



## INFORMATION FOR PARENTS / CARERS



# Welcome to Hollingworth Academy

Hollingworth Academy is a caring and vibrant school community. We are justly proud of the high quality of education we provide and the achievements of our wonderful students. Our ethos is that **EVERYONE EXCELS EVERYDAY** and we do this by instilling our values of respect, responsibility and resilience within students.

We do all we can to ensure your child will be happy and successful with us. We are a large school, and we recognise that this can be overwhelming for new Year 7 students. Please be reassured, students soon find their feet and settle into our Hollingworth routines. Your child's Form Tutor and Head of Year will always be there to help and answer your child's questions.

In fact, all staff at Hollingworth Academy will be on hand each day to support and help your child transition into the academy. We also have student leaders assigned to each tutor group to support and help our new Year 7 students. So please encourage them to ask for help should they need it.

The information found in this booklet is provided as a ready reference for you as it outlines key information under the following areas: School Uniform, Our Expectations, Attendance and Punctuality, Communication, the Academy Day, Equipment, Homework, Academy Detentions, Bus Timetable and the Academy Holidays. We hope you find it useful.

We look forward to the next five years together and our promise is to deliver a world class education for your child.

## Our Ethos

We have very high expectations of our students and their behaviour. Our staff will do whatever it takes to ensure every student at Hollingworth Academy achieves their full potential.

Our ethos is built on three pillars of **RESPECT, RESPONSIBILITY** and **RESILIENCE**. These values are at the heart of everything we do.

### RESPECT

Respect at Hollingworth is the care and value we have for ourselves, other people and our community.

**RESPECT YOURSELF** – Respect starts with the individual. We all strive to 'be the best that we can be'.

**RESPECT OTHER PEOPLE** – We show respect to others by being polite and courteous. We value diversity and promote equality and equity.

**RESPECT OUR COMMUNITY** – We all follow the rules which help make Hollingworth a safe school in which teachers can teach and students can learn.

### RESPONSIBILITY

We act responsibly and accept the consequences of our actions. We will support our students' development to become responsible citizens on a local, national and global level who respect and protect the rights of everyone in society.

We work with a range of local and national partners to ensure that the children at Hollingworth get a great education.

We will protect the environment and educate our students to actively contribute to a sustainable future.

## RESILIENCE

We accept that learning is challenging, takes time and involves making mistakes. We improve by remaining positive, working hard, being determined and never giving up.

Resilience is also necessary in developing the grit and determination to persevere both at an individual level but also in the pursuit of personal values and beliefs.

## Uniform, Dress and Appearance

At Hollingworth Academy we believe that school uniform is important in ensuring that children, whatever their background or circumstances, feel an equal part of the academy community. We also believe that a smart, well-presented uniform indicates a willingness to comply with academy rules and is good preparation for learning.

The governors fully support the Uniform Policy and require the Headteacher, or his representative, to be the final arbiter in all matters to do with uniform, dress and appearance. Parents/carers and students are advised to consult with the relevant Head of Year if they are considering uniform, dress or appearance changes that might conflict with academy policy.

**Any student who arrives out of uniform; in unsuitable uniform; wearing inappropriate jewellery; or with an unsuitable hairstyle or colour may be removed from class or sent home immediately and parent/carer informed. The Headteacher, or his representative, will be the final arbiter on all uniform issues.**

## UNIFORM

- **GREY SCHOOL BLAZER with Academy Logo** – Tailored Classic by Tom Mahon Savile Row, manufactured and designed by Sportswear International (SWI).
- **PLAIN BLACK 'V' NECKED JUMPER (optional).** Crew neck jumper is not acceptable.
- **BLACK PLEATED SKIRT OR TROUSERS**  
Skirts must have a permanent pleat, **with the hem of the skirt worn closer to the knee than not.** No other skirt styles are acceptable.  
  
Trousers must be of a standard school tailored style without splits, belt buckles or other adornments. The following are **unacceptable** – denims, cotton or canvas jeans, leggings, skinnies, ski-pants or stretch fabrics.
- **PLAIN WHITE BLOUSE OR SHIRT**  
Blouses/shirts should be tucked into trousers/skirts with top button fastened. Sport shirts are unacceptable.
- **SCHOOL TIE**  
Lower Academy tie (Years 7-9). Upper Academy tie (Years 10-11). Ties must be worn and tied correctly, with the Hollingworth logo visible.
- **PLAIN BLACK HIJAB**, if appropriate.
- **PLAIN BLACK ANKLE SOCKS OR BLACK TIGHTS**



Ankle socks or tights must be plain black only, with no embellishments such as embroidery, patterns, brands, logos or bows. Ripped tights must be removed. Either tights or plain black ankle socks can be worn, but not both.

### • PLAIN BLACK FLAT SHOES

Trainer or sports styles will not be permitted, no embellishments such as embroidery, patterns, logos, athletic style airholes or bows.



## PHYSICAL EDUCATION

### ALL

- Hollingworth Icon ¼ Zip Long Sleeved Jumper (optional but recommend for outdoor PE).
- Hollingworth Icon T-Shirt.
- Hollingworth Icon shorts and/or Hollingworth Icon Track Pant and/or Hollingworth Icon Leggings.
- Football socks – Navy blue socks for outdoors.
- White socks for indoor PE.
- Trainers.
- Shin pads.
- Football boots (see your PE teacher in September to find out when these are required).
- Gum shield (optional)



You can purchase  
your child's  
PE kit directly online  
from Icon Sports.

<https://tinyurl.com/bdhc3bxx>

## HAIR STYLES AND COLOURING

Hair should be in a naturally occurring style and colour. Should not be shorter than 01 and should not have any patterns shaved or dyed in. Bows, hair ties and headbands etc. should be black in colour and be no bigger than 5cm in diameter.

## MAKEUP AND NAILS

Makeup must not be used by students in Years 7, 8 or 9. In Years 10 and 11, makeup must be subtle. This also applies to semi-permanent make up such as tinted eyebrows. The definition of 'subtle' lies with the Headteacher, or his representative. Nails must be kept to a hygienic, safe length and not have nail

polish/varnish, false nails or nail extensions. This is for health and safety reasons. Fake eyelashes and fake tan are not permitted.

## JEWELLERY AND VALUABLES

Students are only permitted to wear a wrist watch and one pair of stud earrings, which may have to be removed for health and safety reasons during certain lessons. Smart watches are not permitted. No other jewellery is permitted. We recommend that watches and stud earrings brought into the academy never exceed a value of about £20. The academy cannot accept any responsibility for the loss of valuables.

- Stud earrings must be no more than 5mm in diameter, 3D pearl style earrings are not permitted.
- Students are totally responsible for their jewellery.
- Teachers will not look after students' jewellery.
- **FACIAL, TONGUE and BODY PIERCINGS or TATTOOS** are not acceptable.

The academy will temporarily confiscate inappropriate items of jewellery and take the following action:

<b>FIRST occasion</b>	Items confiscated and returned to the student at the end of the school day. It will be the student's responsibility to collect any confiscated items.
<b>SECOND occasion</b>	As for first occasion and a letter will be sent to parents/carers informing them of the academy's concerns regarding the student's failure to conform to basic academy rules.
<b>THIRD occasion</b>	A student may be sent home immediately. If a student persistently ignores these rules the school will need to employ further more serious sanctions.

## ELECTRONIC DEVICES – Mobile phones, Smartwatches, MP3s, iPods, PSP, etc.

Whilst the academy recognises the safety value of mobile phones and so therefore allows students to have one with them: our policy is that electronic devices - including mobile phones and smartwatches – **must not be used and must be switched off** once students are inside the academy building.

If anyone is found to be using electronic devices, mobile phones or smartwatches during the day then it will be confiscated and not returned until the end of that academy day. On the third occasion of being confiscated, it will not be returned directly to the student. The academy will request that the electronic device, mobile phone or smartwatch is collected and signed for by a parent/carer of the student.

Persistent misuse of electronic devices, mobile phones or smartwatches will be dealt with more seriously.

# Communication

## CONTACT DETAILS

The academy keeps a record of contact details for parents/carers and emergency contacts. Please ensure that you advise if any of the following change:

- Mobile telephone number of any contact
- Address for correspondence to parents / carers
- Email address for parents / carers

Without the correct contact details, it is extremely difficult for us to ensure that you are kept updated about your child's progress and behaviour at Hollingworth.

## OUR COMMUNICATIONS COMMITMENT TO YOU

We are committed to improving communication and in particular, celebrating the many successes and achievements of our students. Better communication also means you will be able to track and know how well your child is doing every day. This is great for fostering better relationships with the academy and with your child/ren as you discuss the information you receive on a daily basis.

Academy staff will always listen to any of your questions, queries or complaints and support a problem to be resolved and we will endeavour to respond to any communication received from parents/carers within 48 hours.

We aim to ensure that communications between all members of the academy community are clear, professional, timely, appropriate and effective. Academy staff will use different methods of communication, depending on the nature of the contact with parents and on its urgency.

You can expect to be addressed formally and appropriately by all our staff and to be spoken to politely and respectfully. We would ask that you return this courtesy and remember that at Hollingworth Academy we will not tolerate rude or threatening behaviour towards any member of the academy community. Where this occurs, our staff will terminate the conversation immediately and we may follow this up with a formal letter or further action.

The academy has a formal complaints policy, which is available on the Hollingworth Learning Trust website.

## ARBOR

Arbor is our Management Information System (MIS) and is a platform which will make it easier for parents/carers to engage with the academy, and to have information at their fingertips about their child/ren's progress at Hollingworth.

Please install the Arbor Parent Portal App to your device. It is available (free of charge) from the App Store or Google Play Store for Android 5.0 or iOS 10.0 and upwards.

The Parent Portal means that we can keep you informed about your child's life at Hollingworth in a much more accessible way. **All academy related communication texts, in-app messages, letters, newsletters etc., will go through the Arbor Parent Portal App.**

There is also a student version of the Arbor App which we encourage all students to download to a device. The Student Portal App will allow students to see their RISE & FALL points as well as communications from class teachers or Heads of Year. Students will have the opportunity to download and install this App on their first day at the academy.

## Academy Day

Teachers and students must be in their form tutor rooms by 8.40am. All students will follow the pattern below.

Monday, Wednesday, Thursday and Friday			
Years 7, 8 & 9		Years 10 & 11	
Registration Bell	8:40 am	Registration Bell	8:40 am
Tutor	8:40 am - 9:00 am	Tutor	8:40 am - 9:00 am
Period 1	9:00 am - 10:00 am	Period 1	9:00 am - 10:00 am
Break	10:00 am - 10:15 am	Period 2	10:00 am - 11:05 am
Period 2	10:15 am - 11:20 am	Break	11:05 am - 11:20 am
Period 3	11:20 am - 12:20 pm	Period 3	11:20 am - 12:20 pm
Period 4 & Registration	12:20 pm - 1:50 pm	Period 4 & Registration	12:20 pm - 1:50 pm
Period 5	1:50 pm - 2:45 pm	Period 5	1:50 pm - 2:50 pm
Tutor	2:50 pm - 3.10 pm	Tutor	2:50 pm - 3:10 pm

**Please note: During Period 4 – all students will have a designated 30 minute lunch session.**

**Since September 2023, the academy has implemented the RISE curriculum for all students, delivered on Tuesdays. As a result, all students will follow the pattern below:**

Tuesday			
Years 7, 8 & 9		Years 10 & 11	
Registration Bell	8:40 am	Registration Bell	8:40 am
Tutor / RISE Curriculum	8:40 am - 9:20 am	Tutor / RISE Curriculum	8:40 am - 9:20 am
Period 1	9:20 am - 10:20 am	Period 1	9:20 am - 10:20 am
Break	10:20 am - 10:35 am	Period 2	10:20 am - 11:25 am
Period 2	10:35 am - 11:40 am	Break	11:25 am - 11:40am
Period 3	11:40 am - 12:40 pm	Period 3	11:40 am - 12:40 pm
Period 4 & Registration	12:40 pm - 2:10 pm	Period 4 & Registration	12:40 pm - 2:10 pm
Period 5	2:10 pm - 3:10 pm	Period 5	2:10 pm – 3:10 pm

**Please note: During Period 4 – all students will have a designated 30 minute lunch session.**

## ABSENCE CALLS

It is the parent's/carer's responsibility to inform the academy, before the start of the academy day (8:40am), of all student absences. It is important that you also inform the academy of any changes to your contact numbers. Please be aware that members of the attendance or pastoral team may still call to discuss a student's absence, even if parents/carers have notified the academy.

## LUNCHTIME ARRANGEMENTS

The academy offers a variety of hot and cold snacks as well as hot and cold meals. The basic cost of a set hot meal is £2.90 (subject to change). Free school lunches are provided for those who qualify - details and application forms can be obtained from reception or the Education Offices, Rochdale. Facilities are also provided for students who bring their own packed lunch.

## LRC – LEARNING RESOURCE CENTRE

The LRC is available for students wishing to complete homework from 8:00am – 8:40am and up until 4:00pm daily.

## AFTER SCHOOL ACTIVITIES (EXTRA-CURRICULAR)

The academy offers a variety of extra-curricular activities for all students. However, it should be noted that it is the student's responsibility to inform parents/carers of their intention to attend these and to be responsible for their own transportation home.

## LOCKERS

In September, your child will be assigned a locker and issued with a padlock to share with one other student in their tutor group. A £5 deposit for the padlock must be paid in advance; if the padlock is lost and needs replacing, this deposit will be used to cover the cost. We do not allow students to bring in and use their own padlocks.



# Attendance and Punctuality

Attendance matters at Hollingworth Academy, every student should aim to have 100% attendance or a minimum of 96%. Excellent attendance and punctuality are essential for students' success at school; establishing positive life habits that enable students to achieve their full potential. Year after year, the students with the best attendance achieve the best results. Attendance will be a determining key factor when selecting students for trips, visits, and activities. Students with poor attendance will not be eligible for invitation. Parents/carers are therefore asked to ensure that their child is in school for every day of term.

Students must arrive by 8:40am each day; any student arriving at school after the 8:40am bell will be marked as late to school. In addition, they will be detained for 30 minutes after school on the same day and parents/carers will be notified by text message. The only exception to this is when a student has attended and provided proof of a medical/dental appointment. Persistent lateness may lead to further, more serious sanctions.

If your child is absent from Hollingworth Academy, you must either email [attendance@hollingworthacademy.co.uk](mailto:attendance@hollingworthacademy.co.uk) or telephone the absence line on **01706 292800** before 8:40am **selecting the student absence option**. Leave a message providing a valid reason, the academy will then determine if this absence is authorised or unauthorised, based on a number of factors including their overall attendance. If your child is absent for more than one day, parents/carers must inform the academy every day of their absence.

Please note that we do not have a 48 hour absence policy on sickness like some primary schools, students should come into school if they are well enough.

A truancy call system operates whereby a text message is sent to parents/carers after morning registration, for those students who have not registered without giving prior notification of absence.

We ask that medical appointments are made outside of academy hours. If this is not possible, we ask that students attend the academy before and after the appointment. They must also provide the Attendance Team with proof of the appointment, so it can be authorised on the register.

Holidays during term time will **not** be authorised and will be recorded as an unauthorised absence and referred to the Local Authority. Term time leave of absence requests will only be granted by the Headteacher in exceptional circumstances, applications must be made in writing, at least 4 weeks before the absence for consideration.

## Equipment

Students are expected to provide the following basic equipment for relevant lessons:

**Essential equipment:** School bag (rucksack/backpack style), a pencil case, 3 x black pens, 1 x green pen, 1 x pencil, a ruler, a highlighter, an eraser and a scientific calculator.

**Desirable equipment:** A maths set (compass, protractor etc.), a reading book and a water bottle.

# Homework

We believe that homework plays an important part in the learning and development of all our students and we set it as a matter of good educational practice. We deem that homework is such a vital area of study that it positively affects attainment and helps students to fulfil their potential. It is because of this that we ask parents/carers to support us in ensuring that homework is done well and under the best possible circumstances.

Homework is also recognised as something that encourages good study habits. This is because it offers students the chance to work independently and helps to develop self-discipline. Finally, homework also gives students the opportunity to practice what they have learned during lessons. In conclusion, we believe that students who attempt their homework conscientiously are the ones who will be likely to make the most of their opportunities at Hollingworth Academy.

## Academy Detentions

- Hollingworth policy states that students **MUST** attend after school detentions.
- We have same day detentions which means that should a student make a poor choice, they can reflect on their behaviour and start afresh the next day.
- Students will be informed they have a detention and will be told where to attend and for how long.
- Parents/Carers will receive notification through Arbor that their child has a detention - **you will not be notified in any other way and it is your responsibility to check this.**
- The policy applies to **ALL** students.
- Detentions can be assigned to any student by any member of staff. Where there are patterns of poor choices, the respective year team may become involved and further sanctions may take effect.
- Should a student not attend detention, this will escalate to further sanctions.

## Bus Timetable – September 2025

The school bus is controlled and managed by Transport for Greater Manchester (TfGM). Our bus operator is First Bus, Manchester. The bus timetable below is the service that will operate in September 2025. (This may be subject to change.)

Route to:	850	Route from:	850
<b>Firgrove Avenue</b>	07:45	<b>Hollingworth Academy</b>	15:20
Wardle Chapel	07:57	Smithy Bridge Station	15:27
Smithy Bridge Station	08:08	Wardle Chapel	15:39
Hollingworth Academy	08:26	Firgrove Avenue	15:51

**SERVICE 850:** From Firgrove via Albert Royds Street, Halifax Road, Wardle Road, Ramsden Road, Wardle Chapel, Ramsden Road, Birch Road, Halifax Road, Smithy Bridge Road, Milnrow Road, Wildhouse Lane, Kiln Lane, Pennine Drive to Hollingworth Academy.

**RETURNS VIA: Hollingworth Academy,** Pennine Drive, Kiln Lane, Wildhouse Lane, Milnrow Road, Smithy Bridge Road, Halifax Road, Birch Road, Ramsden Road, Wardle Chapel, Ramsden Road, Wardle Road, Halifax Road, Albert Royds Street, Firgrove Avenue.

# Academy Holidays 2025 - 2026

<b>AUTUMN TERM</b>	:	Tuesday 2 <sup>nd</sup> September 2025 to Friday 24 <sup>th</sup> October 2025
<b>Half Term</b>	:	<b>Monday 27<sup>th</sup> October 2025 to Friday 31<sup>st</sup> October 2025</b>
	:	Monday 3 <sup>rd</sup> November 2025 to Friday 19 <sup>th</sup> December 2025
<b>Christmas</b>	:	<b>Monday 22<sup>nd</sup> December 2025 to Monday 5<sup>th</sup> January 2026</b>
<b>Staff Training Day</b>	:	<b>Monday 5<sup>th</sup> January 2026 (academy closed to students)</b>
<b>SPRING TERM</b>	:	Tuesday 6 <sup>th</sup> January 2026 to Friday 13 <sup>th</sup> February 2026
<b>Half Term</b>	:	<b>Monday 16<sup>th</sup> February 2026 to Friday 20<sup>th</sup> February 2026</b>
	:	Monday 23 <sup>rd</sup> February 2026 to Thursday 2 <sup>nd</sup> April 2026
<b>Easter</b>	:	<b>Friday 3<sup>rd</sup> April 2026 to Monday 20<sup>th</sup> April 2026</b>
<b>Staff Training Day</b>	:	<b>Monday 20<sup>th</sup> April 2026 (academy closed to students)</b>
<b>SUMMER TERM</b>	:	Tuesday 21 <sup>st</sup> April 2026 to Friday 22 <sup>nd</sup> May 2026
<b>BANK HOLIDAY</b>	:	<b>Monday 4<sup>th</sup> May 2026</b>
<b>Half Term</b>	:	<b>Monday 25<sup>th</sup> May 2026 to Friday 29<sup>th</sup> May 2026</b>
	:	Monday 1 <sup>st</sup> June 2026 to Friday 17 <sup>th</sup> July 2026

Student absences during term time are not authorised. In particular, and in common with most schools, family holidays will therefore not be authorised. Generally, authorised absences are only agreed under extreme circumstances.



Hollingworth Academy



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