

Parent Handbook



Team work makes the dream work!

Dear Parents and Carers,

A very warm welcome to Holmleigh! We are incredibly proud of our school and delighted to have you and your child join our community.

At Holmleigh, we are fortunate to have a dedicated and talented team of staff who work closely with families to ensure that every child flourishes in a safe, nurturing, and happy environment. Our aim is for all children to leave us at the end of Year 6 as confident, responsible, and capable young people, fully prepared for the next stage of their educational journey. I am confident that your child's time at Holmleigh will be both enriching and memorable.

We are pleased to share this guide with you. It has been carefully prepared to help you understand the structure of our school year, as well as our daily routines and expectations. Inside, you will find practical information and answers to many frequently asked questions, all designed to support a smooth and positive start for both you and your child.

At Holmleigh, we believe that education is a partnership between home and school. We are committed to working with you to ensure every child is happy, thriving, and achieving their full potential.

Please note that we will update this handbook as and when necessary to reflect any changes.

Thank you for choosing Holmleigh. We look forward to working with you in the years ahead.

Yours sincerely,

Miss Margaret Mary Boateng
Headteacher



Morning Routine

Children should arrive at school by **8:50am**. The school bell rings at **9:00am**. Please make every effort to arrive on time, as punctuality supports calm and settled start to the day.

If your child arrives after 9:00am, please report to the **Main Reception Office**, where you will be asked to provide a reason for the lateness. A record will be kept.

Afternoon Routine

The school gates open at **3:20pm**, and classroom doors open at **3:30pm**.

Collection Procedures:

- **Nursery children** should be collected from the **Nursery double doors**.
- **Reception children** should be collected from the **Early Years gates**.
- **Children in Year 1 to Year 6** will line up in the **main playground** and should be collected from their **class lines**.

Please do not allow your child to play on the school premises after dismissal, as there is no supervision available at this time.

All children from **Nursery to Year 4** must be collected by a **responsible adult**—this may be a parent, relative, childminder, or family friend.

Children in **Years 5 and 6** may go home on their own if permission has been granted. Parents must complete and sign a **consent form**, available from class teachers or the school office.

If someone new will be collecting your child, please inform us in advance. If we are unfamiliar with the individual or have any concerns about their suitability, we will request **written confirmation** from you or contact you directly to confirm their identity.

Lunch

Our catering team provides **hot lunches** daily.

All meat served is **Halal**, and a **vegetarian option** is available every day.

Meals are **free of charge** for children from **Reception to Year 6**, funded by the Mayor of London. **Nursery meals** are payable—please refer to the school website for current prices.

We still need you to [apply for free meals](https://education.hackney.gov.uk/content/apply-free-school-meals) if you are receiving tax credits or benefits. This will allow the school to claim important extra funding known as the ‘Pupil Premium’, which will benefit your child. Please visit: <https://education.hackney.gov.uk/content/apply-free-school-meals> to register.

Packed Lunches

We encourage healthy, balanced lunches that include at least some of the recommended seven portions of fruit and vegetables each day.

Please do not include:

- Fizzy drinks
- Sweets
- Chocolate
- Crisps
- Any items containing **nuts** (due to allergies)

School Uniform

All children are expected to wear the school uniform. Uniform can be purchased from the school office.

Uniform with the school logo is **not compulsory**—items that match the school colour scheme can be purchased from supermarkets.

Uniform Colour Scheme

- Yellow polo shirt
- Navy blue jumper or cardigan
- Black or navy trousers/skirt
- Blue or yellow checked summer dress
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- Black or navy shorts
- Sensible footwear

P.E

Team T-shirt (or a **plain white T-shirt** until team colours have been assigned)

- **Grey, black, or navy shorts/tracksuit bottoms**
- **Trainers or plimsolls**

On P.E. days, children should **wear their P.E. kit to school**. For safety and hygiene reasons, proper P.E. attire is essential.



Additional Notes

Footwear and Jewellery Guidance:

- **Sandals are discouraged** as they do not provide adequate protection for children during playtimes.
- **For safety reasons, jewellery should not be worn in school including necklaces and bracelets.** If earrings are worn, they must be **small studs only**.

Pre-Loved Uniform

We have a selection of pre-loved uniforms available. If you're interested, please speak with office staff.

We also **welcome donations** of clean, good-quality uniform items at the school office.



What Your Child Should Bring to School Each Day

To help your child stay organised and fully prepared for the school day, please ensure they bring the following items:

- **Book Bag:** This should be brought in daily and used to carry reading books, homework, home learning materials, and any letters or forms. It will also contain important notices for parents, so please remember to check it **every day**.
- **Water Bottle and Lunch Box** (if your child is having a packed lunch).
- **Musical Instrument:** If your child has a music lesson, please ensure they bring their instrument on the appropriate day.



We kindly ask that all items are brought to school **before the start of the school day**, as dropping off forgotten items later can be disruptive and difficult for office staff to manage.

Wraparound Care

Breakfast Club, Afterschool Clubs, and Afterschool Care Club

Breakfast Club will begin the week commencing **Monday 8th September**, and all other clubs will start the following week, beginning **Monday 15th September 2025**. Sign-up information will be shared on **Friday 5th September 2025**

We are pleased to offer a range of wraparound care options to support our families:

- **Breakfast Club** runs from **8:00am to 8:50am**.
- **Afterschool Clubs** run from **3:30pm to 4:30pm**.
- **Afterschool Care Club** runs from **3:30pm to 6:00pm**, and is available for children in **Reception to Year 6**.

Our list of Afterschool Clubs is updated **each term**. A letter will be sent home to parents. Parents will need to **register their child termly** for participation in these clubs.

The **Afterschool Care Club** operates as a **drop-in service**, ensuring you always have flexible childcare when needed. If you would like your child to attend, simply send an email to: admin@holmleigh.hackney.sch.uk

Details about all clubs, including pricing, can be found in the **Extended Schools** section of our website.

Please note:

If you are **consistently late** collecting your child, you may incur a fine or risk **losing your child's place** in the club. For full details, please refer to our **Charging Policy**.

Absences and Appointments

If your child needs to attend a **medical appointment**, please inform the **Main Reception Office** in advance. The absence will be recorded, and your child will be brought to the Reception Office for collection at the appropriate time.

Requests for leave (outside of illness or medical appointments) must be submitted **in writing** and may or may not be authorised. Please refer to our **Attendance Policy** for further details.

Illness and Accidents

We always have a trained **First Aid** staff member available during the school day.

- **Illness at Home:** If your child is unwell and cannot attend school, please inform us by telephone **as early as possible**.
- **Illness at School:** If your child becomes ill during the school day, we will contact you. If needed, we will ask you to collect your child **as soon as possible**, ideally within **30 minutes**.
Please ensure we always have **up-to-date contact numbers**, including an alternative emergency contact in case we cannot reach you directly.
- **Minor Injury at School:** We will send an **accident slip** or a **text message** informing you of the incident.
- **Serious Injury at School:** If necessary, we will **call an ambulance** or contact you to take your child to the hospital, depending on what is most appropriate.
- **Stomach Bugs:** If your child has **vomiting or diarrhoea**, they must remain at home for **48 hours** after the last episode, in line with public health guidance.

Medicines

- If your child has an existing medical condition, please ensure that their medicine is in the school office. The school nurse and SENDCo will ensure that their care plan is in place and up to date. If your child has a new medical condition, please complete a medical form at the school office.

School Trips

You will receive a letter for any upcoming **school trips** requiring consent. This may be accompanied by a **fundraising request** to help cover costs such as transport or activity fees.

Local trips (within walking distance and not requiring transport) are covered under the general permission given on the school admission form, and therefore do not require a separate letter.

Children will usually need a **packed lunch** for school trips.

Class Assemblies

Class assemblies are held **once per term** in the **school hall**. These events provide a wonderful opportunity for **parents, carers, and loved ones** to see what the children have been learning.

Assemblies begin at **10:00am** and last approximately **30 minutes**. A list of assembly dates will be shared with families at the **start of the autumn term**.

You are welcome to take photos or videos during the assembly. However, we kindly ask that you **do not upload any images or videos to websites or social media**, whether private or public.

There will be an additional **five-minute period after the assembly** for taking photographs.

Parents' Evening

Parents' Evenings are held during the **Autumn and Spring terms** and provide a valuable opportunity for parents and carers to meet with class teachers. These are **10-minute appointments** where you can discuss your child's progress, strengths, and any concerns.

Attendance at these meetings is strongly encouraged, as they play an important role in supporting your child's education.

We also hold a '**Meet the Teacher**' session at the **start of the academic year**, where you can meet your child's new teacher and teaching assistant. During this session, we will provide an overview of the year ahead, including:

- The curriculum
- Behaviour expectations and classroom routines
- Homework and reading expectations at home

There will also be time for questions and discussion.

Class Share

Our **Class Share** sessions take place once per term and offer parents, carers, and loved ones a chance to visit the classroom and see the children's learning first-hand.

These sessions are a wonderful opportunity for children to proudly share their learning journey and personal achievements with you in an informal and supportive setting.

Wellbeing and Mental Health

CAMHS Worker In School (CWIS)

Hello, my name is George Bunting. I am a Systemic and Family psychotherapist and will be starting at Holmleigh Primary as your new Child and Adolescent Mental Health Service (CAMHS) worker in school.



I work as part of the Wellbeing and Mental Health in Schools (WAMHS) team under City and Hackney CAMHS, and also work in Specialist CAMHS.

I will be providing support on **Friday mornings**. In my role I will be supporting the staff team with how the mental health needs of children in the school are being met. I am very much looking forward to how I can support the school and looking forward to meeting parents in some of the upcoming coffee mornings.

Education Mental Health Practitioner

My name is Adrian John (AJ) and I will be the new Education Mental Health Practitioner from the NHS working in the school on **Thursday mornings**. I will be providing support to parents and students around emotional dysregulation, anxiety and all things mental health.

I like all things therapy and football and do some poetry in my spare time along with being a part time Manchester united supporter. If you do see me around, don't be afraid to wave or say hello.



Young Hackney

Young Hackney provides a service for all young people aged 6-19. We are fortunate to have Young Hackney at Holmleigh providing workshops and support for parents, carers and children. Please visit: <https://www.younghackney.org/> for information about youth hubs and clubs.

Speaking to Us

At Holmleigh, we believe that “*Teamwork Makes the Dream Work.*” By working together, we can create the best possible school experience for every child.

We value your feedback and are committed to listening to your concerns, ideas, and suggestions.

You’ll often find me—and members of the **Senior Leadership Team**—available in the playground **before and after school**. Please feel free to come and speak to us.

If you prefer, you can also reach out via:

- **Email**
- **Phone**
- Or by contacting the **Main Reception Office** to arrange an appointment.

Contact Details

It is essential that we have the most up-to-date contact details for all parents and carers. If there have been any changes to the information we have on record, please email our admin team with the updates: admin@holmleigh.hackney.sch.uk

Thank you for choosing Holmleigh.

We look forward to working with you in the years ahead.