



# Imagination, a sense of truth and a feeling of responsibility

Parents' and Guardians'  
Handbook 2023-2024

Steiner School  
Hollywood

# Welcome

**Our school was founded in 1975 and is situated on a beautiful campus on the outskirts of Hollywood. Since opening our doors, we have been a co-educational, independent and one of the first 'integrated' schools in Northern Ireland, welcoming students from ages 3-17.**

We are part of the world's largest independent school network, with over 1400 schools spanning 75 countries. There are currently 29 Steiner schools in the UK and 6 Steiner schools in Ireland. We are the only one in Northern Ireland.

Parents and students can expect to become part of a school community which feels like an extended family set in a beautiful and tranquil environment. The school facilities function as a community hub hosting community groups, markets, fairs and festivals throughout the year.

We offer the Waldorf curriculum within which childhood development begins with Preschool and Kindergarten, where time in nature and imaginative play are key.

Formal instruction in reading and writing begins at 6 years of age, in line with most countries around the world.

A sense of wonder for the world is central to an education that delivers excellence through a love and general connection to learning.

Unlike mainstream education the Waldorf model provides the time and space for each child to learn and grow at their own pace, allowing them to fully grasp a concept or achieve a skill when they are ready.

Our independent school provides a rich, diverse and integrated education, where cooperation takes priority over competition.

**Peter Chambers** – Headteacher







# History

**Our school opened in September 1975 in response to the needs of the workers and volunteers at the Glenraig Camphill Community to educate their children.** Their desire for truly integrated education was not provided within the state system and with a largely international background, they saw merit in delivering a Waldorf curriculum to all children, regardless of religious affiliation or cultural background. It started with ten pupils on the register but by the end of the first year, it had grown to an enrolment of twenty children. In August 1976, it moved to its present site at “Highlands” on Croft Road, Holywood. It previously had been the home of the Heyn family, owners of the Ulster Steamship Company.

The beautiful old mansion was renamed Saralies House in honour of a beloved member of staff. Initially, it was too big for the school and two families lived in the extra rooms. However, this soon changed and by 1978 plans were being made for a separate Kindergarten. This building, completed in 1979, is now the Galloway Hall. The Kindergarten marked the beginning of the development of the school site. New classrooms were needed as the school grew and the Upper School was formed.

In common with other Steiner schools, a compromise was reached concerning public examinations and it was decided that they would be taken in Class 10 and 11 to allow children time to mature and to avail of as much of the Waldorf curriculum as possible. GCSEs are now mainly taken in Class 11. Now in its 47th year, the school has a current register of 160 pupils and maintains a distinct international environment with families and teachers from all corners of the world.







# Our Mission

Our Mission is to **Inspire** students through the delivery of the Waldorf Curriculum and develop a strong connection between children and their teachers.

# Our Vision

Our Vision is to **Engage** the head, the heart, and the hands, **Enthuse** the child with curiosity and a sense of wonder for the world and **Inspire** a love of learning that will last a lifetime.

We are a co-educational and independent school welcoming students from all cultures and backgrounds, catering for children from 3 to 17 years old.

Our school is the only one of its kind in Northern Ireland, following the internationally recognised Waldorf curriculum for the Early Years and Lower School and a blended curriculum in the Upper School as students move towards GCSE examinations.



# Our Values

## Acceptance

We recognise our responsibility to nurture the child. We aim to prepare students for life in a culturally diverse society by developing tolerant, articulate, motivated and mature individuals.

## Connection

A meaningful relationship is fostered between the child, teacher and class. Parents are immersed into their child's school life and frequently involved within the school community.

## Love of learning

We encourage all children, regardless of ability, to find the joy in learning, to believe in themselves and to be motivated to succeed in their chosen path in life.

## Independence

Our priority is to support every child and provide them with firm foundations so that they can develop into free thinking, morally responsible and confident members of society.



# Structure of the School

**The school is a registered charity.  
The members of the charity form a heterarchical (ie non-hierarchical) legal reflection of all those currently involved with the school.**

The purpose of the membership is to represent the interests of the charity's beneficiaries

It does this by hosting an Annual General Meeting once a year to do the following

- Appoint members of the Board of Trustees.
- Hold them accountable for the effective governance of the school through a review of last year and a preview of the coming year.
- Pass the accounts and appoint external auditors.

## The Board of Trustees

The Board of Trustees is responsible for the effective governance of the school. It appoints (employs) all members of staff. It delegates responsibility for the effective management of the school to the Headteacher. The task of the Board of Trustees is to hold an awareness of and make decisions about what is in the best long-term interests of the whole school.

## 2022-2023 Members of the Board of Trustees

### Chair

**Caroline Ball**  
chair.trustees@  
hollywood-steiner.co.uk

### Members

**Darren Moffett**  
**Gerry Warwick**  
**Mary Roulston**  
**Jenny Holland**  
**Chris Preston**  
**Andrew Reid**  
**Michael Denny**



# Management of the School



**The Headteacher is responsible for the effective leadership and management of the school.**

The Headteacher is supported by a Senior Leadership Team made up of the Head of Lower School, Head of Upper School and the Learning Support Coordinator:



**Susan Williams**

Head of Lower School (Feb–Jul)  
(Class 1–Class 7)  
Learning Support Coordinator

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**Stephanie Sim**

Head of Lower School (Aug–Jan)  
(Class 1–Class 7)

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**Julie Higgins**

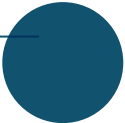
Head of Upper School  
(Class 8–Class 11)

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# School Staff

Peter Chambers	<ul style="list-style-type: none"><li>- <b>Head Teacher</b></li><li>- Deputy Designated Teacher for Child Protection</li><li>- Head of Pastoral Care</li></ul>	headteacher@ hollywood-steiner.co.uk
Susan Williams	<ul style="list-style-type: none"><li>- <b>Head of School for Lower School</b> (Feb-Jul)</li><li>- Class 4 Teacher</li><li>- Learning Support Coordinator</li></ul>	susan.williams@ hollywood-steiner.co.uk
Stephanie Sim	<ul style="list-style-type: none"><li>- <b>Head of School for Lower School</b> (Aug-Jan)</li><li>- Class 3 Teacher</li></ul>	stephanie.simdoran@ hollywood-steiner.co.uk
Julie Higgins	<ul style="list-style-type: none"><li>- <b>Head of School for Upper School</b></li><li>- Class 11 Sponsor</li><li>- Upper School Teacher</li><li>- Designated Teacher for Child Protection for Lower &amp; Upper Schools</li><li>- Exams Officer</li><li>- Teacher in Charge of Timetable and Cover</li></ul>	julie.higgins@ hollywood-steiner.co.uk
Angela Clements	<ul style="list-style-type: none"><li>- Preschool Teacher</li><li>- Designated Teacher for Child Protection for Early Years</li></ul>	angela.clements@ hollywood-steiner.co.uk
Fionnuala McShane	<ul style="list-style-type: none"><li>- Preschool Assistant</li></ul>	Fionnuala@ hollywood-steiner.co.uk
Lauren Carberry	<ul style="list-style-type: none"><li>- Kindergarten Teacher</li></ul>	lauren@ hollywood-steiner.co.uk
Jemma Wemyss	<ul style="list-style-type: none"><li>- Kindergarten Assistant</li></ul>	jemma@ hollywood-steiner.co.uk
Cheridan Scott	<ul style="list-style-type: none"><li>- Class 1 teacher</li></ul>	cheridan.scott@hollywood- steiner.co.uk



<b>Blaithin Burn</b>	– Class 2 Teacher	blaithin@ hollywood-steiner.co.uk
<b>Ruth Horan</b>	– Class 5 Teacher	ruth.horan@ hollywood-steiner.co.uk
<b>Emma Morgan</b>	– Class 6 Teacher	emma.morgan@hollywood- steiner.co.uk
<b>Debbie Hollinger</b>	– Class 7 Teacher	debbie.hollinger@ hollywood-steiner.co.uk
<b>Margaret McCreedy</b>	– Class 9 Guardian – Upper School teacher	margaret @hollywood-steiner.co.uk
<b>David Hackett</b>	– Upper School Teacher	david.hackett@ hollywood-steiner.co.uk
<b>Emily Dalzell</b>	– Upper School Teacher (maternity)	emily@ hollywood-steiner.co.uk
<b>Trish Plant</b>	– Class 8 Guardian – Upper School teacher	trish@ hollywood-steiner.co.uk
<b>Nadine Schmid</b>	– Class 10 Sponsor – Upper School Teacher – German	nadine.schmid@ hollywood-steiner.co.uk
<b>Sheila Smart</b>	– Gardening Teacher	gardening@ hollywood-steiner.co.uk
<b>Luke De Villeneuve</b>	– Craft Teacher – Fire Marshall – Health & Safety Official – Maintenance	craft@ hollywood-steiner.co.uk
<b>Naomi Hall</b>	– Learning Support Assistant	naomi@ hollywood-steiner.co.uk
<b>Lenna Roberts</b>	– Learning Support Assistant	lenna@hollywood-steiner. co.uk
<b>Jude Rosbotham</b>	– Reception and Office Assistant	info@ hollywood-steiner.co.uk
<b>Julie Morrow</b>	– Finance and Admin	admin@ hollywood-steiner.co.uk
<b>Liz McLernon</b>	– Learning Support Assistant	Liz@ hollywood-steiner.co.uk
<b>Helen Black</b>	– Cleaner	helen.black@ hollywood-steiner.co.uk

# Pastoral Care

**The school has a strong emphasis on the wellbeing of all students and the Pastoral Care Policy and Positive Conduct Policy are in place to ensure a safe and productive learning environment for all.** The approach to challenging behaviour from students is set out in these policies and is designed to reflect the age of the children it applies to.

## Lower School

From the start of formal education in Class 1 until the end of Class 7, the Class Teacher has overall responsibility and care for the class, thereby creating an ideal environment for sustained and supportive learning. In our rapidly changing world, having the same Class Teacher through most, if not all, of their Lower School years provides a haven of stability and continuity which is extremely rare in other schools. The children develop a unique level of trust and confidence in their teacher while their teacher gains a deep understanding of the strengths and needs of each child.

It also means a close and supportive relationship is developed between the Class Teacher and the parents/guardians.

## Upper School

Each class is assigned a Sponsor who looks after their overall well-being throughout their time in the Upper School. He or she carries a deep knowledge of the Steiner curriculum, as it relates to the Upper School program and guides the pupils knowledgeably through the crucial stages of adolescence. The aim of the Sponsor is to evolve from manager and authority figure into partner; someone who works with an independent and self-motivated group of young adults to help them achieve their potential and contribute in a lasting and positive way to the school and wider community. The most fundamental definition of Steiner education is 'education towards freedom'.



At any time, pupils can make an appointment to meet with their Class Teacher, Sponsor, Head of School or Headteacher to discuss any issues or concerns that they may have.

## We are here to help



**Peter Chambers**, Headteacher  
headteacher@hollywood-steiner.co.uk



**Susan Williams**, Head of Lower School (Feb-Jul)  
susan.williams@hollywood-steiner.co.uk



**Stephanie Sim**, Head of Lower School (Aug-Jan)  
stephanie.simdorran@hollywood-steiner.co.uk



**Julie Higgins**, Head of Upper School  
julie.higgins@hollywood-steiner.co.uk

**...or talk to your Teacher, Sponsor  
or any member of staff**

**If you want to talk to someone outside  
of school, you can contact:**

**childline**

0800 1111/childline.org.uk

**NSPCC**

0800 800 500/nspcc.org.uk

**HSC** South Eastern Health  
and Social Care Trust

0300 100 0300/setrust.hscni.net



028 9025 9299/psni.police.uk



# Educational Structure

Hollywood Steiner School comprises three schools.



## Early Years

The Early Years include **Preschool (children aged 3-4 years) & Kindergarten (P1 and P2)**

In our Preschool, the child is learning primarily through imitation. Most of the child's day consists of meaningful work and activities with a purpose such as,

baking, gardening, doing laundry, cleaning and taking care of the Preschool room. Our children also explore creative activities through painting and modelling using natural materials.

Kindergarten is a home away from home. We follow a rhythm of the week and every day has a different activity, from baking, painting, seasonal crafts, drawing and cleaning. The children gradually move into free play, where beautiful, simple and natural toys are on offer to evoke the children's imaginations, encourage social play and problem solving.

## Lower School

### Classes 1 – 7 / 6 – 13-year-olds / P3 – Year 9

The Waldorf curriculum content is introduced through a main or morning lesson, given by the class teacher during the first two hours of the day. The same subject is explored and studied comprehensively each day, ideally for four weeks, before the class moves on to another subject. These main lessons enable the teacher to introduce a subject in great depth and variety, giving the pupils the chance to engage as deeply as they are able with the given topic.

Main lessons are cross-curricular, multi-modal and multi-sensory. As a result, pupils are more involved with the subject than is possible in short lessons given intermittently over a much longer period and can breathe into and out of their learning experience in a way which is conducive to retention of content, development of capacity and health.

Preferably, the class teacher remains with the class throughout the seven years of the Lower School. However, this is an ideal. Whilst this can enhance the wholeness of the curriculum it is not vital to

its efficacy, as the curriculum itself is a meaningful unity. The class teacher teaches most of the lessons, especially in the early stages. Languages, Music, Art, Craft and Woodwork lessons are usually taken by specialist teachers. Other specialist teachers (typically Science and Mathematics or English) may be engaged as the children approach Class 7.





## Upper School

Transition Year  
- Class 8/13 –  
14-year-olds/Year  
10. Classes 9 – 11/  
14 – 17-year-olds/  
Year 11 – Year 13

For the duration of the pupil's Upper School education, a

Class Sponsor takes over their Pastoral Care, while specialist teachers deliver the various subjects. There is a greater level of conceptualisation in all subjects, although a wide range of studies are pursued up to the point when the pupil leaves. The Waldorf curriculum, alongside the GCSE curricula, seeks to address the need for adolescents to receive a balanced education which allows them to experience the world through their hearts and hands, as well as their heads. Pupils begin preparing for the GCSEs from Class 9 onwards.

Pupils may then transfer to another school or college or seek employment. Most transfer to mainstream schools to study A-levels with great success and adjustment issues are ameliorated by their strong sense of identity and ability to take on challenges independently, a quality often noted by teachers and Principals of institutions to which our children transfer.

## Continued education after Class 11

Parents and Guardians are expected to arrange the applications for admission to other schools or colleges of further education. The school however does make good use of the local Careers Service to provide advice to pupils and parents in making choices for further education or work.



# Curriculum

Please go to the school website to view our Early Years, Lower School and Upper School Curriculum Prospectuses under the Waldorf education heading.

## Evaluation, Testing and Reports


Regular and candid communication between parents and teachers is vital. Written narrative reports are prepared at the end of the school year by each member of staff who has taught the child during the year. Mid-year reports are prepared before Christmas for children involved in GCSE exam courses.

- Reports for Lower School, issued annually, are written mainly for parents. Read sections but not the whole, to your child.
- Upper School reports, which are issued bi-annually, should be read by both parents and pupils.

These end-of-year reports are comprehensive but cannot take the place of more detailed discussions between parents and teachers. An annual report is also too infrequent if there is a particular concern in some area of the child's progress.

Meetings can be initiated by either the teacher or the parents. It is recommended that you meet personally with your child's teacher at least twice a year, one time being at the Parent Consultations, held in the summer term.

Home visits may also be arranged by either party. This is because experiencing the child in the home setting can be mutually beneficial for both the child and teacher and helps to foster the relationship between home and school.



A pupil's progress is assessed through the consideration of their whole development, which includes social and artistic capabilities in addition to academic performance.


Teachers keep their own records of work in progress and may run internal tests further up the school.

## Supporting the curriculum at home

To fully benefit from the Steiner curriculum, it is desirable that pupils and parents show co-operation with the school's ideals. Whilst we value technological advances, we recommend that children below puberty have limited access to screen time, which includes television and computer gaming. This recommendation arises out of teacher observation of the effects on pupil's ability to focus on school activities and an abundance of research which at the very least requires us to use caution and discretion in the use of technology with our young people.

## Computers/Mobile phone

Computers are generally not part of teaching aids and approaches used in the Lower School unless a word processing facility is needed in the case of a child with a specific learning difficulty.



However, when our pupils enter Upper School, they are introduced to basic computing techniques and will use computers for many elements of their GCSE work.

Students are permitted to have mobile phones in school, but they must be switched off and in their school bags when on school grounds.

## Homework

Homework is not usually given below Class 4. Thereafter it greatly helps the teacher if parents can ensure the child has a regular homework time and if they take an interest in the child's work.

Failure to produce homework will entail cautionary marks for pupils.



## Pupil Support

Any one-to-one tuition is conducted in a way which complies with the Child Protection Policy and guidelines. This policy applies to Special Educational Needs tuition and peripatetic lessons given by an outside tutor (normally a Music tutor) who visits the school for the purpose of delivering private lessons.



## Games/Physical Education

Games are an important part of the child's development. Appropriate clothing must be worn for games lessons. Pupils are required to wear clothing that will give full range of movement and suitable footwear. Please note that boots, sandals, skater shoes etc. are not designed for vigorous activities and are likely to cause foot and ankle injuries. Pupils who do not bring the correct attire must use the school's stock or will not be able to participate, at the teacher's discretion. Repeated failure to bring the correct equipment will lead to consequences in line with our Positive Conduct Policy.

Games are school based up to Class 4. Thereafter, some classes may be conducted off school grounds. Parents/Guardians will be informed of this in writing and will be asked to sign the necessary consent forms.

## School exchange

Over the years, the school has developed a special relationship with a Steiner School in Bochum, Germany. As a result, many pupils go on exchange programmes during Class 9. This is done with pupils from Bochum's Class 10. As this is done with another Steiner school, there is little disruption to the curriculum.

The Bochum school is nearly seven times the size of ours and pupils experience subjects and opportunities which are unavailable here. It is both a wonderful educational and life experience as pupils not only become more proficient in their German but gain maturity and unique insights as they are immersed in an entirely different environment. The experience of hosting a visiting student from another culture is of great benefit to our pupils in widening their perspective.

## School trips abroad

School trips offer an engaging and rewarding opportunity for additional learning. Class trips outside Northern Ireland can take place from Class 5 upwards. Pupils and parents/guardians, with the assistance of the teacher and the school, often fundraise in a variety of ways to enable these trips to happen. Information regarding these trips is shared in advance and parents are asked to commit to agreed payment schedules.

## School outings

These are often only possible with the assistance of parents. The school does not possess a minibus. To comply with safeguarding advice parents can no longer give lifts to support these trips.

At times this may mean that the school uses public transport or hires a bus. At other times, the teacher may ask to meet the students at the venue and for them to be collected from the venue or make their own way home. If this is the case it is because the cost or practicality of the first two options is





prohibitive. The school cannot become involved in shared transport arrangements between parents for such trips but encourage all our parents to contact other parents in the class to share this burden.

In accordance with Child Protection guidelines all assistants on school trips must have obtained Access NI clearance before participation is permitted. To facilitate outings and other assistance given by parents, we ask all parents interested or likely to participate in this way to ensure that they have an Access NI Disclosure Certificate in the name of Hollywood Steiner School. The office will facilitate this application for you.



## School books and materials

The school supplies most of the stationery used by the children. Parents should supply pencils, pens and equipment for drawing and geometry on the advice of the class teacher. Please ensure that pens and geometry equipment are of a good standard as they affect the quality of the work. Children should not use felt-tip pens. All main lesson writing should be carried out with coloured pencils and from Class 4 upwards, with an ink (fountain) pen, not Biro.

## Appearance

While the school does not have a uniform policy, **it is critical that through their dress pupils demonstrate a degree of sensitivity and respect for themselves** and the school. Please support us in ensuring that your children are appropriately and adequately clothed for the school day.

We must also be mindful of the fact that in our school we have very young children alongside adolescents, whose out of hours dress preferences may not accord well with the needs of the younger children. To this end, a dress code is in place and parents will be informed if the sponsor or class teacher has concerns regarding this matter.

Clothes and footwear should be clean and in good repair and should be suitable for school work. This

includes crafts and physical activities that involve vigorous movement of arms and legs.

The following applies mainly to pupils in the Upper School since the issues do not often arise in the Lower School. **However, the school reserves the right to apply the following to all pupils:**

- Midriffs and necklines should be covered.
- Very short skirts are not suitable attire nor are T-shirts or sweatshirts with obscene or offensive slogans or images.
- All tattoos and piercing and other alterations to the individual's physicality should be covered or removed during school.
- All cosmetics should be subtle.
- All jewellery should be modest and not impinge or risk the individual

Any infringement of this dress code will be treated as a breach of the Code of Conduct



Warm clothes are essential not only during winter but all year round as children do spend some of their break and lunch time outside, unless it is raining heavily. It is particularly important for young children to have both indoor and outdoor footwear. Waterproof clothing is also necessary in our changeable climate. Please ensure that any clothing left in school is well marked with the name of the owner.

To provide clarity over issues of dress code, the school will issue a letter to the parent/guardian of any child in breach of the dress code with a clear indication as to what item/appearance breaches the code. We would request that your child not wear that item again or anything of a similar nature. A further breach of dress code will trigger a second letter, again detailing which item is in breach of the code and stating that a third breach

will result in the child being sent home to change. In the event of this not being possible the family will be asked to attend a meeting with the Head of School and the Headteacher.

We have clear reasons why certain items or styles of dress are not appropriate for school and we would ask that you respect these. If the school had a uniform then the issue of compliance would be mandatory.

We support our students expressing their individuality in the clothes they choose to wear for school, within **the guidelines of the dress code.**



## Break and Lunch

Parents and guardians should provide nutritious packed lunches. **Fizzy drinks, chocolate bars, sweets and other unhealthy foodstuffs are not to be included in lunches.** In our experience food that contains artificial sweeteners, colourings, flavourings and high levels of sugar can be damaging to some children's concentration and behaviour. This undermines their ability to learn. Our wish for the children is that they eat healthy nourishing food. Teachers may ask a child to take home unsuitable items rather than eat them in the classroom. **Please do not put your child or our teachers in the position of having to apply this consequence.**

Please also ensure that children have an adequate nutritious breakfast before coming to school.

For Health & Safety reasons, all eating should take place in the classroom and not in the corridors, communal areas or playground.

Hollywood Steiner School has an Open Policy on Nut Free Foods, where it asks for the cooperation and understanding of all parents and pupils to support other individuals who may have adverse reactions to environments containing nut derivatives. **Please do not include any nuts or nut products in your child's packed lunch.**

Only the oldest children are allowed out of the school grounds at lunchtime provided consent is supplied in writing by parent/guardian(s).

# School start and finish times

## Early Years

Preschool: 8.40 am - 12.30 pm

Kindergarten: 8:40 am - 12.30 pm

## Lower School

**Class 1: 8:40 am – 1.30pm**

Class 1 finishes at 1:30pm every day from Sept 1st (children may be collected at 12:45pm, before lunch, if desired). After the first half term break, children will stay until 3pm on Tuesdays only. After **Christmas**, this finish time of 3pm extends to Tuesdays and Thursdays. After Easter, the Class 1 pupils stay until 3pm on Tuesday, Wednesday and Thursday. Finally, after the June mid-term break, the children finish at 3pm each day apart from Friday.

**Classes 2 – 8: 8.40am – 3pm**

## Upper School

**Classes 9 – 11: 8.40am - 3.30pm**

3pm on Thursdays to allow for staff meetings

## Dropping off and collecting children

Please ensure that an adult hands over young children to the teacher. Please inform the school if there is going to be a delay in the collection or if an unfamiliar person is to pick the child up after school.

Parents should collect children from inside the school grounds as it is not safe for them to congregate at the side of the car park or the narrow footpath on Croft Road. Please do not park in the staff car park.

Please do not wait or park on the yellow zigzag road markings at both entrances of the school. These must be always kept clear for the safety of the children.

Pupils are expected to behave respectfully to our local community.

Children must arrive at school at 8.35 am and be picked up according to their finishing times (see above). Any child having to wait outside these times





must be closely supervised by their parents. It is a parent's responsibility to ensure that their children are not on school grounds outside of school hours.

## Daily Timetable

This timetable applies to the Lower and Upper Schools. The timetables for Preschool and Kindergarten are set by the Early Years staff.

- 8:40 Registration**
- 8.45 Main Lesson**
- 10.30 Break** (food eaten in classroom)
- 10.45 Break** (pupils go outside, apart from those involved with student support lessons)
- 11.15 Period 1**
- 12.00 Period 2**
- 12.45 Lunch** (food eaten in classroom)
- 1.00 Lunch** (pupils go outside)
- 1.30 Period 3**
- 2.15 Period 4**
- 3:00 School finishes for Lower School / Period 5 for Upper School**
- 3.30 School finishes for Upper School** (Thursdays 3.00pm)

## Pupil Medical Care

In instances of minor injuries or accidents a child will go to the office and either the school secretary or any other member of staff with an up-to-date first aid qualification will give assistance from the first aid kit. If there is a more serious injury, the parents will be contacted and asked to collect the child as soon as possible.

If immediate medical attention is needed, an available member of staff will take the child to the local surgery in Holywood or to Dundonald Hospital/ Bangor Hospital or an ambulance will be called as appropriate. Meanwhile the office will contact the parents to inform of the injury and to say what action has been taken.



It is each parent's responsibility to provide an up-to-date contact telephone number at which they can be contacted during school hours.

If a child is too ill to remain in class, parents will be contacted to collect their child. Please ensure you provide enough up-to-date contact information for the office to be able to get in touch with someone should your child need assistance.

The school receives occasional visits the school nursing service for purposes such as inoculation, or screening.

## Administering Medication

The parents of pupils who need to carry emergency medication e.g. inhalers must complete a request form to enable their children to do so. An Individual Health Plan may also be required for some conditions. The school needs to be aware of all medication, (prescription and non-prescription), on school grounds. Therefore, it is essential that parents complete the necessary form to enable their child to have medication during the school day, whether this is short term or long term. All non-emergency medication must be delivered to the office in its original packaging, with an instruction leaflet and clearly labelled with the pupil's name. A record will be kept of any medication given to a pupil.

## What to do if....

### ...your child is ill or will be absent

If your child/children will be absent or late for school, **you must inform the school office before 8.40 am on each day of the absence.** This is extremely important if we are to fulfil our obligation to keep children safe.

Children returning to school after an illness must bring a note from their parents. If there is an important reason for the child to be absent, other than through illness, parents should write to the headteacher and the child's teacher as early as possible to ask for permission. It is at the school's



discretion whether work is provided for children for absences.

### **...you wish to holiday during term time**

Holidays should not be taken during term time and your child should not miss the beginning or end of school terms or half terms for holidays. The school will not be responsible for omissions in your child's learning due to such absences.

### **...there are changes at home**

Parents should inform the class teacher or sponsor of any changes in the home life of a child which could affect the child's behaviour such as parents' absences, serious illness in the family, the need for medication, etc.

## **Policies and Procedures**

School Policies are on the school website under the School Policies heading and are available on request in the School office.

The School's Safeguarding and Child Protection Policy is emailed to all families at the start of each year but is also published on the website. It is important to be aware of the content of this policy.

## **Concerns or Complaints**

The Hollywood Steiner School Concerns and Complaints Policy may be accessed on the website or can be viewed in the School office.

It is important that you follow this procedure if you have a concern.

**Please contact Jude in the School office for any administration concerns.**

[info@hollywood-steiner.co.uk](mailto:info@hollywood-steiner.co.uk)

**Please contact Julie in the School office for any financial concerns.**

[admin@hollywood-steiner.co.uk](mailto:admin@hollywood-steiner.co.uk)





Hollywood Steiner School, 34 Croft Road,  
Hollywood, Co Down, BT18 0PR

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📘 holywoodsteiner    📷 holywood\_steiner\_school

**hollywood-steiner.co.uk**

Company Registration Number NI 12003

Registered with the Charity Commission for Northern Ireland NIC 103712