



**Prospectus
2020 - 2021**

Head Teacher's Welcome

Welcome to Mill Hill Primary School.

On behalf of Governors, staff and children it gives me great pleasure to introduce you to our school.

Here at Mill Hill Primary we believe that everyone should feel valued, happy and respected whether that be a child or adult. We work hard to create a warm, safe and welcoming environment where children can foster a love of learning and develop enquiring minds.

As a school we understand that all children deserve the best and our aim is to help them reach their full potential in all aspects of school life- academic, social, personal, physical and spiritual no matter what their starting points. This is achieved by creating a personalised curriculum to suit the needs of the learner, as well as providing a range of experiential learning opportunities.

Within our school we work very hard to create a team of teachers, non-teaching and support staff who are caring, nurturing and passionate about providing the best opportunities for children in order to ensure children leave us with positive experiences and happy memories.

We hope as you read the prospectus you gain an insight into school life at Mill Hill Primary School. If you require any further information, have any questions or would like a visit please do get in touch.

Mrs L. Errington Head Teacher

Our School

Mill Hill Primary School first opened its doors on September 3rd 1969 and throughout the years the school has played a pivotal role in educating children in the local community.

The building itself has evolved and offers classroom facilities, a modern sports hall, dining halls, library, ICT suite, community room and additional working spaces for groups.

Externally the school has a number of outdoor areas such as the playgrounds, playing fields and Early Years outdoor provision allowing children to learn outside of the classroom.



Our Aims

We aim for our children to:

- > Enjoy their primary school years in a nurturing, caring and inclusive environment.
- > To have a passion for learning, develop an enquiring mind and ambition to succeed
- > Enjoy the acquisition of knowledge and to promote the ability to question and debate
- > Develop a range of skills which will equip them for adult life and work in an ever changing diverse world
- > To build resilience and develop a 'can do' attitude
- > Feel safe secure and keep healthy
- > Be well mannered, respecting themselves, others and the environment
- > Make a positive contribution to school and the wider community

Meet the Team

Head Teacher	Mrs L Errington (Designated Lead for Safeguarding)
Deputy Head Teacher/ KS2 Lead	Mr P Hair (Designated Person for Safeguarding)
Teachers	Mrs J Gibson (SENDCo) Mrs C Allinson (EYFS/ KS1 Lead) Mrs F Colling Mrs A Curtis Mrs M Hill Mrs S Irwin Mrs K Miller Miss R Moore Miss E Nicholson Mrs D Osmond Mr B Rodgers Mrs D Slee Mrs C Small Mrs C Thompson Mrs N Thompson
Nursery Nurses	Mrs J Bell Mrs E Marshall
Teaching Assistants	Mrs M Bailey Mrs T Hunt Mrs J Nicholson Miss K Wake Mrs A Wright Mrs A Ellis Miss C Nichol Mrs L Richardson Mrs M Wilson
School Business Manager School Administrator	Mrs N Jewitt Miss C McArdle
Site Supervisor	Mr R Butler
Cook in Charge	Mrs J Davison

The School Day

The school gates are opened for children at 8.50am ready for children to begin their school day at 9 o'clock (anyone arriving after this time is to enter via the school office to ensure registration).

The school day for pupils is slightly different for different age groups. Full details are given below.

EYFS/ Key Stage 1 (Rec, Years 1 & 2)	9.00am - 12 noon 1.00pm - 3.15 pm	Teaching hours per day: 4 hours 40 minutes.
Key stage 2 (Years 3, 4, 5 & 6)	9.00am - 12 noon 1.00pm - 3.20 pm	Teaching hours per day: 4 hours 45 minutes (excluding registration, breaks and assembly)

At the end of the school day classes are dismissed from the classroom doors onto the school yard.

Attendance

The Education Act states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education. At Mill Hill Primary School we ask parents and families to support us in promoting good attendance in the following ways:-

- > Ensuring that children attend school regularly and arrive on time i.e. between 8.50 am and 9.00 am. (Registration is often a time when teachers will discuss with children the programme of the day.)
- > If your child is ill please contact the school by phone, note or in person before 9.30 am on the first day of absence so we can update our records. If we haven't heard from you by 9.30 am we will contact you as part of our 'First Day Response' initiative.
- > When your child returns to school it is helpful if you can provide a note confirming the reason for absence.
- > Avoid taking holidays during term time.

From 1st September 2013 an amendment to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers **can not** grant any leave of absence during term time unless there are exceptional circumstances. If a family holiday falls during term time, a request for leave of absence form, obtainable from the office, should be filled in before your child goes away on holiday. The Head Teacher will complete this form to advise you that this will be recorded as an unauthorised absence, in line with the regulations.

At Mill Hill we have a responsibility to work with the LA and Education Inclusion Service to ensure that children attend school. We are required to inform the LA if a pupil fails to attend or is late regularly and if no reason for absence is provided.

Authorised absence is, for example, illness, absence with the school's permission. Unauthorised absence is when the school receives no valid explanation in accordance with Government guidelines or when holidays are taken.

Children are not allowed out of school between 9.00 am and 3.15 pm/3.20 pm without the permission of the Head Teacher. If your child needs to leave school for any reason, such as dental appointments, please send a note to the class teacher beforehand. Children with such appointments should be collected from the school office and signed out by the parent/carer.

Uniform and Appearance

Here at Mill Hill Primary, we are extremely proud of our school identity and all children wear our uniform with pride.

We firmly believe that a school uniform can:

- > instil pride;
- > support positive behaviour and discipline;
- > encourage identity with, and support for, school ethos;
- > ensure pupils of all races and backgrounds feel welcome;
- > protect children from social pressure to dress in a particular way;
- > nurture cohesion and promote good relations between different groups of pupils;
- > support effective teaching and learning.

Our school uniform consists of white polo or collared shirt, royal blue sweatshirt or cardigan (with or without the school logo), black or grey skirt, trousers or pinafore dress, blue and white check summer dress, white or black socks, black tights and plain black shoes. Shoes with platform soles or high heels are not permitted.

Uniform with the school logo (not essential) can be purchased from:

Total Sport, Hendon Road, Hendon, Sunderland SR1 2JD or

Ace Workwear, 13 Blind Lane, Silksworth, Sunderland, SR3 1AT

PE Kit

Indoor-white T-shirt, black shorts, gym shoes

Outdoor - white T-shirt, black shorts/ jogging bottoms, trainers

NB: Everyone using the sports hall must wear plimsolls that are solely for indoor use. Gymnastics will be undertaken in bare feet as recommended by the LA.

Reading Folder – all children will need a blue book bag.

Water Bottles - water bottles should be clear and labelled with the child's name (tap water only).

Hairstyles - it is recommended that long hair be tied back for health and safety reasons. The school does not permit children to have haircuts that could serve as a distraction to other children. Shaved heads or hairstyles that are deemed by the Head Teacher to be 'extreme' are not acceptable. No markings of any description should be shaved into the hair. Hairstyles where one side of the head is shaved and the other is left longer are not allowed. If you are unsure whether or not a hairstyle will be acceptable, you are advised to ask the Head Teacher **before** getting the style. Hair must not be dyed, bleached, beaded or gelled.

Jewellery - we do not allow children to wear jewellery for health and safety purposes. The exception to this is a wrist watch which we ask the children to remove during PE and games. Please note smart watches and titbits are not permitted.

The school does not permit children to wear make-up, nail varnish or false nails.

Curriculum

At Mill Hill Primary School we believe that the principles that underpin the curriculum are:-

- > All children must be valued equally whatever their stage of development and are entitled to experience the maximum sense of success and the minimum sense of failure;
- > All children must be afforded equality of opportunity and not be discriminated against on the grounds of class, race, colour, gender, religion or disability;
- > Personal development is a life-long learning process;
- > The provision of education is a partnership between schools and colleges, parents and the wider community, each having contributions to make to the development of the other.

In the primary years, the school's curriculum is planned with a specific and practical base, which reflects the fact that children learn best when all of their senses are used and tasks are seen to be relevant to their present and future lives.

The New National Curriculum 2014 includes specific key areas of knowledge, as well as skills, concepts and attitudes, which children will experience in relation to subjects, areas of experience, different styles of learning, and the values which underpin the curriculum. These values are apparent through the emphasis and priorities in the curriculum.



The curriculum also has characteristics of breadth, balance, relevance, differentiation and progression. Different teaching approaches are employed, for example adult and child initiated activities, practical and reflective activities, individual, group, full class, and school-based learning. Further information about the Education Committee's curriculum policy statement, including assessment and reporting results; arrangements for children with special needs

and those of exceptional ability; arrangements for meeting the needs of ethnic minority children and staff development and in-service training, are available for inspection at the school or from the City of Sunderland, PO Box 101, Civic Centre, Sunderland SR2 7DN.

When children join us in Reception, they follow the Early Years Foundation Stage Curriculum. The EYFS Profile summarises and describes children's attainment at the end of the EYFS. It is based upon ongoing observation and assessment in the three prime and four specific areas of learning, and the three learning characteristics, set out below:



The prime areas of learning:

- communication and language ■ physical development
- personal, social and emotional development

The specific areas of learning:

- English
- mathematics
- understanding the world
- expressive arts and design

The learning characteristics:

- playing and exploring
- active learning
- creating and thinking critically

This provides the foundation upon which all other learning is based. As children move from Reception into Year 1 and until they leave us at the end of Year 6, we follow the National Curriculum. Further information about the detailed content of the curriculum can be obtained from the DFE web-site.

The core subjects taught are:

- > English (Literacy)
- > Maths (Numeracy)
- > Science

The foundation subjects taught are:

- > Religious Education
- > Information and Communication Technology
- > Art
- > History
- > Geography
- > Design Technology
- > Physical Education
- > Music
- > Personal, Social and Health Education

English

If children are to realise their full potential, the basic skills of listening, speaking, reading and writing must be developed together with an appreciation and enjoyment of all forms of language. We have a reading and language scheme which ensures continuity throughout the primary school.

Great emphasis is placed upon reading. We have a home reading scheme and parents are encouraged to share in the development of their child's reading skills. We firmly believe that the education process is a shared responsibility. We have our own school library.



Mathematics

The Mathematics syllabus is planned to help children learn through their own experiences and, wherever possible, use these experiences to lead to a basic understanding of numbers, measurements, data handling and shapes. We aim to provide an understanding of mathematical ideas, as well as mastery of calculation appropriate to each child's ability.

Science

Through our Science curriculum we aim to give children the experience of a wide range of practical work as well as developing scientific skills and attitudes. Science helps children to understand more about the world around them and encourages them to question aspects that they don't understand. Children are given an awareness of the role and importance of science in everyday life together with a consideration of the part that science has played in the development of everyday items.

Our children are also given the opportunity to consider ways in which living things and the environment need protection.



Religious Education and Collective Worship

Religious Education must be provided in school. (New National Curriculum 2014) The Sunderland Agreed Syllabus lays down broad guidelines within which the school is able to plan its own scheme of work. Although Christian based, it also ensures that our pupils gain respect, awareness and understanding of other world religions.

Each school day features a period of collective worship, within broadly based Christian practice. Within Religious Education lessons, teaching takes account of the church calendar, well known stories from the Bible and the study of a variety of different faiths and cultures including Judaism and Islam.

Parents may ask that their children are withdrawn from religious assemblies and religious education lessons and such requests should be made in writing to the Head Teacher.

Music

All children participate in a range of musical activities, which include singing, composing and performing using tuned and percussion instruments. They listen to and discuss a variety of styles of music. Those children who wish to do so have an opportunity to learn to sing in the school choir.

Physical Education

Children are expected to participate in all PE activities. Throughout their time at Mill Hill Primary School children will have experience of dance, gymnastics, athletics, swimming and outdoor games. Together, these promote the children's physical development, an awareness and understanding of the body, the development of skills and imagination and an appreciation of creative performances. Most importantly, it is hoped that the children will gain enjoyment from physical education and pursue sporting activities in their private lives, thus promoting a healthy lifestyle.

History

Through our History curriculum, our pupils learn about significant people, events and places from both the recent and more distant past. They learn about change and continuity in their own area, in Britain and in other parts of the world.



They look at History in a variety of ways, for example from political, economic, technological and scientific, social, religious, and cultural perspectives. They use different sources of information to help them investigate the past both in depth and in overview, using dates and historical vocabulary to describe events, people and developments. They also learn that the past can be represented and interpreted in different ways. Good use is made of the local environment, which is rich in resources and children are encouraged to use first hand documentary evidence.

Geography

Pupils investigate a variety of people, places and environments at different scales in the United Kingdom and abroad, including the local area, then find out about different environments and the people who live there. They also begin to learn about the wider world. They carry out geographical enquiry inside and outside the classroom. Children are encouraged to ask geographical questions, and use geographical skills and resources such as maps, atlases, aerial photographs and ICT.

Design Technology

The children are introduced to technological principles from their earliest time in school. Their preliminary work is practical which is then extended to encompass an understanding of the principles that underpin those practical activities.

Information Communication Technology

We are proud of the ICT facilities we have at Mill Hill Primary School. All classes have access to computers and interactive whiteboards within their classrooms. We have wireless internet facilities and 30 netbooks, which classes use regularly for a variety of purposes eg research, independent learning, topic work. We have a purpose built ICT suite and employ a highly experienced ICT Technician service. We have our own school intranet facilities, as well as access to the internet, which is carefully monitored to ensure that children are protected from inappropriate material and are taught how to keep themselves safe when using the internet. We have a school web-site which is updated regularly www.millhillprimaryschool.co.uk and a Facebook page <https://www.facebook.com/Mill-Hill-Primary-School-373836666676803/about/>

We teach ICT as a discrete subject, as well as encouraging our children to use and develop their ICT skills across all other subjects. Our aim is to provide children with the skills to live and work in the 21st century and we are constantly updating our facilities to ensure our children have access to the best equipment.

Art and Design

Children enjoy and gain satisfaction from experiences



which give them the opportunity to be creative. At Mill Hill School we try to gratify this creative desire through every possible means and a wide variety of media. We provide opportunities for pupils to handle and use the materials and resources of their environment and the results of this work are displayed around the school.

Personal, Social and Health Education

We endeavour to give children the knowledge, skills and understanding they need to lead confident, healthy and independent lives and to become informed, active, responsible citizens. Children are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of our school and the community.



Reporting Progress

Consultation evenings are held during the year, when parents are invited to talk with staff about their child's progress and an annual report is sent to the parent/guardian of each child. However please don't feel you have to wait until parents' evenings to discuss any concerns you may have. You may make an appointment with the class teacher, SENDCO or Head teacher via the school office.

Educational Visits

Learning outside of the classroom is a valuable part of children's learning, helping them to put theory and practical together in order to bring learning to life. Where possible our curriculum aims to utilise our spacious grounds and local community to inspire and stimulate our children. Class teachers are also encouraged to take children further afield to places such as museums, Castles and the beach to enhance learning. Visits are planned carefully and appropriate risk assessments in place.



We also believe strongly in the value of residential experiences for children as a way to develop children socially and educationally. Residential experiences have included places such as Derwent Hill and Robin Wood.

Charging Policy

As a school we seek to meet the meet the costs of educational visits and visitors from our delegated school budget. However from time to time we may ask parents for a voluntary contribution towards these valuable experiences. These costs will be

communicated to parents well before the event and by helping with the costs enable us to offer a much wider range of activities and experiences. Please note that no child will be excluded if payment is not received, however we must make clear that if there are insufficient funds visits may be cancelled.

Clubs and Activities

Here at Mill Hill we offer a range of extra curricular activities for children. Some clubs ran by external providers may have a small charge but in order to maximise participation we aim to keep the costs as low as possible.

We have a well attended breakfast and after school club ran by our own staff. Breakfast club runs from 8.00am each day and afterschool club 3.30pm -5.30pm Monday-Thursday. Booking for these clubs can be done via an app and paid for online. Please contact the school office for further details.

Safeguarding

We have comprehensive and robust Safeguarding and Child Protection policies and procedures which are rigorously adhered to at all times. All staff have a responsibility to promote the welfare of all children in the school. In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Sunderland Safeguarding Children's Board Procedures and inform the Children's Services Social Care or the Police Public Protection Unit, of their concern.

The Head Teacher, Mrs Errington, is the named designated child protection teacher and the Deputy Head teacher, Mr Hair is also a designated child protection teacher. Mr Hamilton is the nominated child protection governor.

All are trained for their roles and all new staff to school undertake training in safeguarding procedures during their induction.

As part of our partnership with Sunderland LA and Northumbria Police, Mill Hill Primary is an 'Operation Encompass School'¹.

Complaints Procedure

Should a problem or difficulty arise concerning your child, we would hope that, in the first instance you would contact the school- the class teacher initially and then the Assistant Head/ Head teacher. In the unlikely event that the situation is not resolved, parents should follow our complaints procedure.

A full copy of the complaints procedure and policy can be found on the school website or obtained from the school office.

Equal opportunities

We value all members of our school and community seeking to accept everyone with respect and ensuring that all have equality of opportunities irrespective of their gender, ethnicity, sexuality, religion, background or disability. We aim to be fully inclusive in all areas of school life and encourage our pupils to recognise and value our rich and diverse world.

SEND and Inclusion

At Mill Hill Primary school we are committed to the equal inclusion of all children in all areas of school life. We recognise the diverse and individual needs of all our children and take into account the additional support required by those children with SEND following the SEND Code of Practice. Our SEND policy and School Local Offer are both available on the website.

Lunchtime arrangements

All children are encouraged to stay for a school lunch, prepared in our kitchen on the premises. A request form must be obtained from the school office and a minimum of a full week's notice of a request to change meal arrangements must be given. We will let you know when your child may change.

In Key Stage 2 only those families who are in receipt of certain benefits can receive free school meals. However, Key Stage 1 parents who are eligible for Free School Meals still need to apply to ensure they receive other benefits in school. To find out more and for application details, please contact Children's Services, Sandhill Centre, Grindon Lane, Sunderland, SR3 4EN, Tel 5611417.