



**HOLLY  
LODGE**  
GIRLS' COLLEGE

EXPECT TO ACHIEVE

**Welcome Pack 2021/22**

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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 2021/22

### Autumn Term 2021

- **INSET Day 1: Wednesday 1<sup>st</sup> September 2021 (Students not in school)**
- **Starts: Thursday 2<sup>nd</sup> September 2021 – (Timings to be confirmed)**
- **Half Term: Monday 25<sup>th</sup> October to Friday 29<sup>th</sup> October 2021**
- **Ends: Wednesday 22<sup>nd</sup> December 2021**

### Spring Term 2022

- **Extra Bank Holiday Lieu Day: Wednesday 5<sup>th</sup> January 2022 (Students not in school)**
- **INSET Day 2: Thursday 6<sup>th</sup> January 2022 (Students not in school)**
- **INSET Day 3: Friday 7<sup>th</sup> January 2022 (Students not in school)**
- **Starts: Monday 10<sup>th</sup> January 2022**
- **Half term: Monday 21<sup>st</sup> to Friday 25<sup>th</sup> February 2022**
- **Ends: Friday 8<sup>th</sup> April 2022**

### Summer Term 2022

- **Starts: Monday 25<sup>th</sup> April 2022**
- **May Day: Monday 2<sup>nd</sup> May 2022**
- **Half Term: Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June 2022**
- **Ends: Friday 15<sup>th</sup> July 2022**
- **INSET Day 4: Monday 18<sup>th</sup> July 2022 (Students not in school)**
- **INSET Day 5: Tuesday 19<sup>th</sup> July 2022 (Students not in school)**

### The School Day

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

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

All students should arrive via the Uplands Entrance (Queens Drive). The gate at the Uplands Lane entrance is locked at 8:25am and students have to walk to the Mill Lane entrance and sign in late after this. No cars are allowed on site to drop students off in the morning or pick students up at the end of the day.

If students are late, they will have to attend a detention at break time.

## Uniform & Equipment

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

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

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 – with school badge
- Plain black V-neck cardigan - with school badge

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 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**
- **No jewellery - including stud earrings**
- **Only natural hair colourings**

**Compulsory - PE Kit**

1. Choice of black shorts, skorts, tracksuit or jogging bottoms
2. Plain black round neck t-shirt or black and white Holly Lodge polo shirt with or without badge
3. Black or white socks
4. Trainers

5. **Optional** - Plain black round neck sweatshirt or Hoody **with school logo on**

### **Key People**

<b>Senior Leadership Team</b>	
Headteacher	Mr A Keen
Deputy Headteacher	Mr R Downey
Assistant Headteacher	Ms L Cassidy
Assistant Headteacher	Miss L Reardon
Assistant Headteacher	Mr C Finnegan
Assistant Headteacher	Ms B Hitchings
Assistant Headteacher	Mr R Clift
SENCO	Miss S Winter
Designated Safeguarding Lead	Miss M Murphy
<b>Pastoral Team</b>	
Year Leader (Year 7)	Miss S Schenk
Year Leader (Year 8)	Mrs S Lancaster
Senior Year Leader (Year 9)	Mrs D Rhodes
Year Leader (Year 10)	Miss C Connor
Year Leader (Year 11)	Mrs P McColl
Lead Professional & Deputy Safeguarding Lead	Lisa Harland
Student Support & Child Protection Officer	Angie Martin

If you have any queries, please email [hollylodge@hollylodge.liverpool.sch.uk](mailto: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 schools 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! Over the next few days 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. If you need any additional information or assistance, please visit the help site:

<https://www.parentmail.co.uk/help/parenthelp/> or if you have not received any contact from

ParentMail within 7 days 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.

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 student's 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).

If parents choose not to consent to biometric registration for their child, students can still put cash on their catering account using the revaluation machine a lunch card can be issued alternatively at a cost of £5 each but please note they do not have the same level of security as the Biometric System. It will be your child's responsibility to keep their lunch card safe and if lost a replacement card will cost £5 in every instance.

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 receive any of the benefits listed below, your daughter may be entitled to Free School Meals;**

- Income Support.
- Income based Jobseeker's Allowance.
- Income related Employment Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenues and Customs) and do not get Working Tax Credit.
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - provided you have an annual net earned income not exceeding £7,400 (£616.67 per month).

**We would urge you to make a claim and use your entitlement even if you daughter does not want to take advantage of the free meal, as her registration means that we can access additional funding for school.**

Liverpool City Council offers an online FSM application form. You can access it from the following link: <https://liverpool.gov.uk/benefits/free-school-meals/>

This links directly into Department for Education's Eligibility Checking Service (ECS). ECS will automatically confirm whether you are receiving the relevant benefits that enable you to claim school meals for your child or children. ECS will provide the following results:

- **Eligible** – You are currently receiving the benefits which will allow you to claim free school meals for your child or children.
- **Not Eligible** – you are **not** currently receiving the benefits which would allow you to claim free school meals for your child or children.
- **Pending** – this result will show if you have applied for Universal Credit but your claim has not yet been assessed.
- **No trace** – this result will show when there is no trace of you on either the DWP or HMRC records – this could be because the data has been entered incorrectly. You will be requested to check and re-enter the data.

If you apply online you may be requested to provide a copy of your Universal Credit Award notice(s) - going back a maximum of three assessment periods.

## 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