# SENIOR LEADERSHIP TEAM

|  |  |  |
| --- | --- | --- |
| **Dr Helen Barsham** Head*(EdD Cantab; MA: Classics; BA (Hons): English Lit; NPQSL; NPQH)* | A picture containing person, indoor, smiling  Description automatically generated | My research specialism is in increasing self-efficacy to reduce test anxiety using ‘desirable difficulties’ and this research is applied in Hollygirt school. |
| **Chris Bowker**Bursar  |  | As Bursar I oversee the school’s financial and administrative functions. Contact me with any queries regarding fees and finance.  |
| **Victoria Wright**Deputy Head/ Head of Prep*(BSc Hons; PGCE)* | A person smiling for the camera  Description automatically generated with medium confidence | In addition to leading the Prep School, I am also Deputy Head of the whole school, managing day-to-day operations. I teach across both schools, and we work hard to ensure a smooth transition from the Prep School to Year Seven. |
| **Alison Brown**Head of Sixth Form*(MA; BA)* |  | As Head of Sixth Form, I am responsible for the study programmes and pastoral care of our Year 12 and Year 13 students. In addition, I am the teacher for Psychology and Criminology.  |
| **David Cholerton**  Assistant Head - Pastoral*(MA; BA)* | A person wearing glasses and a tie  Description automatically generated with low confidence | I love sport! Playing, coaching and watching are all passions. I’ve voluntarily run the Derby County Women’s Academy for 10 years which has involved coaching players through the pathway. I’ve competed in cross country and track at County and National level (in my younger days). I support Derby County (don’t have a go at me Forest fans), enjoy watching cricket, going to see the Panthers play and I love swimming & trekking. |
| **Neil Rollinson**Assistant Head - Academic(BEng Hons; MA; PGCE)**ADDITIONAL LEADERSHIP** |  | I am a teacher of Mathematics alongside teaching and learning responsibilities to promote effective learning across the school.  |
| **Kate George**Pupil Development Lead(HNC) | A person smiling at the camera  Description automatically generated with medium confidence | I oversee our EHCP students. As the school’s Emotional Literacy Support Assistant (ELSA) I see students individually to work on a particular emotion or difficulty. I pride myself on student advocacy and have an open-door policy to everyone. |
| **Jared Goodhead**Deputy Head of Prep(BSc Hons PGCE) | A person smiling for the camera  Description automatically generated with medium confidence | An alumnus of Liverpool, Nottingham Trent and Cambridge universities, with a background in Philosophy and Psychology, I have taught in independent schools for many years, enjoying the cut and thrust of busy, vibrant school life. |

#####

PASTORAL CARE

EXCELLENT PASTORAL CARE IS THE HEART OF THE SCHOOL

We are as ‘open door’ as we can possibly be and welcome an informal drop by and a chat. However, if you need to see Mrs Wright about about something more serious, please email her at victoriawright@hollygirt.co.uk If you wish to meet with Dr Barsham, you will need to make an appointment by contacting her PA, Lucy Wilkins, at lucywilkins@hollygirt.co.uk

For initial pastoral issues please contact your son or daughter’s Form Teacher at the list below.

FORM TEACHERS’ CONTACT DETAILS

Mrs H Jackson helenjackson@hollygirt.co.uk

Mrs S Mahl suemahl@hollygirt.co.uk

Mrs C Scott carolinescott@hollygirt.co.uk

Mrs R Heatlie rosalindheatlie@hollygirt.co.uk

Mrs G Wand gemmawand@hollygirt.co.uk

Miss A Cooper alexcooper@hollygirt.co.uk

Mrs M Maher maddymaher@hollygirt.co.uk

Mr J Goodhead jaredgoohead@hollygirt.co.uk

Mrs C Keyworth ckeyworth@hollygirt.co.uk

SAFEGUARDING TEAM

Lead DSL – David Cholerton

Deputy DSLs Victoria Wright (Kindergarten and Preparatory)

Rosalind Heatlie (Kindergarten and Preparatory)

Kate George kategeorge@hollygirt.co.uk

PROVIDING FURTHER NUTURE

Kate George - Pupil Development Officer and ELSA (Emotional Literacy Support Assistant), Senior School

Sarah Skov - Intervention Teacher (Qualified SENCo with training and experience of catch-up interventions in Maths & English)

Pippa Bond - ELSA (Emotional Literacy Support Assistant), Preparatory School

PSHE Programme

We are dedicating some real time to constantly review the social and emotional health aspects of our students. We feel that the pandemic has altered how we need to be as a school, and we are committed to ensuring that our PSHE programme really addresses the needs of the students in our care.

With that in mind, we will consult you and the students regularly in what we are teaching. We have a dedicated lesson to PSHE but assemblies, house time, registrations and of course ‘the open door’ are also times when any issues can be discussed.

# HOUSES

A vertical system of Houses supports further the pastoral care of the students. Our Houses are:

**WELBECK**

**RUFFORD**

**CLUMBER**

**THORESBY**

Our houses regularly meet to discuss house events. House points result in termly reward trips. These points are rewarded for our values: kindness, respect, hard work, resilience, courtesy. They are collected in our ‘token’ boxes in the foyer.

HIGHLIGHTS FROM THE ISI QUALITY OF PUPILS’ PERSONAL DEVELOPMENT REPORT

(Independent Schools Inspectorate 2022)

*“Pupils show the highest regard for diversity -they are welcoming, accepting of all and the school embodies a culture of appreciation and empathy regardless of background”*

*“Relationships are a genuine strength of the school”*

*“All pupils spoken to expressed the view that pupils are very respectful towards each other and that the whole community of the school is kind. This was commented on as a highlight of joining the school by a number of new pupils”*

*“Pupils from a wide range of backgrounds and divergent starting points ‘find a home’ in the school in the words of Y10 pupils. Some have had difficult experiences in previous, usually much larger schools but now said they feel safe and are able to be themselves with no fear of ridicule”*

*“Pupils’ behaviour is excellent”*

# KEY DOCUMENTS TO READ

[Behavioural and Discipline Policy](https://hollygirt.s3.amazonaws.com/uploads/2022/05/Whole-School-Behaviour-and-Discipline-Policy-inc-Junior-Pathway.pdf)

[SEND Policy](https://hollygirt.s3.amazonaws.com/uploads/2020/12/SpecialEducationalNeedsandDisabilityPolicySEND_20-2021.pdf)

[Terms and Conditions](https://hollygirt.s3.amazonaws.com/uploads/2022/02/Standard-Terms-and-Conditions.pdf)

All policies are available on our website at [www.hollygirt.co.uk/about/policies](https://www.hollygirt.co.uk/about/policies/).

##### CURRICULUM

We want to be as dynamic as possible and to encourage creative, disciplined, ethical, respectful minds capable of synthesis, analysis and blue-sky thinking. Our teachers are passionate about their subjects and as ISI reports students develop a “profound spiritual awareness”during their time with us.

Our recent inspection report identifies the good practice we have and a couple of areas where we need to grow; these plans are already in place and the future is looking exciting. The excellent pastoral care underpins the academic and other successes of our students.

We are different to other schools in that we use cognitive science to lead our teaching and learning. Doctors know about how bodies work or don’t work. It makes sense that teachers need to know about how the brain works or doesn’t work. We use this cognitive knowledge to support our students in learning to learn for life.

We listen to our students and their preferences. We review our students’ data regularly and intervene, support and stretch and challenge. The beauty of a small school is the flexibility in organising a bespoke curriculum where needed.

The Preparatory School benefits from Specialist Senior teaching right from Kindergarten. This increases as the children move through the school and ensures a smooth transition into Year Seven.

PE CURRICULUM

We are fortunate to benefit from first class PE facilities offsite at Nottingham University and Forest Recreation Ground. Pupils can wear their PE kit on days when they have PE. Preparatory School PE includes swimming. We participate in a wide range of fixtures/activities across the county.

# EXTRA-CURRICULAR

We offer an extensive extra-curricular programme through the Preparatory School with a great range of lunchtime and after school clubs. We want to support our youngsters in their interests outside of school and we know that education doesn’t just happen in a classroom.

A full list of our extra-curricular activities can be found at www.hollygirt.co.uk/junior-school/extra-curricular/

This programme is reviewed termly and we welcome suggestions from both parents and children. This is often discussed at School Council.

HIGHLIGHTS FROM THE ISI QUALITY OF EDUCATION REPORT

(Independent Schools Inspectorate 2022)

*“Attitudes of the pupils to their work is excellent”*

*“Pupils speak highly of their excellent relationships with staff and senior leaders and benefit from the guidance they receive in developing their skills across the curriculum.”*

*“Pupils who have joined the school recently said they can see a rapid development in their grades”.*

*“The work of the leadership team in developing this system of assessment and interaction strongly supports the progress of pupils of all ages.”*

*“Pupils make good progress enabled by the support of dedicated teachers who use a detailed regular monitoring system.”*

*“Pupils say that staff know them very well and that they can always ask for help.”*

*“Parents were highly supportive of the way the school equips pupils with the team working, collaborative and research skills needed later in life.”*

*“Senior school pupils develop a strong core of mathematical ability which they apply with confidence across the curriculum. They are supported and encouraged by well-structured teaching and the additional support which is available through clubs.”*

*“The school successfully achieves its aims and enables pupils to thrive and fulfil their academic potential.”*

##### KEEPING IN TOUCH

##### CONTACTING THE SCHOOL

As we have said, we try to be very ‘open door’ wherever possible. However, if you need to make an appointment with Mrs Wright, please email:

victoriawright@hollygirt.co.uk

If you wish to see Dr. Barsham, please email: Dr Barsham’s PA Lucy Wilkins on lucywilkins@hollygirt.co.uk or call us on 0115 958 0596.

Please feel free to email subject staff, form tutors, members of SLT and Dr. Barsham as you wish but please be mindful of reasonable hours and email culture. We really are committed to working with you and most things can be worked out face to face whereas emails can be ambiguous at times.

The school reception is open from 8.15am – 5.00pm.

You can contact reception on 0115 958 0596

You can also email info@hollygirt.co.uk

A full staff list is available at [www.hollygirt.co.uk/about/staff](http://www.hollygirt.co.uk/about/staff)

## WEBSITE ­­

The school web address is <https://www.hollygirt.co.uk>
We share information, news, blogs and more on our website.

## FOLLOW US ON SOCIAL MEDIA

[@](https://twitter.com/NottmGirlsHigh?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)hollygirtschool

[@official\_hollygirtschool](https://www.instagram.com/official_hollygirtschool/)

[@HollygirtSchool](https://www.facebook.com/HollygirtSchool/)

Follow us for ­ongoing school news and information.

## **TERMLY CALENDAR**

The termly calendar is available to download from:
[www.hollygirt.co.uk/parents/links-and-documents/](http://www.hollygirt.co.uk/parents/links-and-documents/)

Events and key dates are also added to the online calendar on our website: <https://www.hollygirt.co.uk/events-calendar/>

(Please note, the above will be changing so keep an eye on emails and website for further details)

## **PARENT COMMUNICATION**

We have an open-door policy for all parents and hold regular coffee mornings throughout the year. Each term we will send a termly calendar with details of any parents’ meetings and important school events – this is also available on our website.

We send out a weekly newsletter on our website that is a quick overview of life in school for the week. This is published on Friday afternoons or the last day of term. All parents are sent an email with a link to view the Weekly News.

##### **THE SCHOOL DAY**

TIMES OF THE SCHOOL DAY – PREP SCHOOL

**Reception to Year 6**

Children can arrive at school and be supervised from 8.00am. For children in Reception to Year 6, the school day begins at 8:45am and finishes at 3:30pm. Children may stay for After School Club or extra-curricular activities if they wish to.

**Kindergarten**

Kindergarten sessions are 8am to 1pm and 1pm to 6pm each day.

LATE ARRIVAL

If students arrive late they should telephone or report to our main reception office in Senior school.

ABSENCES

Please let Form Teachers and Reception know by phone or email for **every** day of absence on 0115 958 0596 or email: info@hollygirt.co.uk

**Requests for Absence** to be submitted to the Head on head@hollygirt.notts.sch.uk

AFTER SCHOOL CLUB

The Preparatory After School Club runs until 6.00 pm. There is an additional charge for this service – booking can be made by emailing info@hollygirt.co.uk. A sandwich bag tea can be ordered on the day.

If a regular place is required, please request a booking form.

|  |  |
| --- | --- |
| **Charges are as follows:** |  |
| 3:30pm - 3:45pm  | No charge  |
|  |
| 3:45pm - 4:30pm includes juice and biscuit  | £4.50  |  |
|  |
| 3:45pm - 5:00pm includes juice and biscuit  | £7.50  |  |
|  |
| 3:45pm - 5:00pm with tea  | £10.50  |  |
|  |
| 3:45pm - 6:00pm includes juice and biscuit  | £13.50  |  |
|  |
| 3:45pm - 6:00pm with tea  | £16.50  |  |
|  |
|  |  |  |
| Tea will be served around 4:30pm  |  |
|  |  |  |
| **Joining after an ECA club** |  |
| 4:30pm - 5:00pm includes juice and biscuit  | £3.00  |  |
|  |
| 4:30pm - 5:00pm with tea  | £6.00  |  |
|  |
| 4:30pm - 6:00pm includes juice and biscuit  | £9.00  |  |
|  |
| 4:30pm - 6:00pm with tea  | £12.00  |  |
|  |
|  |  |  |
| **Late Fees** |  |  |
| 6:00pm - 6:15pm | £5 |  |
|  |
| After 6:15pm |  £1 per minute |  |
|  |

UNIFORM

Our uniform supplier is Schoolwear Solutions. A full uniform list can be found on our website:
[www.hollygirt.co.uk/parents/uniform/](http://www.hollygirt.co.uk/parents/uniform/)

Items can be purchased online:
[www.schoolwearsolutions.com/our-schools/hollygirt-school/](http://www.schoolwearsolutions.com/our-schools/hollygirt-school/%C2%A0)

**Password: ivy**

There is also a shop in Chilwell

Morleys Schoolwear
116-118 Bramcote Avenue
Chilwell
Nottingham
NG9 4DR

Recycling is important to us. The Friends of Hollygirt run a second-hand uniform shop. Dates will be advertised. We welcome donations of clean items in good condition, please drop items off at reception.

LUNCHES

Our lunches are prepared on site each day using fresh ingredients. There is a choice of two options daily, one of which is vegetarian. All chicken served in school is halal, all red meat is non-halal. We can also cater for individual dietary requirements such a vegan and gluten free diets. The menu changes each term for variety and to incorporate feedback from the students.

The Menu can be viewed here: [www.hollygirt.co.uk/parents/menu/](http://www.hollygirt.co.uk/parents/menu/)

Preparatory School meals are included in the school fees.
Children may bring in a healthy snack for morning playtime. **Please be aware that nuts or sesame must not be brought into school under any circumstances.**

In addition, a Tuck Shop runs during on Friday morning break offering a selection of snacks.

TERM DATES

**Autumn Term 2023**

Year 7 Induction – Tuesday 5th September 2023 9am - 11am

Start of Term Wednesday 6th September 2023

Half Term Monday 23rd October – Friday 3rd November 2023

End of Term Wednesday 20th December 2023

**Spring Term 2024**

Start of Term Tuesday 9th January 2024

Half Term Monday 12th February – Friday 16th February 2024

End of Term Wednesday 27th March 2024

**Summer Term 2024**

Start of Term Tuesday 16th April 2024

May Bank Holiday Monday 6th May 2024

Half Term Monday 27th May – Friday 31st May 2024

End of Term Friday 5th July 2024

**Staff Inset Days**

Monday 4th September 2023

Tuesday 5th September 2023

Monday 8th January 2024

Monday 15th April 2024

|  |  |  |
| --- | --- | --- |
| **Year Group** | **Termly Fee for 2023-24** | **Including:** |
| Nursery & Reception: | £3,599 | Lunches, Milk/Juice |
| Years 1 and 2: | £3,618 | Lunches, Milk/Juice, Swimming |
| Years 3, 4, 5 and 6: | £3,857 | Lunches, Milk/Juice, Swimming |
| Years 7, 8 and 9: | £4,600 |  |
| Years 10 and 11: | £4,734 | GCSE and other External Examination Fees, English Set Texts, Work Experience and Conference Days.  **Please note this fee is payable for the 6 terms of Year 10 and 11.** |
| Sixth FormYears 12 and 13: | £5,000 | A level and other External Examination Fees**. Please note this fee is payable for the 6 terms of Year 12 and 13.** |

Fees are payable on the first day of each term. Alternatively, you can spread the cost of school fees into manageable monthly direct debits using [School Fee Plan.](https://www.myschoolfeeplan.com/Application/LandingPage?stageID=1) If you have any queries relating to fees or finance please contact the school Bursar, Chris Bowker, at Busar@hollygirt.notts.sch.uk

Bursaries may be available to students in the case of unexpected hardship, either for a short period of time or to enable a student to complete a GCSE course when it is not in their best interest to transfer to another school. All bursaries are means tested and are awarded at the discretion of the Trustees.

Academic Scholarships awarded upon Year 7 entry last for the five years the student will remain in Senior School, subject to the specific terms and conditions of award.

For more information please visit: [www.hollygirt.co.uk/admissions/fees-bursaries-scholarships-other-awards](http://www.hollygirt.co.uk/admissions/fees-bursaries-scholarships-other-awards)

Families are also able to benefit from an additional 10% sibling discount and 25% for a third child.

# TRANSPORT AND PARKING

Parking is very limited. We do need you to be mindful of not parking in front of residential driveways, particularly for the buildings in Villa Road. Parking is often most available on free parking bays on Cranmer Street/Mapperley Road or alternatively there is free parking at the park and ride site on the Forest which is a short walk away.

Please do be careful about parking on Cranmer Street too. Please do no park on the pavements or block driveways.

BUS INFORMATION

School buses are usually used by Senior School students, however, some of the older children in Prepatory will use them.

We share a school bus service with other independent schools in the city. Most of these buses depart from and terminate on Baker Street (at Nottingham Girls’ High School). At the end of the day, the buses leave Baker Street at 4.10pm.

Students walking to and from Hollygirt and Baker Street are required to walk in groups of two or more. They must cross Mansfield Road using the pedestrian crossing.

Students may use a free shuttle bus to travel between Hollygirt and Baker Street each afternoon. This departs from Hollygirt after each school day in time to catch alternative buses from Baker Street from 4.10pm onwards. This service is offered as a courtesy. In the event that the shuttle bus is delayed, students walk as a group with a member of staff to Baker Street.

Any queries about buses organised by Nottingham High School should be made to Ms J Boulton at Nottingham High School on 0115 978 6056 or schoolbus@nottinghamhigh.co.uk.

FRIENDS OF HOLLYGIRT

TheFriends of Hollygirt is a committee formed of parents and staff members. They organise fun in-school events for pupils, like discos and movie nights, as well as fundraising social events for parents.

This year the Friends of Hollygirt provided funding for musical instruments, a picnic table and decorations for the Junior School Garden, football equipment for Football Club (ECA) and much more.
They also organise the Second-Hand Uniform Shop**,** which is normally open on the last Thursday of each term, 3-5pm, in the Friends Room at 9 Villa Road.

If you’d like to be added to the Friends of Hollygirt mailing list to receive ­updates and invitations to committee meetings, please email receptionists@hollygirt.co.uk