

# Welcome to Hollinwood Academy





OUR VISION:  
 CREATING MEANINGFUL FUTURES

OUR MISSION STATEMENT:  
 LEARNING TOGETHER, LEARNING FOR ALL,  
 LEARNING FOR LIFE

OUR VALUES:  
 WE ARE CARING  
 WE ARE CREATIVE  
 WE ARE INSPIRING  
 WE ARE PASSIONATE  
 WE ARE INNOVATIVE  
 WE TRUST EACH OTHER

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# Staff Team



Miss Gordon  
Deputy Head



Mrs Millard  
Headteacher



Mrs Needham  
Deputy Head



Mrs Tushingham school  
business manager



Mrs Watson  
SEND operations manager



Kathryn Lyons  
EHCP  
coordinator



Mrs Williams  
Primary pastoral manager



Mrs Ismail  
Secondary pastoral manager



Miss Knott  
Specialist support lead



Miss Wheeler  
Pastoral support secondary



Miss Hulston  
Pastoral support primary



Mr Valentine  
Pastoral support secondary

# Specialist support team



**Shona Ninian**

Intervention support assistant



**Kelly Kulczycki**

Intervention support assistant



**Kessie Whitworth**

Intervention support assistant



**Harriet Sharples**

Intervention support assistant



Specialist support is offered across school to enable all children and young people to develop emotionally, socially and academically. A range of personalised interventions are embedded throughout the curriculum. More focused and intense programmes are provided using a referral process. The following support programmes and packages are currently on offer:



# Curriculum

Our curriculum offer is broad and balanced to provide a variety of creative, innovative and unique learning experiences, ensuring learning is accessible and purposeful for all. We have high expectations for all of our children and young people and appropriate pathways are identified early to support children and young people to achieve realistic goals and fulfil their potential.



We have three discrete curriculum models across primary and secondary: **academic**, **communication** and **nurture**. Each area focuses on a realistic destination, supporting children and young people from reception to adulthood to achieve successful outcomes. Destinations include: Being involved, Taking part, Taking control, Playing a part in my community, Volunteering in my community, Working in my community and Being independent. We aim to develop skills for independent living, community access, social inclusion, employability and preparation for higher and further education. Young people at KS4/5 work towards qualifications/accreditations that are accessible to them. These include GCSE, functional skills and ASDAN courses.

Children and young people are commonly grouped according to age. There are circumstances where some children have been grouped out of cohort due to a significant variation in need, this is reviewed regularly with the notion they will re-join their peers at a stage that is appropriate to them.

## Education, Health and Care Plan



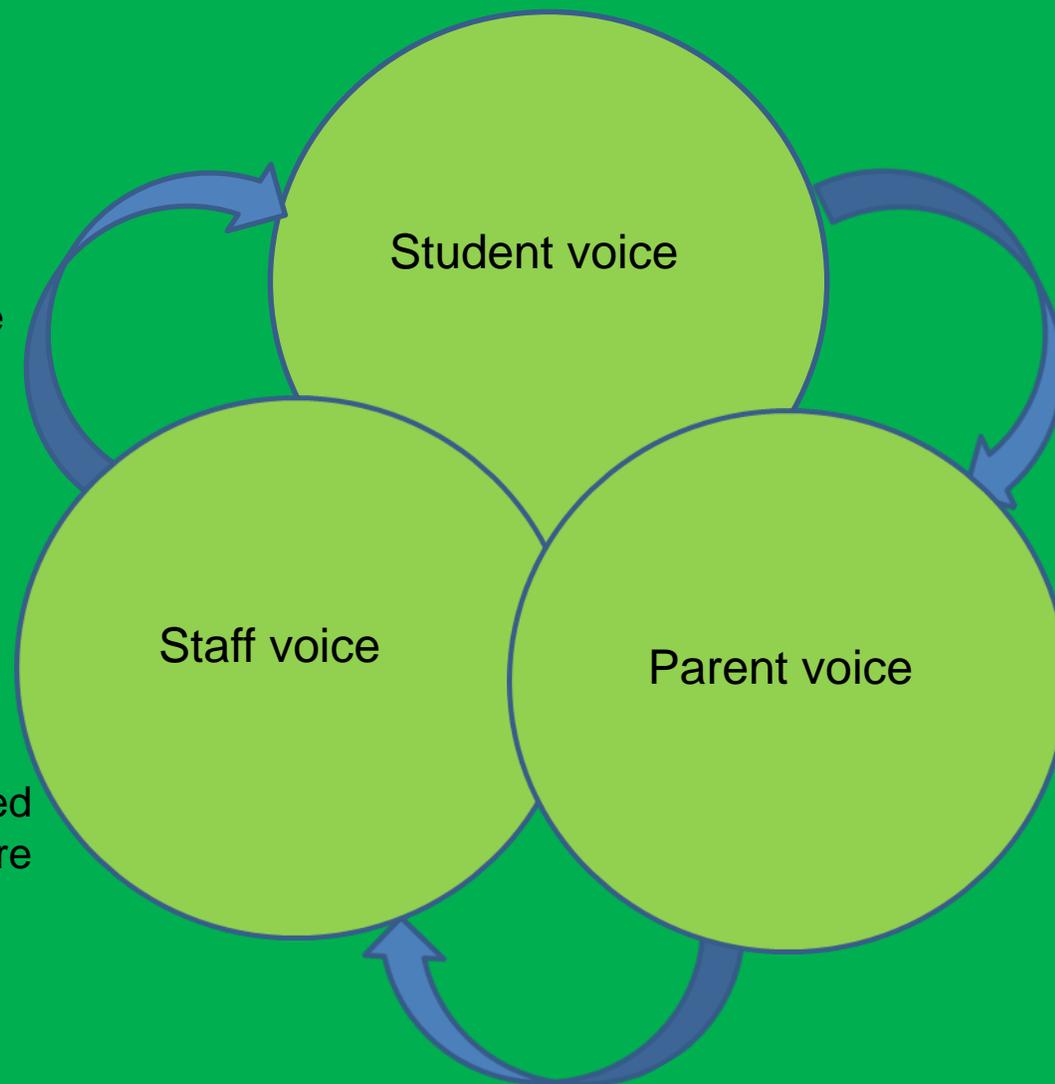
Plan Writer:



**EHC plans** are integral to our vision and planning. In order to ensure our environment is inclusive and organised to effectively support and meet the needs of all children and young people, all staff must be aware of the individual targets and desired outcomes set out in these plans.

**Annual reviews** are carried out routinely with our onsite EHCP coordinator. This is an opportunity to update information to reflect your child's current stage in relation to their holistic development. This is an extremely supportive, child-centered, process involving the team around the child with a view to achieving successful outcomes.

Our curriculum is designed to ensure opportunities are provided for children and young people to work towards achieving their EHCP targets.





We use evidence for learning (EFL) to capture and assess engagement and learning across school.

EFL has transformed how parents/carers, external stakeholders and the learner's themselves engage in the entire learning process and journey.



Not only can photos, videos and notes be easily and securely shared by the school, but parents/carers can capture and submit their own photos, videos and notes to reflect the learner's development and experiences at home and outside in the community.



This has proved to be an invaluable collaboration and powerful tool to capture progress and development.



# Uniform

School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the student body. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers.

We have high expectations regarding uniform. Please see the correct items below. We understand some of our children and young people have sensory issues and some materials may cause discomfort. Alternative styles may be agreed however colour needs to resemble Hollinwood Academy.



- Black trousers or skirt
- White school shirt/polo shirt
- Green jumper/cardigan
- Black shoes/trainers
- Green tie for secondary



# Mobile phones



Students in Key Stage 3 and 4 may bring their mobile phones into school once they have completed our e-safety questionnaire.

For students in KS3, phones must be handed into the form tutor on arrival. Students can have them back at break and lunchtime. Students in KS4 can keep mobile phones on their person and adhere to the acceptable use of devices.

If this privilege is abused parents will be asked to collect phones and ensure they are kept at home until further notice.



# E-SAFETY RULES

**1** Don't share personal details about yourself or others online.



**2** Don't share your username and password with anyone or use another person's password.



**3** No websites with sexual material, violence, drugs or on-line gambling.



**4** No downloading or uploading without permission.



**5** Only bring your personal device in school if you have an E-safe Award.



**6** If you use your personal device It is your responsibility and school will not pay for damage or loss.



**7** Only use a personal device in class if the teacher gives permission.



**8** Don't take or show images of anyone without permission.



If any e-safety rules are broken report it to Mrs Millard.



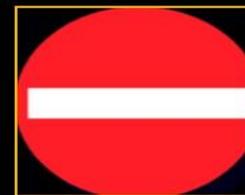
MRS MILLARD

And Remember the e-safety motto:

Zip It!



Block it!



Flag it!



Type of misuse	3 requests then:	Refer to pastoral team through CPOMs	Parents informed	Internet access removed for 2 weeks	Phone/personal device privileges removed	Parents to collect device	Internet access removed until further notice	Parents to attend meeting	Follow up workshops	Refer to PREVENT
Playing games during lessons	✓	✓	✓	✓						
Refusal to hand phone in during registration	✓	✓	✓							
Phone/personal device out in lessons	✓	✓	✓							
Continuous refusal to hand in personal device		✓				✓		✓	✓	
Taking photos/videos of other pupils/staff		✓	✓		✓				✓	
Using another person's username and password		✓	✓	✓						
Viewing inappropriate material (bad language, violent games etc.)		✓	✓	✓	✓				✓	
Sending offensive, sexual or threatening messages		✓	✓		✓	✓	✓	✓	✓	✓
Viewing offensive or extreme material (pornographic, racist or religious hatred)		✓	✓		✓	✓	✓	✓	✓	✓

Please refer to the behaviour policy, all policies can be found on the school website. We operate a behaviour system that follows a staged approach to maintain appropriate behaviours and respect across school. At primary, systems are personalised to classes.

### **C1 – First warning**

- Not handing in phones
- Not listening to the teacher
- Excessive talking
- Being noisy
- Not getting on with work
- Being out of seats without reason
- Preventing others from being able to work
- Refusal to do work
- Refusal to follow instructions
- Loud and loutish behaviour in corridors
- Failure to comply when others are in isolation
- Eating and drinking in lessons
- Chewing gum

### **C2 – Second warning**

- Continuing to exhibit above behaviours
- Exiting class without reason
- Inappropriate language
- Inappropriate gestures

### **C3 – Detention**

- Persistent disruption and failing to comply
- Loosing temper with staff/ students
- Open defiance
- Bullying

### **C4 – Internal isolation**

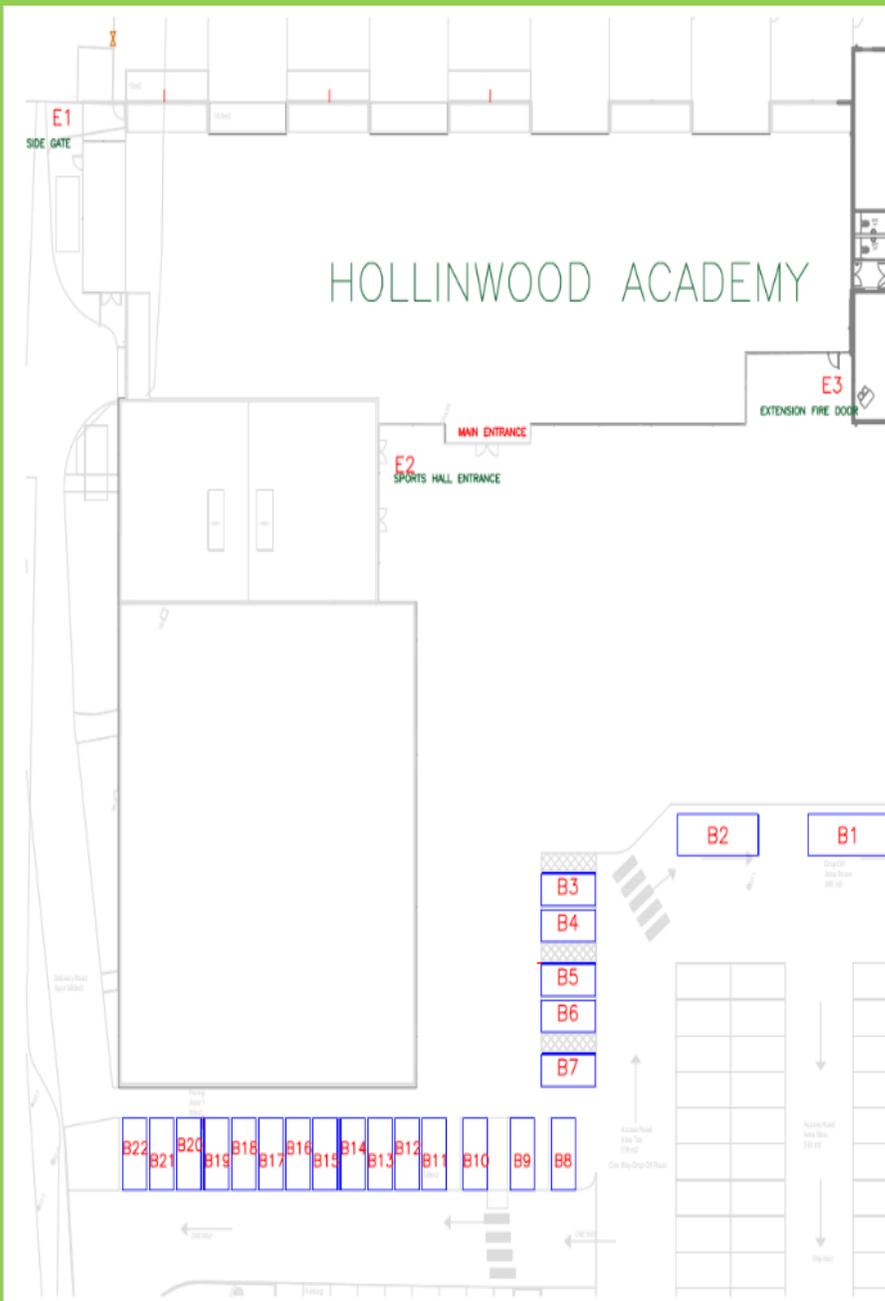
- Continuing to exhibit all of the aforementioned behaviours
- Absconding
- Destroying school property and resource
- Violence towards staff/students
- Stealing

### **C5 – External exclusion**

- Serious damage to school property
- Seriously hurting somebody staff / student

### **Restrictive Physical Interventions**

The New Bridge Multi Academy Trust promotes a pro-active approach to the effective support and management of challenging behaviours. Staff are aware that Restrictive Physical Intervention (RPI) is always used as a last resort when all other appropriate strategies and interventions have been used. RPI techniques involve at least two staff members, allow for verbal communication and safety remains paramount. The policy is available on the school website.



**Parent drop off time: 9:00am**

**Parent pick up time: 3:00pm**

### **Transport drop off and pick up (identified bays)**

**Transport drop off time: 8:45am – 9:00am**

**Transport pick up time: 2:50pm – 3:00pm**

### **Independent Travellers**

Please inform school if your child is an independent traveller via the Parentapp form. They will not be allowed to leave the premises if we have not been informed that they are able to travel unsupervised.

### **Parent and Home to School Transport**

On arrival, all children and young people are greeted by a member of staff at all entrances. At home time your child will stay with class/form tutors until parent/transport has arrived. Your child is then escorted outside where they are met by their parent/escort for their journey home.

### **Entrances and exits for classes and forms (see left diagram)**

**Primary: E1**

**Secondary: E2 or E3**

# Home-School Transport Contact Details

## Oldham

The Transport Team  
Level 12  
Civic Centre  
West Street  
Oldham  
OL1 1XJ  
0161 770 3209  
[itu@oldham.gov.uk](mailto:itu@oldham.gov.uk)

## Tameside

Integrated Transport Unit  
Tameside Council Transport Services  
Tame Street  
Stalybridge  
SK15 1ST  
0161 342 3205 / 3691  
[itu@tameside.gov.uk](mailto:itu@tameside.gov.uk)

## Bury

School and College Transport  
3 Knowsley Place Duke Street,  
Bury,  
Lancashire,  
BL9 0EJ  
0161 253 6968  
[schoolandcollegetransport@bury.gov.uk](mailto:schoolandcollegetransport@bury.gov.uk)

## Calderdale

Transport Operations Team  
~~Battinson~~ Road  
Halifax  
HX1 4PL  
01422 393532  
[transport@calderdale.gov.uk](mailto:transport@calderdale.gov.uk)



## Manchester

Travel Co-ordination Unit  
Manchester City Council, 1<sup>st</sup> Floor  
Universal Square  
Devonshire Street  
Ardwick  
M12 6JH  
0161 219 6400  
[Hometoschool@manchester.gov.uk](mailto:Hometoschool@manchester.gov.uk)

## Rochdale

SEN Assessment Team  
Number 1 Riverside – Floor 4  
Smith Street  
Rochdale  
OL16 1XU  
01706 925 981  
[sen@rochdale.gov.uk](mailto:sen@rochdale.gov.uk)

## Salford

Salford civic centre  
Chorley Road Swinton  
Salford  
M27 5AW  
0161 778 0402  
[transportSEN@salford.gov.uk](mailto:transportSEN@salford.gov.uk)

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## School Meals

Primary school lunchtime is from 11:50am to 12:25pm

Secondary school lunchtime is from 12:25pm to 1:00pm

Meals are chosen from a healthy range of options. A vegetarian option is available each day.

School meals can be paid for securely through ParentPay. Please contact school for the current price of a school meal.

## Guidance on home packed lunches

We recommend that a packed lunch should contain:

- No fizzy drinks
- A sandwich, rice, pasta, salad or vegetables (no facilities for warming food)
- A dairy item such as cheese or a yoghurt



## Free school meals

Families who meet the criteria for free school meals must register with the local authority, even if their child(ren) prefers, and will continue to have, packed lunches. For further information, please visit Oldham

Council Free School Meals:

[http://www.oldham.gov.uk/info/200231/education\\_grants\\_and\\_allowances/161/school\\_meals](http://www.oldham.gov.uk/info/200231/education_grants_and_allowances/161/school_meals)

## Breakfast Club

Breakfast Club runs every morning from 8am and there is a minimal charge of £1.00 per day. This is not a 'drop-in' service and places need to be booked in advance through your ParentPay account. Breakfast is available and the options are: toast, cereal, fruit and juice.

## After School Club

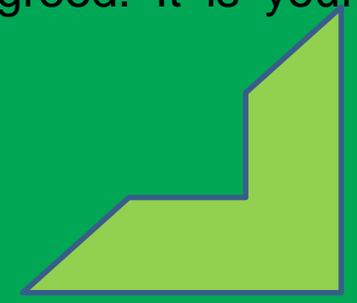
After School Club runs four evenings per week from Monday to Thursday. There is a minimum cost per day including any clubs cancelled at late notice by parents. Our current prices are available from school. Places need to be booked in advance through your ParentPay account.

After School Club runs from 3:00pm to 4:45pm

**The collection time from After School Club is no later than 4:45pm.**

In order to ensure continuity of care, it is essential that you inform school of any changes to your child's After School Club arrangements. **We cannot take messages from the bus escort or your child, we need to hear from you directly.** If we do not hear from you in person we will assume that everything is as previously agreed. It is your responsibility to inform transport if there are any changes to your child's travel arrangements.

If your child is interested in joining any of the above, please contact school for further details.



# IMPORTANT DATES, SCHOOL CLOSURES AND ABSENCES

## Attendance

If your child is absent from school, you must notify the school office by 9.00am with the reason for their absence.

Parents should ring: **0161 883 2404 option 1** and/or report your child's absence via Parentapp.

We also request that you inform school each day that your child is absent from school until their return. If we have not heard from you, we are obliged to investigate your child's absence. If your child is ill for a length of time, you may be asked for medical evidence of the illness e.g. a doctor's note.

**Your child's absence is a safeguarding issue until we have confirmation of why they are absent.**

Attendance is monitored in school and also by the Local Authority. Satisfactory attendance is classed as 96% over the school year. If your child's attendance falls below this figure, then you may be contacted by an Attendance Welfare Officer.



# Safeguarding and Child Protection

All staff within Hollinwood Academy are committed to safeguarding and promoting the welfare of all our children and young people. They have a crucial role in helping to identify welfare concerns and indicators of possible abuse or neglect at an early stage. We have a number of policies and procedures in place (located on the school website) that contribute to our safeguarding commitment, including our Child Protection Policy.

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare.

We actively support the Government's 'Prevent' Agenda to counter radicalisation and extremism and essential training is provided to identify key signs.

We ensure that any of our concerns about our children and young people are discussed with parents/carers first, unless we have reason to believe that such a move would be detrimental to the child's welfare..



## Designated Safeguarding Leads at Hollinwood Academy are:

- Laura Millard (Headteacher)
- Natalie Gordon (Deputy Headteacher)
- Louise Needham (Deputy Headteacher)
- Tania Tushingam (School Business Manager)
- Leisa Williams (Primary Pastoral Manager)
- Sunnah Ismail (Secondary Pastoral Manager)
- Catherine Watson (EHCP Co-ordinator)

## Trustee with responsibility for safeguarding:

- Margaret Ramsbottom

## Governor with responsibility for safeguarding:

- Clare Shiel

## Mental Health

The mental health of our children and young people is our priority. We recognise that children and young people often struggle with mental health difficulties. With this in mind, we adapt our curriculum to ensure we promote and support good mental health and wellbeing across school.

We have a school counsellor on site once a week and children and young people who require more intense and focused support can be referred to this service via a formal process.



## Mental Health First Aiders

**We have 21 mental health first aiders across school. Staff are trained to respond to mental health difficulties.**

Mental Health First Aid (MHFA) is the help given to a young person experiencing a mental health issue before professional help is obtained. The aims of MHFA are to:

- Intervene to prevent the emotional or mental health difficulty developing into a more serious state.
- Provide support to a young person experiencing a mental health issue.
- Encourage and signpost a young person to access appropriate professional help.
- Raise awareness of mental health issues in the school and wider community.
- Reduce stigma and discrimination.

# ICT



New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. We are recognised as an Apple Distinguished School and work very closely with Apple to ensure we have the most up-to-date technology to enhance teaching and learning.



All of our children and young people are responsible for using the school ICT systems in accordance with the Young Person Acceptable Use Agreement, which **you will need to sign via your Parentapp account** before your child can be given access to the school ICT systems.

## Photographs and Videos

Whilst many parents and carers really enjoy seeing photos and videos of their children's school life, which are showcased on social media and within the weekly blog (these can be found on the school website/social media pages), we are very mindful of our duty of care towards all our children and young people. We take the issue of safeguarding very seriously and this includes the use of photographic and video images.

# COMMUNICATION

## Parentapps

Parentapps is free to download and is available for both Apple and Android devices. The app can be found by searching PA Connect. It will provide you with instant access to our term dates, event information, newsletters, social media, website and much more.

Additionally, you will be able to view and submit consent forms easily and receive secure documents. The app will also enable you to invite additional family members, ensuring that the right people have access to important information.

Lastly, the app is fully secure and GDPR compliant and in order to access it you will need to be invited via email or SMS message.

**Please look out for an email or text invitation from school with further instructions on how to download and access the app. If you have any questions, please get in touch.**

If you would like further information regarding Parentapps, please follow the link below:

<https://supporthub.parentapps.co.uk/wp-content/uploads/2020/09/ParentappsParentPresentation2020.pdf>

## Your Contact Details

It is essential that the contact information we hold on record for your child is correct in case we need to contact you in an emergency. **Please inform the school immediately of any changes to your contact details or your child's medical or dietary information.**

**IMPORTANT NOTE - PLEASE ENSURE YOU COMPLETE THE PUPIL DATA COLLECTION FORM VIA YOUR PARENTAPPS ACCOUNT.**

## Weekly Blog

Each week you can read the Headteacher's blog to see what exciting things the young people have been learning in and around school. This can be found on the Hollinwood Academy website: <https://www.hollinwoodacademy.org/blog/> and links are also posted to the New Bridge Group's Facebook and Twitter pages @newbridgegroup



# FURTHER INFORMATION

## Parent Communication

If you have a concern or query about anything relating to your child in school, please contact the school office to make an appointment to see your child's class/form teacher in the first instance.

## Privacy Notice

The purpose of a Privacy Notice providing accessible information to individuals about the use of personal information (data) is a key element of General Data Protection Regulation (GDPR) and sets a legal framework with which education settings and local authorities must comply.

All education settings and local authorities are data controllers and data processors in their own right and, as such, they have a duty to inform children, young people, staff and parents how they process the data that is within their control.

## Policies

Hollinwood Academy has clear policies and procedures that safeguard everybody connected with the school which can be found on the school website. You can also request a copy from the school office.

### Policies available include:

- Child protection
- Charging & Remissions
  - Behaviour
- Compliments & Complaints
  - Data Protection
  - Educational Visits
  - Subject Access
- E-Safe and Acceptable use of ICT for both parents, children and young people

## Governors

A full list of governors can be found on the school website:  
[www.hollinwoodacademy.org](http://www.hollinwoodacademy.org)

## Confidentiality

Visitors to the school are bound by our confidentiality code. Any information about our young people, families or others within the school should be kept confidential and not mentioned outside Hollinwood Academy. This also applies to the use of social networking sites such as Facebook.

## Smoking

Hollinwood Academy operates a no smoking policy. When visiting Hollinwood Academy, please do not smoke anywhere on the premises.