



# Parent Handbook

## Autumn Term 2022

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

Link Way, Jarrow, NE32 4QF  
Telephone: 0191 5373373  
e-mail: [info@hedworthfieldprimary.com](mailto:info@hedworthfieldprimary.com)  
HT e-mail: [gjeynes@valleyview.s-tyneside.sch.uk](mailto:gjeynes@valleyview.s-tyneside.sch.uk)

# **Welcome back!**

Dear Parents and Carers,

It is a pleasure to welcome you to a new academic year. This year has already proven to be a time of national change with a new prime minister and a new monarch. I am sure you will all join me in sending our deepest sympathies to the Royal Family and paying our respects to Her Majesty The Queen.

As always, it is a delight to see our children return to school and to look forward to what I am sure will be a wonderful year. We have tried to map out as many dates as possible so you have the information ahead of time. Although every effort is made to stick to the dates provided, they are provisional and (if unavoidable) may change.

This year may see many families finding day to day living a little more challenging as a result of increasing cost of living and energy prices. Although the energy cap will help, the increases already applied will have an impact. As a school, we have access to uniform, food hampers, flexible payment options for clubs and events and will endeavour to keep costs as low as possible.

Our voluntary donation breakfast club is available every day from 8 am where all children can have a breakfast. All we ask is that parents make a small voluntary donation when you can to help pay for the food. The staff for this is covered by our pupil premium funding. Our dedicated staff team are always here to help so please do not hesitate to get in touch if we can.

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 S Robinson, Higher Level Teaching Assistant is joining us from Valley View.  
Mrs Gathercole returns to Hedworthfield and will be working alongside Mrs Reid in the school office.

Ms Earnshaw Trainee Teacher will be working alongside Mrs Sibbald in year 4.

## **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 and any medical conditions 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 containing nuts.**

## **Medication**

If your child has any **medication or allergies**, please inform Mrs Reid or Mrs Gathercole 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 it 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 is aware of this as soon as possible with a proof of income allowance. Reception to year 2 receives 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.

## Staff List

School		
SMT		
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 Sparks
Middle School Lead (Years 1,2 & 3)		Miss Elliott
Lower School Lead (Nursery, Reception)		Mrs Shepherd
Language Unit Lead		Mrs Watson
School Business Manager		Mrs Crawford
Operations Coordinator		Mrs Henderson
Teaching and learning responsibility		
Maths Lead	Miss Elliott	
Literacy Lead	Miss Sparks	
Class teachers and support staff		
Nursery	Mrs Naylor	Mrs Charlton Mrs Graham
Reception	Mrs Shepherd	Mrs Chapman
Year 1	Miss K Elliott	Mrs Scott Mrs Ramage Mrs Atthey
Year 2	Miss Tait	
Year 3	Mrs Jenkins/ Mrs Mizen	Mr Farham
Year 4	Mrs Sibbald, Miss Earnshaw, student teacher	Mrs Steadman
Year 5/6	Mr Lewins	Mrs Arthur
Year 5/6	Miss Sparks	Mr Eglintine
Language Unit	Mrs Watson/ Miss Southern	Mrs Thu/ Mrs Middleton/ Miss Robinson
Outreach	Mrs Nevin/ Ms Rowlings	
Additional teaching staff		
Sports coach	Mr Gibson	
Breakfast club/ reading	Mrs Steadman/Mrs Atthey/ Mr Farham/Mr Eglintine	

Admin team	
Administrator	Mrs Reid
Clerical Assistant	Mrs S Gathercole
Lunchtime Supervisory Assistants	
Lunchtime Supervisory Assistant	Mrs Hill
Lunchtime Supervisory Assistant	Mrs Thu
Lunchtime Supervisory Assistant	Mrs Tomes
Lunchtime Supervisory Assistant	Ms McConkey
Lunchtime Supervisory Assistant	Mrs Dobson
Lunchtime Supervisory Assistant	Miss Keane
Lunchtime Supervisory Assistant	Mrs Roll
Lunchtime Supervisory Assistant	Miss Paterson
Site Management	
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	Vacancy
	Parent Governor	Ms Robinson
	Parent Governor	Mrs Rowell
	LA Governor	Mr Drynan
	Co-opted Governor	Vacancy
	Co-opted Governor	Mrs Robson



## Term dates

<b>Term</b>	<b>Opening morning of</b>	<b>Close afternoon of</b>
<b>Autumn Term</b>	Wednesday 7 September 22	Friday 21 October 22
	Monday 31 October 22	Friday 23 Dec 22
<b>Spring Term</b>	Monday 9 January 23	Friday 17 February 23
	Monday 27 February 23	Friday 31 March 23
<b>Summer Term</b>	Monday 17 April 23	Friday 26 May 23
	Monday 5 June 23	Thursday 20 July 23

### In-service days

Monday 5th September 2022

Tuesday 6th September 2022

Friday 21st July 2023

## 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.

### **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*

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

School gates are locked promptly at **9.05am**

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

### **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.

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.

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:

Nursery (a.m.)	Nursery (p.m.)
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 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 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.

### 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
Reception	Year 1 Year 2	Language Unit 1 Year 4	Year 6 Year 4 swimming Language Unit 2	Year 5

## 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 Jaynes, 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. 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.

Please note that Facebook and DOJO messages will only be monitored during school hours.

Hedworthfield 0191 5373373

[info@hedworthfieldprimary.com](mailto:info@hedworthfieldprimary.com)

## Primary School Admissions 2023

The deadline for parents/carers applying for a reception place for their child is Monday 16th January 2023 at 4:30pm. Offer day is Monday 17th April 2023.

## Secondary School Admissions 2023

The deadline for Year 6 parents/carers applying for a Year 7 place in secondary school is Monday 31st October 2022 at 4:30pm. Offer day is Wednesday 1st March 2023.

**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. South Shields FC. In the case of outside agencies a small contribution is requested.

**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