

# HOLLAND PARK SCHOOL

## KEY INFORMATION 2024

### STUDENT DETAILS

Legal Family Name

Legal Forename

Middle Name(s)

Date of Birth

Gender

Home Address\*

Borough of Residence

Is this a permanent address? Yes  No

\*If your child divides their time between two homes please specify this in the Parent / Legal Guardian Details section below.

Do you have any other children currently attending Holland Park? Yes No If yes, please provide their names and dates of birth.

Name

Date of Birth

Are you a British passport holder? Yes No

If no, please provide your Date of Entry to UK

### PARENT / CARER GUARDIAN DETAILS

Title

First Name(s)

Surname

Home address  
(if different from above)

Relationship to student

Home Telephone

Work Telephone

Mobile

Email

Please indicate who is the primary contact by ticking the priority number. Note: both parents may be number 1.  
\*\*Only Priority 1 will receive written correspondence and be permitted to request authorisation for absence.\*\*

1 2

1 2

### EMERGENCY CONTACT 1

### EMERGENCY CONTACT 2

Please indicate who we should contact in the event of illness or other emergency during school hours, if a parent is unavailable. Note: this contact will be listed as priority no. 3.

Title and Name

Title and Name

Home Address

Home Address

Daytime Telephone Number(s)

Daytime Telephone Number(s)

Email Address

Email Address

Relationship to your child

Relationship to your child

## ETHNIC & CULTURAL INFORMATION

What is your child's first language?

Does your child speak an additional language? If so please provide details here:

What is your child's ethnic origin?

What is your child's religion?

### MODERN FOREIGN LANGUAGE

If your child is already fluent in French or Spanish please indicate so here: **FLUENT IN FRENCH:** YES / NO    **FLUENT IN SPANISH:** YES / NO

If your child has a preference for a Modern Foreign Language to study, they may indicate so below. The school will try to satisfy this preference, but placement in a particular language class is not guaranteed.

FRENCH		SPANISH		NO PREFERENCE	
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### PHOTOGRAPHY

School often takes photographs and recordings of students for various reasons e.g. to record practical work, productions or events. Occasionally these images may be used in school publicity. If you are happy for your child to be photographed for these purposes, please tick the box opposite. Taking photographs on school site is not permitted without prior consent of the Head.

Tick here to consent:

### PREVIOUS EDUCATION

School(s) last attended	From	To	Type of School e.g. Primary/Secondary
Name:			
Address:			
Country:			
Name:			
Address:			
Country:			

If educated abroad, when did your child commence education in the UK?

### MEDICAL INFORMATION

Name of GP Surgery

Address

Telephone number

Medical Conditions / Dietary Requirements (Please continue on separate sheet if necessary)

### FREE SCHOOL MEALS

If you believe that your child is entitled to Free School Meals please provide the information below **for the person claiming benefit** and we will check on your behalf.

National Insurance Number

Date of Birth

Relationship to Student

Do you get financial support from the National Asylum Seekers Support Service (NASS)?

Yes

No

# HOLLAND PARK SCHOOL

## UNIFORM 2024

### HOLLAND PARK SCHOOL'S UNIFORM

Our school uniform plays a valuable and significant role in contributing to the school's ethos. It is our students' identity in the community and reflects the high and exacting expectations of the school. Like many schools we believe uniform supports effective teaching and learning. It is therefore expected that all students comply with the school's requirements at all times.

COMPULSORY UNIFORM FOR ALL STUDENTS	OPTIONAL ELEMENTS	ALTERNATIVES
1. <b>The Holland Park suit:</b> the school jacket plus either a school skirt or trousers.	The Holland Park cardigan or jumper.	No alternative.
2. <b>The Holland Park shirt or blouse:</b> these are non-iron and supplied in packs of two (long sleeve).	The Holland Park outdoor coat.	A plain and unbranded black, navy blue or grey coat.
3. <b>The Holland Park tie:</b> if wearing the shirt and not the blouse.	The Holland Park scarf.	A plain and unbranded black or navy blue scarf.
4. <b>The Holland Park school bag.</b>	The Holland Park PE shorts.	Plain and unbranded navy blue shorts.
5. <b>The Holland Park PE polo t-shirt:</b> in House colour.	The Holland Park PE bag.	A plain, unbranded black or navy blue sports bag.
6. Plain black socks or tights and compliant footwear (see policy below).	The Holland Park PE socks.	Plain, unbranded white or black sports socks.
	The Holland Park PE swimming suit or shorts	Plain and unbranded swimming shorts or suit in black or navy blue.
	Students may bring a plain black or navy sweater to wear over their PE kit during warm-up for PE lessons.	

### UNIFORM POLICY

The school has a clear uniform policy. It is therefore important that students wear Holland Park School's uniform appropriately, in accordance with the following expectations:

- All students are expected to wear the Holland Park uniform in accordance with the above.
- All students are expected to use the Holland Park school bag so they are identifiable as Holland Park students.
- Socks and tights should be plain black (not patterned). Socks should be ankle length only (not knee-length). Tights should be plain, at least 40 denier and not intentionally worn with ladders or holes.
- All students are expected to wear plain, black, formal shoes (Kickers, boots, trainers, canvas shoes, pumps, and Velcro fixings are not permitted). Please refer to the footwear sheet.
- Plain black or white head scarves may be worn for religious purposes. Any covering that obscures or hides the face is not permitted.

**Students are reminded of the following expectations:**

- Shirts must be worn with the top button fastened; ties should sit over closed top buttons and be just above waist length.
- Shirts and blouses must be tucked in at all times.
- Trousers should be worn around the waist not the hips.
- A plain black belt with plain buckle can be worn with the school trousers, if required.
- Skirts must not be modified by alteration or shortened by 'rolling them up'.
- No student is permitted to wear jewellery to school. This includes earrings, studs, all facial piercings, bracelets, rings, and necklaces. Watches are permitted.
- Headbands should be plain black. No other hair adornment is permitted.
- Shaved eyebrows, tramlines in hair, dyed hair of an unnatural colour or shaved heads (unless there is a medical/personal reason e.g. hairloss/alapoeia) are not permitted.
- No student is permitted to wear make-up or nail varnish.
- Long hair must be tied back for practical lessons and for PE lessons.

Students are expected to wear full school uniform at all times in school, to and from school, and on any educational school journey (unless advised otherwise). All compulsory items can be bought from Stevensons (see attached).

**If you need financial support with the purchase of uniform, assistance is available. Please complete the form below and a member of the school's team will be in touch.**

**Financial Assistance Form: <https://forms.office.com/e/NV5fuHBmqS>**

# HOLLAND PARK SCHOOL

## BIOMETRICS SYSTEM POLICY 2024

### HOLLAND PARK BIOMETRICS SYSTEM

Holland Park School is committed to ensuring that it provides a safe, happy and successful experience for all students. To enable us to provide a secure and effective management system, Holland Park School uses a Biometrics System. The Biometrics System is the safest method for identifying students and is used by the school for the purposes of registration, purchasing of school meals and borrowing of resources from the school library.

To enable us to best support you and your child and to meet the requirements of the Protection of Freedoms Bill 2012 and the Data Protection Act 2018, Holland Park School requires the consent of **both** parent/s and the student in order that the biometrics information of your child may be processed. Please be assured that any information collected by the biometrics system remains within the school and that the biometrics information is an assigned algorithm and not an actual finger print.

If you choose not to have your child registered, the school will seek to provide alternative methods of identification though can give no guarantee these will be as effective as the preferred system.

By signing this form, you confirm that you agree to your child being registered on the school's Biometrics System with immediate effect. This document may be printed and signed or signed electronically. By typing your name in the signature box you are agreeing to the conditions set out in the agreement. Please type your name and enter the date on which you signed the document.

You may withdraw your child's registration at any time in writing.

I agree to my child using the school's Biometrics System.

Parent / Carer 1

Parent / Carer 2

Name:

Name:

Signature:

Date:

Signature:

Date:

Student

Name:

Signature:

Date:

# HOLLAND PARK SCHOOL

## DISABILITY AND DIFFICULTIES QUESTIONNAIRE 2024

### MAKING SCHOOLS BETTER PLACES FOR LEARNING

We are committed to making sure that school is a happy and successful experience for all of our students. Where a student has a particular difficulty or need, we will do our best to put measures in place to overcome this. Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and students will be critical (DfE December 2015).

It would therefore be helpful if you could complete this questionnaire, whether or not your child has any difficulties. We will treat what you have told us here sensitively. None of the information will be shared with other parents or students. The back page of this questionnaire provides more information about who this information will be shared with.

### STUDENT'S DETAILS

Student's Name \_\_\_\_\_

Does your child have a disability or learning difficulty? (please tick appropriate )      Yes      No

**1. Please indicate whether your child has any long-standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any of the areas of his/her life shown below? Please select all that apply.**

*By long-standing we mean anything that has troubled them over a period of at least 12 months or that is likely to affect them over at least 12 months. Please exclude difficulties that you would expect for a child of that age.*

Mobility – moving around indoors or outdoors		
Hand movements – touching or holding		
Personal care – going to the toilet, dressing		
Eating and drinking without help		
Incontinence – bladder or bowel		
Taking medication		
Communication - speaking with others, or understanding them		
Learning – numbers, letters, words		
Hearing		
Vision		
Behaviour – very active, has a short attention span, behaves unacceptably		
Has fits or seizures		
Diagnosed with autism or Asperger's Syndrome		
Has a life-limiting condition or requires palliative care		
Can be depressed, or anxious, or has an eating disorder		
Other (please describe other areas of great difficulty)		

**2. Does your child take any medication, use any physical aids, or require any special diet or supplements? If yes, please outline specifics below.**

Yes

No

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3. If your child did not take this medication, use this physical aid, or have a special diet or supplements, would he/she have substantial difficulties with any of the areas of life listed in 1?	Yes	No
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4. Has your child seen a professional, such as a paediatrician, or a psychologist, or a speech and language therapist because of the difficulty?	Yes	No
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If YES, please provide further details:

5. If you have indicated above that your child has difficulties, do these difficulties affect his or her:	Yes	Sometimes	No	Don't know
Classroom learning?				
Interaction with his or her classmates / peers?				
Joining in other school activities e.g. breaks, social and leisure activities?				
Attendance at school?				
Day to day life outside of school?				

6. What sort of help or special equipment do you think your child needs so that they get on well at school?

We would be pleased to meet with you to talk about your child's need. Please tick if you would like us to arrange this.

If your child requires medication, you must ensure you provide spare medication to Student Services to hold in the Medical Room.  
It is the responsibility of the parent to monitor when medication is due to expire and provide a replacement within the expiry date .

**What Happens To The Information You Give Us?**

We really appreciate your help with this questionnaire. The information will be used by the school to improve the way that information on students' difficulties and disabilities is collected and used to promote the wellbeing of children. No information will be published that would identify your child. By returning this form you are agreeing that information can be used in this way. Information will be shared with those staff responsible for supporting your child unless you ask us not to below.

Is there any person in the school who you would not like to share this information with?

Please name them:

# HOLLAND PARK SCHOOL FOOTWEAR 2024

Parents constantly request clarity on footwear. Given the cost of school shoes, we ask that you consider your choice carefully. In addition to our guidance in the Uniform Policy, the below information is intended to offer further visual guidance.

## BOYS

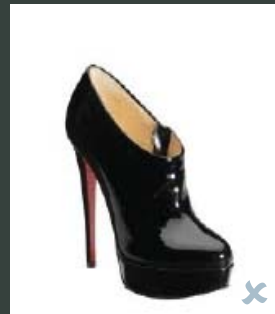
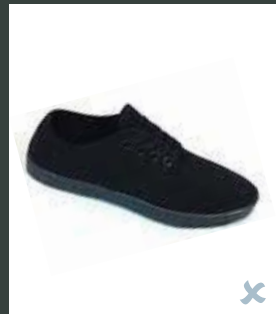


**APPROPRIATE**  
Plain black formal shoes

## GIRLS



**APPROPRIATE**  
Plain black formal shoes



## NOT APPROPRIATE

Boots, Kickers, plimsoles, trainers, velcro, high heels, wedges, platforms, open toe shoes

# HOLLAND PARK SCHOOL

## PHYSICAL EDUCATION 2024

Dear Parent,

We would like to take this opportunity to welcome your child to Holland Park School and to assist your understanding of our guidelines regarding suitable footwear and personal protective equipment in Physical Education lessons.

Your child is required to wear fit-for-purpose, appropriate footwear in Physical Education lessons that provide a secure footing. The type of footwear chosen for lessons can pose a substantial health and safety hazard to both the wearer and to other students. Footwear such as Converse trainers, canvas pumps, Vans and other associated fashion-type shoes are not designed with the necessary support and grip required for safe participation in Physical Education lessons. The following types of footwear are not permitted in Physical Education lessons, or in any associated before and after school clubs under any circumstances. Students not wearing appropriate footwear will not be allowed to participate in lessons or activities.



Students' athletic trainers need to be the correct size and tied securely offering the necessary support, protection and grip. Physical Education lessons can involve sudden stopping and quick changes in direction on surfaces where the support offered by appropriate footwear is essential to the prevention of injury and to performance. The following types of trainers should therefore be worn:



Appropriate and suitable training shoes for Physical Education lessons can be purchased for your child from most major sporting retail stores at around the £20 - £25 price mark. For students taking part in Football, Rugby, Hockey, and other contact sports, shin pads and mouth guards reduce the risk of injury and need to be worn in lessons and during all competitive matches. (These can be purchased from the uniform shop or the PE office).

In cold weather conditions, students are allowed to wear plain thermal tops underneath their PE shirt.



# HOLLAND PARK SCHOOL

## PRIVACY NOTICE 2024

### PRIVACY NOTICE (HOW WE USE STUDENT INFORMATION)

The categories of student information that we collect, hold and share include:

- personal information (such as name, unique student number and address);
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- attendance information (such as sessions attended, number of absences and absence reasons);
- relevant medical information (such as medical conditions, required medication, healthcare plan).

### WHY WE COLLECT AND USE THIS INFORMATION

We use the student data:

- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

### COLLECTING STUDENT INFORMATION

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### STORING STUDENT DATA

All student records are processed according to statutory legislation subject to varying lengths from 6 - 25 years.

We routinely share student information with:

- schools that the student's attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- third party suppliers that require student data (such as WisePay, School Photographers, School Caterers, School Nurse, Local authorities, Capita, MLS, Stevensons, Netmedia, online Curriculum Software).

### WHY WE SHARE STUDENT INFORMATION

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

### DATA COLLECTION REQUIREMENTS

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## YOUTH SUPPORT SERVICES

### Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services;
- career advisers.

A parent can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches age 16.

### Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- career advisers.

For more information about services for young people, please visit the Royal Borough of Kensington and Chelsea's website. If you do **not** consent to this data being shared please contact the school via email at [info@hollandparkschool.co.uk](mailto:info@hollandparkschool.co.uk).

## THE NATIONAL STUDENT DATABASE (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in an electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested: and;
- the arrangements in place to store and handle the data.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and students have the right to request access to the information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Registrar's Office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## CONTACT

If you would like to discuss anything in this privacy notice, please contact the school via: [info@hollandparkschool.co.uk](mailto:info@hollandparkschool.co.uk)