

Hollywood  
School

# HANDBOOK DECEMBER 2019

$10 + 6 = 16$  ✓  
 $4 + 7 = 11$  ✓  
 $3 + 5 = 8$

**Confident, creative learners with big ambitions.  
Kind to each other. Kind to the planet.**

## **Welcome from the Headteacher**

### **Welcome to Hollywood School.**

Our vision for Hollywood School is for our pupils to learn and reach their full potential as part of an innovative and creative team. We aim to challenge them in all aspects of the curriculum with a focus on global and wider community issues – ensuring that our pupils are prepared for learning, working and living in the global forum. We provide a creative approach to the curriculum, firmly based on the principles and entitlements of Curriculum for Excellence.

We aim to enable our pupils to develop self-confidence and independence, recognising that each and everyone has a part to play as a responsible member of our learning community.

We actively promote parental involvement and work to build relationships across the school and wider community. We know that open positive relationships with parents enhance the learning experiences and increases success for our pupils.

Welcome to our team.

P Dale  
Headteacher

## School Statement

### Our Pupil's Vision Statement:

**Confident, Creative Learners with Big Ambitions.  
Kind to each other. Kind to the planet.**

Rationale: We (Team Hollywood and the wider community) aim to support our pupils to become Global Citizens:

- By understanding the wider world and their place in it.
- Using skills for learning, work and life to take a place in a culturally diverse world.
- By ensuring that pupils have excellent numeracy and literacy skills.

### Aims:

We aim to enable all our pupils to become:

- Confident Individuals
- Responsible Citizens
- Effective Contributors
- Successful Learners



## School Ethos

**Values we promote throughout Hollywood and the wider community are:**

- Teamwork – Responsibility; Honesty; Co-operation; Respect; Trust; Friendship
- Independence - Self-confidence; Effort
- Individuality and Creativity - Self belief
- Happiness

### **Feels Like -**

Friendly  
Welcoming  
Approachable  
Fair  
Supportive  
Encouraging  
Warm  
Happy  
Cheerful  
Safe  
Interesting  
Busy  
We are all a team  
Comforting!!

### **Sounds Like -**

Exciting  
An amazing school  
A place I'd like to be  
Fun while learning  
A friendly place to learn  
Building for the future  
Interesting  
Ambitious  
Full of friendship  
Loud  
Full of excitement  
Happiness  
A nice place to learn, sing, dance and see interesting projects.

### **Looks Like**

Bright  
Colourful  
Very welcoming  
Safe  
Brilliant  
Creative  
Great fun  
Friendly  
Interesting  
Small but great  
Comforting  
Messy  
Safe  
Good fun for all  
Adventures.

## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

Hollywood School promotes an open door policy and parents with concerns, questions or great suggestions can stop by the office to talk with Miss Dale the Headteacher. Class Teachers are available for parent meetings at the start or end of the school day. If a longer discussion is required telephone or call into the school office and Mrs Jardine will be happy to make an appointment for you.

We acknowledge that busy working parents cannot always make it into school in order to resolve issues quickly therefore parents can also e-mail or text the school office.

Please note: If your child is going to be absent you must telephone the school office. Please do not text or e-mail as the message may not be picked up quickly enough.

School Office e-mail: [gw08officehollywood@ea.dumgal.sch.uk](mailto:gw08officehollywood@ea.dumgal.sch.uk)

Telephone: 01387 720326

Address: Hollywood School, School Road, Hollywood, DG1 0RF

## Current Class organisation

We currently have 3 multi-composite classes:

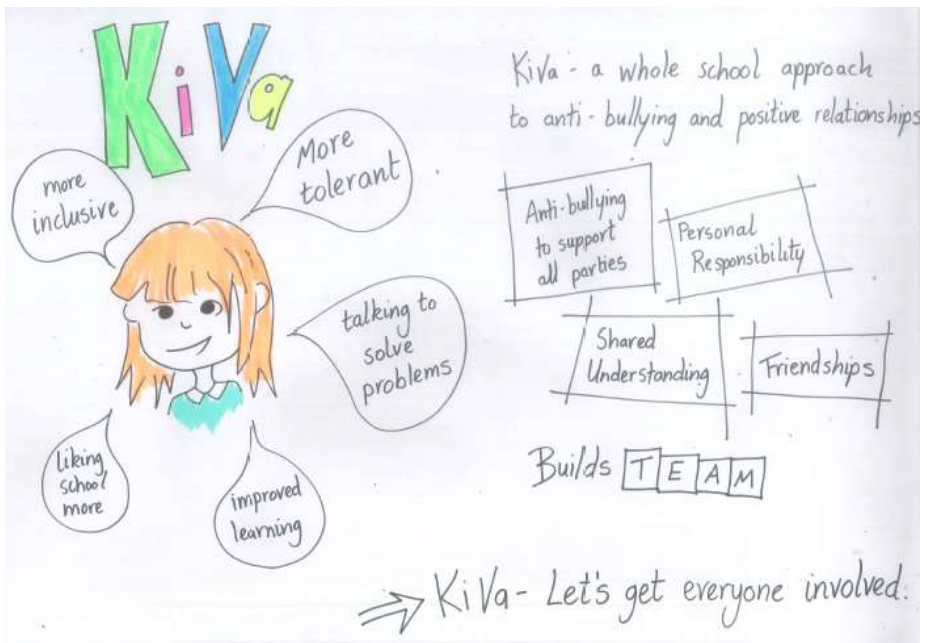
P1-3 - 18 Pupils

P3-5 – 20 Pupils

P5-7 – 25 Pupils

## Positive Behaviour and Celebrating Success

We are working on KiVa with all of our pupils:



## **Hollywood Code of Conduct**

Always treat others the way you want to be treated – with fairness, respect and good manners.

Be inclusive – share and be friendly.

Talk out a problem – often a problem shared is a problem halved.

Look after school property and other people's belongings.

Walk around inside school safely – run outside in the playground.

Keep Hollywood tidy – recycle your rubbish!

Work hard and have fun learning at Hollywood Primary School.

## **Rewards and Consequences**

### **Rewards**

Each class will decide together on a reward system. It could be cubes in a tube or a reward time clock. Cubes and minutes would be awarded and when a total is reached the class could choose how to spend their reward time.

Minutes or cubes can be awarded for good conduct in the dinner hall, corridors and the playground.

Alternatively we may put a big reward clock in the hall for playground points so that when the target time is reached the whole school spend a reward time together.

We will encourage rewards such as team games or group activities so that rewards are spent building the school team.

### **Consequences**

When a pupil chooses to misbehave and not follow our code of conduct they will have to take the consequences.

Pupils will be made familiar with the consequences and we will aim to deal consistently with pupils who make the wrong choices.

### **Playground**

Step one – Verbal warning

Step two - 5 minutes on the time out bench

Step three – Send in to sit at the office

Step four - Miss next break, sit in at the office

Step five – Removed from playground and letter/ phone call to parents

Pupils will step up the consequences for continuing minor behaviours when they have been instructed to stop.

Pupils will jump up the steps for offences such as hitting, fighting or back chatting staff.

## **Toilets and Corridors**

Pupils can visit the toilet at the beginning and end of break times. Pupils repeatedly found mucking about in the toilets will be sent to sit at the office.

## **Classroom**

Step one – verbal warning

Step two – time out chair in class, or stand outside the door and count to 50.

Step three – 5 minutes time out in another class.

Step four – support class, 24hrs (or a shorter time may be arranged by the class teacher). The class teacher will provide suitable work. Parents will be informed by phone call or letter and will be invited into school to discuss the situation.

Naturally we hope never to use our consequence steps but it is better to be organised and have a consistent approach in place to support the pupils in making better choices.

Any serious breaches of discipline may set in motion an exclusion procedure in accordance with the regulations set down by the Education Authority.

A copy of the full behaviour policy can be requested and is also available on our blog.



## **School Uniform/Dress Policy**

All Dumfries and Galloway Schools have a dress code which encourages pupils to dress in a way appropriate to attendance at

<https://www.dumgal.gov.uk/article/20049/Education-Authority-Handbook>

**All Pupils are expected to wear the school uniform each day**

### **HOLYWOOD SCHOOL UNIFORM**

Grey sweatshirt – with Holywood logo or plain

Red Cardigan

Red / White shirt/polo shirt/blouse

Grey, black trousers / skirt

Trainers/shoes/boots – without elevated heels

### **SUMMER ALTERNATIVES**

Trousers / skirts may be replaced by self-coloured shorts in navy or black

Red and white gingham-style dresses may be worn.

### **ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE PUPILS' NAME**

#### **What is NOT acceptable?**

Any jeans **X**

Striped tracksuit bottoms and jackets **X**

Football shirts or their look-alikes **X**

#### **Clothes for P.E.**

Shorts, socks and T-shirt / Warm clothes for outside activities

Trainers

**For everyday wear: Indoor gym shoes – No slippers or crocs.**

***Football strips are not allowed***

**Please note pre-loved stand available in school where items can be bought for £1. Please donate uniform items if no longer needed.**

### **Jackets and Coats**

These should be left in the cloakrooms and not taken to classrooms.

Hats, scarves and gloves should be put in bags and **not** worn in corridors or classrooms.

### **Wet days**

Pupils should have suitable clothing and footwear as we are normally outside even on wet days.

### **Personal Appearance**

Make up (including nail varnish and temporary tattoos) are not allowed in school.

The only jewellery allowed is small stud earrings which must be removed for P.E. for safety reasons.

A watch may be worn but it is the responsibility of the child and must be removed before any P.E. activities.

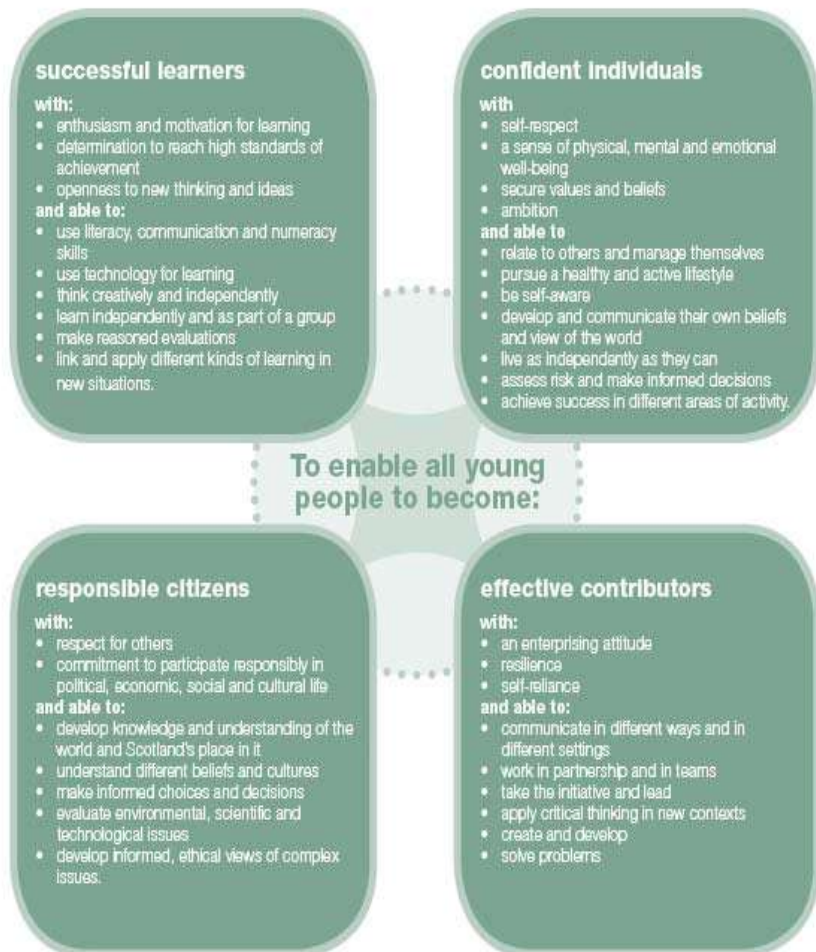
Long hair should be worn up during the school day – this is for Health and Safety reasons.

## Curriculum – Including Wider Achievement and Participation

### The Purpose of the Curriculum

#### The four capacities

The purpose of the curriculum is encapsulated in the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.



## The Curriculum at Holywood:



Our Curriculum is displayed on the wall in the gym hall. Please come in and take a closer look. We are happy to answer any questions about our curriculum.

**Big Thursday:** Pupils come in their old clothes(long sleeves and long trousers) and bring their PE kit on a Thursday – art, music, computer science, STEM, outdoor skills, PE and drama are all Big Thursday subjects rotated throughout the school year.

**Week in the Woods:** the whole school takes to the woodlands everyday for a week. Pupils transfer and apply their outdoor learning skills. Undertake new learning and work collaboratively in the outdoors. The school has a section of local woodland that we have the permission of the landowner to take responsibility for.

**Family Camp over:** On the Thursday evening of Week in the Woods we invite families to join us for a campover in the school playground. We usually have team games / activity, a sausage sizzle and a toasted marshmallow before we head off for a night's sleep under canvas. A hearty breakfast sets everyone up for the day ahead.

**School Show:** Pupils are keen to take on a show near Christmas usually with a Panto type theme. All pupils take on a role in the show and work together to make the performance unforgettable.

**Waterslide Day:** On the last day of summer term we have a waterslide morning. Pupils arrive in swimsuits and t-shirts and take to the soapy hills for slipping and sliding fun. One of our favourite days at Hollywood!

**Business Groups:** Pupils are placed in a business group and take responsibility for leading an aspect of school improvement. This session groups have included a Self-Evaluation Group, Playground Maintenance, Job Group, Fundraising Group, Charity Group and more...

## **Homework/Family Learning**

### **Homework**

#### **Why have homework?**

Partnership between home and school.

Parents, carers and other family members can and do make a real difference to children's education. When parents and schools work together, children do better. Children learn a great deal at pre-school and school and parents/carers can add to that learning by supporting them at home. For example showing an interest in their homework and talking to them about it really helps children to learn. With support and encouragement children find it easier to get into the homework habit.

Homework helps children:

- Sharing learning with parents / carers
- Reinforce skills which can be applied in class learning
- Build confidence with recall and skills

#### **When can we expect homework?**

At the beginning of the new school session the teacher needs more time to fully organise the class, therefore, the issuing of the first homework will not take place until the third week of the first term.

Thereafter, homework will be issued from the second week of every other term in the session.

Homework is set to include a degree of flexibility and to recognise that both children and parents have other commitments during the week.

Homework will not be issued during the last week of a term, during school holidays or if a child is taken out of school during term time for a holiday. Homework missed due to an absence of more than two days, will not normally be required to be completed.

## **Everyone at Holywood Primary has a role to play to ensure that pupils get the most from homework.**

The pupil's role will be to:

- take homework pack and share with parents /carers
- make time to do the homework
- ensure homework is of a high quality in content and presentation
- hand in completed homework on time.

The parent's role will be to:

- help children find a suitable place and time to complete tasks
- support children with tasks and to join in games / activities
- contact the school with any concerns

The teacher's role will be to:

- set homework which is skills based and clearly supports in class learning
- set homework which allows for choice in activity and timings
- ensure pupils are confident about undertaking the homework tasks
- take account of other pressures and responsibilities pupils might have
- set realistic deadlines
- check on homework and give feedback
- give recognition for effort and skills transfer

### **How can parents/ carers help?**

Everyday activities can also be a source of learning. These obviously will vary according to the age of the child but could include the following:

#### **Find out about their day**

What happened? Every time you ask what they have done at school and listen to what they say, you help them to communicate better.

#### **Share everyday activities**

Involve them in planning a family event, journey or holiday. Encourage

them to show you how to use the internet! Read together. Use the football results or a trip to the shops to discuss numbers and words.

### **Talk about what is in the papers or on the TV or radio**

Ask them what they know and chat about their views. Help them to develop their ideas.

### **There are a number of things you could try to help your child learn more about a topic or theme.**

- Suggest they make up a quiz and get you to ask them the questions.
- Make up some questions to ask them.
- Suggest they talk to a friend and discuss the homework topic.
- Suggest they draw a diagram or picture illustrating the main points of what they are learning.
- Encourage them to explain what they have learned to someone else in the family.
- Suggest they pretend they were teaching the rest of their class about the topic.

### **What form does homework take?**

Curriculum for Excellence asks us to make learning meaningful by linking learning and transferring skills into real life contexts. We will therefore employ active strategies or games which we hope the children will find fun and which will allow family members to become more involved in their children's learning.

### **Handing in Homework**

Homework is a voluntary task and cannot be compulsory. We recognise that some parents may not wish their child to have homework.

If any parents wish to withdraw their child from homework activities, they should inform the child's teacher in writing.



# School Improvements 2019 – 2020

Priority 1: Raising Attainment in Literacy and Numeracy



**Booster Groups:**

- small groups
- focused goals
- 6-week blocks

PEF for teacher cover, resources, visiting author visits out...

**Hollywood Year of Reading**

- Community Reads
- Library
- Storytellers
- Bookfairs
- Author visits

Closing the Gap  
Numericon Big Ideas  
and more...



Reading for Enjoyment!  
Increased Confidence!  
Increased Reading Skills!

Family Learning!

Priority 2: PEF for playground resources.




To promote and develop discovery play-based learning across the school.

**Big Break:**  
All learners get the time and space to explore and play in the school playground.



**Breakfast and Play:**  
Families can come for breakfast and then head to the playground to explore and play.



**Stay and Play:** Families can stay after school to join in play.



**A full copy of the current School Improvement Plan can be requested from the school office.**

# Information at a glance

## School Day

School Starts:	9:00AM
Morning interval:	10:35AM – 10:55AM
Lunch:	12:15PM – 1:00PM
School closes:	3:00PM

Hollywood Primary School  
School Road  
Holywood  
Dumfries  
DG2 0RF  
01387 720326

[gw08officehollywood@ea.dumgal.sch.uk](mailto:gw08officehollywood@ea.dumgal.sch.uk)

<http://blogs.glowscotland.org.uk/dg/HollywoodHullabaloo>

School Roll (December `19) – **63**  
Non-denominational, co-educational

Teaching Staff	Miss R Stapleton Miss P Dale (HT) Miss Brockie-Donald Miss I Pattie Mrs K Jardine
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Learning Assistant	Mrs H Queen
Learning Assistant	Mrs E Nyondo
Learning Assistant	Mrs J Madden
Clerical Assistant	Mrs S Jardine
Catering Manager	Mrs A Gray
Cleaner	Mrs C Balfour
Facilities Assistant	Mrs C Moore
Playground Supervisor	Mrs C Moore

## **Visiting Teachers**

Learning Support

Miss A Kalotka

## **Hollywood Primary School Parent Council Chairperson**

Ms Ann Marshall

E-mail contact: [hollywoodpc@yahoo.com](mailto:hollywoodpc@yahoo.com)

## **Playground Supervision**


Mrs Moore supervises the playground and encourages good play from 8.30AM – 9.00AM, 10.30PM – 11.00AM and 12.15PM – 1.00PM.

# Communicating with Home

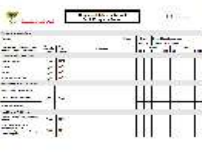
## Sharing Learning with Pupils and Parents/Carers

Hollywood Hullabaloo - learn all about our learning from our school blog!

<https://blogs.glowscotland.org.uk/dg/HollywoodHullabaloo/>




**Interim Report** - a brief report usually sent home in November / December updating parents on the levels, effort and progress of their child.



**Progress Report** - reporting on the next steps for learners in all curricular areas.

Please note that all full reports are uploaded to SEEMIS. Secondary pupils can then access P7 reports.



**Context Planner**

The planner contains the main focus knowledge, skill and activities which pupils will engage with during the project (also know as topic, theme or context!).

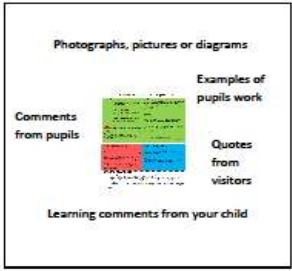

The colours will be based on the main curricular areas being undertaken from Curriculum for Excellence (CFE). This will change with the context. For example a history topic may focus on Social Studies, language and Religious and Moral Education while a theme about the body may focus on Health and Wellbeing, Science and Maths


Working across subjects is called **Interdisciplinary Learning**.

Contexts will vary in length some may last six weeks while others only two weeks.

**Context Evaluation**

When a context has been completed pupils will feedback on the learning and teaching experiences. They will share learning or further questions for future learning. Diagrams, photographs and examples of work could be included. Pupils will then be given their own copy on which they will comment on their learning and skills development and their next steps for development before a copy is sent home to share and discuss with parents.





**Pupils Target Form**

Pupils in dialogue with staff set their targets for next steps in learning in Literacy, numeracy and health and well being.

Writing targets are set after completion of an assessed piece of writing which is discussed between pupil and teacher in class.

Numeracy targets are set from the information provided from the Ontrack Assessments which pupils complete fortnightly in class.

Health and Wellbeing targets are set in agreement between pupils, parents and staff. Please discuss at home before target meetings.

**Target Setting Meetings**

Pupils bring their parents for as discussion about learning goals and how best to support at home. Parents can help their child to decide upon a personal Health and Wellbeing target which may be impacted on at home and school.

These meetings are in the evening after school.

Target Setting takes place in October, February and June.

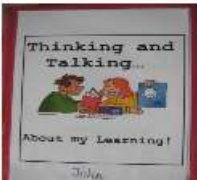
Pupils refer to their targets on a daily basis to move their learning forward.

**Thinking and Talking About My Learning Folder**

Pupils keep a copy of their target sheets and their context evaluations in their learning folder.

Pupils file their writing assessments, reading assessments and maths assessment sheets in their learning folder.


Pupils can choose to place good pieces of work into their folder as evidence of learning. Pupils share their folder with parents.



**Celebrating Wider Achievements**

Curriculum for Excellence requires us to support pupils in making links between the learning they undertake within school and out with school. We encourage all pupils to share new activities or success they have achieved out of school—from baking a cake to learning karate.

The most successful method we have found for pupils to share their wider achievements is through assembly. The giant calendar is on display in the corridor and all pupils can sign up. School assembly takes place on a Thursday at 9AM.



**Celebrations of Learning**

Please note teaching staff are available for meetings throughout the school session to discuss your child's progress.

At least once a year a whole school Celebration of Learning will take place. This is an opportunity for pupils to display work / aspects of learning to share with parents and family. A celebration may be based on all or some of the eight areas of the curriculum.

A class may decide to hold a celebration of learning at different points throughout the year inviting parents of pupils in the class or all parents to attend.

Blog – Hollywood Hullabaloo, The best way to find out about learning at Hollywood.

<http://blogs.glowscotland.org.uk/dg/HollywoodHullabaloo>

Calendar – updated by e-mail regularly.

Newsletter – An information flyer which updates on school / class events reminds of dates for the diary, reports on learning and celebrates success.

Texts – Brief messages used as a reminder service or for instant messages.

Informal Meetings: staff may catch up with you at the end of a school day to update on your child's progress or behaviour.

Phone Calls – The Staff in school may wish to make instant and timely updates and prefer to telephone parents.

Parent Workshop – A variety of parent workshops are held to support pupil learning these include Getting Ready to Read and Mental Maths.

Curriculum Information Leaflets – Most recently Big Writing, Cursive Handwriting and Mental Maths.

**Information can be e-mailed out or posted to parents who live away from their child.**

**The school is happy to work with parents to find an approach which works for them and their child.**

**Please find out about us on our School Blog**

<http://blogs.glowscotland.org.uk/dg/HollywoodHullabaloo>