child's potential is realised; academically, socially, creatively, physically and spiritually. We are passionate about immersing our children in opportunities to thrive and achieve, instilling Christian values that empower them to make a meaningful difference in the world around them.

Learning for Life: We prepare our children for life through a holistic approach, which encompasses our values-based education. Children learn to **respect, have courage, forgive, trust and nurture**. We want all of our children to make a valuable contribution to their family, community and wider world.

Caring for All: At Holy Trinity we are inclusive and welcome **all** children. We are unwavering in our commitment to help each child to be '**bigger than they could ever imagine**'. We are aspirational and believe it is each child's right to be supported, welcomed and appreciated for their individuality.

Living each Day to the Full: The staff at Holy Trinity are passionate about providing children with the best possible education. They encourage children to make the most of every day and live each day to the full, seizing the moment to make the most of the opportunities presented to them along the way. We aim to nurture every child's wellbeing, providing a healthy lifestyle choice and to celebrate efforts and achievements.

Together as a Community: We value our place within the community and have strong links to offer our children a range of opportunities and learning experiences. We also recognise the importance of building learning within the community through our families, local businesses and the Deeside community.

The strong, tangible Church ethos will be evident in all that we do and will be the basis for how we shape our school.

With Jesus by our side: Our aims and vision are underpinned by Christian values and teachings. We believe that Jesus walks beside us on our journey, helping us to choose the right path and to live our lives how He would want us to.

Our Lighthouse logo reminds us that Jesus is the Light and we are beacons shining our light across the world.

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.

We look forward to welcoming you and your child into our school community and sharing many happy and positive experiences during their time in our school.

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 an environment for your child.

You can help with this in a number of 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, telephoning or emailing.
- All children must be brought to and collected from school by an adult. Children cannot be collected by any under 16s.
- Let us know of any medical conditions or allergies affecting your children or anything you feel may affect their wellbeing (form enclosed in admissions pack).
- If you have to come to school by car please park responsibly.

Important contact information

Head Teacher: Mrs Wright

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

Assistant Head Teacher, KS1 and EYFS Lead: Mrs Pillow

SENCO: Ms K Harper

School Business: Manager: Mrs Rodgers

School Administrator: Mrs Evans/Mrs Dakin

School telephone number: 0151 632 4153

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

Hoylake Holy Trinity C of E Primary School
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.

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.

Attendance / Illness

In school your child will come into contact with lots of new germs, so don't be surprised if they catch more colds etc. Don't send them into school if they are very poorly however attendance is very important! 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.

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.

Hoylake Holy Trinity C of E Primary School
School Uniform

- Grey skirt/pinafore dress or trousers
- White shirt or white/green polo shirt
- Green jumper or cardigan
- School tie (optional)
- Black shoes (no trainers)

Optional Summer uniform

- Green / white gingham dress
- Grey shorts

PE Kit	Outdoor Kit PE Kit
• Plain black or navy shorts • Plain green t-shirt • Pumps (these are essential for P.E. lessons)	• Navy or Black Jogging bottoms • Navy or Black Sweatshirt (or school jumper) • 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. 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 be tied back at all times. Hair accessories should be minimal.

Hoylake Holy Trinity C of E Primary School

Milk, Snack & Lunch

Milk

Cool Milk Ltd organises the daily delivery of cartons 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 to school for a snack.

Water is available at all times.

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.

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 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 the new children and keep a special eye on them to help them settle into routines and feel secure.

Hoylake Holy Trinity C of E Primary School The Early Years Foundation Stage Curriculum

When children start school they do not follow the National Curriculum until they start Year 1. Children from birth to five have their own Early Years Foundation Stage Curriculum. This curriculum offers children the opportunity to learn through a wide range of fun, practical experiences where children can observe, explore, discover and communicate in both the indoor and outdoor learning environments.

Our classrooms are set up to allow the children to 'free flow' around the classrooms and the outdoor environment. This allows the children to initiate their own activities and choose where and what they want to play. Following a teaching session children can move around the unit to learn through play, during this time our Early Years Team are observing, supporting children's play and leading small group work or working with individual children to ensure the needs and interests of every child are met.

The Early Years Foundation Stage Curriculum (EYFS) has many aspects to it. Below are the four key principles that underpin our EYFS approach at Hoylake Holy Trinity C of E Primary School.

- ❖ **A Unique Child:** Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- ❖ **Positive Relationships:** Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- ❖ **Enabling Environments:** The environment plays a key role in supporting and extending children's development and learning.
- ❖ **Learning and Development:** Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The seven areas of learning and development are:

Prime Areas

- Personal, Social and Emotional Development (PSED)
- Communication, Language (CL)
- Physical Development (PD)

Specific Areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Settling into Hoylake Holy Trinity Transition Arrangements

We have developed our transition arrangements over time to ensure that we have an accurate baseline for each child. We involve parents and feeder settings from the outset; gauging their opinion and ensuring they are aware of their child's targets and development needs to enable them to work with us in the education of their child.

Going into FS1

Settling in visit to setting by parents/carers the half term before child starts

Staggered intake so that staff can get to know your child in small groups

Phased transition if needed

Parent welcome meeting

We work with you closely and support your child's transition on an on-going basis

Going into FS2

Staggered intake (usually across the first 2 weeks of term if required)

New parents meeting in summer term - packs given to parent/carer

Visit in Summer term with children – meet the teacher and stay for lunch

Nursery or home visit during the summer term in preparation for September

Autumn term - New parents curriculum/phonics workshops

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.

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.

Children across the school are allocated as a member of one of our four houses:

- ❖ Redshanks
- ❖ Curlews
- ❖ Sandpipers
- ❖ Oystercatchers

They can earn merits for displaying positive behavior, manners and conduct which are collected for their house. Houses have event days and celebrations throughout the year.

Hoylake Holy Trinity C of E Primary School

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 is able to 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 and ask for a Governor's Information Pack.

Hoylake Holy Trinity C of E Primary School
Frequently Asked Questions

Why does my child seem reluctant to talk about what she/he has done at school or says “Nothing”?

Most children are exhausted at the end of the school day and don't want to discuss it further. However, when young children have something to tell you about school it usually bursts out of them immediately they see you! You will need to support your child during the first few weeks as she/he may be tired at first.

What will happen if my child is upset at school?

The staff in school are very sensitive to how your child is feeling and we will do everything we can to help them settle and to comfort them should they feel upset.

What should I do if I have a problem or a worry?

Speak to the class teacher just before school or just after school if you bring your child to school or email the school office and your child's teacher will contact you.

What you shouldn't do:

- Sit at home and worry.
- Talk about it with friends who don't know what to do but think they do and often make you feel worse!

Everyone at Hoylake Holy Trinity C of E Primary will work hard to make school a happy place for you and your child. The relationship between school and home will continue to grow. Please remember that a relationship is a two-way thing – we are reliant on home keeping us informed and vice versa. This way things hardly ever 'slip through the net'. We can each do our bit to ensure children are happy, healthy and can expect excellence and enjoyment at our school.

Messages from parents:

- It has a feeling of nurturing. My child's confidence has blossomed because of this.
- Don't store up your worries or concerns, make sure you talk to your child's teacher straight away, they have been really helpful & understanding.
- Parents can rest assured that their children's education is in good hands.
- Holy Trinity is a fantastic school.
- Your children are joining the school at a time when Holy Trinity is going from strength to strength - Enjoy!
- Embrace the lovely, caring, family environment in which your child will grow in so many ways over the years. Simply Lovely!
- Each child is a person in the school, not just a number – the children are cared for as well as taught. They enjoy it.