



# Parent Handbook

# Autumn Term 2021

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Please feel free to contact school in person, by telephone or email.

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e-mail: [info@hedworthfieldprimary.com](mailto:info@hedworthfieldprimary.com)

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# Welcome back!

September 2021

Dear Parents,

As we start the 2021-22 academic year we are looking forward to a hopefully more settled year which is closer to our 'normal' way of working. Although I am sure there will be a need for some restrictions and measures to be put into place as we move into the winter months, we are starting the year with a positive attitude and (using one of our values) a resilience to what may come.

The staff team worked very hard to ensure the children were taught a full curriculum throughout lockdown and I know from the many messages of thanks that our wonderful school family appreciated the time and effort staff put into home learning, checking on pupils (and parents) wellbeing, home visits, food parcels, the focused work as we returned to school and the effort to get pupils out on safe visits so they enjoyed as much of their school year as possible. We were very lucky to have less disruption than some schools within the local authority however, the end of term did see some classes end early.

On behalf of us all, I cannot thank our parents/ families enough for the support, understanding, kindness and effort to help us teach your children. You were all amazing and we are very lucky to have such a wonderful school community. It always makes me so proud to see that we all have our children at the heart of what we do. Thank you!

The children were simply incredible over the past two years and they have returned to school with smiles on their faces and excitement to see their friends and to learn new things. Our children who are new to school have settled beautifully. The staff team has planned some fantastic opportunities and experiences for all of our children and we are so happy to see them back in school.

I hope the information within this booklet helps you to plan ahead for the Autumn term. Please do not hesitate to contact us via the school office should you have any questions.

Please note that dates and events may need to be changed if the Covid guidance for schools changes. Our contingency plan is available on the website. This sets out the potential restrictions which may need to be implemented.

For now, having our amazing children in school and making sure they get the best possible start to the year is our main priority.

Best wishes,

Mrs G. Jeynes  
Executive Headteacher

# Information

As a school, we hope to keep you well informed of up and coming events in school and in the Community Centre. Dates may change but we will inform you as soon as we can so parents and children can enjoy everything we have planned.

## Staff new to school

We are happy to welcome some new faces joining the school team:

Miss Green will be teaching in Year 1

Miss Wright will be teaching in Year 3

Mrs R Hudson has joined us from Valley View and will be teaching in Year 4.

Congratulations to Mrs Morl (Miss Quinn) who was married during the summer break.

## Consent booklet

Your child will soon receive their new **consent form or booklet**. If your child is new to school you will need a booklet to provide us with the information we need. If your child is already a pupil then we will send a form to check for any changes to your current information.

It is imperative that current contact details are stated in this booklet and returned to school so we can ensure our system is up to date. If during the year, your contact details change, please inform us. You must also complete the consent forms section of the booklet. Failure to return the booklet will result in the presumption that no consent is given.

**Please complete these forms even if the information has stayed the same.**

## Snacks

As a Healthy School, we welcome children to bring a bottle of water especially if they have PE or attend a sports club. Children are also welcome to refill their water bottles at the water fountains. We provide fruit for children in Foundation Stage, KS1 and KS2.

**Please ensure your child does not bring anything in containing nuts.**

## Medication

If your child has any **medication or allergies**, please inform Mrs Reid or Mrs Heslop in the office. It is parents' responsibility to ensure we have any emergency medication or inhalers which are 'in date'. Please check 'use by' dates on any medication. Staff are only permitted to administer medication if parents have signed a medical form. Penicillin based medication is only permitted in school if they have been prescribed by your GP. Medicine must be handed into the school office where they will be stored (due to staff and pupil allergies in school) and must be collected at the end of every school day.

## Picking up your child

Our school policy states that only the adults (over 16) named in the consent booklet or emergency contact forms will be able to pick up your child unless we have written or verbal permission from a parent or carer. Please phone school if you wish an unnamed person to collect your child.

**No person under the age of sixteen is permitted to collect any child from school from Nursery –Year 5.**

Year 5 and 6 children are permitted to walk home independently from school and clubs unless a Parent/Carer informs us otherwise.

All children must be collected from after school clubs (including Y6) after October half term when it is darker). You will receive a text reminder about this nearer the time.

If parents are in the school building, staff may stop you and ask why you are there, please do not be offended, we hope you appreciate the high importance we put upon your child's safety.

### **Reminders**

Can we remind parents that **milk money** is now due. The cost is **£27.30 for the full year or £9.10 per term**. A form to complete and return to school confirming that your child requires milk was sent out in July. This must be paid for via Parentpay.

**Dinner money** remains at **£2.20 per day** for children in Years 3, 4, 5 and 6 and those in Nursery who are full-time (30 hours). Please pay via Parentpay at the beginning of each week.

If you think your child is eligible for **free school meals** please ensure the school office are aware of this as soon as possible with a proof of income allowance. Reception to year 2 receive a free school meal through the Government scheme but the school must be made aware if you are entitled to a free school meal due to your income allowance. If your child is eligible for free school meals, your child will also receive free school milk.

Please inform us immediately if your circumstances change and you no longer require free school meals.

## Staff List

<b>School</b>		
<b>SMT</b>		
Executive Head teacher	Mrs Jeynes ( Safeguarding Lead)	
Head of School	Mrs Riches (Safeguarding Lead)	
Assistant Head/SENCo	Mrs Richardson (Safeguarding Lead)	
Upper school Lead (Years 4,5,6)	Miss Elliott	
Middle School Lead (Years 1,2 & 3)	Mrs Riches	
Lower School Lead (Nursery, Reception)	Mrs Richardson	
Additional Resource Base Lead	Mrs Watson	
School Business Manager	Mrs Crawford	
Operations Coordinator	Mrs Henderson	
<b>Teaching and learning responsibility</b>		
Maths Lead	Miss Elliott	
Literacy Lead	Miss Sparks	
<b>Class teachers and support staff</b>		
Nursery	Mrs Richardson/Mrs Naylor	Mrs Charlton/ Mrs Bonner
Reception	Mrs Shepherd	Mrs Chapman Mrs Graham
Year 1	Miss L Green	Mrs Scott Mrs Atthey
Year 2	Miss Tait	
Year 3	Miss Wright	Mrs Morl
Year 4	Mrs R Hudson/Mrs Mizen	Mrs Steadman
Year 5/6	Miss Elliott	Mr Farham
Year 5/6	Miss Sparks	Mrs Arthur
Year 5/6	Mrs Sibbald	
ARB	Mrs Watson/ Mr Lewins	Mrs Thu/ Mrs Middleton/ Mrs Roberts
Outreach	Mrs Nevin/ Ms Rowlings	
<b>Additional teaching staff</b>		
Sports coach	Mr Gibson	
Breakfast club/ reading	Mrs Steadman/Mrs Atthey/ Mr Farham	
<b>Admin team</b>		
Senior Administrator	Mrs Reid	
School Administrator	Mrs L Heslop	
<b>Lunchtime Supervisory Assistants</b>		
Lunchtime Supervisory Assistant	Mrs Hill	
Lunchtime Supervisory Assistant	Mrs Carrol	
Lunchtime Supervisory Assistant	Mrs Tomes	
Lunchtime Supervisory Assistant	Ms McConkey	
Lunchtime Supervisory Assistant	Ms Paterson	
Lunchtime Supervisory Assistant	Miss Keane	
Lunchtime Supervisory Assistant	Mrs Roll	
Lunchtime Supervisory Assistant	Miss Roberts	
Lunchtime Supervisory Assistant	Mrs Reay	
<b>Site Management</b>		
Site Caretaker	Mr May	

## Governors list

### *Mosaic Federation Governing Board*

Chair Of Governors Mosaic federation	Co-opted Governor	Mr Watson
Vice Chair Linked Hedworthfield Primary	Co-opted Governor	Mr Hamilton
Vice Chair Linked Valley View Primary	Co-opted Governor	Mr Larvin
Executive Headteacher	Staff Governor	Mrs Jeynes
	Staff Governor	Mrs Henderson
	Parent Governor	Mrs Grey
	Parent Governor	Miss Fuller
	Parent Governor	Ms Robinson
	Parent Governor	Mrs Rowell
	LA Governor	Mr Drynan
	Co-opted Governor	Mr Tait
	Co-opted Governor	Mrs Robson

## Term dates

Term	Opening morning of	Close afternoon of
<b>Autumn Term</b>	Wednesday 8 September 21	Friday 22 October 21
	Monday 1 November 21	Friday 17 Dec 21
<b>Spring Term</b>	Tuesday 4 January 22	Friday 18 February 22
	Monday 28 February 22	Friday 8 April 22
<b>Summer Term</b>	Monday 25 April 22	Thursday 26 May 22
	Monday 6 June 22	Thursday 21 July 22

### In-service days

Monday 6th September 2021

Tuesday 7th September 2021

Friday 22nd July 2022

## School Attendance

Every half term you will receive a letter outlining your child's attendance throughout the academic year. If your child's attendance falls below 95% we will contact you to offer support and to discuss the reasons why.

School attendance is compulsory for all children from aged 5 in reception to year six. If your child is going to be absent you must inform the school office before 9.30am. This is to ensure your child is safe and accounted for. If your child is absent from school without the school being informed, it is school policy to ring home to ascertain the reason for absence.

It is national legislation for all schools to monitor attendance and punctuality regularly. The expected attendance figure given by the Department for Education has increased and this is reported in ASP, Analyse School Performance. The school is accountable for attendance figures and we have a target of 95%. We would urge you to work together with the school to ensure the best possible attendance. If your child's attendance or punctuality falls below 95%, this would be a serious cause for concern for the school and you would be contacted by the school, Inclusion Manager or a member of the Senior Leadership Team. As always, if you are having problems with attendance or require support, please do not hesitate to contact school.

The government has announced that all children, including those that were previously shielding, are expected to attend school from September and absences will no longer be

authorised. The government has also added the greater use of fines and sanctions for pupils who are not attending school. Although we cannot get away from this, we hope to be more supportive for our children and their families and work with you to ensure full attendance. If you are having difficulty getting your child to attend please contact the school office and we will put a plan in place to support.



## **What the Law says:**

The Education Act 1996 states that parents and carers must ensure that all children of compulsory school age (5-16) receive a full-time education that is suitable for their age, ability and aptitude and special educational needs.

Children must be educated from the commencement of the school term following their 5th birthday, until the last Friday in June of the school year in which they reach their 16th birthday.

The Local Authority has a responsibility to ensure that parents fulfil their legal responsibility and must also ensure that there are enough school places for all children to attend. As a parent you may be committing an offence if you fail to ensure that your child attends school regularly.

Once you have registered your child at a school it is your responsibility to make sure that s/he attends regularly and punctually.

If you fail to do so the **Local Authority** has a statutory duty to consider legal action to enforce school attendance. This may involve the issuing of a **penalty notice, prosecution** or application for an **Education Supervision Order**.

In addition to this the government has issued a new policy for attendance and holidays with effect from September 2013. The changes state:

*“Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.” DFE 2013*

In addition to this there are now tighter timescales for statutory fines in place for parents whose child fails to attend school. The changes state:

*“Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.*

*Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents may have to pay from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.”*

**Please note it is the Local authority who issues penalty notices. Not the school itself.**

School gates are locked promptly at **9.10am**

This ensures the school premises are secure and we urge parents to arrive and leave promptly, adhering to COVID guidelines.

## **Why is it important for children not to miss school?**

Most parents want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school or alternative provision regularly. If children do not attend school regularly, they may not be able to keep up with school work.

In a busy school day it is difficult for schools to find the extra time to help a child catch up. And it's not only the academic work: missing out on the social side of school life – especially at primary school – can affect children's ability to make and keep friendships, a vital part of growing up.

Setting good attendance patterns from an early age, from nursery classes through primary school, will also help your child later on. Employers want to recruit people who are reliable. So children who have a poor school attendance record may have less chance of getting a good job. Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class. Some parents may be trying but finding it hard to get their children to attend school. Research has shown that children who are not in school are most vulnerable and are easily drawn into crime. Those children who play truant are more likely to offend than those that do not.

Every lesson in school matters and children who have time off find it difficult to catch up.

At school the first half hour of each day is spent working on each individual child's needs and often has the most impact on a child who may be struggling with a specific skill.

We have improved our attendance rates significantly over the past four years and need to continue to improve. Please continue to support us by:

- Booking family holidays in the school holiday periods.
- Attending school prior to and after appointments

## Nursery

Nursery children can attend either a morning or afternoon. We may offer a 30 hour provision subject to eligibility. Core times for nursery are as follows:

<b>Nursery (a.m.)</b>	<b>Nursery (p.m.)</b>
Morning session begins at 8.40 a.m.	
Morning session ends at 11.40 a.m.	
<b>30 hour provision or full day times when applicable</b> 8.40am- 3.30pm with lunch	

## School Admissions

Hedworthfield Primary is an oversubscribed school, we currently have space for 78 Nursery and 30 Reception children.

Please note that being enrolled in our Nursery does not guarantee a place in our Reception class. If you want Hedworthfield Primary as your first choice of school you must select this when you apply for a school place.

For more information about school admission criteria please click on the following link.  
[www.southtyneside.gov.uk/schooladmissions](http://www.southtyneside.gov.uk/schooladmissions)

## Curriculum and Class information

### Homework

Your child will be provided with a termly homework project related to their curriculum topic. The focus of these projects is to engage you in your child's learning and share in experiences with your child. This will allow you to have a greater understanding of their skills, strengths and interests.

Your child will be issued with a homework pack. This is to be completed at home and handed in at the end of each half term. The pack will contain ongoing learning- High frequency words to read and spell, number facts and times tables as well as homework sheets. Your child will receive a certificate for completed homework packs.

### **Curriculum**

At school we study a skills based curriculum. The skills based curriculum teaches the skills learned in the national curriculum through a topic based approach. This will allow the basic skills of English and Mathematics to be reinforced throughout the curriculum and for our children to experience their learning in a more creative way.

English and mathematics will be taught each morning. In addition to this, we will also be delivering a recovery and well-being curriculum to support the pupils following the COVID pandemic.

### **PE**

Full school uniform is required each day with the exception of PE days where we are requesting children come in a SCHOOL PE KIT. This can include a pair of jogger bottoms or leggings and a hoodie for colder weather. School hoodies can be ordered from the school office.

Children are not allowed to wear any jewellery or watches for PE and must be able to remove their own jewellery, if children are unable to remove their own earring studs; we ask that parents remove them in the morning before their PE session.

### **PE Timetable**

Monday	Tuesday	Wednesday	Thursday	Friday
Year 3 / ARB 2 Year 4	Year 5 Year 6	ARB 2 Year 3	Year 1 Year 2 / ARB1 Year 4 Year 5 Swimming	Year 5 Year 6

### **Personalised learning**

Throughout the week, each child will receive some form of personalised learning. This will involve working in a small group of children with a member of teaching or support staff on focused outcomes for each individual.

The class teacher will assess pupils' skills in detail and identify the key aspects of learning each child must address to ensure they make good progress. Challenge activities will be planned and delivered to ensure progress is made.

## **Parental Support**

There are times when we all need some advice or support when raising our children. We are committed to providing a support network for each child and their family.

If you require any support please speak to Mrs Jeynes, Mrs Riches or Mrs Richardson. In order to ensure we are able to provide support, Mrs Richardson, SENCo, can provide support with SEN, behaviour, routines, difficult family situations, bereavement and general concerns.

We also have secure links with a range of outside agencies and can provide families with the support they need.

If you have any concerns regarding your child's progress or how happy they are in school please see your child's class teacher or the phase leader named in the staffing list above.

## Parent text, Website, Facebook and Class Dojo

The school website and facebook pages provide parents and pupils with a host of information. We update all information and messages on the website and facebook page. We also send text messages for key notices and events and email all letters. Each class has a class dojo page where teachers share information and photos too. Please ensure your mobile contact details are up to date and that school has your email address.

We have always been an 'open door' policy school. We love the relationship we have with our families. However, the greatest risk of transmission is between adults and we have to ensure we minimise contact. For this reason, **teachers will not be allowed to speak with parents face to face on the door**. Brief messages will be allowed to be passed on at a 2m distance. To contact school or your child's class teacher during working hours informally you can:

- Message on class dojo
- Message on the school facebook page
- Call the school office for a call back

If you need a more formal discussion or require a senior leader to call you back please contact the school office or email the school email address.

Hedworthfield 0191 5373373     [info@hedworthfieldprimary.com](mailto:info@hedworthfieldprimary.com)

## Dates for the Diary

**Please find below a list of forthcoming school events for your diary.** *Please note these dates and times are subject to change but we will endeavour to give as much notice as possible.*

Please also sign up to class dojo and the school facebook page where any virtual events will be shared.

Parents evening will be held virtually again this term. We really hope to welcome parents back into school in the spring term for face to face meetings.

Stay and Play sessions will commence after half term.

More details to follow.

## Autumn Term Important Dates

Date	Event	Class
Thursday 16 September	Weekly swimming lessons	Year 5
Friday 17 September	Bikability	Year 4
Friday 24 September	Macmillan Fundraiser	Whole school
Tuesday 28 September AM	School Photographer	Whole school
Tuesday 5 October	Parents Evening	Whole school (Virtual)
Thursday 7 October	Parents Evening	Whole School (Virtual)
Wednesday 13 October 9.30am	Harvest Festival	Key Stage 1 and ARB 1
Thursday 14 October PM	RE Trip to the Mosque	Year 6
Wednesday 3 November	Flu Immunisation	Rec – Year 6 ARB
Tuesday 7 December 9.30am	Year 3 and 4 Winter Performance	Year 3 and 4 and ARB 2 parents
Wednesday 8 December (am)	Beauty and the Beast at The Exchange, North Shields.	Year 1- Year 6 and ARB
Thursday 9 December 9.30am	Year 5 and 6 Winter Performance.	Year 5 and 6 parents
Friday 10 December	Festive Lunch	Reception – Year 6
Friday 10 December 9.30pm	Year 1 and 2 Winter Performance	Year 1 and 2 parents and ARB 1
Monday 13 December 9.30am	EYFS Winter Performance	Nursery and Reception parents
W/B 13 December	Enterprise Week	Whole School
Tuesday 14 December (PM)	Year 1 and Y2 Party  Children can bring in clothes to change or go home at lunch time	Y1 and Y2 and ARB1
Wednesday 15 December (PM)	Y3 and Y4 Party  Children can bring in clothes to	Y3 and Y4 and ARB2

	<b>change or go home at lunch time.</b>	
<b>Thursday 16 December (PM)</b>	<b>Y5 and Y6 Party</b>  <b>Children can bring in clothes to change or go home at lunch time</b>	<b>Y5 and Y6</b>

### **Primary School Admissions 2022**

The deadline for parents/carers applying for a reception place, for their child is Monday 17 January 2022 at 4.30pm.

### **Secondary School Admissions 2022**

The deadline for Year 6 parents/carers applying for a Year 7 place in secondary school is Monday 1 November 2021 at 4,30pm.

**Autumn Term Clubs**  
**Clubs will commence week commencing 13<sup>th</sup> September**

**Please note booster clubs and interventions may also be running after school – Invitation only.**

**Unnamed adults or persons under 16 will not be permitted to take any children from the premises.**

Registers are taken for all after school clubs and all children will be dismissed by their club leader from the KS1 entrance or hall to the named adult/s on their consent form. We ask that parents arrive promptly for 4:00pm.

<b>Day</b>	<b>Club</b>	<b>Time</b>	<b>Staff</b>	<b>Year group</b>
<b>Monday</b>	Craft Club	After school until 4pm	Mrs Scott	Years 1 & 2
<b>Tuesday</b>	Lego Club	Lunchtime	Miss Wright	Years 3 & 4
	Times Table Rockstars Club	Lunchtime	Mrs Hudson	Year 4
<b>Wednesday</b>	Lego/Construction Club	After school until 4pm	Miss Green	Years 1 & 2
	Phonics Club (invite only)	12.30-1pm	Miss Tait	Year 2
	Farm Club	After school until 4pm	Mrs Henderson & Mrs Ramage	Year 3
	Reading Club (to be confirmed by Miss Sparks)	After school until 4pm	Miss Sparks	Year 6
	Maths Club (to be confirmed by Miss Elliott)	After school until 4pm	Miss Elliott	Years 5 & 6
<b>Thursday</b>	Play Doh Disco Club	After school until 4pm	Mrs Shepherd &	Reception
	Phonics Club	After school until 4pm	Mrs Riches	Years 1 & 2

**School clubs** are subject to change termly but parents/ carers will be notified the term before any changes occur. We endeavour to have a wide range of clubs available to your child on four evenings per week. In the rare event of cancellation, we will let you know via text message from the contact details provided or by telephone.

In the event of oversubscription to clubs, children will be allocated a place on first come first served basis and extra names will be added to a waiting list. Children will have an opportunity to take part in their choice of club the following term on a rota basis.

**After School clubs** are free of charge and run by school staff or qualified sports coaches, except where an outside agency provides the club e.g. Skinny Pigs.

**Breakfast club** is a non-profit club but we do rely on voluntary contributions to enable us to purchase activities and supplies. Breakfast club has a strict behaviour policy and children who do not follow the policy, after three warnings, will be prohibited from attending.

We hope you find this brochure informative and helpful. We would welcome any feedback on any other information you may require.

We will update parents regularly and new events and reminders will be notified by letter, on the website and facebook.

We look forward to working with you, in partnership, in your child's education.

Yours sincerely,

Mrs G Jeynes