UP HOLLAND HIGH SCHOOL Dedicated to Excellence

TRANSITION BOOKLET 2022

Ofsted

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Transition to Up Holland High School



At Up Holland High School, we recognise that the transition from primary to secondary school is an extremely important and sensitive time in a child's life. We are very proud of our strong links with our local primary schools and look to build on these each year to ensure a smooth transition into secondary school for all children.

Every child who obtains a Year 7 place at Up Holland High School spends at least one day with us during the Summer Term of Year 6 before their transfer to us in September. This time spent with us provides each student with a realistic experience of what it is like to be a student of Up Holland High School. Each student spends time with their personal development tutor, a pivotal person in their move to high school; participates in lessons throughout the day; finds out their allocated House; takes lunch in the school dining room and travels to and from school independently. We also offer additional transition days for those students who may struggle with the change and we work closely with our feeder primary schools during Year 6 to identify these children.

This information booklet is for the benefit of both parents/carers and students. It explains many things about Up Holland High School, including the way it is managed and organised, our systems and structures and our values.

Mr P Scarborough Headteacher



The Governing Body

Mr P Sharples	-	Chair of Governors
Mr P Scarborough	-	Headteacher
Mrs A Jones	-	Chair of Standards and Effectiveness
		Committee
Mr J Gardner	-	Chair of Resources Committee
Dr R Foster	-	Co-opted Governor
Mr J Lyon	-	Teacher Governor
Mrs R Bond	-	Staff Governor
Mrs L Bradshaw	-	Shared Vice-chair of Governors /
		Parent Governor
Mr I McDonald	-	Parent Governor
Mr D Cooper	-	Parent Governor
Miss N Martin	-	Parent Governor
Mrs G Sinnott	-	LEA Governor
Mrs R Sinnott	-	Co-opted Governor
Mr J Nicholson	-	Shared Vice-chair of Governors /
		Co-opted Governor



The Senior Leadership Team

Mr P Scarborough	-	Headte
Mr D Blackledge	-	Deputy
Mrs R Bond	-	Directo
Mrs A Williams	-	Assista
Mrs A Scarborough	-	Assista
Miss K Higgs	-	Associa

Mrs S Worthington

- eacher
- y Headteacher
- or of Standards
- ant Headteacher
- ant Headteacher
- Associate Assistant Head
- Associate Assistant Head

The Transition Team

Mrs C Farren -	Teacher of MFL / Lead for Transition
Mrs M Dewhurst -	SENCo / Teacher of English
Mrs E Davis -	Assistant SENCo
Mrs R Carty -	Senior Personal Development Manager Y7

SEN Team

At Up Holland our SEN team work in school to support students with special educational needs. The team is made up of 8 members of staff:

> Mrs Dewhurst – SENCo (Special Educational Needs Co-ordinator) Mrs Davis – Assistant SENCo Mrs Mayers – LSA (Learning Support Assistant) Mrs Cudworth - LSA Miss Harrison – LSA Mr Jolley – LSA Mr Phillips – LSA Mrs Hankinson - LSA

Our team of LSA's support students with their learning in lessons, however not every class will have an LSA. When the team aren't in lessons, they will most likely be found in Phoenix.

Phoenix is a safe space in school that is open for students who have a special educational need. It is open before school (from 8.35am) and every break and lunch time. There are several activities on in here at lunchtime including board games, film club and a 'Walk and Talk' activity. Phoenix is also equipped with computers for students to use at break and lunch time too. The SEN team also run homework clubs for each of the year groups where they can support students if they are struggling to keep up or complete homework. These support groups run once a week at lunchtime.



Vision and Values

At Up Holland High School, students are encouraged to be ambitious and the best they can be. We provide excellent opportunities for all students to succeed and have an outstanding reputation for high academic achievement and educational standards. Learning is the central focus of all that is done at Up Holland and we are committed to developing the whole child, providing the opportunities essential for personal, intellectual, emotional and social growth. We are all very proud of our school and its successes and we strive for excellence in everything we do.

We are a smaller than average school which enables us to get to know our young people very well, to focus on their individual needs and work in real partnership with parents and carers. An extensive system of rewards encourages the pursuit of excellence and values and celebrates achievements in all areas of school life. High expectations of attendance, punctuality, uniform and behaviour underpins success in school and lays the foundations for success in the wider community and life beyond school.

At Up Holland School, we firmly believe in the development of the individual student, something that we promote through our prominent 'Character and Culture' programme.

This programme provides opportunities for students:

To develop important values.

To make themselves more prepared for further education and more attractive to future employers.

The programme focuses on five key values and skills that we call LORIC. Employers consider these skills to be most desirable in the workplace:

- ✓ Leadership
- ✓ Organisation
- ✓ Resilience
- ✓ Initiative
- ✓ Communication



Transition Timeline

SEPTEMBER

Current Year 7 visit primaries before Open Evening

OCTOBER Parents' Information Evening to find out how your child is settling at Up Holland

SEPTEMBER

Students start year 7 During the first half term they have early lunches.

> <u>AUGUST</u> A 3-day Summer School takes place for those who may struggle with the change.

<u>JUNE</u> Information Evening for parents / carers and students. All students spend at least one day at UHHS.

OCTOBER Open Evening / SLT Tours of school Apply for secondary school admission

MARCH - MAY

The list of names arrives from LEA. We visit primaries to gather information and meet our new intake.

APRIL - JUNE

We carefully take time to place students into the correct PD groups based on the information collected.

*For further and more detailed information go to our website: <u>https://uhhs.uk/year-focus/year-6-transition/transition-to-uhhs</u>



Transition Events

Our Y6 Transition Day will take place on Wednesday 29th June 2022. This will give students the chance to meet key members of staff and spend some time on site, getting to know the school, our routines and expectations and other members of their personal development group. Students should arrive at Up Holland by 8.45am, wearing their current school uniform, including school shoes and gathering by the turning circle. They will need to make their own transport arrangements for this day. They will experience three lessons, one of which may be in the gym or dance studio (please bring pumps or trainers to change into), as well as spending time with their new personal development tutor. There will be a morning break of 20 minutes where students can purchase a snack and a lunch break lasting 50 minutes. Students can either bring their own packed lunch or choose a school dinner, which will be free to all students. The school day will end at 2.50pm and students should make their own arrangements to get home. More information regarding this will be sent out directly in the coming weeks.

If you would like to meet with any of our Transition Team or have any questions in the meantime, please contact Mrs Farren at <u>c.farren@upholland.lancs.sch.uk</u>

Y6 Parents' Information Evening

This will take place on Wednesday 29th June 2022 at 6pm in our Main Hall. We strongly encourage all parents / carers to attend as key information will be shared regarding the transition to high school and school procedures. It will also be an opportunity for parents and carers to meet with key members of staff.

Additional Transition Events

During the summer term, we normally operate a number of additional transitional activities, although not all of these will be for all students. These are small group or individual sessions for those students who may require some additional support with their transition for a number of different reasons. Details and information about these will be sent out separately. If you feel your child would benefit from this, please contact Mrs Dewhurst or Mrs Farren.

There will also be an additional transition session for those students who are the only ones joining us from their primary school. This will take place on Monday 27th June 2022 at 1pm and more information will be sent out closer to the date.

Summer School

We will be holding a 3-day Summer School here at Up Holland for those students who will require additional support with their transition. This will provide them with opportunity to become familiar with the school site and key members of staff, as well as making new friends. Invitations will be sent out to individual students about this by Mrs Williams (Assistant Headteacher.)



The First Day

Year 7 students will start school on Monday 5th September 2022. They will arrive by 8:45am and assemble in the Main Hall. There will be a short assembly with their Senior Personal Development Manager and the Headteacher before they all go to their personal development rooms. Students will be given their timetable during registration. There is no need for your child to bring their PE kit with them on the first day.

The First Week

During the first few weeks, Year 7 students will finish period 4 at 1.15 pm rather than 1.30 pm to go to lunch early and before the rest of our students; this is so that they can get used to the cashless catering system and have time to visit all of the areas in school that provide lunch. It is our aim to give them this time to alleviate any worry they may have about lunchtime.

All Year 7 students will finish at 3 pm during the first full week, which will allow them to get out of the main gates and to the buses before the rest of the year groups finish at 3.10 pm.

Contacting School

Should you wish to contact school for any reason, it would be appreciated and most effective if the following procedure could be followed:





<u>Uniform</u>

 <u>Girls</u> Fitted navy blazer with embroidered new logo Blue shirt Clip-on tie with embroidered logo Grey/Blue check skirt embroidered logo – knee length Navy trousers with embroidered logo Grey knee-high sock/Grey thick tights (no ribbons/patterns/lace) Plain black shoe Year 11 – navy embroidered sweater Hair bands/scrunchies/bobbles plain navy in colour 	 <u>Boys</u> Navy blazer with embroidered new logo Blue shirt Clip-on tie with embroidered logo Navy trousers with embroidered logo Plain navy sock Plain black shoe Year 11 - navy embroidered sweater

ADDITIONAL INFORMATION

Outdoor coats

Preferably black in colour. Please ensure they are substantial and weatherproof. Denim, leather and studded jackets are not acceptable.

Jewellery

Please remember that for general reasons of safety and security no jewellery of any kind (e.g. rings, necklaces, ear-rings, ear-studs, etc.) may be worn by either boys or girls, nor should items of jewellery be brought to school. Only a watch is permissible. Refusal to remove will result in isolation.

Hair styles

Hair must be tidy and of a reasonable length. Excessively tinted or dyed hair is not allowed, nor hair with patterned lines cut into it. Please see policy for full details.

Nail varnish

This is not allowed, alongside false nails. Please see policy for full details.



Physical Education Uniform



*Our uniform can be purchased from a number of suppliers, providing it meets the school's uniform requirements. Please be aware that any non-compliant styles or colours of uniform will not be permitted. To ensure the correct style of uniform, please see below for details of our approved stockists. Our approved stockists offer school uniforms that are fully compliant with our uniform policy at a fair price.

Slaters	AC Sports
Eckersley Mill	795-797 Ormskirk Road
Swan Meadow Road,	Wigan
Wigan, WN35BD	WN5 8HE
01942 244426	01942 216537
https://www.slaters-schoolwear.co.uk/shop/	https://acsports.co.uk/product-category/school-uniforms/
sales@termtex.co.uk	info@acsports.co.uk



The School Day

Staff Briefing (prior to school)	8.35 am	-	8.45 am
Personal Development Time	8.45 am	-	9.10 am
Period 1	9.10 am	-	10.10am
Period 2	10.10 am	-	11.10 am
Break	11.10 am	-	11.30 am
Period 3	11.30 am	-	12.30 pm
Period 4	12.30 pm	-	1.30 pm
Lunch	1.30 pm	-	2.05 pm
Period 5	2.10 pm	-	3.10 pm
School day ends	3.10 pm		

Personal Development Groups

All Year 7 students are placed in a Personal Development group and there are 7 groups in total. Students spend the first 25 minutes of every morning with their Personal Development group and each day has a different focus – CEIAG/PHSE, Literacy / Numeracy, ERIC, Character and Assembly. We try to ensure a mix of boys and girls from a number of primary schools as well as some familiar faces. These groups are NOT ability-based and we use the information we receive from primary schools to group students; however, sometimes we may have a smaller group where we are aware of attendance issues and the Personal Development Tutor works closely with those students to overcome any potential barriers and improve attendance.

Attendance

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

<u>Lateness</u>

Morning registration will take place at the start of school at 8.45am. Any student arriving after this time will be marked late unless there is an acceptable explanation e.g. school transport was delayed. Late arrival to school without acceptable explanation will result in a C4 (lunchtime) detention on the same day.



<u>Absence</u>

If a child is absent, parents/carers should call the school on the first day and each subsequent day, stating the reason for the absence. A note should then be sent into school on the day the child returns, explaining the absence. If no contact is made by parents/carers explaining the absence, the school will try to phone and/or text to secure an explanation. Where the school is unable to make contact by phone, a letter will be sent. If attendance falls below 96% for any student, a letter will be sent home by the Headteacher, outlining the importance of good attendance and offering support. If the attendance rate does not improve, further contact with home will be made to determine appropriate help and support.

Teaching Groups

Year 7 students are placed in sets for Maths, Science and English. The English set also determines their set for History, Geography, Religious Studies, Spanish, Art, Performing Arts, Music and Computing. These sets are based on the information that we receive from the primary school; however, we also carry out our own baseline testing during the first half-term (including CATs) and teaching groups may change as a result of these.

<u>Curriculum</u>

During Year 7, students follow a broad and balanced curriculum which includes these subjects:

Maths English Science Geography History Religious Studies Spanish Music Performing Arts Physical Education Art Design Technology

Computing

At Up Holland we place a strong emphasis on the importance of reading across the curriculum and all year 7 students have regular library lessons.

<u>Data</u>

In order to ensure we can keep you up-to-date with information during this ever-changing climate, we would be grateful if you could complete the data booklet and return to the school as soon as possible. This can be mailed to us or returned to the main school office.



Equipment

Students are expected to have the following equipment:

Two pens (blue or black Biro), Purple pen (Biro), Two pencils, Pencil sharpener, Eraser, Ruler-30cm (marked in mms and cms) Protractor, Compass, Scientific calculator (Casio fx-85GTX), Glue stick, Whiteboard pen, Highlighter

We also recommend that students have a:

Compact English dictionary, mini whiteboard, set of coloured pencils (felt tips are not recommended)

School Synergy

School Synergy is a solution to help manage communication between home and school. With School Synergy, school news and information specific to your child is shared in real time. At Up Holland High School, we use Synergy for attendance, reports, rewards, behaviour, parent evening appointments, school calendar, homework & parent letters.

School to home communication

School may send an email and/or text about a variety of topics such as:

- Behaviour concerns and achievements
- Attendance queries
- School news and events or important announcements
- Individual teacher communication
- Reports, Progress and Assessment Information

These messages will often include a secure link where you can view a detailed message. Your school will share the email address and mobile number(s) being used. A copy of all text messages and emails also appear in the Communication section on the Parent Portal to ensure that you never miss a message.

Parent Portal

The Parent Portal is a single place where you can view school information for one or more children. With a Parent Portal Code provided by school, you can register and view attendance, behaviour and achievements, parent letters, school calendar, parent communication, homework and more. Your school will provide details on the features currently available. You will receive a letter with a code to enable you to set your account up once your child has started in September.

Sometimes it's difficult to know who to contact within school about a specific request. With School Synergy you can complete a contact form from the school website or directly within the Parent Portal. This message is received and routed appropriately to the correct person within school and ensures that a response is given.



<u>Scopay</u>

Our school operates a cashless system. During the first few days, an account is created for each new student and they will operate this by using their thumbprint or a PIN number. Parents / carers will be able to access this account online and top-up their child's account, as well as pay for school trips. Students are also able to top-up their account with cash via the payment machine in the Main Hall.

School Meals

We offer a wide choice of meals which includes a variety of traditional, healthy, vegetarian and light meals. Every day there is a meal deal which provides a selection of nutritious and wholesome meals at a reasonable price. An example menu can be found on our school website at <u>https://uhhs.uk/parents-students/school-menu</u>

If you feel your child may be eligible for Free School Meals, please see the LCC website <u>https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/</u>



Transport

The school is served by public bus services, apart from the bus service from Skelmersdale which is controlled by Grayway. Below you will find bus times and pick-up points. The price is currently £1.90 each way. For further enquiries regarding bus services, please refer to the relevant provider.

If you feel your child may be eligible for free or partially subsided transport to school, please see the LCC website <u>https://www.lancashire.gov.uk/children-education-families/schools/school-</u> <u>transport/free-travel-to-and-from-school/</u>

Transport

The buses that serve the school are public buses apart from the bus service that come from Skelmersdale, they are controlled by Grayway. We do our best to ensure the buses provide a regular and efficient service. For further enquires regarding bus services, please refer to the relevant provider.



Number 1 (Almond Tree)

Whiteledge Road	08:12
Gillibrands Road	08.15
Digmoor Road/Beamcroft	08:16
Digmooor Road/Shopping Parade	08:17
Digmoor/Cherry Croft	08.18

Number 2 (Ashurst/Tanhouse)

Ashurst Road (opp.Kingsbury Court)	08.10
Ashurst Road/Toby Inn	08.12
Northway	08.13
Skelmersdale Bus Station (Concourse)	08.15
Tanhouse Road/Esbank	08.17
Tanhouse Road/Eversley	08.18
Tanhouse Road/St.Marks school	08.19

Number 3 (Labour club/Hallgreen)

Up Holland Labour Club	08.19
Ormskirk Road/ Daybrook	08.22
Ormskirk Road/Victoria	08.23

UP HOLLAND HIGH SCHOOL (REVERSE ROUTES) 3.15pm



Behaviour

Up Holland High School supports the right of every child to be able to achieve his or her potential and the Behaviour for Learning Policy plays an integral part in helping each child to do this. It is a statement that emphasises the school's aim to create a positive, motivated environment in which every child has the right to learn and develop academically, culturally and socially. Equally, it allows every teacher to teach and to promote the good practice that encourages individual learning and development.

The following rules make a basic code of conduct for each lesson:

Follow our Dedicated to Excellence classroom expectations which are promoted in poster form in all classrooms. Some of the key aspects include:

- 1. Arrive to each lesson, smart, on time and ready to learn
- 2. Enter the teaching area in a quiet, orderly manner
- 3. Be on their best behaviour at ask times
- 4. Come properly equipped for lessons
- 5. Listen to and follow instructions given
- 6. Respect each other, their teacher and their environment
- 7. Treat others, their work and all property with respect

NB. If rule 4 is broken in a subject where this will mean that the student cannot participate in the lesson, e.g. no PE kit, or ingredients for Food Technology etc, this will automatically result in a C4 unless there is a parental letter of explanation which is deemed to be a valid excuse.

Staff members will verbally make their expectations clear to all students in lessons and employ various normal behaviour management strategies to control students' behaviour during the lesson before resorting to the sanctions or **consequences** for misbehaviour. It is essential that an individual student is verbally warned about inappropriate behaviour, that it is explained what is expected of them and that the student is given time to remedy their behaviour before using the **consequences** for misbehaviour.



Consequences for classroom misbehaviour

C1= First Warning	First verbal warning.
C2= Verbal Warning	Name on the board and loss of reward. No name can be removed from the board or the reward re-instated. The student will be encouraged to think about their behaviour and meet expectations set by the teacher.
C3a/C3b= Subject Detention	Name on the board for continued misbehaviour; this will lead to a C3 which automatically triggers a 10-minute subject detention at break with the subject teacher. Failure to attend the detention will result in a C3b detention (15 minutes) Failure to attend this will result in a lunchtime detention (C4).
C4= 20-minute detention	Persistent low-level disruption or more serious misbehaviour will result in a student being <u>exited</u> from the lesson and a 20-minute detention at lunchtime. <i>Home will be</i> <i>informed by text. If a student does not turn up for the detention, it will lead to a Pastoral</i> <i>detention from 3.10-4.10pm the following day.</i> Any removals during period 5 will be served during lunch the following day. <u>3 x C4s IN A HALF TERM WILL LEAD TO AN SLT DETENTION</u> <u>5 x C4s IN A HALF TERM WILL LEAD TO A ONE DAY ISOLATION</u> <u>If a student has either a Pastoral Detention, SLT Detention, Isolation or Seclusion</u> (time spent at another school in the West Lancashire area) in a half term they will not be able to attend the Rewards Trip.
C5= 8.45 till 3.10pm Isolation	More serious offences will result in a C5 AUTOMATIC EXIT to Pride and the C5 Isolation will be issued the following day. Home will be informed by the member of staff and parents may be called in to meet with the pastoral team, at their discretion. Misbehaviour whilst in isolation can lead to exclusion. $\frac{5 \times C5 \text{ ISOLATIONS IN ONE HALF TERM WILL RESULT IN A 2 DAY SECLUSION}}{(time spent at another school in the West Lancashire area)}$ <u>Further misdemeanours will result in a fixed term exclusion & possibly a Managed Transfer to another school.</u>



Rewards

This is a positive Behaviour and Discipline Policy, resulting in appropriate behaviour being encouraged, celebrated and rewarded. It is therefore essential that praise and rewards have considerable emphasis within the school and that students receive recognition for their positive behaviour, achievement and contribution to school life. It can include good academic work and effort, good behaviour and attendance, help and support to others and contribution to other aspects of school life.

In the classroom, staff will apply this 'Positive Discipline Policy' at all times so that **all** students' achievements are recognised and rewarded accordingly. By **consistently applying** this policy, it is expected that good standards of behaviour will be encouraged and developed by students.

Informal Rewards

These should be used as often as possible, both for and to encourage good behaviour, good attendance, effort, academic and social achievement and to develop self-esteem:

- Verbal praise and encouragement should be a key feature in lessons, form periods and in assemblies. It is important that this approach is used as much as possible
- Comments on work should also be a regular feature, offering praise, encouragement and appropriate advice and guidance for further improvement
- Students' work should be displayed
- Postcards or texts/letters home to parents or carers
- Stickers
- Departmental awards

Formal Rewards

- Students will receive reward points for appropriate behaviour, attitude to learning and separate house points for demonstrating our LORIC values, which will be themed throughout the year.
- Attendance Awards for consistent or improved attendance handed out in weekly, half & termly assemblies. This also includes free toast, first in the dinner queue and gift vouchers.
- Certificates
- Merit cash-in prizes at the end of term
- Non-uniform days
- Headteacher Awards
- Sport Awards
- Participation in end of term reward trips (attendance must be at least 93% except students with medical conditions and/or at the discretion of the pastoral team)
- Extra-curricular activities and clubs, etc.
- Weekly raffle prizes
- Termly Presentation assemblies
- Attendance rewards such as canteen fast passes
- House Competitions
- Headteacher's Afternoon Tea
- Senior Personal Development Manager Awards



Enrichment

Our days at Up Holland are not just filled with lessons; we also aim to provide all students with an all-round education to include a wide variety of enrichment opportunities which include:

- PE clubs, fixtures and trips which run throughout the year a timetable of activities changes each half term.
- Performing Arts and Music clubs, performance opportunities and trips are run throughout the year.
- External teachers who come into school and provide music lessons on guitar, woodwind, brass, voice and drums. Letters will be given out with this information before you join us in September.
- Other clubs throughout the year across school in other curriculum areas.
- We have a Week of Wonder (WOW week) at the end of each year where a variety of external visits and overnight stays are offered more information will come to you about this from September.

Reports and Progress

You will receive two academic progress reports throughout the year via Synergy. The report consists of academic progress, attitude to learning and homework. In addition, we will report on how your child is developing their character through the LORIC values. You will also have the opportunity to discuss your child's progress at the Year 7 Parents' evening which will take place at the end of the first half term. If you do have any concerns prior to the parents' evening that are subject specific, please contact the subject teacher in the first instance.

Helping your child

We understand that the move to high school is a pivotal period in your child's life and we will do everything we can to make that transition a smooth and successful one. We will be working closely with the primary schools to do this and also to develop the child's independence during the summer term. There are lots of things that parents / carers can do to prepare their child for high school, such as encouraging them to take more responsibility for their belongings, practising the route to and from school and supporting their organisation. More information and ideas can be found on the transition pages of our website.



If you require any other information, please visit our website: https://uhhs.uk/

DEDICATED TO SUCCESS

Up Holland High School is dedicated to excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed. This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos we promote our core values of leadership, organisation, resilience, initiative and communication.

At Up Holland High School, we expect students to be selfmotivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford the children the opportunity to positively impact



Useful Links

https://uhhs.uk/year-focus/year-6-transition/overview

https://uhhs.uk/parents-students/introduction-dashboard

https://uhhs.uk/curriculum/key-stage-3-curriculum

https://uhhs.uk/curriculum/key-stage-4-curriculum

https://uhhs.uk/news-events/school-calendar-events

https://uhhs.uk/news-events/latest-news

https://uhhs.uk/parents-students/contact