



Essential guide to The Holgate Academy

The Holgate Academy

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Executive Principal's welcome

I am delighted that you have chosen The Holgate Academy for the next step in your child's education and we look forward to welcoming you into our academy community.

Our ethos is built on the core principles of 'manners, determination and teamwork' and we place a special emphasis on our community spirit. I look forward to celebrating the achievements and contributions of our new students, as we expect all students to work hard, engage in their lessons and contribute to the academy community.

This brochure will hopefully help to answer some of the many questions you and your child will have about starting at The Holgate Academy. You will receive further information in due course, such as the login details to access our communications app, and online payment system sQuid.

We are confident that your child will settle in quickly and enjoy life at Holgate and that you will always find us helpful and welcoming. We work hard to ensure good communication between the academy and home as we value our relationship with parents and carers, firmly believing that by working together we can ensure that your child reaches their full potential.

Please take the time to read the following information and keep it for future reference. We know there will be lots of questions and hope that the information included will answer some of these. However, if there is anything else you would like to ask, please do not hesitate to contact us by phone or by emailing our transition team at: **transition@holgate-ac.org.uk**

We look forward to working in partnership with you to secure your child's successful future.



Heather Widdup
Executive Principal

Starting at Holgate

The essentials

Welcome to The Holgate Academy. We understand how daunting it might be for both parents and students when starting a new school, so here at Holgate we are on hand to help guide you through this process.

The essential information in this brochure will help you to get organised prior to your child starting with us and help you prepare for your child's first few days and weeks at the academy.

The academy day

Our academy day runs from **8.30am** to **3.15pm**.

Please note our academy conducts a split break and lunch time, so timings listed below may be subject to change.

First bell - students must be in the academy	8.30am
Period 1	8.40-9.30am
Period 2	9.35-10.25am
Registration/assembly	10.30-10.50am
Break	10.50-11.10am
Period 3	11.10am-12.00pm
Period 4	12.05-12.55pm
Lunch	12.55-1.25pm
Period 5	1.05-2.20pm
Period 6	2.25-3.15pm
Period 7 study clubs	3.15pm

It is important that students arrive promptly at 8.30am ready for lessons.

Out of academy appointments

We ask that where possible, parents and carers book appointments for dentists, doctors etc. before or after the academy day. If your child should need to leave the academy during the day, they must provide written consent from home and a copy of an appointment letter or card, present this at student services and collect a signing out slip. For students' safety, this slip must be presented to reception as your child signs out and leaves the site.



Our uniform

At Holgate, we expect students to look smart and presentable at all times. Below are the compulsory uniform items you will need ready for your child starting at the academy.

Uniform

- Grey blazer with Holgate badge (must be worn every day)
- Plain white shirt with a formal collar - all shirts should be able to fasten the top button (v necked blouses are not acceptable)
- Clip on academy tie in academy house colours
- Tailored black trousers or school skirt - no stripes or motifs. Cropped trousers, jeans, tight fitting trousers and leggings are not acceptable. Skirts should be of a suitable length for school (knee length) and should not be made of stretchy material (traditional school skirts only please)
- Plain black v neck jumper with the academy badge (optional) to be worn under blazer
- Plain black, polishable shoes - no coloured logos, patterns, coloured laces or metal tags
- Trousers should not be tucked into black boots
- Toeless and backless shoes should not be worn
- Girls' tights should be plain black - no patterns
- Suitable outdoor coats will be required, but hoodies and full zip hoodies are not allowed to be worn on the academy site and will be confiscated if seen on site
- Shirts should be tucked in
- Blazer sleeves should be rolled down into the correct position

PE kit

- Outdoor green and black shirt
- Indoor green and black shirt
- Black sweatshirt
- Green football socks
- Black shorts
- Black plain tracksuit bottoms
- Trainers
- Football boots (when necessary)

Uniform supplier

Hucknall Sports & Schoolwear,
2a High Street, Hucknall,
Nottingham, NG15 7HD

www.hucknallschoolwear.com
Email: hucknallsports@btconnect.com



Travelling to the academy

All students must enter the academy via Hillcrest Drive.

By bus:

Nottinghamshire County Council is responsible for the bus that transports students to and from the academy. Further information and contact numbers can be found on the Nottinghamshire County Council website:

www.nottinghamshire.gov.uk/education/travel-to-schools

On foot or by bicycle:

Students residing locally are encouraged to walk or cycle to the academy. Bike sheds are available on site.

By car:

We aim to be environmentally conscious and discourage parents from dropping off their children by car if at all possible. This is especially important at peak times in the morning and at the end of the academy day due to the congestion this causes for our neighbours and to safeguard our students. The main gates to the academy are closed during drop off and pick up times in order to allow the students to safely enter and exit the academy. Should car transport be unavoidable, access to our site is restricted during the hours of 8.15-8.45am and 3-3.30pm.

Equipment

As well as full uniform each day, all students will need:

Essential

- Black pen
- Green pen
- Pencil
- Ruler
- Calculator
- Correct PE kit on the required day
- Bag big enough to carry an A4 folder

Desirable

- Spare pen
- Pencil sharpener
- Rubber
- Pencil case



Parent checklist

- Familiarise myself with the academy day
- Buy uniform and equipment
- Check bus and travel routes to the academy

Settling in

From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure that the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.

Tutor system

Our tutor system is a wonderful way of welcoming new students and integrating them into life at the academy. Your child will be placed into one of eight tutor groups in their year group. The tutor for this group will be the first point of call for support and advice. Each tutor group consists of a maximum of 30 students.

Students spend 20 minutes each day in their tutor groups. During this time, they complete activities based around the academy's principles of 'manners, determination and teamwork'.

When students start at the academy, older students will act as 'buddies' to show them around and answer any questions they may have. All enquiries about your child should be made to the form tutor in the first instance.

Special Educational Needs and Disabilities (SEND) offer

We support students with special educational needs and disabilities in the academy. For more information, please visit our website www.holgate-ac.org.uk or contact our SENDCO Michelle Berry mberry@holgate-ac.org.uk

Communications app

Our communications app is the system that we use at the academy for registers, attendance, recording behaviour, communications and much, much more! Students are able to accrue positive points as rewards for many things, from good behaviour to ensuring they have the correct equipment with them for lessons. Points then feed into our rewards structure allowing students to earn bronze, silver and gold and access end of year trips. Parents, carers and students are able to view their points on the communications app.

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Lunch and catering services

Holgate has two canteens which are accessible before the academy day, at break and lunchtime. Students can purchase hot meals and desserts, and also sandwiches, pasta, jacket potatoes, salads and still drinks. We are a 'fizz free' academy and students are asked not to bring any fizzy drinks onto the academy site. We have water fountains where students are able to fill their own bottles.

We operate a cashless catering system called sQuid, which uses biometric data from student fingerprints to pay for meals. Money can be credited to student accounts using coins or notes at machines in the academy or parents can add funds online. More details about sQuid can be found at www.squidcard.com. Please note that if you already have a sQuid account at a primary school, you will still need a new account at Holgate.

When your child first joins us, they will be able to pay for food and drinks with cash until they are set up with an account.

Homework

We regularly set students work to be done at home. Students will be expected to complete homework on a weekly basis and this will be set and explained in lessons. To support students and parents/carers, all homework will be accessible on Microsoft Teams. This is a tool that allows you to access important information on each piece of homework, such as what subject has set homework, what the homework is, the teacher's guidance and, importantly, the date the homework is due in.

Personal belongings

Students are advised to clearly label their property and to keep their bags with them at all times.

Mobile phones

Mobile phones can be brought into the academy at students' own risk. They must be turned off and placed in a school bag whilst students are on the academy site. If seen or heard, they will be confiscated and students will be placed on a phone ban.

Extracurricular activities

We run extracurricular sessions, revision sessions and study clubs during period 7, which take place daily between 3.15-4.15pm. All students are encouraged to attend period 7 sessions. Each September, a timetable will be published through the communications app and on the academy website to inform parents/carers of the sessions that are on offer.

Parent checklist

- Check which tutor group my child is in
- Label all belongings
- Set up and put money onto the sQuid account
- Provide my child with cash or a packed lunch while my sQuid account is being activated

Communications with parents

Keeping you updated

At The Holgate Academy, we aim to ensure that parents and carers are fully engaged with life at the academy and pride ourselves on the strong relationships we have. As well as being invited to parents' evenings, you will receive regular updates and progress reports about your child, alongside invitations to attend a range of events as part of the Holgate community.

Email, phone and texts

The academy uses a range of channels for making contact with parents and carers. If we need to contact you, we will either phone you or send an SMS text message. If you provide an email address, then occasionally you may be contacted by email.

Please remember to update the academy with any changes to contact numbers and email addresses.

Celebrating achievement

The principal issues regular newsletters for parents and carers to celebrate achievements at the academy, let you know of upcoming events and trips, and to provide academy-wide updates.

Communications app

Communication with parents and carers is a very important part of our partnership with you. To help make this as easy as possible, we use a communications app. This provides secure online access to view a selection of your child's data online. The system allows you to view some of the attendance, behavioural and assessment information we currently hold and also enables you to contact us, including to advise us of any changes to your contact details.

During the first few weeks of term, letters and emails are sent to parents and carers containing individual login details for access to the communications app. Links to the app and website can be found in the 'parents' section of our website.

Parents' evenings

Parents' evenings for all year groups are held throughout the year. Parents and carers will receive notification of the time and date via the parental engagement app.

Web and social media

The academy website has a dedicated 'parents' section to enable you to access essential information. We also post regular updates on our social media channels, including Facebook and Twitter.



@theholgateacademy



@holgatehucknall

Parent checklist

- Provide contact details to the academy including an email address and a mobile phone number
- Login to the communications app or download the app and set new password
- 'Like' and follow the academy on social media



Personal data and consents

Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academic life at The Holgate Academy. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).

Student information and consent sheet

Accompanying this information booklet is our data collection sheet. We ask that parents or carers complete the form at their earliest convenience and return it to the academy. It is essential that every part of the form is completed in full.

If your child is using a name other than their legal name, then please make this clear on the data collection form. Only legal names will appear on official correspondence. If a name has been changed, we shall require a copy of the deed poll and/or birth certificate.

Trips and educational visits

Your child will have many exciting opportunities to take part in off-site visits and trips throughout their time at the academy. For each trip, we will issue parents and carers with an EV4 consent form. Parents and carers also have the responsibility to notify trip leaders of any relevant information or medical issues affecting their child's participation.

Biometric data recording and storage

The academy currently uses a lunch payment system called sQuid, which contains recorded biometric data (in the form of encoded fingerprint images) to identify students.

The data in this system is securely held within the academy for the time that students are enrolled. Data is used for sQuid and deleted when students leave us. Please ensure that you sign your consent form for biometric data recording and storage on the data collection sheet.

Where students request us not to use their biometric data, this will take precedence over the wishes of parents or carers, as outlined in the relevant legislation. In these circumstances, we will inform you that a change of preference has taken place. If you do not wish us to use biometric data, a swipe card can be issued.

Medical information

Please complete the medical information section in full. Please note it is your responsibility to ensure that medical information is up to date at all times.

Photography of students

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to marketing and press coverage of achievements. In order to comply with GDPR, we are required to seek the permission of parents and carers before recording such images.

Below are the types of images that we take of children during their time at the academy. Please read the list carefully then complete the section regarding photo consent on the data collection sheet.

- Individual/group photographs of children working in classrooms etc. for display in the academy – the child's first name and year group will be displayed.
- General photographs of children working in classrooms or around the academy for our archives (which could be published at some point in the future as a record of an era).
- Photographs of academy events and achievements (e.g. educational visits, sports day, dance and drama etc.) for academy publications, social media, and the website. The full name of the student will not be used, only first name and year group.
- Press articles and photographs for news stories on achievements, awards, involvement in sports and student successes may be used for external promotion and issued to media. The full name of the student will not be used when issuing the press release. Should the media request full names of students, parental consent will be sought.

Parent checklist

Important

Complete the data collection sheet for my child in full and return to Holgate ASAP

Complete medical information sheet for my child and return to Holgate ASAP

Give consent for:

biometric data for my child

photography of my child

trips and visits

All photographs and images of children will be taken, used and stored in accordance with the academy's photography and videography policy, which requires staff to exercise professional judgement regarding the suitability of ages and their use. You may withdraw your consent at any time. Archive copies of images may be retained for further reference.