



South Hetton Primary School

School Prospectus



Welcome to South Hetton Primary School

We are proud to be part of the Tudhoe Learning Trust—a family of seven Durham-based Academy Primary Schools united by a shared passion for children's learning and development.

At South Hetton, we are more than just a school—we are a community. We work closely together to create a safe, supportive, and happy environment where every child can thrive. Our strong partnerships with Trust colleagues, parents, and the wider community are at the heart of everything we do. We believe that by working together, we can offer the very best education and opportunities for your child.

Parents play a vital role in school life. As new members of our school community, you are warmly invited to join the Friends of South Hetton PTA, where you can get involved and help shape the experiences we offer our children.

Our curriculum is rich, diverse, and brought to life through a wide range of extracurricular activities. While academic success is important—and we are committed to helping every child become confident in literacy and numeracy—we aim to offer so much more. South Hetton Primary is a place of opportunity, where children (and adults!) are encouraged to explore, discover their talents, and grow as individuals and valued members of our community.

We look forward to welcoming your child to our wonderful school and beginning this exciting journey together.

Mrs N. Mayo
Headteacher





School Information

Website: www.southhettonprimary.co.uk

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

Telephone: 0191 526 1662

E-mail: office@shprimary.co.uk

Headteacher: Mrs. Nicola Mayo

Chair of the Governing Body: Mrs. Sandra Mason

CEO of Tudhoe Learning Trust Mr. Jim Smith

South Hetton Primary School is a member of Tudhoe Learning Trust
and caters for children aged 3 – 11 years.



Values and Ethos Promoted at South Hetton Primary School

With our core values of **Perseverance, Learning, Ambition, Nurture, and Teamwork**, South Hetton Primary School takes great pride in setting the highest expectations for all our pupils. We are deeply committed to knowing each child as an individual, enabling us to provide the tailored support and encouragement they need to thrive.

We challenge every child to aim high—not only academically, but also in their creative, sporting, and personal development. Our inclusive and nurturing environment is built on the principles of equality, opportunity, and belonging, ensuring that every child is empowered to succeed and shine in their own unique way.



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 as Vice Chair.
All can be contacted via the school

Mrs S Mason – Director appointed (Chair)

Mrs L Wigham - Parent Governor (Vice Chair)

Miss Middleton - Parent Governor

Mrs C Charters – Director appointed

Mr D Wheatley - Director Appointed

Mrs H Hartwell – Staff Governor

Mrs S Smith - Staff Governor

Mrs N Mayo – Head Teacher

Staff

Role	Name	Curriculum Responsibility
Head Teacher	Mrs N Mayo	Teaching & Learning, Curriculum & Assessment
Deputy Head Teacher	Mr P Ruddick	Year 3/4 Class Teacher, Curriculum Leader, Premium Spending, Maths, PSHE/RSE
Assistant Head Teacher	Mrs S Smith	Year 6 Class Teacher, Teaching & Learning, English
Nursery Teacher	Mrs Amy Pepper	Nursery Teacher, Art & DT Subject Champion
Reception Teacher	Mrs N McHugh	EYFS Leader, Computing Subject Champion
Year 1 Teacher	Mrs T Hill	SENDCO, Science
Year 1 Teacher	Mrs M Dhal	PE, RE
Year 2/3 Teacher	Miss K Peel	History & Geography Subject Champion
Year 5 Teacher	Mr C Davison	Music Subject Champion
Teaching Support	Mrs L Merritt Miss A Richardson Miss R Fogg Mrs J Bradbury Mrs L Carr Mrs H Hartwell Miss J Bell Miss C Harrison Mrs B Beeston Mrs A Ryall	
Support Staff	Mrs E Britton - Office Manager Mrs C Winship - Office Admin Mr G Quin - Caretaker Ms J Little - Cleaner, Lunchtime Supervisor Mrs C Walton - Cleaner, Wraparound & Lunchtime Supervisor Mrs K Johnston - Wraparound & Lunchtime Supervisor	



Term Dates

2025-26

Holiday	Closing Date	Date Re-opens
Summer 2025	Friday 18 th July 2025	Wednesday 3 rd September 2025
Autumn half-term 2025	Friday 24 th October 2025	Monday 3 rd November 2025
Christmas 2025	Friday 19 th December 2025	Monday 5 th January 2026
Spring half-term 2026	Friday 20 th February 2026	Monday 2 nd March 2026
Easter 2026	Wednesday 1 st April 2026	Monday 20 th April 2026
May Day 2026	Friday 1 st May 2026	Tuesday 5 th May 2026
Summer half-term 2026	Friday 22 nd May 2026	Monday 1 st June 2026
Summer 2026	Friday 17 th July 2026	Wednesday 2 nd September 2026

School will be closed for staff training on Tuesday 2nd September 2025, Thursday 2nd April 2026 & Monday 20th July 2026.

2026-27

Holiday	Closing Date	Date Re-opens
Summer 2026	Friday 17 th July 2026	Wednesday 2 nd September 2026
Autumn half-term 2026	Friday 23 rd October	Monday 2 nd November 2026
Christmas 2026	Friday 18 th December 2026	Monday 4 th January 2027
Spring half-term 2027	Friday 12 th February 2027	Monday 22 nd February 2027
Easter 2027	Thursday 25 th March 2027	Monday 12 th April 2027
May Day 2027	Friday 30 th April 2027	Tuesday 4 th May 2027
Summer half-term 2027	Friday 28 th May 2027	Monday 7 th June 2027
Summer 2027	Wednesday 21 st July 2027	TBC

School will be closed for staff training on Tuesday 1st September 2025. A further four days will be allocated for staff training - dates TBC

The School Day

Nursery	Morning Session	8:45am - 11:45am	Teaching Time am - 15 hours pm - 15 hours
	Lunch	11:45am - 12:15pm	
	Afternoon Session	12:15pm - 3:15pm	
Key Stage 1	Morning Session	8:40am - 12:00pm	Time in school: 31 hours 25 minutes
	Break	10:10 - 10:25am/1:45 - 2:00pm	
	Lunch	12:00pm - 12:45pm	Learning Time: 25 hours 50 minutes
	Afternoon Session	12:45pm - 3:05pm	
	Morning Session	8:40am - 12:15pm	Time in school: 31 hours 25 minutes
	Break	10:10 - 10:25am	
	Lunch	12:15pm - 1:00pm	Learning Time: 27 hours 5 minutes
	Afternoon Session	1:00pm - 3:05pm	

Attendance, Punctuality & Daily Routines

At South Hetton Primary School, we place a high value on excellent attendance and punctuality. Being on time ensures that children make the most of every learning opportunity and helps maintain a calm and focused start to the day. Please note that there is no staff supervision in the playground before school, so your child's safety remains your responsibility until the school doors open.

Morning Routine:

School doors open at 8:40am for pupil registration and early morning reading.

At 8:50am, the pupil entry doors are locked. After this time, all children must enter via the main entrance. Arriving late can be disruptive—not only for your child but also for the rest of the class—so we kindly ask that all pupils arrive promptly.

End of Day Collection:

At the end of the school day, children should be collected from the school playground. Staff will escort classes to the yard and dismiss pupils directly to an authorised adult. If arriving by car, please do not use the school car park, as this causes congestion and safety concerns. For security, the school gates are locked during the following times:

8:30am–9:15am and 2:45pm–3:30pm.

Site Rules:

To maintain a safe and welcoming environment for all:

-Dogs are not permitted on the school premises.

-Smoking and vaping (including e-cigarettes) are strictly prohibited on the school yard.

Communication with Staff:

Parents and carers are not permitted to enter the school via pupil entrance doors.

If you wish to speak briefly with a member of staff, please do so at home time. However, we kindly ask that you wait until the staff member has safely dismissed their class before approaching them. For longer or more private discussions, please make an appointment via the main school office.



Wraparound Care

Breakfast Club

Our Breakfast Club runs every weekday from 7:30am and offers a calm, friendly start to the school day.

- Cost: £3.00 per day
- Booking: Please book via Arbor
- Entry: Through the library door

Children can choose from a variety of breakfast items and enjoy quiet games and activities until the school day begins. At 8:40am, they will join their classmates for early morning reading.

Tea Club

Our Tea Club provides after-school care for families who need it, offering a safe and relaxed environment for children to unwind at the end of the day.

- Time: Until 5:00pm
- Cost: £6.00 per day (includes a light tea/snacks)
- Booking: Please book via Arbor by 2:00pm on the day required
- Collection: From the library doors in the staff car park

Children are taken directly to Tea Club at the end of the school day, where they can enjoy a light meal and a range of engaging activities.



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



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

Gascoigne - Green

Houghton - Blue

Todd - Red





Extra-Curricular Activities

At South Hetton Primary School, we offer a wide range of before- and after-school activities that play a valuable role in supporting our pupils' personal, social, and physical development.

Our clubs vary each term and may include exciting opportunities such as: Archery, Netball, Football, Drama, Cookery, Music, Athletics, Gymnastics, Dance Club, and Cricket.

In addition, we offer clubs that support key curriculum areas throughout the year, including Science Club, Maths Club, and Art Club.

Some of our clubs are delivered by external providers who are fully vetted to meet safeguarding standards. These may carry a small additional charge.

Parents and carers will be asked to complete a permission form for each club, including details of how their child will be collected after the session.

Visits

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

Residential 2024-25

Year 1 & 2 - Alnwick

Year 3 & 4 - Wilderness Camping/Robinwood

Year 5& Y6 - Helmsley/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, Chartwells. The cost of a school meal is £2.95, 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 EYFS 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 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

To help children stay focused throughout the morning, they are able to bring a healthy snack into school for playtime, or can purchase an item for 50p from our snack shop. This snack should be something healthy such as fruit, cheese, rice cake etc. Children in KS1 are provided with a free piece of fruit, but are welcome to bring a snack from home/purchase one, if they prefer. In EYFS, free snacks are provided at intervals throughout the day. 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, and we ask that children arrive by 8:40am each day. While we understand that absence is sometimes unavoidable, we ask that parents contact the school on the first day of their child's absence and continue to keep us informed daily, especially if the absence is likely to be prolonged.

A telephone call, Arbor message, letter, or email is required to explain the reason for any absence. If no contact is made, the school will follow up via telephone, Arbor, or may carry out a home visit, in line with our safeguarding responsibilities.

Any concerns regarding 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 a medical appointment, we ask that you report to the main reception. A member of staff will then collect your child from the classroom. This procedure helps the school maintain an accurate record of all pupils on site, which is especially important in the event of an emergency or fire drill.

We understand that there are times when it may be necessary to withdraw your child early—for example, for a dental appointment. In such cases, a telephone call, a note, or a brief conversation with the class teacher is appreciated.

Please note that children will not be allowed to leave school during school hours unless accompanied by an authorised adult.

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 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.

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 includes 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 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, and a further thirteen staff have undertaken Paediatric First Aid Training. Three 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. 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 attend school and will look at practical solutions to support this.

