



**HOLLY
LODGE**
GIRLS' COLLEGE

EXPECT TO ACHIEVE

Welcome Pack 2023/24

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Welcome

Congratulations and welcome to Holly Lodge. We are delighted that you and your daughter will be joining us as a member of our hard working, warm and happy school community.

This pack has been put together to provide you with all of the key information that you need ahead of starting with us. Within this there are also some forms that need to be returned to school, as well as links to key policies and information available on the school website.

We very much look forward to supporting your daughter to develop as a focused, aspirational and resilient young person through our school mission statement of Expect to Achieve.

Term Dates 2023/24

Autumn Term 2023

- **INSET Day 1 – Friday 1st September 2023 (Students not in school)**
- **Starts: Monday 4th September 2023**
- **INSET Day 2 – Friday 27th October 2023 (Students not in school)**
- **Half term: Monday 30th to Friday 3rd November 2023**
- **Ends: Thursday 21st December 2023**
- **INSET Day 3 – Friday 22nd December 2023**

Spring Term 2024

- **INSET Day 4 – Monday 8th January 2024 (Students not in school)**
- **Starts: Tuesday 9th January 2024**
- **Half term: Monday 12th to Friday 16th February 2024**
- **Ends: Thursday 28th March 2024**

Summer Term 2024

- **Starts: Monday 15th April 2024**
- **May day: Monday 6th May 2024**
- **Half term: Monday 27th May to Friday 31st May 2024**
- **Ends: Friday 19th July 2024**
- **INSET Day 5 – Monday 22nd July 2024 (Students not in school)**

The School Day (Year 7)

8:30 – 8:50	Form Time
8:50 – 9:50	Period 1
9:50 – 10:15	Break
10:15 – 11:15	Period 2
11:15 – 12:15	Period 3
12:15 – 13:00	Lunch
13:00 – 14:00	Period 4
14:00 – 15:00	Period 5

Students should arrive in school for 8:25am as Form Time begins at 8:30am.

All Year 7 should use the Uplands entrance which is off Queens Drive.

The gates at the Uplands Lane entrance are locked at 8:25am and students have to walk to the Mill Lane entrance and sign in late after this.

If students are late, they will have to attend a detention at break time. Two lates in a week will lead to an after school detention on Fridays.

Uniform & Equipment – on same page

All students must have the following equipment with them every day:

- Bag
- Pencil case
- Black pen
- Red pen
- Pencil
- Ruler
- Rubber
- Calculator

Please note that, from September 2022 mobile phones, smart watches, headphones and other electronic devices will be banned from school. Students can bring them but they should not be used, seen or heard from the point the student arrives to when they leave. Any breaches of this rule will lead to confiscation and further sanctions up to and including detention and suspension.

Students must wear the following school uniform:

1. **Choice of:**

- Black A-line knee length skirt
- Black pleated knee length skirt
- Black pinafore
- Smart Black trousers (**jeans, capri pants/chinos, leggings etc are not allowed**)

2. **Choice of:**

- Plain black V-neck jumper
- Plain black V-neck cardigan

3. White shirt

4. Velcro or clip on Holly Lodge tie – single colour for each year group as follows:

Yellow – Year 7 Red – Year 8 Green – Year 9 Blue – Year 10 Purple – Year 11

5. Plain black school shoes/trainers with no distinctive markings

6. **Choice of:**

- Black socks
- Black tights

7. Black blazer with Holly Lodge Girls' College badge

8. Plain waterproof black coat (**leather, denim or fur coats/jackets are not allowed**)

9. Hair bobbles – **HAIR MUST BE TIED BACK (black/white/tie colour only)**

10. Optional - Plain black scarf

Please Note:

- **No make-up**
- **1 set of stud earrings are allowed.**
- **Only natural hair colourings**

Compulsory - PE Kit

1. Choice of black shorts, skort, tracksuit, jogging bottoms or leggings
2. Black training t-shirt or ¼ zip training top **with school logo on**
3. Black or white socks
4. Trainers
5. **Optional** - Plain black round neck sweatshirt or Hoody **with school logo on**

Key People

Senior Leadership Team	
Headteacher	Mr A Keen
Deputy Headteacher	Mr R Downey
Senior Assistant Headteacher	Ms L Cassidy
Assistant Headteacher	Miss L Reardon
Assistant Headteacher	Mr C Finnegan
Assistant Headteacher	Mrs A Smyth
Assistant Headteacher	Mr R Clift
Assistant Headteacher	Mrs C McGorian
SENCO	Miss S Winter
Designated Safeguarding Lead	Miss F McDermott
Pastoral Team	
Year Leader (Year 7)	Mrs L Murphy
Year Leader (Year 8)	Miss C Connor
Year Leader (Year 9)	Mrs H Edwards
Year Leader (Year 10)	Miss S Schenck
Year Leader (Year 11)	Mrs M Doolan
Lead Professional & Deputy Safeguarding Lead	Ms L Harland
Student Support & Child Protection Officer	Ms A Martin
Attendance Team	Mrs L Tierney
	Mrs T Eyres
	Mrs D McHugh

If you have any queries, please email hollylodge@hollylodge.liverpool.sch.uk or phone 0151 228 3772.

ParentMail

Communicating with parents is an important part of what we do here at Holly Lodge, making sure you get the correct information about activities, events and things that really matter is something we care about.

We use a ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Top up dinner money or pay for school trips/items in just a few taps.
- Complete forms, give consent/permissions and give feedback on surveys.
- And much, much more!

Registering with ParentMail is very easy! Before your daughter joins us, you will be sent either an email and/or text message from ParentMail, when you receive this please just follow the instructions in the message. Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, **we highly recommend you download the ParentMail App for the best user experience.** To do this, simply search for "ParentMail" in your App store.

In addition to communicating with parents, we also use ParentMail for payment of school meals, trips and other resources available to students throughout the year.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or if you do not receive any contact from ParentMail please contact Holly Lodge school office on 0151 228 3772.

Cashless Catering & Biometrics

We operate a cashless catering system in school so that money does not exchange hands at the service area and purchases of school dinners, snacks and beverages is electronic using biometric registration and recognition system. Once registered with ParentMail [see above], parents can create their catering account and upload money to it as they wish. As no money changes hands, students do not have to carry cash around school, parents do not need to give children cash to take to school for lunches and are instead encouraged to keep their child's cashless catering account topped up automatically using the ParentMail system by debit card or credit card online. This gives parents peace of mind that dinner money is safe and being used for that purpose.

The system provides us with a more efficient, faster and ultimately better quality of service. It incorporates the latest biometric technology and eliminates the need for pupils to carry cash throughout the day, reducing the risk of bullying.

Please be assured that a fingerprint is not stored, a reference of a small number of points on the finger is scanned, converted into a code and the next time the child's finger is scanned it simply checks that the same points are in the same places, the details cannot be extracted or used for any other purpose.

There are obvious safeguarding benefits and efficiency at the food serving points as no money changes hands, students do not have to carry cash around school, parents do not need to give children cash to take to school for lunches (and school trips) and are instead encouraged to keep their child's cashless catering account topped up automatically using the Parent Pay system by debit card or credit card online. This gives you peace of mind that dinner money is safe and being used for that purpose, school trip money is safe and used only for the payment of school trips (when indicated).

A daily 'spend limit' of £5 will be programmed into the system for all students. This can be increased or decreased for an individual student by making a written request to the kitchen manager.

Biometric Registration

For Cashless Catering purposes students are registered with a biometric finger scan used to identify their account at the till. Biometric registration does not store fingerprints but translates it into a set of encrypted code, a unique digitally encrypted biometric code, to identify each students' cashless catering account at our catering tills. Each student has their own cashless catering account registered to them, operated using their finger or thumb at the catering tills (biometric recognition).

Biometric Consent is sought from parents in the Data Collection Sheet during the enrolment process. Please complete the Data Collection Sheet in your welcome pack in full on both sides and return it to school.

All Biometric data is stored securely in compliance with the Data Protection Act 1998 and General Data Protection Regulation 2018 and is not transferred, shared, accessed, used or stored for any other purpose than cashless catering (school dinners).

Student biometric data is deleted when a student leaves Holly Lodge Girls' College.

Free School Meals

We are aware that a number of parents who may be eligible to claim for Free School Meals for their daughter do not submit a claim to the local authority.

If you are receiving one of the following benefits, a FREE tasty and nutritious school meal is available for your child at Holly Lodge...BUT YOU MUST APPLY!

<https://www.cloudforedu.org.uk/ofsm/sims>

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Look at the benefits of applying for Free School Meals:

- A free school meal for your child, which is good for their health and could help their learning.
- Savings for you, worth over £350 a year.
- Extra money for the school through Pupil Premium, worth at least £900 a year.

Remember, just registering your child for Free School Meals means that Holly Lodge receives the extra money even if you don't take up the free meal. No one will know you have registered and it will not affect any other benefits you are claiming.

If you want further information then please talk to Miss M Broda or email us at fsm@hollylodge.liverpool.sch.uk; everything you say will be treated in the strictest confidence.

Bus Pass

Children up to age 16 may be entitled to subsidised transport, depending on the distance from home to school and if they meet certain eligibility criteria.

Compulsory school age pupils who are resident in Liverpool will be classed as eligible children if they:

- attend their nearest suitable qualifying school and meet the qualifying distance criteria, for children aged eight or over the qualifying distance is 3 miles or more; OR
- are from a low-income group family, low income groups as those who are entitled to free school meals, or whose families are in receipt of the maximum level of Working Tax Credit

We would urge you to read the Home to School Transport Policy for Compulsory School Age Pupils Academic Year 2022/23, which can be found on the Liverpool City Council website before making an application.

You can make an application for a school bus pass online at <https://liverpool.gov.uk/benefits/school-travel-support/>.

Policies

The following policies can be found on our school website;

- Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy
- SEN(D) Policy
- Pupil Privacy Notice
- School Use of Photographs and Videos