



# South Hetton Primary School

## School Prospectus



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**The future begins here...**

Welcome to South Hetton Primary School. We are a member of the Tudhoe Learning Trust which is a group of seven Durham based Academy Primary schools who share a genuine passion for children's learning.

We are very much a community and work together to provide a secure and happy environment for everyone. We are committed to strong partnerships with our colleagues in the Trust, community members & parents and believe by working together we can provide the very best education for your child.

There are many opportunities for parents to play a role at South Hetton Primary School. As new parents you will automatically become members of the Friends of South Hetton PTA, if you so wish.

The children here enjoy a curriculum that is rich, varied and enhanced with extra curricular activities. Of course, we want the children in our care to do well academically; to become literate and numerate and to fulfil their potential in their schoolwork. However, at South Hetton Primary School, we want so much more than this. Our school is a land of opportunity where children (and adults) have the chance to explore new experiences, learn varied skills, to find out what they are good at, to develop and grow as individuals and as members of our community.

We look forward to welcoming your son or daughter at our wonderful school.

Mrs N. Mayo  
Headteacher





## School Information

Website: [www.southhettonprimary.co.uk](http://www.southhettonprimary.co.uk)

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

Telephone: 0191 526 1662

E-mail: [office@shprimary.co.uk](mailto:office@shprimary.co.uk)

Headteacher: Mrs. Nicola Mayo

Chair of the Governing Body: Mrs. Sandra Mason

CEO of Tudhoe Learning Trust Mr. Jim Smith

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



## Values and Ethos Promoted at South Hetton Primary School

'With our key values of **perseverance, learning, ambition, nurture and teamwork**, South Hetton Primary School takes pride in having the highest expectations of all our pupils and is passionate about knowing all our children individually so we can give them the maximum support and encouragement.

We challenge all children to strive for academic, creative, sporting and personal accomplishment with a commitment to the principles of inclusion and equality.



### The School Governors

School Governors meet regularly to review the work of the school and to set school policy. Mrs Sandra Mason is the current Chair of the Governing Body with Mrs Wigham as Vice Chair. All can be contacted via the school.

Mrs S Mason – Director appointed (Chair)

Mrs L Wigham - Parent Governor (Vice Chair)

Mrs Padgett Fish - Parent Governor

Mrs C Charters – Director appointed

Mr D Wheatley - Director Appointed

Mr Casson - Director Appointed

Mrs H Hartwell – Staff Governor

Mrs D Thompson – Staff Governor

Mrs N Mayo – Head Teacher

## Staff


Job Description	Name	Curriculum Responsibility
Head Teacher	Mrs N Mayo	Child Protection/ Safeguarding/ Attendance/ Behaviour/ Standards/ Assessment/ Teaching and Learning/Health & Safety
Deputy Head Teacher	Mr P Ruddick	Year 4 Class Teacher Curriculum Leader / PSHE /Maths/ Pupil Premium/Sports Premium
Teaching Staff	Mrs M Dhali	Nursery Teacher /RE/ PE
	Mrs N McHugh	Reception Teacher/ EYFS Lead/ Art / DT
	Mrs Dawn Thompson	Year 1 Teacher/ Phonic Lead/ Computing
	Mr Davison	Year 2 Teacher
	Mrs T Hill	Year 3 Teacher /SENDCO/ Science
	Miss K Peel	Year 5 Teacher /History/Geography
	Miss S Mann	Year 6 Teacher/ English Lead
Teaching Assistants	Mrs L Merritt Miss R Fogg Mrs J Bradbury Mrs L Carr Miss A Richardson Mrs H Hartwell Mrs M Hammond Miss J Bell Mrs C Harrison Mrs B Beeston Mrs A Ryall	Nursery Support EYFS Support Reception Support Year 1/2/3 Support Year 1/2/3 Support Year 4 Support Year 5 Support Year 5 Support Year 5 Support Year 6 Support HLTA PPA Cover
School Administrator	Mrs E Britton	
Office Assistant	Mrs C Winship	
Caretaker	Mr G Quin	
Cleaner	Ms J Little Miss A Richardson Mrs C Walton	
	Mrs K Johnston Mrs C Walton	
Breakfast Club	Mrs C Walton Mrs K Johnston Ms J Little	





# Term Dates


2024-25



<i>Holiday</i>	<i>Closing Date</i>	<i>Date Re-opens</i>
<i>Summer 2024</i>	Tuesday 23 July 2024	Thursday 5 September 2024
<i>Autumn half-term 2024</i>	Friday 25 October 2024	Monday 4 November 2024
<i>Christmas 2024</i>	Friday 20 December 2024	Monday 6 January 2025
<i>Spring half-term 2025</i>	Thursday 20 February 2025	Monday 3 March 2025
<i>Easter 2025</i>	Friday 11 April 2025	Monday 28 April 2025
<i>May Day 2025</i>	Friday 2 May 2025	Tuesday 6 May 2025
<i>Summer half-term 2025</i>	Friday 23 May 2025	Monday 2 June 2025
<i>Summer 2025</i>	Friday 18 July 2025	Tuesday 2 September 2025
<i>School closed for staff training on Wednesday 4th September 2024 &amp; Friday 21st February 2025</i>		



2025-26



<i>Holiday</i>	<i>Closing Date</i>	<i>Date Re-opens</i>
<i>Summer 2025</i>	Friday 18 July 2025	Wednesday 3 September 2025
<i>Autumn half-term 2025</i>	Friday 24 October 2025	Monday 3 November 2025
<i>Christmas 2025</i>	Friday 19 December 2025	Monday 5 January 2026
<i>Spring half-term 2026</i>	Friday 20 February 2026	Monday 2 March 2026
<i>Easter 2026</i>	Wednesday 1st April 2026	Monday 20 April 2026
<i>May Day 2026</i>	Friday 1 May 2026	Tuesday 5 May 2026
<i>Summer half-term 2026</i>	Friday 22 May 2026	Monday 1 June 2026
<i>Summer 2026</i>	Friday 17th July 2026	TBC
<i>School will be closed for staff training on Tuesday 2nd September 2025, Thursday 2nd April 2026 &amp; Monday 20th July 2026.</i>		

## The School Day

Nursery	Morning Session	8.45am – 11.45am	Teaching Time Am – 15 hours Pm – 15 hours
	Lunch	11.45am – 12.15pm	
	Afternoon Session	12.15pm – 3.15pm	
Key Stage 1	Morning Session	8.40am – 12.00pm	Time in school: 31hours 25 mins Teaching Time: 25 hours 50 minutes
	Break	10.10 – 10.25am 1.45pm – 2.00pm	
	Lunch	12.00pm – 12.45pm	
	Afternoon Session	12.45pm – 3.05pm	
Key Stage 2	Morning Session	8.40am – 12.15pm	Time in school: 31hours 25 mins Teaching Time: 27 hours 5 minutes
	Break	10.10 – 10.25am	
	Lunch	12.15pm – 13.00pm	
	Afternoon Session	12.45pm – 3.05pm	

We expect children to be punctual for all sessions and have excellent attendance. In the mornings, there is no one on duty in the playground before school; therefore, your child's safety is your responsibility.

The school doors open at 8:40am for pupil registration and early morning reading. At 8.50am, the pupil entry doors will be locked and all pupils must then enter by the main entrance. It is important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for your child and for the rest of the class.

At the end of the school day, please collect your children from the school playground. Staff escort the classes onto the yard in order to dismiss the children to an authorised adult. If you arrive by car, please do not park in the school car park as it causes congestion. Gates are locked between 8.30am and 9.15am and 2.45pm and 3.30pm.

Dogs and smoking are not permitted on the school yard at any time. This includes electronic cigarettes.

Parents and carers are not permitted to enter school by the pupil doors. If you wish to speak to staff, please do so at 3.05pm. For longer discussions, please make an appointment at the main office.



## Wraparound Care

### Breakfast Club

Breakfast club runs daily from 7.30am and is available at a cost of £3.00 per day. Bookings can be made via Arbor. Entry to breakfast club is through the library door. Children will have a choice of breakfast items and will have quiet activities and games to play with until the start of the school day. Children will join their classes at 8:40am when early morning reading begins.

### Tea Club

Tea Club is available after school for those parents who need it. There is a cost of £6.00 per day for childcare until 5:00pm. This cost includes a light tea.

Please book your child's place via Arbor before 2pm on the day that it is required. Children will be taken to tea club at the end of the day and can be collected from the library doors in the staff car park.





# Uniform

## Why do we have a uniform?

The government strongly encourage schools to have a uniform as it can play a key role in:

- promoting the ethos of a school
- providing a sense of belonging and identity
- setting an appropriate tone for education

This is something that we agree with. We also believe that an expectation to wear uniform at primary prepares pupils well for their secondary school journey.

## Ordering Uniform:

We understand that uniform can be costly, and are therefore happy for parents to choose where they purchase individual items from.

- All uniform is available to order through Tots to Teams and features the school logo. Please order via their website <https://totstoteams.com/schools/south-hetton-primary-school>
- Plain uniform is available in most supermarkets e.g Asda, Tesco etc.

# School Uniform

We understand that many children like to express themselves and prefer certain items of clothing over others. Children can choose from the following items:

- White or red shirt or polo shirt
- Red jumper or cardigan
- Grey or black trousers
- Grey or black skirt
- Grey or black pinafore dress
- Grey or black shorts
- Red and white gingham dress/playsuit
- Plain black school shoes/boots/trainers (no heels)
- School coats are available to purchase, but are optional



# PE Kit

## Our PE kits consist of:

- Black shorts
- Black jogging bottoms (optional for winter)
- Red t-shirt
- Trainers/plimsoles



**safety first**

Jewellery is not a part of school uniform. Any earrings must be removed for physical activity. If your child cannot remove their own earrings, please do so before school on PE/Swimming days.

## South Hetton House System

Children are placed into coloured Houses when they begin Reception. These Houses are used for sporting and curriculum activities and encourages the children to work as a team and mix with other children from different year groups. Our House names are dedicated to local influential people from South Hetton. They are:

**Bradyll- Yellow**

**Gasgoine- Green**

**Houghton-Blue**

**Todd-Red**





## Extra-Curricular Activities

The school organises a wide range of activities outside of usual school hours. These play an important part in pupil's development. Activities vary term on term but may include the following: archery, netball, football, drama, cookery, music, athletics, gymnastics, dance club and cricket.

Other clubs linked to curriculum areas will be offered during the year including science club, maths club and art club.

Some clubs are offered by outside agencies that are fully checked for safeguarding requirements, but may charge a small fee.

All parents will be asked to fill out permission forms for clubs, and detail how their child will be picked up after the session.

## Visits

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

### Residentials 2024-25

Year 1 & 2 - Alnwick

Year 3 & 4 - Wilderness Camping

Year 5& Y6 - Helmsley



# Food in School

## School Meals

Our school meals are nutritious and healthy and are cooked and served on the premises by specialist catering company, Chartwell. The cost of a school meal is £2.81, and includes a main meal and dessert. Fruit and a salad bar are also available. If you would like your child to have school meals, we ask you to complete the relevant form and return this to the main office.

## Free School Meals

All children in EYFS and Years 1-2 are eligible for free schools meals. From Year 3 upwards some children, whose families meet the criteria, may be entitled to free school meals. If you think you child may be eligible, please ask at the office for details on how to apply.

## Lunch Money

The school uses Arbor, an online system. To use this service, an activation letter will be sent to the email address you give to school. This will allow you to create an account and pay for school meals online. We do not allow arrears to build up and if your child owes more than two weeks worth of dinner money, we request that they change over to packed lunches or make alternative arrangements.

## Packed Lunches

Children are welcome to bring in a packed lunch to school if this is preferred. We promote healthy options as part of the wider school ethos, and therefore encourage fruit and other fresh ingredients as packed lunch content. Please do not include any fizzy, sugary drinks, sweets or nuts. Children are asked to place any uneaten food back in their packed lunch boxes so that parents are able to monitor what has been eaten.

## Healthy Snacks and Drinks

As part of our Healthy Schools policy, children are able to bring a healthy snack into school for playtime, or can purchase an item for 50p from our snack shop. This snack should be something healthy such as fruit, cheese, rice cake etc. Children in EYFS and KS1 are provided with a free daily snack, but are welcome to bring one from home/purchase one, if they prefer. Children are encouraged to drink water throughout the day. Sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school.



## Attendance

### Absence

We place a strong emphasis on punctuality and regular attendance. We ask that children arrive by 8:40am. We appreciate there are times when absence is unavoidable; however, we ask that parents contact the school on the first day of their child's absence and keep the school informed, on a daily basis, particularly if the absence is likely to be prolonged. A telephone call, Arbor message, letter or email is required to explain the reason for an absence. If no contact is made with the school, we will contact you by telephone, Arbor or will carry out a home visit as this is in the interest of safeguarding all children. Any causes for concern due to prolonged or repeated absences will be discussed with parents and the school's attendance team. Our school attendance target is 96%+ which means attending school for at least 180 out of 190 possible school days.

### Medical Appointments

If your child needs to be collected during the school day for medical appointments, we ask that you report to the main reception. A member of staff will then go and collect your child from the classroom. This enables the school to maintain an exact record of the number of pupils on site, which is particularly important in the case of an emergency or fire drill. At times, we appreciate it is necessary to withdraw your child from school early, e.g. for a dental appointment; in these circumstances, a telephone call, a discussion with the class teacher or a note is appreciated. Children will not be allowed out of school during school hours without an authorised adult to accompany them.

### Holidays

To comply with government legislation, the Headteacher is unable to grant any leave of absence during term-time unless there are exceptional circumstances.



## **Pupils with Special Educational Needs**

During their time in school, many children require some extra help from school staff or visiting specialist teachers.

Mrs Hill co-ordinates this work in school. We make assessments of your child's needs by working with parents and outside professionals, and we use the resources we have available in school to provide learning experiences that are designed to help your child make progress.

A copy of the school's Special Educational Needs policy, in response to the Special Educational Needs Code of Practice, is available in school and also on the school's website. This includes County Durham's Special Educational Needs local offer and our school offer.



## **Admission and Access for Pupils with Disabilities**

The school does not have any steps or steep inclines in school. There is a disabled toilet near to the main entrance for the use of staff or children if they require it. We will endeavour to ensure that no child is denied a full part in school life and will make adjustments accordingly.

The school will welcome applications from parents of children with disabilities and as such we will work closely with parents to ensure we can accommodate the child's needs. If required, we will liaise with the local authority, particularly if the school needs further adaptations or a situation is beyond the school's capacity.

We would appreciate early visits from parents in this position so that we can discuss the child's needs and ensure everything is in place to include the child fully in the life of the school.

## Medicine in School

All staff at South Hetton have basic First aid training, and a further thirteen staff have undertaken Paediatric First Aid Training. Three staff have their First Aid at Work Level 3 training.

If the school is required to administer medication during the school day, we must receive written authority from the parents to do so. A form for this is available from the school office.

Medication must be brought to school by a responsible adult and should not be given to children to bring to school for reasons of health and safety.

All authorisations regarding the administration of medicines cease to be valid at the end of each term, and unused medications are correctly and safely disposed of/or returned.

If medication is to be continued from the beginning of the following term, new authorisation must be given. This is not necessary when children are on a long term or permanent course of medication when renewal needs to be made annually.

Asthma sufferers should keep an inhaler at school at all times to be used in case of emergency. These children will require a Health Care Plan which is updated annually with our SENDCO, Mrs Hill.

No pupil should bring into school any other medication, such as cough mixture or pain relief tablets.

We are always keen to work with parents to ensure that pupils can be in school and will look at practical solutions to support this.

