



THE
HOLGATE
— ACADEMY —



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The Holgate Academy
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Essential guide to
The Holgate Academy



Diverse
Academies

Principal's welcome

'We are Holgate' is a motto that we use to emphasise our unity and I am delighted that you have chosen to become part of our team.

Our ethos is built on the core values 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 learn more, remember more, achieve more, and enjoy more.

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 also receive further information, such as the login details to access our parent portal Weduc, and online payment system sQuad.

We are confident that your child will settle in quickly and enjoy life at Holgate and that as a parent/carer you will always find us helpful and welcoming. We are very proud of our excellent levels of communication and support we have for parents and carers.

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.

If you have any further questions, please do not hesitate to contact us by telephone 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.



Mr M Pennington
Principal

Our core values

Manners

Determination

Teamwork



Starting at Holgate

The essentials

Welcome to Holgate. 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 to help you prepare for your son or daughter's first few days and weeks at the academy.

The academy day

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

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.

Should your child be late, they must report to the student services reception and explain the reasons for being late before joining 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, he/she 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
- 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 Holgate jumper with the academy badge (optional)
- Plain black formal shoes – shoes should have no coloured logos, patterns or coloured laces. Trainers, canvas footwear or plimsolls are not acceptable even if they are plain black
- 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

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 the congestion this causes to our neighbours and to safeguard our students. 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 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 motto 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.

Weduc

Weduc is the system that we use at the academy for registers, attendance, recording behaviour 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 Weduc.

Lunch and catering services

Holgate has two canteens which are accessible before the academy day, at break and lunch time. Students can purchase hot meals and puddings, 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 sQuad, 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 sQuad can be found at www.squidcard.com. Please note that if you already have a sQuad account at a primary school, you will still need a new account at Holgate.

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

Homework hub

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 all homework is accessible on the homework hub. 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, teachers guidance and importantly the date the homework is due in. The homework hub is accessible to all via the academy website.

Personal belongings

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

PARENT CHECKLIST

Check which tutor group my child is in ■

Label all belongings ■

Set up and put money into the sQuad account ■

Provide my child cash or a packed lunch while my sQuad account is being activated ■

Mobile phones

Mobile phones can be brought into the academy at the 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 pupils are encouraged to attend period 7 sessions. Each September, a timetable will be published through ParentMail, Weduc and on the academy website to inform parents/carers of the sessions that are on offer.



Communication with parents

Keeping you updated

At The Holgate Academy we aim to ensure 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 son or daughter, alongside invitations attend a range of events as part of the Holgate community.

Email, telephone and texts

The academy uses a range of channels for making contact with parents/carers. If the academy needs to make contact with you they will use phone and SMS text messages. 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

Each week, the principal issues a newsletter for parents and carers to celebrate achievements at the academy, let you know of upcoming events and trips, and to provide academy-wide updates.

Weduc

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 system called Weduc. 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 will enable you to inform 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 Weduc. Links to the Weduc app and website can be found in the 'parents' section of our website: www.holgate-ac.org.uk

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 Weduc. All of the dates are also published on the academy calendar on our website.

PARENT CHECKLIST

Provide contact details to the academy including an email address and a mobile phone number ■

Login to Weduc or download the app and set new password ■

'Like' and follow the academy on social media ■

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](https://www.facebook.com/theholgateacademy)



[@holgatehucknall](https://twitter.com/holgatehucknall)

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 son or daughter 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 his/her time at the academy. For each trip we will issue parents and carers with an EV4 consent form. Parents and careers 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 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 and the website. The full name of the student will not be used, only first name and year group.
- Photographs and news stories on the academy website (of award ceremonies, individual achievers, academy events etc.). The full name of the student will not be used, only first name and year group.

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 ■

- 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.

All photographs and images of children will be taken, used and stored in accordance with the academy's photograph 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.