



# South Hetton Primary School

## School Prospectus



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**The future begins here...**

Welcome to South Hetton Primary School. We are a member of the Tudhoe Learning Trust which is a group of seven Durham based Academy Primary schools who share a genuine passion for children's learning.

We are very much a community and work together to provide a secure and happy environment for everyone. We are committed to strong partnerships with our colleagues in the Trust, community members & parents and believe by working together we can provide the very best education for your child.

There are many opportunities for parents to play a role at South Hetton Primary School. As new parents you will automatically become members of the Friends of South Hetton PTA, if you so wish.

The children here enjoy a curriculum that is rich and varied, is skills based and which is taught through themes and literature. When children enter Nursery, they follow the Early Years Outcomes document. It's very practical based and will give your child the very best start to their formal schooling. Throughout the school, staff work hard to ensure that lessons are exciting and stimulating. We are innovative in our teaching methods and think hard about our practice. Like the children, we aim to be the very best that we can be.

Of course, we want the children in our care to do well academically; to become literate and numerate and to fulfil their potential in their schoolwork. However, at South Hetton Primary School, we want so much more than this. Our school is a land of opportunity where children (and adults) have the chance to explore new experiences, learn varied skills, to find out what they are good at, to develop and grow as individuals and as members of our community.

We look forward to welcoming your son or daughter at our wonderful school.

Mrs N. Mayo  
Headteacher





## School Information

Website: [www.southhetton.durham.sch.uk](http://www.southhetton.durham.sch.uk)

Address: South Hetton Primary School  
Frederick Terrace,  
South Hetton,  
County Durham  
DH6 2TJ

Telephone: 0191 526 1662

Fax: 0191 526 5820

E-mail: [office@shprimary.co.uk](mailto:office@shprimary.co.uk)

Headteacher: Mrs. Nicola Mayo

Chair of the Governing Body: Mrs. Sandra Mason

CEO of Tudhoe Learning Trust Mr. Jim Smith

Type of School: The school is a member of the Tudhoe Learning Trust Academy catering for children aged 3 – 11 years.



## Values and Ethos Promoted at South Hetton Primary School

'With our key values of **perseverance, ambition, independence, nurture and teamwork**, South Hetton Primary School takes pride in having the highest expectations of all our pupils and is passionate about knowing all our children individually so we can give them the maximum support and encouragement.

We challenge all children to strive for academic, creative, sporting and personal accomplishment with a commitment to the principles of inclusion and equality, within a broad, vibrant and enriched curriculum.'



### The School Governors

School Governors meet regularly to review the work of the school and to set school policy. Mrs Sandra Mason is the current Chair of the Governing Body with Mrs Wigham and Mrs Willmore as Vice Chairs. All can be contacted via the school.

Mrs S Mason – Director appointed (Chair)

Mrs L Wigham - Parent Governor (Vice Chair)

Mrs A Willmore - Parent Governor (Vice Chair)

Mrs Padgett Fish - Parent Governor

Mrs C Charters – Director appointed

Mr D Wheatley - Director Appointed

Mr Casson - Director Appointed

Mrs H Hartwell – Staff Governor

Mrs D Thompson – Staff Governor

Mrs N Mayo – Head Teacher

## Staff

Job Description	Name	Curriculum Responsibility
Head Teacher	Mrs N Mayo	Child Protection/ Safeguarding/ Attendance/ Behaviour/ Standards/ Assessment/ Teaching and Learning/Health & Safety
Deputy Head Teacher	Mr P Ruddick	Year 2 Class Teacher Curriculum Leader / PSHE /Maths/ Pupil Premium/Sports Premium
Teaching Staff	Mrs T Hill	Nursery Teacher/SEND/CO/ Science
	Mrs N McHugh	Reception Teacher/ EYFS Lead/ Art / DT
	Mrs Dawn Thompson	Year 1 Teacher/ Phonic Lead/ Computing / Educational Visits
	Miss K Peel	Year 3 Teacher /History/Geography
	Miss M Bell	Year 4 Teacher /RE/ PE
	Miss A Eaglesham	Year 5 Teacher
	Miss S Mann	Year 6 Teacher/ English Lead
Teaching Assistants	Mrs L Merritt	Nursery Support
	Miss F Yorke	Nursery Support
	Mrs J Bradbury	Reception Support
	Mrs L Speight	Year 1 Support
	Miss Stewart	Year 1 Support
	Mrs M Hammond	Year 2 Support
	Mrs L Carr	Year 3 Support
	Miss J Bell	Year 4 Support
	Mrs C Harrison	Year 4 Support
	Mrs H Hartwell	Year 5 Support
	Mrs B Beeston	Year 6 Support
Mrs A Ryall	HLTA PPA Cover	
School Administrator	Mrs E Britton	
Office Assistant	Mrs C Winship	
Caretaker	Mr G Quin	
Cleaner	Ms J Little	
	Miss C Petty	
	Mrs C Walton	
Breakfast Club	Mrs K Johnston	
	Mrs C Walton	
Lunchtime Supervisors	Mrs C Walton	
	Mrs K Johnston	
	Ms J Little	
Kitchen Staff	Miss K McLinden (Cook)	
	Mrs K Richardson	






# Term Dates

2023-24



Holiday	Closing Date	Date Re-opens
Summer 2023	Friday 21 July 2023	Tuesday 5 September 2023
Autumn half-term 2023	Friday 27 October 2023	Monday 6 November 2023
Christmas 2023	Monday 18 December 2023	Wednesday 3 January 2024
Spring half-term 2024	Friday 16 February 2024	Monday 26 February 2024
Easter 2024	Wednesday 27 March 2024	Monday 15 April 2024
May Day 2024	Thursday 2 May 2024	Tuesday 7 May 2024
Summer half-term 2024	Thursday 23 May 2024	Monday 3 June 2024
Summer 2024	Tuesday 23 July 2024	Wednesday 4 September 2024

School closed for teacher training  
Monday 4 September, Tuesday 19 December, Thursday 28 March, Friday 3 May, Friday 24 May



## 2024-25

Holiday	Closing Date	Date Re-opens
Summer 2024	Tuesday 23 July 2024	Wednesday 4 September 2024
Autumn half-term 2024	Friday 25 October 2024	Monday 4 November 2024
Christmas 2024	Friday 20 December 2024	Monday 6 January 2025
Spring half-term 2025	Friday 21 February 2025	Monday 3 March 2025
Easter 2025	Friday 11 April 2025	Monday 28 April 2025
May Day 2025	Friday 2 May 2025	Tuesday 6 May 2025
Summer half-term 2025	Friday 23 May 2025	Monday 2 June 2025
Summer 2025	Friday 18 July 2025	Tuesday 2 September 2025



School closed for teacher training  
TBC

## The School Day: Timings

Nursery	Morning Session	8:45am – 11:45am	Teaching Time: am session - 15 hours pm session - 15 hours
	Lunch	11:45am – 12:15pm	
	Afternoon Session	12:15pm – 3:15pm	
Key Stage 1	Morning Session	8:50am – 12:00pm	Teaching Time: 25 hours
	Break	9:55am – 10:10am 1:45pm – 2:00pm	
	Lunch	12:00pm – 12:45pm	
	Afternoon Session	12:45pm – 3:05pm	
Key Stage 2	Morning Session	8:50am – 12:15pm	Teaching Time: 26 hours 15 minutes
	Break	9:55am – 10:10am	
	Lunch	12:15pm – 1:00pm	
	Afternoon Session	1:00pm – 3:05pm	

We expect children to be punctual for all sessions and have excellent attendance. In the mornings, there is no one on duty in the playground before school; therefore, your child's safety is your responsibility.

The school doors open at 8:40am for pupils and we ask that they arrive by 8:50am for registration. At 8:55am, the pupil entry doors will be locked and all pupils must then enter by the main entrance. It is important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for your child and for the rest of the class. If a child arrives in school after 9:05am, they will be marked as late.

At the end of the school day, please collect your children from the school playground. Staff escort the classes onto the yard in order to dismiss the children to an authorised adult. If you arrive by car, please do not park in the school car park as it causes congestion. Gates are locked between 8:30am and 9:15am and 2:30pm and 3:15pm.

Dogs and smoking are not permitted on the school yard at any time. This includes electronic cigarettes.

Parents and carers are not permitted to enter school by the pupil doors. If you wish to speak to staff, please do so at 3:05p.m. For longer discussions, please make an appointment at the main office.



## Wraparound Care

### Breakfast Club

Breakfast club runs daily from 8:00am and is available at a cost of £2.00 daily. Entry is through the main entrance and no booking is required. Children will have a choice of breakfast items and will have quiet activities and games to play with until the start of the school day. Children will join their classes at 8:40am when the main doors open.

### Tea Club

Tea Club is available after school for those parents who need it. There is a cost of £3.00 per day for childcare until 4:00pm, or £6.00 per day until 5:00pm. This cost includes a light tea.

There is no requirement to book tea club; simply let the school office or your child's class teacher know that your child will be staying behind. Children will be taken to tea club at the end of the day and can be collected from the library doors in the staff car park.





# Uniform

## Why do we have a uniform?

The government strongly encourage schools to have a uniform as it can play a key role in:

- promoting the ethos of a school
- providing a sense of belonging and identity
- setting an appropriate tone for education

This is something that we agree with. We also believe that an expectation to wear uniform at primary prepares pupils well for their secondary school journey.

## Ordering Uniform:

We understand that uniform can be costly, and are therefore happy for parents to choose where they purchase individual items from.

- All uniform is available to order through Tots to Teams and features the school logo. Please order via their website <https://totstoteams.com/schools/south-hetton-primary-school>
- Plain uniform is available in most supermarkets e.g Asda, Tesco etc.

# School Uniform

We understand that many children like to express themselves and prefer certain items of clothing over others. Children can choose from the following items:

- White or red shirt or polo shirt
- Red jumper or cardigan
- Grey or black trousers
- Grey or black skirt
- Grey or black pinafore dress
- Grey or black shorts
- Red and white gingham dress/playsuit
- Plain black school shoes/boots/trainers (no heels)
- School coats are available to purchase, but are optional



# PE Kit

## Our PE kits consist of:

- Black shorts
- Black jogging bottoms (optional for winter)
- Red t-shirt
- Trainers/plimsoles



**safety first**

Jewellery is not a part of school uniform. Any earrings must be removed for physical activity. If your child cannot remove their own earrings, please do so before school on PE/Swimming days.

## South Hetton House System

Children are placed into coloured Houses when they begin Reception. These Houses are used for sporting and curriculum activities and encourages the children to work as a team and mix with other children from different year groups. Our House names are dedicated to local influential people from South Hetton. They are:

**Bradyll- Yellow**

**Gasgoine- Green**

**Houghton-Blue**

**Todd-Red**





## Extra-Curricular Activities

The school organises a wide range of activities outside of usual school hours. These play an important part in pupil's development. Activities vary term on term but may include the following: archery, netball, football, drama, cookery, music, athletics, gymnastics, dance club and cricket.

Other clubs linked to curriculum areas will be offered during the year including science club, maths club and art club.

Some clubs are offered by outside agencies that are fully checked for safeguarding requirements, but may charge a small fee.

All parents will be asked to fill out permission forms for clubs, and detail how their child will be picked up after the session.

## Visits

As part of our education programme we also take the children on interesting educational visits, including residential visits.

### Residentials 2022-23

Year 1 & 2 - Alnwick

Year 3 - Robinwood

Year 4 - Camping in Coniston

Year 5 - Helmsley

Year 6 - London



# Food in School

## School Meals

Our school meals are nutritious and healthy and are cooked and served on the premises by specialist catering company, Chartwell. The cost of a school meal is £2.50, and includes a main meal and dessert. Fruit and a salad bar are also available. If you would like your child to have school meals, we ask you to complete the relevant form and return this to the main office.

## Free School Meals

All children in Foundation and Years 1-2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.

## Lunch Money

The school uses Arbor, an online system. To use this service, an activation letter will be sent to the email address you give to school. This will allow you to create an account and pay for school meals online. We do not allow arrears to build up and if your child owes more than two weeks worth of dinner money, we request that they change over to packed lunches or make alternative arrangements.

## Packed Lunches

Children are also welcome to bring in a packed lunch to school if this is preferred. We promote healthy options as part of the wider school ethos, and therefore encourage fruit and other fresh ingredients as packed lunch content. Please do not include any fizzy, sugary drinks, sweets or nuts. Children are asked to place any uneaten food back in their packed lunch boxes so that parents are able to monitor what has been eaten.

## Healthy Snacks and Drinks

As part of our Healthy Schools policy, children in KS2 are able to bring a snack into school for playtime. This snack should be something healthy such as fruit. Children in early years and KS1 are provided with a daily snack. Children are encouraged to drink water throughout the day. Sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school.



## Attendance

### Absence

We place a strong emphasis on punctuality and regular attendance. We ask that children arrive by 8:50am, ready for the school day to commence at 8.55am. We appreciate there are times when absence is unavoidable; however, we ask that parents contact the school on the first day of their child's absence and keep the school informed, on a daily basis, particularly if the absence is likely to be prolonged. A telephone call, Arbor message, letter or email is required to explain the reason for an absence. If no contact is made with the school, we will contact you by telephone, Arbor or will carry out a home visit as this is in the interest of safeguarding all children. Any causes for concern due to prolonged or repeated absences will be discussed with parents and the school's attendance team. Our school attendance target is 96%+ which means attending school for at least 180 out of 190 possible school days.

### Medical Appointments

If your child needs to be collected during the school day for medical appointments, we ask that you report to the main reception. A member of staff will then go and collect your child from the classroom. This enables the school to maintain an exact record of the number of pupils on site, which is particularly important in the case of an emergency or fire drill. At times, we appreciate it is necessary to withdraw your child from school early, e.g. for a dental appointment; in these circumstances, a telephone call, a discussion with the class teacher or a note is appreciated. Children will not be allowed out of school during school hours without an authorised adult to accompany them.

### Holidays

To comply with government legislation, the Headteacher is unable to grant any leave of absence during term-time unless there are exceptional circumstances.



## **Pupils with Special Educational Needs**

During their time in school, many children have problems which require some extra help from school staff or visiting specialist teachers.

Mrs Hill co-ordinates this work in school. We make assessments of your child's needs by working with parents' and outside professionals and we use the resources we have available in school to provide learning experiences that are designed to help your child make progress.

Some children may need specialist support' this may include support from an Educational Psychologist, Movement Difficulties support, Autistic Spectrum support, behaviour support, speech therapy, Hearing Impairment Service, School Nurse and Social Services specialists.

A copy of the school's Special Educational Needs policy, in response to the Special Educational Needs Code of Practice, is available in school and also on the school's website. This include County Durham's Special Educational Needs local offer and our school offer.



## **Admission and Access for Pupils with Disabilities**

The school does not have any steps or steep inclines in school. There is a disabled toilet near to the main entrance for the use of staff or children if they require it. We will endeavour to ensure that no child is denied a full part in school life and will make adjustments to accommodation accordingly.

The school will welcome applications from parents of children with disabilities and as such we will work closely with parents to ensure we can accommodate the child's needs. If required, we will liaise with the local authority, particularly if the school needs further adaptations or a situation is beyond the school's capacity.

We would appreciate early visits from parents in this position so that we can discuss the child's needs and ensure everything is in place to include the child fully in the life of the school.

## Medicine in School

All staff at South Hetton have basic First aid training, a further ten staff have undertaken Pediatric First Aid Training, and two staff have their First Aid at Work Level 3 training.

If the school is required to administer medication during the school day, we must receive written authority from the parents to do so. A form for this is available from the school office.

Medication must be brought to school by a responsible adult and should not be given to children to bring to school for reasons of health and safety.

All authorisations regarding the administration of medicines cease to be valid at the end of each term, and unused medications are correctly and safely disposed of/or returned.

If medication is to be continued from the beginning of the following term, new authorisation must be given. This is not necessary when children are on a long term or permanent course of medication when renewal needs to be made annually.

Asthma sufferers should keep an inhaler at school at all times to be used in case of emergency. However, these children will require a Health Care Plan which is updated annually with our SENDCO, Mrs Hill.

No pupil should bring into school any other medication, such as cough mixture or pain relief tablets.

We are always keen to work with parents to ensure that pupils can be in school and will look at practical solutions to support this.

