



## Year 7 Parent Information 2024-2025







# Contents

<u>Welcome .....</u>	<u>4</u>
<u>Important Dates &amp; Times.....</u>	<u>6</u>
<u>Pastoral Team.....</u>	<u>7</u>
<u>Late Arrival and Appointments.....</u>	<u>8</u>
<u>Laptop Device Scheme .....</u>	<u>9</u>
<u>Communication .....</u>	<u>10-11</u>
<u>Enrichment.....</u>	<u>12</u>
<u>Uniform .....</u>	<u>13</u>
<u>Innovate canteen.....</u>	<u>14</u>
<u>Additional Information.....</u>	<u>15</u>
<u>Our learning journey .....</u>	<u>16</u>
<u>Pupil information .....</u>	<u>17</u>
<u>School Organisation.....</u>	<u>20</u>





# Welcome

A warm welcome to the next generation of Holmer Green Senior School students and parents

Dear Parent, Carer and Students

Congratulations on your successful choice of Holmer Green Senior School. This is the first year of your seven year journey at Holmer Green when you graduate as the class of 2031! We are really looking forward to meeting you and supporting you in your transition. Our aim is for you to become the best possible version of yourself in everyway. To ensure you are successful in doing this, we will offer you the experiences you need and opportunities to develop the skills and qualities essential to compete for a top university place, or apprenticeship.

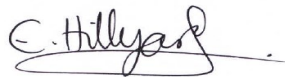
We have five values that underpin our mission: Work Hard, Be Kind, Have Passion, Curiosity and Pursue Excellence.

Holmer Green Senior School is here to serve you and ensure your aspirations turn from dreams into reality. We are navigating unpredictable, yet exciting times and aim to develop characteristics in all our students to enable them to flourish with such changes. We enable students to progress rapidly and as a result, are heavily oversubscribed. We aim to be the best school in Buckinghamshire with the very highest of standards. We expect a lot of each staff member, student and parent to ensure that each one of you performs better than you ever thought possible. We are constantly investing in our facilities to give students a better learning experience. For example, a dedicated dining experience, fitness suite, dance studio, modern laboratories & reception.

We believe that every Holmer Green student should receive a first-class education; feel part of a strong, vibrant and caring community; and leave confident, well qualified, inspired and prepared for whatever challenges you may face.

To reach the pinnacle of performance requires great teamwork, unwavering belief, an "I can try attitude", no excuses and hard work. Get ready for the journey!

Yours faithfully



Ed Hillyard  
Headteacher







## Always looking ahead

*The aim of Key Stage 3 is to develop the students' understanding across a broad curriculum, to develop a consistent work ethic making them independent learners and giving them the opportunities and experiences to specialise when moving into Key Stage 4 and 5.*



# Important Dates & Times

Term	Open on morning of	Close at end of afternoon of
Autumn	Thursday 5 September 2024 <b>(Year 7 and 12 only)</b>	Friday 18 October 2024
	Friday 6 September 2024 <b>(all Year Groups full day)</b>	
	Tuesday 5 November 2024	Friday 20 December 2024
Spring	Tuesday 7 January 2025	Friday 14 February 2025
	Tuesday 25 February 2025	Friday 4 April 2025
Summer	Tuesday 23 April 2025	Friday 23 May 2025
	Monday 2 June 2025	Wednesday 23 July 2025
School will be closed on Bank Holiday Monday 5 May 2025		
<b>Training Days 2024/25</b>		
3, 4 and 5 September 2024		3 October 2024
4 November 2024		6 January 2025
24 February 2025		22 April 2025
<b>Transition Days</b>		
1 and 2 July 2025		

School Day	
8:50am	Registration
9:15am	Period 1
10:15am	Period 2
11:15am	<b>Break</b>
11:45am	Period 3
12:45pm	Period 4
1:45pm	<b>Lunch</b>
2:25pm	Period 5
3:25pm	End of School Day

**Please pay particular attention to the dates for Autumn half term as this is 2 weeks.**

**Please also note the extra Inset days tend to be on the first day back of each half term.**

# Pastoral Care

Our Pastoral Managers work with the Heads of Year so that students have support for their emotional and behavioural needs.

They liaise with staff, students and parents in order to enhance the learning of every child and encourage a positive set of work and social ethics throughout the school.

The Pastoral Managers work closely with a multitude of outside agencies to develop the best possible solutions for any problems that a student may encounter either internally or externally of the school.

Mrs K Stone and Mr D McGilvray are the Assistant Headteachers who oversees the pastoral care the students receive, ensuring it is consistent and effective.

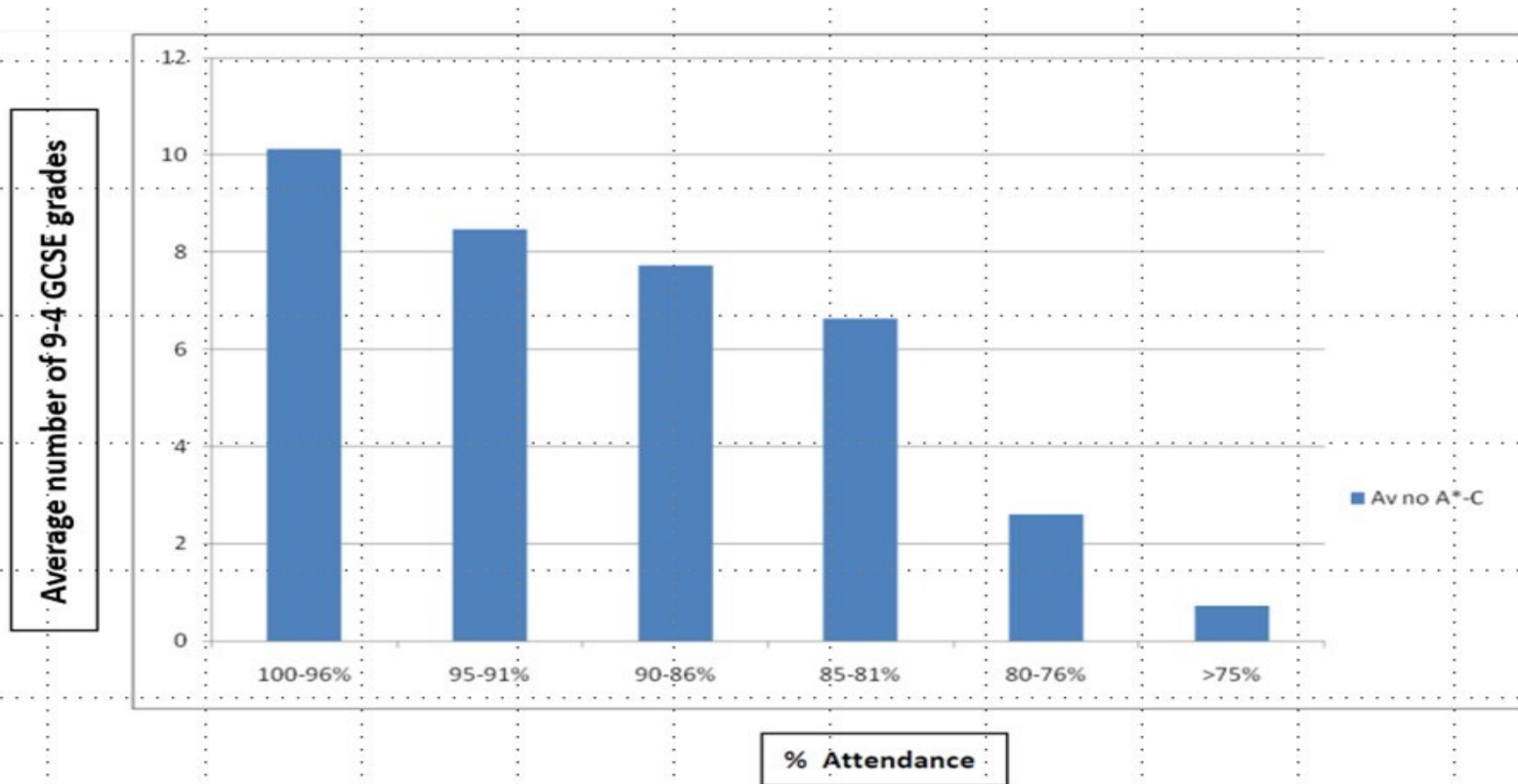
The Head of Year takes great care to treat students as individuals and to guide them through secondary school improving their resilience and helping them be ready for the challenges and successes that secondary school has to offer.

A students general well being and/or general progress	Attendance and/or punctuality	A particular subject query or issue	Useful pastoral contacts
<p><b>1st Contact:</b> Form Tutor</p> <p><b>2nd Contact:</b> Head of Year</p> <p><b>DSL:</b> Mrs K Stone, KS4 <a href="mailto:stonek@holmer.org.uk">stonek@holmer.org.uk</a></p> <p><b>DSL:</b> Mr D McGilvray, KS3 <a href="mailto:McGilvrayd@holmer.org.uk">McGilvrayd@holmer.org.uk</a></p>	<p>Email the Attendance Officer if your child is absent or late <a href="mailto:attendance@holmer.org.uk">attendance@holmer.org.uk</a></p> <p><b>1st Contact:</b> the Tutor: if you have any general concerns</p> <p><b>2nd Contact:</b> the Head of Year: if your concerns are more serious</p> <p><b>3rd Contact:</b> the Pastoral Team: for specific help</p>	<p><b>1st Contact:</b> the relevant teacher. You will find this on your child's timetable</p> <p><b>2nd Contact:</b> the Head of Department</p> <p><b>3rd Contact:</b> the Head of Year</p>	<p>Mrs R Fitzgerald (Behaviour and Pastoral Care): <a href="mailto:fitzgeraldr@holmer.org.uk">fitzgeraldr@holmer.org.uk</a></p> <p>Miss C Hemming (Pastoral Manager): <a href="mailto:Hemmingc@holmer.org.uk">Hemmingc@holmer.org.uk</a></p> <p>Mr J Smith (Pastoral Manager) <a href="mailto:smithj@holmer.org.uk">smithj@holmer.org.uk</a></p> <p>Mirs S Owen (Pastoral Manager) <a href="mailto:owens@holmer.org.uk">owens@holmer.org.uk</a></p> <p>Mrs K Stone (Assistant Headteacher and DSL): <a href="mailto:Stonek@holmer.org.uk">Stonek@holmer.org.uk</a></p> <p>Mr D McGilvray Assistant Headteacher and DSL): <a href="mailto:McGilvrayd@holmer.org.uk">McGilvrayd@holmer.org.uk</a></p>

# Attendance

## ATTENDANCE MATTERS

It is extremely important your child attends school every day, all day. Missing lessons has a cumulative effect on their outcomes at the end of Year 11 and beyond.



≥96% attendance = likely to get 10 GCSE grades at 9-4.

95% attendance = likely to get 8 GCSE grades at 9-4.

85% attendance = likely to get 7 GCSE grades at 9-4.

80% attendance = likely to get 3 GCSE grades at 9-4.

} Tend not to go to college/sixth form



## WHAT TO DO IF YOUR CHILD IS ILL OR HAS MEDICAL NEEDS

The school has Medical and Attendance Officers. They are available during school hours to discuss matters relating to the health of your child. It is essential that you notify them of any health problems that your child may have (e.g. medical details, particular problems or needs). We can store spare asthma inhalers and epipens and diabetes monitors.

If your child is taken ill or is involved in an accident during the day, he or she will be looked after in the Medical Room until we can contact a parent or carer. Students should tell their teacher or report to the Medical Room if they feel unwell and **not make direct contact with you by mobile phone.**

If your child needs to take medication during the day, it should be clearly labelled with the child's name and passed to the Medical Officer with a letter from the parent or carer. School staff are not allowed to give paracetamol to students although students are permitted to bring two paracetamol to school to be kept in their bag for emergencies. Students who have a medical or a dental appointment should take the appointment card to the Medical Room first thing in the morning. These appointments should be arranged outside school hours where possible. We do not expect a student to take a whole day off for a medical appointment.

## LATE ARRIVAL AND ABSENCE

The school gates lock at 8.45am, so students must be on site by this time. Students should be at line up by 8.50am. If your child arrives after 8.45am they will be marked as late. They are required to sign in at the Attendance/Medical Room.

In the first instance the student will be warned to be punctual in the future. If a student is consistently late there will be sanctions. Persistent poor punctuality or attendance will be referred to the Education Welfare Officer.

**Email the Attendance Officer if your child is absent or late**

**[attendance@holmer.org.uk](mailto:attendance@holmer.org.uk)**



## WHAT TO DO IF YOUR CHILD IS ILL OR HAS MEDICAL NEEDS continued

When you know in advance that your son or daughter will have to miss school for any reason, we ask that you inform us in writing beforehand.

However, we reiterate that it is important for your child to attend all lessons, every day. If your needs to attend an appointment, please try to arrange these in the school holidays or after school.

When absence is due to illness, we ask that you telephone the Medical Room as soon as possible on 01494 719901 or email [attendance@holmer.org.uk](mailto:attendance@holmer.org.uk). **PLEASE NOTE THAT ABSENCE DUE TO ILLNESS OR MEDICAL REASONS WILL BE RECORDED AS ABSENCE ALTHOUGH IT WILL BE AUTHORISED.**

Further information on attendance and Medical concerns can be found here: [Medical](#)

## AUTHORISED AND UNAUTHORISED ABSENCE

Failure to notify the school will result in your child's absence being classed as unauthorised which may result in school referring to the Education Welfare Service. Only absences perceived by the school to be genuine will be classed as authorised. Holidays during term time will not be authorised. We will authorise one day for Eid celebrations.

**At Holmer Green Senior School we expect an attendance of 96% or more for all students—Every Day Matters.**



## LAPTOP SCHEME

Access to Information Technology is essential as a learning tool in school. As a Microsoft Showcase school we make significant use of laptop devices both within school and for work at home.

Students at HGSS are required to have a device with them in school as part of their equipment. To help facilitate this, HGSS offer a laptop scheme where a suitable device can be purchased for a low monthly fee.

In Form Times, student will be given tutorials on how to use their devices and the software on them. This will then be revisited in more detail when they have their ICT lessons on their Technology rotation.

Further information on how to obtain one of these devices has been issued separately.





## **SCHOOLCOMMS:**

The school use the Schoolcomms systems which allow letters and bulletins to be sent directly to parents via email. These might include notifications of forthcoming events, trips or travel arrangements and attendance enquiries. In addition, critical alerts may also be sent via mobile text message.

The system uses the email address and mobile number of the parent or carer who is the primary contact on the system. Should your mobile number or email address change, please notify the school directly. We do not ordinarily send paper copies of correspondence to parents who are not signed up to the email system.

We use their Schoolgateway facility for parents to pay online for trips, school performances, events and tickets, and departmental items. Schoolgateway is a secure online payment method accessed via a unique pin number. Schoolgateway sends an email confirming what you have paid for, giving reassurance that the transaction has been successful. The system holds a record of all your payments. The system also generates reminders when there are instalment payments due.

Once your child joins the school, you will need to activate your Schoolgateway account by visiting [www.schoolgateway.com](http://www.schoolgateway.com) and following the New User instructions.

## **SIMS APP:**

Approximately a week into the new term you will be provided with a SIMS registration to access your SIMS Parent App. This is linked to your child's calendar, timetable and behaviour log.

A guide on how to use the SIMS App will be available on the school website from September 2024.

## LEARNING RESOURCE CENTRE (LRC)

The LRC is open every day for students to choose books, read quietly or do silent, individual homework. It is open before and after school as well as at break and lunchtime:

**Monday to Thursday 8.30am – 4.30pm**

**Friday 8.30am – 4pm**

## MUSIC LESSONS

The school offers a variety of one to one music lessons via peripatetic teachers. If you are interested in booking lessons, please follow [this link](#) and book directly with the teacher.

## SPORTS CLUBS

The PE Department offer many opportunities to join sports clubs

They have clubs for many different sports.

Please see the extra curricular activities timetable which is updated termly on the [Clubs Booking System](#)

## SCHOOL TRIPS

As you move through HGSS, there will be opportunities to go on school visits and to be involved in other extra curricular opportunities like, but not limited to, Duke of Edinburgh, languages, World War I Battlefields, and skiing.



## UNIFORM

Our uniform supplier is Different Class who are a locally based company and have a dedicated uniform website.

Uniform lists and full requirements can be found by following this link:

[Uniform](#)

And the uniform shop can be found here:

[Uniform shop](#)

All students, including those excused for medical reasons, are expected to change into their PE kit in order to allow them to access the learning within the lesson and to keep school uniform clean and dry. Only in extreme cases, such as broken limbs etc, will students be exempt from changing. If in doubt, please contact the class teacher.

## REPLACEMENT OF SCHOOL ITEMS

The text books and exercise books which we provide for the students are very costly and we expect students to take good care of them. Lost or damaged books will need to be replaced or paid for.

Lost library books must also be replaced. School property which is damaged as a result of action other than an accident must also be replaced.

## LOST PROPERTY

Lost property is kept in a designated area of the school. If an item is lost, students should check the lost property every day as it is usually disposed of after one week. Lost valuables such as jewellery and keys are kept securely in the Reception Office.

***Please help us repatriate lost items by ensuring that all clothing and any possessions brought into school are clearly named***

***You may find the Stikins labelling system helpful ([click here](#) and quote 9897)***

## CANTEEN

**Innovate Café Holmer** provides the food for our student body with a variety of hot and cold options ranging from sandwiches and fruit to full set meals. The diversity offers the students the opportunity to vary their meals daily, provide a nutritious balanced diet and caters for all dietary requirements.

## CASHLESS TILLS

The tills operate on a biometric authentication system called Impact to pay for student meals using sQuid on-line service. The fingerprint image cannot be used by any other source for identification purposes.

The fingerprint images will be taken in the first week in September and then you will be able to top up the account online. The on screen instructions are clear and easy to follow. This facility will also be available for students who claim Free School Meals and will avoid any distinction with other student.

## PUPIL PREMIUM

The Pupil Premium Grant is paid to schools for students who are recorded as being eligible for Free School Meals in the last 6 years, who are looked after or who have a parent serving in the armed forces. As a school we use this funding to make sure that your child progresses both academically and personally throughout their time at Holmer Green Senior School and to ensure that their results at the end of Year 11 are inline with their peers.

If you or your child need any academic, extra-curricular or personal support, please do not hesitate to contact the school on 01494 712219.

**For more information on Squid please visit: [Squid](#)**

**For further information on the food on offer please visit this page: [Food](#)**



## LEARNING SUPPORT

The Learning Support Department identifies and supports children with Special Educational Needs. All students follow a mainstream curriculum and attend mainstream lessons but may be supported in the classroom by Learning Support Assistants (LSAs). The school also has an ARP (Additionally Resourced Provision) for students with an EHCP where Speech, Language and Communication is the primary need.

## LOCKERS

School lockers are owned by ILS (Independent Locker Solutions) and are available for students to rent on an annual basis. Rental costs are £25 per year allowing use from September through to July. The website for booking can be found here: [Lockers](#)

## TRAVEL TO AND FROM SCHOOL

When travelling to and from school, students are expected to behave in a manner that is conducive to their and others' safety. Students in uniform are ambassadors for our school. We strive to see the best in our students in and around the community and will challenge poor behaviour reported by members of the public.

## PARKING

Parish Piece is a narrow road and we are aware of the dangers to both children and other road users. In order to reduce congestion we ask that parents bringing their son or daughter to school by car drop them off well away from Parish Piece. Please be mindful of considerate and legal parking with dropping off and collection children from school.

In walking down Parish Piece the children are expected to walk on the 'school side of the road'.

Please do not drive down to the school. We need to respect the safety of our students and other pedestrians along with our neighbours. Parents who bring cars along Parish Piece will be challenged by Senior Leaders.

## Key Stage 3 (Years 7, 8 and 9)

The aim of Key Stage 3 is to develop the students' understanding across a broad curriculum making them independent learners and giving them the opportunities and experiences to specialise when moving into Key Stage 4 and 5.

Students are placed into a Form Group which they will stay in for their entire journey through Holmer Green Senior School

Students are put into prior attainment groups for their core subjects of English, Maths and Science. These groupings may change depending on each student's progress. For the rest of their subjects the students are placed into mixed groups.

More information on curriculum can be found here: [Curriculum](#)

## Extra Curricular Activities

At Holmer Green Senior School we provide an extensive range of activities both at lunch time

and at the end of the school day. The enrichment programme will be sent out separately at the start of the Autumn term in order for you and your children to make choices about which club to attend.

For safeguarding reasons, all students need to be booked for activities and a register will be taken by staff.

We encourage all students to participate in some form of additional learning and to use this as a catalyst to develop their confidence, knowledge and social integration within the school.

## The Students' Voice Matters

The Student Council is the body through which students can express their voice concerning various elements of the school life at HGSS. Two representatives are elected in each form group for student council and 2 from the year group for school council.

The students have the opportunity to join these organised bodies to better their environment and that of other students after their first term at the school.



## ANTI-BULLYING

The Headteacher, staff and Governors of Holmer Green Senior School believe that all people who work or study here should do so in a safe, caring, and friendly environment: one of our Behaviour for Learning Rules is 'Encourage Others'. We are rightfully proud of our record of dealing with bullying: "Pupils report that bullying is very rare and that when it does occur it is dealt with effectively." (Ofsted report May 2016).

### OUR ANTI-BULLYING POLICY

Holmer Green Senior School does not tolerate bullying and recognizes that bullying can be extremely distressing for the victim. Our aim is to work with all members of the school community to prevent bullying using two main approaches:

- To support victims and give them strategies for coping
- To work with those with bullying tendencies to help them to understand the underlying causes and modify their behaviour.

### Definition

Bullying is when an individual or group, intentionally or unintentionally make another individual feel uncomfortable, unhappy or intimidated. It is repetitive or persistent.

Bullying may be verbal, physical or emotional and may be the result of racial, sexual, religious or disability intolerance.

Bullying can take many forms. The three main types in school are:

- Verbal: Teasing, name calling, abusive text using mobiles, emails or social networking sites, issuing threats, spreading malicious rumors. Verbal bullying includes the use of homophobic language such as 'gay'.
- Physical: Hitting, pushing, shoving, damaging a person's property and taking belongings including money.
- Emotional: Being unfriendly, giving hostile looks, excluding others from social groups. All of these are unacceptable. All members of the school community have the right to spend their time at HGSS without these things happening to them.

### Signs of Bullying

- Not wanting to go to school
- Truancy
- Being frightened to walk to and from school or be present in certain areas within school
- A change in behavior, e.g. becoming more aggressive, withdrawn, anxious, etc.
- Spending a lot of free time alone without peer support.



### SUSU

*To ensure explicit inclusivity for all students and staff, creating a learning environment and community that feels safe and welcoming to all.*

SUSU stands for Stand Up, Speak Up and is our anti bullying and resilience team within HGSS. They meet weekly to support students and give them access to students mentors. They also plan community projects and aim to make a positive difference to our school community. SUSU is open to all students and further information is available about how to join via your child's form tutor.

## SCHOOL ORGANISATION

### Governing Body

As an Academy the current members of the governing body include the following representatives:

- 9 Community Governors
- 2 Parent Governors
- 2 Staff Governors
- The Headteacher

From among these governors a Chairman is elected. Currently this post is held by:

Mr Tony Green     Chairman

Governors may be contacted through the school via The Clerk to the Governors.

[clerktogovernors@holmer.org.uk](mailto:clerktogovernors@holmer.org.uk)

### Parents' Association

The PA Committee is elected annually, usually in September and its role is not only to support the school through fund raising, but also to provide sociable opportunities for staff and parents to meet in an informal atmosphere. New parents are encouraged to get involved.

We hope you will enjoy coming to one or more of our social events, as well as supporting our fund-raising activities. Please contact the PA Chairperson, via the school for more information, offers of help, or new ideas for enjoyable fundraising.

### Contact with Staff

We believe it is essential that both parents and school should work closely together. It is important that you contact the school first to make an appointment, thus avoiding an unnecessary wait as the member of staff you wish to see may not be immediately available.

We prefer contact to be made by email or phone call to Reception and our Receptionists will divert your enquiry to the most appropriate staff member. We have a 48 hour response time (excluding weekends and holidays)





**“Work Hard, Be Kind”**



**Parish Piece  
Holmer Green  
High Wycombe  
Buckinghamshire  
HP15 6SP**

**Telephone: 01494 712219  
Email: [office@holmer.org.uk](mailto:office@holmer.org.uk)  
[www.hgss.co.uk](http://www.hgss.co.uk)  
Headteacher: Ed Hillyard**