

Parent Information

2026/27

Welcome back! We hope this document will provide you with all the information that you will need in order to support your child in the year ahead. We look forward to working in partnership with you to enable your child to be happy and feel safe.

**All children from Reception - Y6 will return on Thursday 3rd September at 8:40 am.
Nursery start on either 3rd or 4th September**

We can't wait to see you all.



Be Kind



Keep Improving



Never Give Up

SAFE

We move around school in a safe manner. We follow instructions to keep ourselves safe. We keep hands, feet and unkind words to ourselves. We use equipment safely. We stay safe online. We talk to an adult if we feel unsafe.

READY

We wear correct uniform. We arrive at school on time. We have our equipment ready. We show that we are listening and ready to learn.

RESPECT

We listen when others speak and we respect the property of our friends and the school. We have an understanding of others cultures and beliefs. We respect that everyone have a right to learn.

At Hollybush, our school rules Safe, Ready and Respectful are at the heart of everything we do. These expectations are embedded across our curriculum and daily routines, helping pupils to develop a strong sense of responsibility, resilience and community. Staff consistently model and reinforce these rules, and pupils are encouraged to reflect on how their behaviour and attitudes align with the school rules and the Hollybush Way which is our behaviour curriculum which we teach explicitly.

Smartphones

Pupils are not permitted to bring smartphones onto the school site,

We also kindly ask parents and carers to avoid using smartphones on school grounds when dropping off/collecting your child/ren to help us maintain a safe and respectful environment for all children.

Your child should only bring a phone to school if they travel by themselves and require a phone for their journey to or from school, they may bring a basic brick phone (i.e. one without internet access). No devices with internet capability will be allowed in school.

Parents of children in Year 5 and 6 have been asked to complete a consent on Arbor as below:

I agree that my child will not bring a smart phone (phone that has access to the internet) to school.

My child will only bring a phone if they are walking home alone and this phone will be for calls / texts only.

If my child is found to have a smart phone with them then I agree to the phone being removed and I will collect from the office at the end of the school day.

This is inline with all primary schools across Hertford and Ware

The only exception to this is if a child is going from one household to another. If this is the case you must inform the office in advance the days which your child will be bringing a smart phone to school. This must be switched off on the school site and must be handed to the office.

Drop off and pick up

The pedestrian gate on Welwyn Road will be opened by a member of staff at 8:40 am and will remain open until 8:50 am. If you arrive after this time you will need to use the Fordwich Rise entrance. Please try not to arrive before 8:35 am. This avoids congestion on the Welwyn Road.

Parents are not permitted to park in the school car park between the hours of 7 am - 3:30 pm. If you need to park in the staff car park you must have permission from the office and display a car park permit. Cases will be on an individual basis and will be reviewed termly. Please contact the office as soon as possible for September 2026

Drop-Off:

Nursery - 8.40 am - Double gate to KS1 playground

Reception 8.40 am - Double gate to KS1 playground

Y1 8.40 am - Side gate by the pencils

The gate will be open and staff will be present until 8.45 am

Y2 - Y6 - 8.40am - Welwyn Road gate

The gate will remain open and a member of staff will be present until 8.50 am

Siblings of children in Early years and Year 1 may enter through the KS1 gate with their siblings. They should make their way to their classrooms via the playground not through the school.

Children arriving after 8.50 am will need to enter via the office.

Collection

Morning only Nursery children - 11.40 am - KS1 playground gate

The gate to the KS1 playground will open at 3.05 pm.

Nursery all day children - 3.10pm - Nursery gate

Reception - 3.10 pm - Reception classroom door

Year 1 - 3.10 pm - Year 1 classroom door

Year 2 - 3.10 pm - Year 2 classroom door

The Welwyn Road gate will be opened at 3.10pm

Year 3, 4 and 6 - 3.15 pm - From their classroom door

Year 5 - 3.15 pm - from the double door by the mosaic

Please exit the site after collecting your child.

**Please do not play on the school play equipment
or the sandpit after school hours.**

Only children in year 6 will be permitted to leave school without a parent. Children in year 5 will be permitted to leave school without a parent in the Summer term only

Children in other years must be collected by an adult or secondary age child. If there is a change to collection arrangements, you must inform the office. Please see the Collection from School policy on the website.

Breakfast and after school club

When dropping off for breakfast club or an extra curricular morning club please do not enter the school car park. You must park up and walk your child via the driveway gate across the KS1 playground to breakfast club or to the hall for their extra curricular club. Please ensure you walk your child all the way to the out of school club building. Do not send them from the car park / playground on their own.

You must have permission from the office to use the school car park if needed. You will also need to collect a parking permit from the office

When collecting from after school club or from an extra curricular club after 3:30 pm you may enter and park in the school car park if there is space. The gates are on a timer and will remain open from 3:30 pm until 6:15pm

**Bookings must be made by midnight the night before for breakfast club.
Please do not bring your child if they are not booked in, you will be turned
away.**

**Bookings must be made by 11 pm the night before for After School Club. If you
need to book on the day you will need to phone the office.**

**Payment must be made in advance unless paying by childcare voucher or tax
free childcare. Debt's are not allowed to accrue.**

Communication

Arbor

This is our main form of communication so it is important that you read these messages. Please ensure that we have the correct email address and mobile number for you and, if parents\carers are in two households, please let the office know and we will ensure communication goes to both. It is imperative that the school has up-to-date phone number and email addresses, you are able to update your own details such as address changes telephone numbers and add further contacts. If you need help to change any details please contact the office.

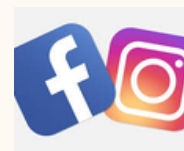
All absences must now be recorded on Arbor

Hollybush Bulletin

This is sent fortnightly on a Friday afternoon. The 1st issue will be on Friday 11th September.

Social Media

We regularly use Facebook and Instagram to update you on school events.



Curriculum Meetings

Emails will be sent to each class containing the dates

Parents evening

We would like to invite parents into school to parents evening on either 4th or 5th November. Bookings will be available 3 weeks before.

Stepping stones meetings

Will take place once a term

Bookings will open 2 weeks before - Autumn and Spring will be integrated with parents evenings

Parent Consultations

We will be inviting you to attend a Parent Consultation in the first half of the Spring term **bookings will open 3 weeks before.**

Reports will be sent home at the end of the Summer Term.

Attendance



It is vitally important that your child is in school every day unless they are unwell.

If your child is unwell please report your child's absence on ARBOR before 8:30 am on the day (and subsequent days) to let us know the reason for absence. If you do not leave a reason they will be marked as unauthorised. We are duty bound to undertake welfare checks at your home, if we do not receive notification of your child's absence.

If your child arrives after 9 am you will need to sign them in at the office.

If your child has a sickness bug, they must stay at home for 48 hours from the last bout of sickness or diarrhoea in line with NHS guidance.

Notification of school term dates is always given in advance and on the school website.

Parents\carers are expected to arrange family holidays to coincide with school holiday dates.

Schools will not grant leave for holidays during term dates. If your child has an unauthorised absence, for either a term time holiday or persistent lateness you will receive a warning which may come with a fine.

Please refer to the government guidelines and our policy for further information.

If your child attends an after school club and they will not be attending for any reason, you must notify the school office in advance or you will still be charged.

All medical appointments must be accompanied by a copy of a hospital letter or copy of a text confirming the appointment. Any medical appointments not accompanied by a letter / confirmation text will not be authorised. Any optician / dentist appointments must be made outside of school hours unless it is an emergency.



Medical



If your child suffers from asthma, allergies or any other medical condition please notify the school office. You will be asked to complete a medical information form to give us further details which will be recorded on our management information system, Arbor and your child's teacher notified.

Medicines are not allowed in school unless prescribed. We will administer antibiotics only if they are needed 4 times a day or if your child will be attending after school club. A medicines form must be completed.

Asthma inhalers and epipens must be kept in school and dates checked half termly. Please ensure these are handed to the class teacher or school office.

We will be using a system called medical tracker to record all instances of first aid and medication from September.

Uniform



**ALL ITEMS SHOULD BE UNBRANDED AND
WITH NO LOGOS OTHER THAN THE
HOLLYBUSH LOGO**

**CHILDREN SHOULD BRING A SUITABLE
COAT AND A WATER BOTTLE EVERY DAY
WHATEVER THE WEATHER**

Jewellery - single or pair of stud earrings (no hoops). These must be removed for PE or covered with tape. No other jewellery is permitted at any other time apart from a simple wrist watch. Smart watches are not permitted.

Hair longer than shoulder length must be tied back. Children will be sent to the office for a hair band if hair is not tied up,

Only plain black, green or white or hair coloured hair bands, clips or scrunchies are allowed.

Nails - Acrylic nails / gel nails and nail varnish are not permitted. Children will be sent to the office to have nail varnish removed.

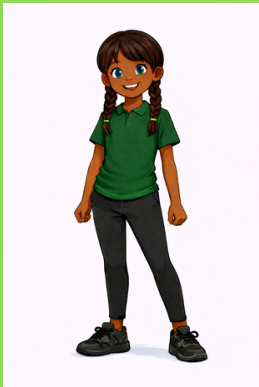
Please label everything

Uniform from September 2026

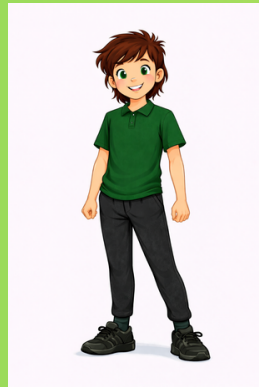
Our new smart active wear can be worn by all children from September 2026
This will become compulsory from 12th April 2027

All years

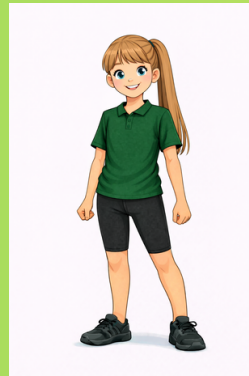
A bottle green polo top can be worn with either:



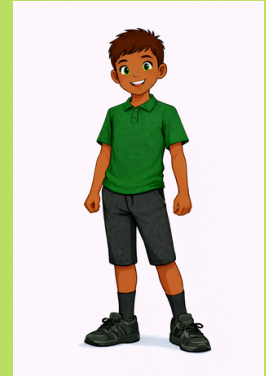
Black leggings



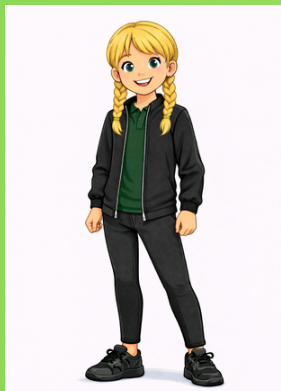
Black joggers



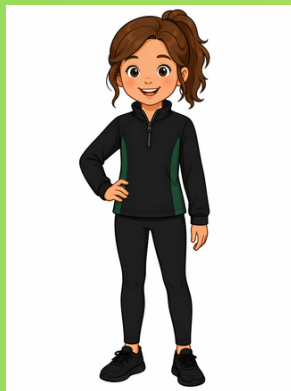
Black cycle shorts
Must be to just
above the knee



Black jersey shorts



Black fleece zip up
No hood

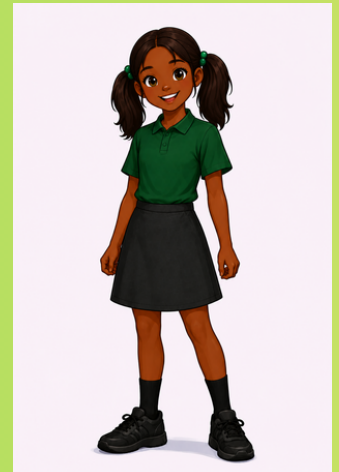


Quarter zip black
jumper with green
panels and school
logo (only available
at kids connection)

Years 1 - 6 only



Green and white checked
summer dress - not to be
worn with tights. Shorts
must be worn underneath.



Black skater style skirt
- not to be worn with
tights. Shorts must be worn
underneath.

April to October half term
only.

A bottle green knitted style
cardigan can be worn with
the summer dress.

Lunch and snacks



Snacks

- In EYFS and KS1 children receive free fruit daily as part of the Government's initiative to encourage healthy eating. This includes apples, pears, bananas, satsumas etc. We encourage all children to have a piece of fruit each day.
- In KS2 children may bring in either fruit or vegetables for a break time snack. No crisps or chocolate are permitted.
- All snacks and packed lunches should be healthy and not contain fizzy drinks, chocolate or sweets or popcorn. We would also encourage you to go to the following website for ideas on healthy packed lunches: <http://www.nhs.uk/change4life/recipes/healthier-lunchboxes>
- As a nut free school, please ensure there are no items that contain nuts, including peanut butter, Nutella and some cereal bars, etc.
- If you provide grapes and sausages in your child's lunch please cut them in half lengthways as they can present as a choking hazard for children.

Bagels

**We are no longer providing bagels in the morning.
Please ensure your child has breakfast before coming to school**

School dinners

All children in Reception / Year 1 and Year 2 are entitled to a universal free school meal. Please order your child's meal for each day via the ARBOR system. You should also use ARBOR to indicate if they are having a home packed lunch.

If you are in receipt of Universal credit you are entitled to a free school meal, you may also be entitled to extra help. Please apply by following the link below.

<https://www.hertfordshire.gov.uk/services/Schools-and-education/At-school/Free-school-meals/Free-school-meals.aspx>

Children in year 3 and above

If you are in receipt of Universal credit you are entitled to a free school meal, you may also be entitled to extra help. Please apply by following the link below.

<https://www.hertfordshire.gov.uk/services/Schools-and-education/At-school/Free-school-meals/Free-school-meals.aspx>

The cost of a KS2 meal is £3.55

These must be ordered and paid for in advance, you will not be able to select a meal if your child's meal account is not in credit. If you have not selected a meal in advance you will be required to bring in a packed lunch for your child.

Type of query	Member of staff to contact
Safeguarding/child protection	Mr Fisher, Mrs Cracknell, Miss Borgeat, Mrs Poole and Mrs Richardson
Any issues relating to your child or another child in the class	Email admin@hollybush.herts.sch.uk to arrange a meeting with the class teacher, sometimes the phase leader may join your meeting.
If you do not feel the issue has been resolved or you may need more advice.	Step 1 Phase Leader EYFS-Miss White KS1 & Yr 3- Mrs Christman Yrs 4, 5 & 6-Mr Chandler Step 2 Deputy Headteacher- Mrs Cracknell Step 3 Headteacher- Mr Fisher
Inclusion/ Special Educational Needs	Miss Borgeat (maternity leave) Mrs Smail (Maternity cover)
Payments/Finance	Miss Byrne Mrs Tilbury
Admissions	Miss Byrne
Complaints	Please refer to school complaints policy on the website .