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GREENSHAW
LEARNING TRUST



HOLMLEIGH PARK

HIGH SCHOOL





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Dear Parents and New Students

We are delighted that your child will be joining us at Holmleigh Park. Normally, we'd be inviting you in at this stage to meet you and go through some key information, but at present, this may not be possible.

Therefore, we've put together this information pack, which we hope contains most of the key information you'll need. We have also created a new section on our website, which contains video messages from staff, a virtual tour and much more.

You can access this by clicking here or going to <https://www.hphigh.co.uk/year-6-7-transition>.

The rest of this letter sets out the main points for you to consider before your start with us:

Registering

The single most important thing is that we have all the right information before your child starts with us. Please click [here](#) to complete our online registration form. This will take around 10-15 minutes.

E-mail addresses

As a school, our preferred method of contact with parents is via email. Please ensure when completing the Student Registration Form that you provide us with an up to date e-mail address so that we can keep in contact with you during the school year. It is also important that you keep us up to date with any changes to your home address, contact numbers and e-mail addresses so that we are able to contact you quickly should the need arise.

Visiting Holmleigh Park High School / Induction Days

Normally, we run several information evenings for parents, offer tours during the Summer Term, and run an Induction Day for all Year 7 students. It is not yet clear whether we will be able to offer this at present; we will let you know when we have more information. In the meantime, we have put together a virtual tour, which you can access on our [website](#).

Uniform, PE Kit and Equipment

A complete uniform list is included in this pack. Uniform and PE kit can be purchased from the Monkhouse shop in Gloucester. The shop is currently closed, but taking orders via their website - the HP page can be found [here](#). We have also included an equipment list for September.

Holmleigh Park High School
Work hard. Be kind. Take responsibility.



We look forward to meeting you, hopefully over the coming months and working with you in partnership to ensure your child enjoys a successful time at Holmleigh Park High School.

Yours faithfully

A handwritten signature in grey ink, appearing to read 'J King'.

Mr J King
Deputy Headteacher



Uniform List

We take great pride in our uniform, as we believe it sets the culture of our school – we have high standards for everything we do.

For all Year 7-11 students, the uniform consists of:

- A school blazer*
- A plain, formal sky blue shirt. This can be long or short sleeved, and must be tucked in.
- Either tailored, plain black trousers or the school kilt*
- Formal and professional plain black shoes
- A school jumper (optional)*
- A school tie
- Socks must be plain black
- Tights (no leggings) should be plain black and not patterned. White socks over tights are not permitted.
- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime if outside the school buildings. Please note that denim / leather jackets and hoodies are NOT permitted and such items will be confiscated if worn on site.

Items marked with a * must be purchased from our uniform shop, [Monkhouse](#).

To ensure that our high standards are maintained at all times, uniform and equipment are checked at the start of each day. Students who do not adhere to our policy may be sent to OSP until the matter has been resolved. To avoid this, we would be very grateful if you can review the information on the subsequent pages, particularly around shoes, trousers and appearances.

Modification to the uniform expectations will only be considered where a letter is provided from a medical professional on headed paper. Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations .

Jewellery

The only jewellery which is acceptable is a wrist watch and one pair of small plain gold or silver stud earrings. Any other form of jewellery is not allowed. Holmleigh Park does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings if they are visible. Failure to do so will result in the student spending the day in On Site Provision (OSP) where they will remain until any prohibited piercings are removed.

Hair

No extreme hairstyle or dyed hair is allowed, including dip-dyed. Hair is to be of natural colour and only one colour. This includes tramlines and other shaved patterns, Mohican or skinhead-type styles. Hair must be no shorter than grade 2. Students arriving in school with an unacceptable hairstyle (including lines shaved into eyebrows) will be sent to OSP. Male and female students with long hair must tie it back for PE, Technology and Science lessons. Students will remain in OSP until any prohibited hair styles are returned to acceptable styles.

Please note: please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a student arrives on their first day back with prohibited styles or piercings they will be placed in OSP immediately until the situation is resolved.

Make-Up

No make-up of any kind is to be worn by students. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner and nail varnish (including false nails and false eyelashes). Students arriving in school wearing makeup, nail varnish or false nails will be asked to remove it. Failure to do so will result in the student being sent to OSP.

Trousers

Trousers must be plain black, and of a tailored / boot cut style. They must reach down to cover the shoe laces.

Tight trousers, leggings, denim trousers, trousers which do not cover the ankle, trousers with visible zipped pockets etc will not be considered. The images below give some examples. If in doubt, keep the receipt and email us a picture – we'd be more than happy to advise!



Shoes

Shoes must be plain black and formal. They should be leather – or another material which can be polished. Trainers, sneakers, ankle boots, canvas shoes are not permitted. The images below give some examples – again, if in doubt, please don't hesitate to ask!





PE Kit List

Boys PE Kit

- HP High Rugby Shirt *
- HP High Rugby Shorts or Skort *
- HP High Socks *
- HP High Polo Shirt *
- Rugby or Football Boots
- Trainers
- Swimming shorts

Girls PE Kit

- HP High Girls Polo *
- HP High Shorts or Skort *
- HP High Socks *
- Trainers (*Rugby or Football boots optional*)
- Swimming costume

Optional Items

- HP High branded leggings *
- HP High branded tracksuit bottoms *
- HP High branded ¼ zip training top *
- Mouth Guard (highly recommended)

Items indicated with a * must be purchased from [Monkhouse](#).

Please ensure that all items of sports kit are clearly and permanently named - either with indelible ink or name tapes.



Equipment List

All students are expected to carry their everyday equipment (PE kit, pencil case, books, etc.) in a bag of suitable size. Small handbags and boot bags are not suitable for everyday use; we recommend a rucksack.

Every student is expected to bring the following basic items of equipment for every lesson, every day:

- School bag
- Timetable
- 30cm ruler
- Pencil
- Pen (black or blue)
- Green pen
- Eraser
- Sharpener
- 360 protractor
- Compass
- Casio Fx-83-Gt- Scientific calculator
- Reading book
- Student planner (Provided by the school)
- A reading book – this can be borrowed from the school library.
- All of these should be kept in a clear pencil case for easy inspection

We ask that you obtain these items before the start of the school year. During the year, students are able to purchase replacements from our school shop, which is open from 08:20-08:30 each day.

Please note that Tippex/liquid paper is not permitted in school and must not be used in any school work.

Any textbooks, library books and specialised equipment will be issued on loan to students. We expect students to look after these, and they may be charged for any damage beyond reasonable wear and tear.



Dear Parents / carers,

Letter regarding Parent Pay and our Cashless System

Holmleigh Park High School is a **cashless** school. We use **ParentPay** which some of you will be familiar with as many Primary Schools use it.

In order to ensure maximum efficiency in taking payment for food and reducing queues we have a cashless system which operates using biometrics as the payment method at the tills. This is a similar system to that used by many of today's mobile phones.

Instead of paying by cash your child will simply place their finger in the scanner and their identification will be verified. The information held is not a fingerprint, and is not shared outside the school. Upon verification monies will be taken from their Parentpay account. If your child is entitled to Free School Meals their daily allocation will automatically be credited to their account each day. Due to COVID-19, this may not be appropriate in September. If this is the case, we will issue all students who have signed up for a fingerprint a contactless ID card instead.

If you do not wish your child's biometric information to be processed by us (or your child objects to such processing) we can issue them with a PIN number which is verified with your child's name and photo at the canteen and food pod till points. Any money you have paid into your child's online canteen account and any Free School Meal allocation will be automatically credited to this PIN number.

Could you please complete the Biometric information consent form which can be found [here](#) indicating your preference for either biometrics or a PIN number as a means of making payments at school.

We are in the process of adding your child / switching your child's account to HPHS ready for their start here in September. You will be issued with login details and an activation code by the end of June enabling you to access their account via their website www.parentpay.com.

Once the account is activated you will be able to do the following;

- Top up canteen balances, and view what your child has been purchasing in school
- Pay for trip and visits
- Purchase revision guides
- Pay for additional music lessons

If you experience any problems with Parentpay, please contact the school through students-payments@hphigh.co.uk.

Yours sincerely,

Helen Hutchinson
Finance Assistant

Dear parents / carers

Letter regarding School Bus Service

I am writing with regard to our school bus service at Holmleigh Park, in which you may have an interest. We offer a limited number of seats via minibus as per the route detailed below.

If you wish your child or children to use one of our services from September 2020, please contact Helen Hutchinson (Finance Assistant) via email - h.hutchinson@hphigh.co.uk

Kind Regards,

HOLMLEIGH PARK ROUTE

AM

0749: FINLAY ROAD OUTSIDE SHOPS
0751: FINLAY ROAD OUTSIDE FINLAY SCHOOL
0753: TREDWORTH ROAD, JUST BEFORE BRIDGE
0756: TREDWORTH ROAD, PAST HUXLEY ROAD
0800: SEYMOUR ROAD, OUTSIDE LETTING AGENTS
0802: SEYMOUR ROAD, OUTSIDE THE CO-OP

0820: ARRIVE AT HOLMLEIGH PARK

PM

1505: LEAVE HOLMLEIGH PARK

1515: SEYMOUR ROAD, OPPOSITE THE CO-OP
1517: SEYMOUR ROAD, OPPOSITE THE LETTING AGENT
1520: TREDWORTH ROAD, OUTSIDE TREDWORTH JUNIOR SCH
1523: TREDWORTH ROAD, JUST BEFORE HATHERLEY ROAD
1526: TREDWORTH ROAD, JUST AFTER BRIDGE
1528: FINLAY ROAD OUTSIDE ST ALDATES HALL
1530: FINLAY ROAD OPPOSITE THE SHOPS



Dear Parents

Letter regarding Peripatetic Music Lessons

Welcome to the Performing Arts department of Holmleigh Park High School. This letter is to inform you about the instrumental and vocal lessons available to your child. Lessons are available in the following:

- Singing – Pop, Musical, Theatre, Classical
- Guitar – Electric, Acoustic and Bass
- Piano / Keyboard

These lessons are taught by specialist peripatetic teachers and all of the lessons need to be booked and paid for in advance – this enables us to book the required teaching hours for your child. Normally this will mean that the fees will need to be paid a term in advance.

If your child wishes to take up this opportunity, the cost of the tuition is as follows:

30 minute shared lessons (10 lessons)	£70.00 per term (Autumn/Spring/Summer)
30 minute individual lessons (10 lessons)	£140.00 per term (Autumn/Spring/Summer)

On receipt of your payment we will book your child's lessons for the following term. This will commit you to a full term of lessons, the times of which will be displayed in the Performing Arts Department each week.

If you would like to book lessons, please complete the online form [here](#). If you have any queries, or would like to find out more about music tuition for your child, please do not hesitate to contact me.

Yours sincerely,

Jane McJennet

Head of Performing Arts