



School Brochure 2021/22

Hutton Henry Church Of England (Controlled) Primary School

Hutton Henry, Hartlepool TS27 4RY

Tel 01429 836 219

Head Teacher - Mrs. S Gibbins

Welcome to Hutton Henry Church of England Primary School

We pride ourselves on supporting children through their primary school years to become independent thinkers, to have a thirst for learning, to be questioning and to develop high aspirations. Through these early years of education aim to prepare the children as they move forward into secondary education and into the wider world. By setting high expectations in a nurturing, Christian environment, we can be confident that your child will become all of these things and ultimately make their way confidently into adulthood. Our staff expect to work closely with you to best support your child through school.

OUR STAFF

Head Teacher, Teacher Mrs S. Gibbins

Deputy Head Teacher Mrs H. Davis [Key Stage 2]

Teachers Mrs R. Gibbins [Key Stage 2] Miss C. Brackstone [Key Stage 1 / EYFS]

Higher Level teaching Assistants- Mrs L. O'Reilly [Key Stage 2] , Marie Simon [Key Stage 1 / EYFS]

Secretary- Miss N. Pace

Caretaker - Mr T. Davies

Cleaner/ Breakfast/ Tea Time Club: Mrs Thompson

Lunchtime supervisory assistants: Mrs S. Payne

Mrs A. Wilkinson.: Mrs Thompson

Hutton Henry C of E Primary School prides itself on being a village school, in the heart of our community educating children in a deeply Christian environment. Christian values are the underpinning of school life here.

This brochure will give you an overview of our school and its routines. Please do not hesitate to call if you would like any further information.

How the school is organised

We educate children from 4 to 11 years of age. At present there are 70 children in the school divided by age into three teaching groups. Teachers use a variety of methods and work flexibly to deliver the curriculum in interesting, inspiring and engaging ways.

Infant Class: Reception, Year 1 and Year 2

Miss Brackstone (Miss Simon HLTA)

Junior Classes: Year 3, Year 4

Mrs R. Gibbins (Mrs O'Reilly HLTA)

Year 5 and Year 6

Mrs H Davis

School Opening Times

Morning sessions 8.55am - 11.45am [Noon KS2]

Afternoon Session [Key Stage 1] 1.15pm. - 3.15pm

Afternoon Session [Key Stage 2] 12.55pm - 3.15pm

Breakfast and Tea Time Clubs are available at a cost of £1.50 per session.

A teacher is on duty from 8.45am. We do not supervise children prior to that. Children must either stay in the care of their parent/ guardian or be booked into breakfast club prior to 8.45am. We hope that you will support us in this in order to ensure your child's safety.

Daily Routines

All pupils in our school are taught English and Maths during the morning. There is usually a collective worship during the morning. Playtime is from 10.25 – 10.45am.

After lunch our pupils are taught foundation subjects e.g. ICT, History, Geography, and R.E. P.E, Music, Art, Technology and Modern Foreign Languages. It is very useful for children to keep their P.E. kit in school for the whole week, as occasionally we need to alter the P.E. day due to inclement weather or visitors.

We have developed a creative curriculum that enables children to learn through exciting topics that will interest and motivate them. These topics will cross subject boundaries wherever possible. Outdoor learning forms an important part of our curriculum and this is timetabled in over the school year to include all of our junior children and for those children in year2

Admission

Parents must apply for a school place through Durham LA.

The current admission limit is 10 children per year. We give every opportunity for you, the parent, and your child to visit us before he/she starts school. Parents are always welcome at Hutton Henry C.E. Primary School. We will be pleased to see you at any reasonable time but, if possible, please make an appointment. The school website is an excellent source of information about school and admissions.

Primary Admission Criteria

In the event that year group is over subscribed, please contact the school or the LA for advice. The LA are responsible for the appeals process. If a school is over subscribed, applications will be considered using the following criteria:

1. Medical Reasons. Pupils with very exceptional medical factors directly related to school placement.

Applications under this criterion should be supported by written evidence from a doctor.

2. Sibling links. Pupils who have a brother or sister already attending the preferred school who is expected to be

on roll at the school at the time of admission.

3. Distance pupils who live nearest the preferred school measured by the shortest walking route.

This will be based on the **parents'** address.

Parents and our School.

We communicate with parents regularly through weekly newsletters, emails and text as we encourage parental interest and support. Weekly newsletters are also available on our school website. Children work best and achieve more when they know that their parents have a positive attitude to school. Everyone in school benefits from our lively Friends of School. They hold regular meetings and support Hutton Henry C E Primary School both financially, as a result of fund raising activities, and educationally through their positive approach to the general life of the school. If you want to be actively involved please contact school - your help will be much appreciated.

Formal consultations are arranged three times each year. The first consultation in the early autumn is an opportunity to meet your child's new teacher and to help class teachers to get to know your child better. The second, in the spring, is a sharing of your child's achievements. Teachers will bring you up to date regarding your child's progress, express and explain any concerns and advise you as to how you can assist your child in the future. The Head Teacher is also available to discuss any concerns you may have. Reports are issued at the end of the Summer Term and you will be given an opportunity to discuss the report with your child's teacher should you wish to do so.

Class teachers will also contact you informally whenever they need to discuss your child's progress. Parents are very welcome to visit school at anytime. The staff are usually available for a brief chat at the end of the day, but a telephone call to make a specific appointment will mean that the Head teacher, or a member of staff, will be available to help or to answer questions.

School Wear

We encourage the wearing of uniform.

School uniform comprises:

- red sweatshirt & logo
- dark trousers/skirt – **no jeans or tracksuit bottoms please**
- red/white polo shirt
- smart black shoes – **no trainers or sports style shoes**
- In summer: shorts or red gingham dresses may be worn.

For P.E. we recommend:

Shorts, t-shirt, trainers in a drawstring bag.

Children in KS2 attend a local swimming pool at some point throughout the school year, and consequently need a swimming costume/trunks (not loose shorts) and a swimming hat.

Extreme fashion clothing items, footwear and hairstyles are strongly discouraged.

Jewellery must not be worn, including rings, earrings, necklaces etc. In the event that a child arrives in school wearing jewellery, we will support them to remove it and ensure it is kept safe until home time. If they are unable to remove the items, activities in school may be reduced to ensure the child's safety.

In addition, football shirts are NOT appropriate school wear and should not be worn, even as part of a PE kit or as part of a non uniform day.

Please ensure that all items of your child's clothing are clearly labelled.

The curriculum, emphasis upon quality

The staff take positive steps to ensure that all children, from whatever starting point, will be given equal opportunity to take part in all aspects of the general curriculum and life of the school. The Governors and staff affirm that the protected characteristics for a child's school provisions will be disability, gender reassignment, race, religion, sex, and sexual orientation.

The Early Days

Our children transfer from a variety of Nursery Schools and we liaise closely with them. We will endeavour to find out as much useful information as possible to support a successful transition for your child. This allows us to have an accurate picture of each child's starting point on entry to the school. We hope to arrange a visit into school to give both you and your child an opportunity to meet us all and to find out more about us. We seek to encourage and develop each child's potential to the full. Working from their individual starting points, their skills and interests will be developed and nurtured to enable their learning to progress well. We aim to provide a curriculum appropriate to the individual needs of the youngest children in school and a caring, stimulating environment in which they can develop. We aim to develop the whole child socially, physically, intellectually, emotionally, aesthetically and morally.

What parents can do to help

1. Talk with their children about what they are doing at school.
2. Play alongside them engaging in activities that interest them.
3. Encourage them to find out about things.
4. Read books with them.
5. Introduce them to the local library and help them to choose books.
6. Encourage them to sort or match different shapes.
7. Encourage them to draw or paint and talk with them about their pictures.
8. To practice pencil control & colouring.
9. Provide wellingtons and coats so that children can access the outdoors in all weathers.

Expectations of children in Reception

You will find this list helpful in preparing your child for school. If your child has difficulty with any of the areas listed, please do not hesitate to talk it through with their class teacher. We will work closely with you to support your child.

- Get dressed and undressed by themselves for P.E.
- Fasten own shoes
- Put on own hats, gloves, coats
- Feed themselves using a knife and fork
- Go to the toilet unaided
- Wash and dry hands
- Look after own clothing and equipment

Outdoor Play

Outdoor play and learning is an integral part of the early years experience. We have outdoor play equipment for the Reception children to use to access the foundation stage out of doors. The area is designed to support children to learn across a range of learning areas. Just like when working inside, there are a mix of child-led experiences and other activities designed to be led by the

teacher. We also have a wooden play area, picnic benches, gazebo and a selection of playground toys for all children to use during break times.

Outdoor learning

We aim to maintain the benefits of learning outdoors throughout your child's school life. Children from years 2 – 6 take part in off site, outdoor learning sessions. These sessions aim to develop resilience, independence, team work, perseverance and many more life skills. Simultaneously, the wider curriculum (including PE), are taught through these sessions. The culmination of these regular outdoor sessions has been residential trips for all children in years 3 -6 .

The Curriculum

Our curriculum is designed to encompass and implement all areas of the National Curriculum as well as being enriched by further study. We have developed a creative curriculum where the subjects are delivered through exciting and engaging topic titles. Cross curricular links are used effectively to ensure there is coverage of statutory curriculum but that the children are interested and motivated to learn. Teachers teach inspiring, interesting lessons and use trips and first-hand experience, including visitors into school, to engage children. Our school website has further detail about how the curriculum is broken down and delivered to the different classes.

Educate and Celebrate

Since September 2015, we have been proud to call ourselves a 'Rainbow School' because we are actively promoting equality and social inclusion. We have embedded the 'Educate and Celebrate' programme into our curriculum. The programme provides positive relationships and understanding. It is based around a set of stories about different families, relationships and gender identities. The approaches used in 'Educate and Celebrate' have been recognised by Ofsted as best practice for taking a whole school approach to teaching equality.

Educational Visits

We value educational visits as an essential experience for all children. Each child will go on three school trips a year and in order to enable all children to benefit from this wide range of exciting experiences, school will heavily subsidise the costs associated with these trips. We ask for a £15 per year (£5 per trip) voluntary contribution from families to help cover some of the costs. We visit a wide range of places that link to our creative curriculum topics.

Religious Education

Hutton Henry Primary is a Church of England School and religious education is provided within the framework of the local Education Authorities Agreed Syllabus in accordance with the Education Reform Act 1988. Christian values are central to, and are found throughout, our daily life in the school. As a Church of England school we pride ourselves on the Christian Values we live out each day. Parents have the right to withdraw their children from religious education. If you wish to withdraw your child from religious education please inform the Head Teacher in writing. The Head Teacher will then make alternative arrangements during this time.

Collective Worship

All children partake in an act of collective worship each day. Acts of worship are Christian in character and affect the broad traditions and principles of the Anglican Church. Parents have the right to withdraw their child, please inform the Head Teacher in writing. The Head Teacher will then make alternative arrangements during this time. Withdrawing a child from Collective Worship cannot guarantee exclusion from the religious character of the school and the Governors hope that, in choosing a Church School, parents are thereby committing themselves to their child's participation in the religious life of the school. Collective worship time is also an occasion when we celebrate our children's achievements in and out of school. This is sometimes academic but can also reflect other qualities and values. We have enjoyed supporting some of our

older children to be confirmed. We have a Leaver's Bible Service at the end of the Summer term where we celebrate the time Year 6 pupils have spent with us. Parents are most welcome to join us at these special services. Our school is part of the Diocese of Durham. We attend a Primary School Leavers Service in Durham Cathedral during the summer term. Prayer takes place throughout the day.

Sex Education

The Governors have agreed that sex education shall be an integral part of a broadly based personal, social and health education policy. Our Relationships and Sex Education Policy is available to access on our website. During the primary years your child will learn about life cycles of animals and plants and also, through discussion, begin to understand the need to be a responsible citizen in society. The school Nurse delivers the puberty programme to Y5/6. Parents are informed in advance so that they can withdraw their child if they want to.

Pupils with Special Educational Needs

When the need arises, special arrangements are made to cater for children with special educational requirements. Additional help is, at times, available from the LA, after consultation with parents. Any parent who is concerned about their child's progress may contact school at any time to make an appointment with the Head teacher. We endeavour to ensure that those experiencing difficulties will be helped during the early stages.

We have a teacher who has responsibility for co-ordinating provision for children with special needs. Detailed information about SEND provision is available on the school website.

The role of the parent is crucial when remedial action takes place and parental involvement is an essential element in our structured approach to helping a child.

Breakfast Club and Tea Time Club

We have a Breakfast Club. It runs daily from 8.00 – 8.45am. All are welcome, although places must be pre booked. Parents must deliver their child to Breakfast Club and sign them in. Breakfast Club costs £1.50 per session, this includes two food/ drink items.

Tea Time Club runs from 3.15 – 4.15pm. All places should be pre booked and parents need to come in and sign their child out in person. Tea Time Club cost £1.50 per session, this includes 2 food / drink items. As places are limited they must be booked and paid for in advance.

Homework

We appreciate that 'education' does not happen only at school. As parents you too provide valuable experiences for your child [ren]. We teach children of varying abilities and think of our children as individuals. All children are given homework regularly and the children are asked to work at home. Homework is in a designated homework book and within this book parents will find valuable information on how best to support their child's learning. All the children take home school reading books. Children will also chose a library book each week. This will be a book of their choice. Homework is valued and we expect all children to complete homework in the agreed time. Open homework is a key part of the yearly homework calendar and involves families working together with their child to develop homework (on a theme) that can be shared at Open Day. More information about this will be provided each term.

Remote Learning

In exceptional circumstances, it may be necessary to move teaching from being classroom based to being delivered online. This will be provided for all children via email, website, online subscription sites and the use of MSTEams. Work should be submitted to the class teacher once complete and teachers will provide suitable feedback to support learning. In the event that children do not have access to technology to support remote learning, we will endeavour to provide as much support as possible to overcome these issues. Families can expect a broad curriculum to be provided by the class teachers in the rare occasion that learning must be remote.

Administration of Medicines

In general when a child is sufficiently unwell to require a course of medicines prescribed by a doctor, then by implication the child is not sufficiently well to be in school. However in some cases it will be necessary to give a child **prescribed medicine** at set times during the school day. All such medicines must be handed to the school clerk or the Head Teacher (by an adult) who will be responsible for their safekeeping and administration. **WE CAN ONLY ACCEPT AND ADMINISTER MEDICATION PRESCRIBED BY THE DOCTOR.** Parents must complete the necessary paperwork, available at the office.

Inhalers – Children suffering from asthma can have an inhaler in school. The inhaler is kept in a medical drawer within your child's classroom so that children can have immediate access in an emergency. Please ensure that your child's inhaler is clearly labelled with his/her name. It is useful to have two, in order that one may be kept at school.

Infectious Diseases – In order to control children's diseases, the following periods of absence should be followed:-

Disease Minimal period of exclusion

Chickenpox 6 days from onset of rash

German Measles 4 days from onset of rash

Measles 7 days from onset of rash

Mumps Until swelling has subsided [min. 7 days]

Whooping Cough 21 days from onset of paroxysmal cough.

Jewellery Policy

On the grounds of Health & Safety jewellery is not allowed. We encourage parents who wish to have their children ears pierced to do so in the longer holidays to give time for the ears to heal. In the event that jewellery is worn in school over this healing period children will be asked to sit out of all physical activity, including playtimes, outdoor learning sessions, PE and swimming. Please contact school if your child needs to wear jewellery for religious or ethnic reasons.

Lunchtime Meals

School meals, cooked on the premises, are available for all who want them and a choice of main course and sweet is offered. Milk is offered to the children every lunch time. Lunchtime is from 12:20 – 1.15pm for Juniors and 11.45 – 1.00pm for Infants. Mid-day supervisors supervise the children at this time. At present it is Government Policy that all infant aged children will receive school dinners free of charge. School meals money is collected via ParentPay (an online payment portal). Login details can be obtained from the school office. At lunchtime provision is made for some children to eat packed lunch. If you wish your child to bring a packed lunch, just let us know. We have a packed lunch policy for meals brought in from home.

Free School Meals

Some families are entitled to free school meals if they are on certain benefits. If you require more information about free school meals please speak to Miss Ord in the school office.

Absence from School

Having good attendance is essential to achieve a first class education. Time away from school means that learning time has been lost. It is therefore important that you make every effort to ensure your child attends school each day. If it is necessary for your child to be absent, please let us know by telephone and then follow up with a note. If it is a hospital/ doctors /dentist appointment every effort should be made for the appointment to be out of school time. In the event that this is impossible please ensure the appointment card/ letter is sent into school in advance to have the absence authorised. Communication from home enables us to record legitimate absences as 'authorised absence' rather than 'unauthorised absence'. In line with Government policy, absences will only be authorised by the head teacher in exceptional circumstances. Time off for family holidays will not be authorised. In the unlikely event that you need to take your child out of school in term time, please request an "absence request" form from

the school office or school website, detailing the absence. A decision will be made by the head teacher whether the absence can be authorised. Lateness disrupts the whole class and does distress the children who are late. Therefore we urge parents to make sure that their children arrive at school in time. Children should arrive at school between 8.45am and 8.55am. If you know that your child is going to be late or absent, please inform us by telephone or letter. Persistent absence or lateness can result in a fine of up to £120

Further Contact

If you would like to know more, please contact school and arrange a visit. We would be happy to show you around or discuss specific issues in more detail. The school website is also an excellent source of information.

<https://www.huttonhenry.durham.sch.uk/>

Look for Hutton Henry Church of England Primary School on Facebook to get an insight into the positive activities going on in school.

<https://www.facebook.com/huttonhenryschool/>