

August 2021

Dear Parent/Carer,

I hope that you are having an enjoyable summer holiday and are looking forward to starting with us in September. Summer has been very busy for us, with several major works taking place around school, a very successful summer school for students in our new Year 7 and two very successful and enjoyable results days for Years 11 and 13. The aim of this letter is to share arrangements with you for September – I apologise for the length of the letter but there is a lot to get across.

### Return Dates

We have been asked to stagger the return of students during the first week to allow for Covid testing and transition/induction. Therefore, return dates and times will be as follows;

Year Group	Thursday 2/9/2021	Friday 3/9/2021
Year 7	<b>Arrive at 8:25am - Queens Drive Entrance</b> Students will leave at 3pm via the Queens Drive entrance.	<b>Arrive at 8:25am - Queens Drive Entrance</b> Students will leave at 3pm via the Queens Drive entrance.

Students will spend Thursday with their Form Tutor to get to know their form, their timetable and the school site. They will also take their covid test (see below), be photographed for our records and will be taken through lunch arrangements including having a biometric picture taken of her fingerprint so that she can use our cashless catering service. We will provide all students with a free lunch on Thursday but any students who pay for their lunch will be expected to do so on Friday, so please ensure that your ParentMail account is ready. Friday will start and finish with an assembly with English, Maths and Science lessons throughout the day.

**All students should attend school every day from Monday 6 September 2021 onwards**

### Standard School Day from 6/9/21

Time	Activity
<b>8.25</b>	Arrive in school via the <b>Queens Drive</b> entrance and wait to be collected from the Lower Food Court. A breakfast food service will be available.
<b>8.30 – 8.50</b>	Form (Assembly on Fridays – go straight to the Hall)
<b>8.50 – 9.50</b>	Period 1
<b>9.50 – 10.15</b>	Break (Outside Zone in the Rosalind Yard – wet breaks in the Hall)
<b>10.15 – 11.15</b>	Period 2
<b>11.15 – 12.15</b>	Period 3
<b>12.15 – 1.00</b>	Lunch (Upper Food Court Zone B)
<b>1.00 – 2.00</b>	Period 4
<b>2.00 – 3.00</b>	Period 5

### **Students will arrive and leave via the Queens Drive entrance.**

We do not allow cars on site at this time so please do not attempt to use our drive as it poses a risk to other users, including students.

When dropping off/picking up your daughter please be mindful of local residents if you choose to park and wait in surrounding streets. It would be best to arrange a place to meet your daughter a few minutes away from school so she can walk to you rather than causing congestion in the area around the school.

### Covid Testing

We have been asked by the government to test all students twice in the first week back in September with the aim of stopping Covid before it can come into school. (From September, only students who test positive will need to self-isolate, rather than whole-bubbles or contacts).

Testing is scheduled to take place on Thursday 2/9 and Tuesday 7/9. We are aware that students in Year 7 will not have been tested in school before so we have spread the testing for Year 7 throughout the day to give them the maximum time and privacy to carry out the tests. Testing is quick, simple and painless and we will ensure that your daughter is supported through the process. We have carried out thousands of tests in school with few, if any issues for students.

We require your consent for your daughter to be tested and for your convenience we have put this online for you. Please complete the simple form you will find at <https://docs.google.com/forms/d/e/1FAIpQLSePr2hj-lthkTwFMztVpyfppSq3miu7pNII8SBcAck-zGFebQ/viewform>

If you have any questions about testing or starting generally, please do not hesitate to email school at [september@hollylodge.liverpool.sch.uk](mailto:september@hollylodge.liverpool.sch.uk)

Nationally, Covid cases have remained high over the summer and it is in everyone's interest to be tested to ensure that this is not brought into school at the start of the year. We strongly urge you to continue to regularly test your daughter during the summer holidays to help to reduce the virus in the community. Tests kits are available from local pharmacies or can be ordered from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

### **Covid Management**

We follow all the Government guidance on managing schools during the pandemic. A parents' guide can be found [here](#). The guidance removes the requirements for pupils to be taught in bubbles and for whole bubbles to isolate if there is a Covid 19 case within the bubble. This means that school can operate in a much more normal way compared to last year. However, we are required to keep certain measures in place as shown in the table below;

<b>Government Guidance</b>	<b>Our Approach</b>
Face coverings are no longer advised for pupils, staff and visitors or on public transport to and from school.	Staff and students have the option of wearing a face covering if they wish to, especially during lesson changeover on corridors. Students will be asked to walk to the left in corridors and on stairs Corridors will be supervised by staff from their teaching rooms. One-way systems have been introduced in all buildings to ensure a smooth flow between lessons and reduce congestion in corridors and on stairs. These will be very clearly signed around school.
Good hygiene	All classrooms and public areas have non-allergenic sanitizer dispensers which students will be expected to use on entry to the space.
Maintain appropriate cleaning regimes	We have increased our cleaning staff and have employed a cleaner specifically to clean frequently touched surfaces and toilets throughout the school day. Computer keyboards will be wiped down by students at the start of every lesson using materials provided by school. Students will be asked to wipe down classroom desks at points during the day using materials provided by school.
Keep occupied spaces well ventilated	Windows and doors will be kept open throughout the day. As we move into winter and days get colder students will be able to keep their jackets on in lessons if they are cold.

We are required to have a plan in place to keep school running in the event of an outbreak. This will involve reverting to bubbles and teaching zones as well as the reintroduction of masks. Schools will be advised of the need to move to these arrangements by Public Health England.

### **Behaviour and expectations**

We have high expectations of the behaviour of our students – these expectations and the rules which support them are summarised on the last page of this letter.

### **Paying for School Meals through ParentMail.**

You will have received a link from ParentMail to complete a registration so that you can receive emails and all communications from school. Please do register to use this facility as this is how we connect with parents and send information home. Once your daughter has had a photograph [biometric] taken of her fingerprint on 2 September 2021, you will be able to create a catering account for her so that you can use online payments to put money onto her catering account. This can be used for breakfast and lunch payments from Friday 3 September 2021.

We strongly advise that you download the ParentMail App for ease of use. Details about how to register and use cashless catering are included with this letter and are also available on our website [here](#). **Please note there will be no cash facility in school for your daughter to update her catering account.**

If you have applied for and had confirmation that your daughter is eligible for Free School Meals, she will be able to receive her entitlement with immediate effect on 3 September 2021.

### **Important Contacts**

All the following important contacts can be reached through our main switchboard on 0151 228 3772.

Head of Year 7: Miss S Schenck

Year 7 Leadership team link: Ms B Hitchings

SENCO: Miss S Winter

Designated Safeguarding Lead: Ms M Murphy

### **Important dates for Year 7 – Half Term 1**

**16/9/21** – Welcome Evening with Form Tutors and Leadership Team

**Week Beginning 4/10/21** – Settling in check

**21/10/21** – Welcome Evening 2 – Settling in reports and school tours

Holly Lodge is a happy, hardworking and successful school. I am delighted to welcome your daughter and look forward to working with you for the next 7 years.

Yours sincerely



**Mr A. Keen**  
Headteacher



## **Expectations and Rules – September 2021**

Behaviour is excellent at Holly Lodge as we have high expectations of all our students. We help students meet these expectations through the consistent application of sensible and simple rules. This page summarises the most important of these expectations and rules which support them.

### **Overall Expectations**

Our motto is “Expect to Achieve”. This means that we expect the most of ourselves and our students. We aim to help our students be;

**Ready to Learn** – to arrive in school fully equipped, with a positive attitude in a safe and supportive environment.

**Aspirational** – to aim high and grasp opportunities they are offered.

**Resilient** – to respond positively to challenge or failure and have another go.

**Focused** – to focus on the important things in school and in lessons.

**Hardworking** – to always try their best.

**Respectful** – to respect themselves and to show respect to all other members of our school community.

**Challenge** – to be ready to be challenged and to respond positively when challenge arises.

**Honest** – with themselves and others to accept responsibility when they need to improve.

### **Uniform**

Full details of our uniform can be found in the parent’s section of our website at [www.hollylodge.liverpool.sch.uk](http://www.hollylodge.liverpool.sch.uk)

I would like to stress the following;

- Earrings/studs or piercings of any kind are not permitted. If you plan to get your daughter’s ears pierced please do so at the start of the holiday so that they will have healed before she returns to school.
- Hair must be tied back at all times.
- Shoes must be plain black with no distinctive markings.
- Outdoor jackets must be plain black and waterproof. Jackets of any other colour will be confiscated and returned at the end of the day. All students should wear their blazer at all times – a jacket does not replace a blazer.
- All students must have a school bag large enough to store any work which is required to be taken home.

### **Equipment**

All students are expected to arrive at school fully equipped as follows; school bag, black pen, red pen, 15 cm ruler, pencil, eraser, pencil sharpener, calculator

### **Punctuality**

Students should be in school by 8.25 each morning. Students who are late to school will need to sign in at reception on Mill Lane. There is an automatic same-day detention for students who are late to school – students who fail to attend this detention will have a lunch detention on the same day instead. Students who are late more than once in a week will have an hour-long detention on Friday after school. Students who are persistently late to lessons will also receive detentions.

### **Mobile Phones, smart watches and other portable electronic devices**

- Phones and other devices are only allowed to be seen on site either before 8.25, at break, lunchtime or after the end of the day. They cannot be used or seen inside any building other than the food courts.
- They cannot be used by students when travelling between lessons.
- Phones must not be recharged in school apart from in an emergency, and they must never be recharged in a classroom.
- Where these rules are broken, the phone or device will be confiscated and stored safely for a parent to collect from school at their convenience. A refusal to comply will be dealt with as a disciplinary issue.
- Increasing numbers of students now own smart watches. These are allowed in school unless they are judged by staff to be disrupting learning. In this case, they will be confiscated as with mobile phones.

### **Sanctions**

We use a range of sanctions where they are required to support our expectations. Full details can be found in our relationships for learning policy on our website. Government guidance on detentions can be found at

<https://www.gov.uk/school-discipline-exclusions>

**EXPECT TO ACHIEVE**