

# **SCHOOL INFORMATION**

## **2023 - 2024**



**HUNWICK PRIMARY SCHOOL**



## WELCOME TO HUNWICK PRIMARY SCHOOL

Church Lane  
Hunwick  
Crook  
Co Durham  
DL15 0JX

Tel/Fax No: 01388 602150

Email: [hunwick@durhamlearning.net](mailto:hunwick@durhamlearning.net)

Website: [www.hunwick.durham.sch.uk](http://www.hunwick.durham.sch.uk)

**Head Teacher:** Mr S Joyce

**Chair of Governors:** Mrs S Smith

Hunwick Primary is a Durham County Council Community school with 111 children on role at present. It is a friendly, successful school situated in the centre of the pleasant Wear Valley village of Hunwick.

The school consists of four classes. Play areas have been developed and provide the children with a choice of activities at playtimes. They include a play trail, various line markings for games, a train and even a pirate ship! The large playing field is extremely popular with the children and it is used constantly during good weather. We have developed areas of the field to include a poly tunnel in which we grow vegetables, an environmental trail which includes a bog garden, wildlife zone with seating and a bird hide. Our Early Years outside area is enclosed and provides many opportunities for outdoor learning.

We offer a learning community, where we strive for quality, enjoyment and success for all, by fostering enquiring minds in a stimulating, caring environment, where everyone is valued. We encourage the development of mutual respect and tolerance within a happy, hardworking atmosphere. We prepare pupils for the challenges, opportunities and responsibilities of life. Our intention is for all pupils to achieve their full potential - we strive for excellence. We recognise and are constantly aware of the needs of each individual.

Mr S Joyce  
Headteacher

# MISSION STATEMENT

**In Partnership**

**WE LEARN**

**WE SHARE**

**WE SUCCEED**

## AIMS

At Hunwick Primary School we aim to:

### **Education and Training**

- Guide and support every child in fulfilling their potential
- Promote high standards and high expectations in all areas of school life
- Develop high aspirations and motivate children to enjoy learning
- Provide children with the skills and enthusiasm for life-long learning

### **Protection from Harm and Neglect**

- Keep children safe at all times
- Provide a safe, stimulating, happy environment
- Value everyone in our school community
- Contribute in developing a sense of right and wrong

### **Physical and Mental Health**

- To encourage healthy lifestyles
- To keep children mentally and emotionally healthy
- To help children become caring and responsible
- To work towards eliminating childhood obesity

### **Contribute to Society**

- Develop councils and groups in school which contribute to the decisions made
- Be central to the village community
- Work with local groups whenever possible
- Understand that there are vulnerable groups in all societies and that we can all help
- Prepare and educate children about the wider world, beyond the local area
- Continue to develop partnerships with local, national and international partners

### **Achieve economic well being**

- Work with the community and local children's board to improve the community
- Give pupils the opportunity to raise funds and take responsibility for projects
- Prepare them for secondary education by developing independence

# HUNWICK STAFF 2023-2024



**Mr S Joyce**  
**Headteacher**



**Mrs K Barker**  
**Deputy Headteacher**

## **Teachers:**

Mrs V Round  
Mrs M Shale  
Mrs S Wade  
Mrs K Barker

Chestnut Class - Nursery / Reception  
Maple Class - Year 1 and 2  
Sycamore Class - Year 3 and 4  
Oak Class - Year 5 and 6

## **Classroom Assistants:**

Mrs L Oliver  
Miss K Armstrong  
Mrs S Elstob  
Miss L Simpson

Higher Level Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Early Years Apprentice

## **Other Staff**

Mrs D Armstrong  
Mr A Reid  
Mrs J March  
Mrs M Stephenson  
Mrs L Bowes-Clish  
Mrs M Stephenson  
Mrs L Watson-McClurg  
Mr M Hall

Office Manager  
Caretaker  
Cleaner  
Cleaner  
Lunchtime Supervisory Assistant  
Lunchtime Supervisory Assistant  
Lunchtime Supervisory Assistant  
ICT Network Manager

Under the direction of the Local Authority, our school is managed by Governors. They meet at least once a term to make decisions about how the school is run. School Governors have legal duties, powers and responsibilities. The Chair of Governors is Mrs S Smith.

# SCHOOL UNIFORM

**WE ASK THAT CHILDREN WEAR THE SCHOOL UNIFORM AT ALL TIMES.**



The school colour is royal blue. Our uniform is:-

- Royal blue sweatshirt, jumper or cardigan
- Yellow polo shirt
- Grey or black trousers, skirt or tunic
- Blue/Yellow checked dresses – summer uniform for girls (optional)
- Shoes or trainers must be black or brown

Sweatshirts, polo shirts, t-shirts, shorts and coats are available embroidered with the school logo. Please ask at the office.

## JEWELLERY

For safety reasons we discourage the wearing of jewellery at school. A watch and one pair of stud earrings are acceptable.

## P.E. KIT

For P.E., children will need:

- Blue shorts
- Yellow T-shirt
- Sport shoes (Black plimsolls for indoor and trainers for outdoor)

Without these, your child may not be allowed to participate in certain sessions for safety reasons. All jewellery must be removed for P.E. including earrings. T-shirts and shorts can be ordered from the office.

Swimming sessions begin in Year 3. Children will need:

- Swimming costume
- Swimming hat
- Towel

## THE SCHOOL DAY

8.55 a.m.	School Starts (Please ensure children are on time)
3.10 p.m.	End of School Day (Early Years and Key Stage 1)
3.15 p.m.	End of School Day (Key Stage 2)

At the end of the school day, parents are requested to collect Early Years and Key Stage 1 children from external classroom doors. Key Stage 2 children are collected at the school yard gate. Please ensure other children are kept safe while waiting.

Staff are available to supervise children from 8.45 a.m. Children should not arrive before this time. The school bus is met each morning by a member of staff to ensure children are brought safely into school grounds.

## **SCHOOL DRIVE**

For safety reasons we request that Parents/Carers do not bring their vehicles up the school drive when bringing or collecting children. Exceptions are made for children and Parents/Carers with mobility problems, or children who are ill; this can be agreed by contacting the school. All vehicles should be left outside of school grounds for the safety of the children.

## **SCHOOL BUS**

A school bus collects children from Toronto at 8.35 a.m. and returns at 3.30 p.m. Details about this service can be obtained from the School Transport Team.

## **ADMISSIONS**

In County Durham children can start school at the beginning of the school year in which they are five. Further information regarding how to apply for a place at Hunwick Primary School can be found online: [www.durham.gov.uk](http://www.durham.gov.uk), then follow the link 'Schools and Learning'. There is an online school admissions system that you use to apply for a school place. For Parents/Carers of children starting in Reception Class will then be invited to various meetings. Reception children are invited into school on several occasions in June/July to help them settle into school life more readily in September.

We also admit children of nursery age who can be admitted at the beginning of the school term after they have turned three. Please approach the school directly for nursery admissions.

Our admission limit is **30**. If we are oversubscribed in accordance with Local Authority Policy, admissions criteria apply. Further information can be found in the school's Admissions Policy which is available on request.

We welcome visits from prospective Parents/Carers and would be happy to show you round our school and introduce you to our staff and children. Please telephone and make an appointment.

## THE CURRICULUM

The curriculum at Hunwick Primary School is based on the principal of equal opportunities. The school seeks to provide all pupils with a broad and balanced, challenging curriculum matched to their individual needs. The 'Every Child Matters' agenda is promoted in all areas of school life.

Every child in the school has an entitlement to the National Curriculum which consists of:

- Mathematics
- Literacy
- Science
- Geography
- History
- Design Technology
- Computing
- Physical Education
- Music
- Art
- Religious Education (following the Durham County Agreed Syllabus)
- Modern Foreign Languages
- Personal, Social, Health and Citizenship Education, including RSHE

## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

We have assemblies that develop Spiritual, Moral, Social and Cultural Education. We follow the Durham Agreed Syllabus for R.E. Through this, the children are taught about other religions in order to understand the beliefs of the people in the world today. Parents/Carers have the right to request that their child does not attend Collective Worship or participate in R.E. lessons. Please contact the Headteacher if you wish to discuss this.

## EXTRA CURRICULAR ACTIVITIES

All children are encouraged to take part in our varied programme of after school clubs. We aim to cater for all interests through changing the activities on offer each term.



## WRAP AROUND CARE

Hunwick Primary's Wraparound Care is open to children from Nursery to Year 6. It offers breakfast club from 7.45am to 8.45am and afterschool childcare from end of school to 5.30pm. Sessions are held in the Intervention Room and access is via the outer door onto the school field.

We are committed to continuous improvement for the benefit of your children and the whole community. Our vision is for a school at the heart of the community, where we strive for quality, enjoyment and success for all. We are committed to promoting Equal Opportunities and supporting children with Special Needs.

### Quality is represented by:

- The ethos of the school.
- The staff who are responsible for the children.
- The provision of a service which meets the needs of Parents/Carers and their children.
- The resources, which are provided.
- The experience and learning opportunities, which are available to the children.
- The management and organisation of the School.
- Our ability to meet the requirement as set out in the relevant legislation.

### Our aims are:

- To provide high quality childcare at an affordable cost.
- To provide positive experiences, which offer opportunities for high quality play and learning.
- To work in partnership with Parents/Carers in order to create the best possible 'Wraparound' care.

## MANAGEMENT OF HUNWICK PRIMARY'S WRAPAROUND CARE

Overall responsibility of Hunwick Primary School is held by the Head Teacher, Mr Stuart Joyce. The day to day management and organisation of Hunwick Primary Wraparound Care will be carried out by all staff within the school. Regular communication between all school staff takes place to ensure the best care is provided for the children attending Wraparound Care.

Hunwick Primary School's Wraparound Care adopts all the policies of Hunwick Primary School including Safeguarding, Health & Safety, Special Educational Needs, Equality Duty and Behaviour. Copies of these policies are available on request and if parents have any queries or concerns they should contact the school.

**IMPORTANT NOTE:** Children can have the opportunity to attend one of our extra-curricular after school clubs until 4.15pm and then come to the Wraparound Care afterwards. However, please be aware that the fee for this hour will **still be charged** as a place is held open for them from 3.15pm.

### CHARGES

**Breakfast Club 8.00am to 8.45am - £3.00**

**Tea-time Club: 3.15pm to 4.30pm - £3.00**

**Tea-Time Club: 3.15pm to 5.25pm - £7.50**

Children are free to bring in a healthy snack and drink.



A Wraparound Care application form and contract must be completed prior to your child starting and this must include up to date contact and medical information. These can be returned to the school office or handed to staff on the first day the service is used.

For all enquiries, bookings, or any other wraparound care queries please contact the school office on 01388 602150 or email [hunwick@durhamlearning.net](mailto:hunwick@durhamlearning.net)

## BEHAVIOUR

Our primary aim is to ensure that our children are happy and safe. We have a caring, sharing ethos within the school, which is reflected in the good behaviour patterns that our children display and develop. A structured programme is in place and children are encouraged to make the right choices and develop respectful relationships. Children are rewarded through praise. Star cards are given by all staff which are collected and counted; each child is allocated a house and houses compete over a half to collect the most star cards and have their house colour ribbon attached to the 'Phoenix Trophy'.

## HOME/SCHOOL PARTNERSHIPS



We greatly value the links between school and Parents/Carers. We believe that children benefit greatly if families and staff work together. Parents/Carers are welcome to come into school at any time to discuss their child, but please make an appointment to speak to staff. A home/school agreement will be given to every child on admission. Please complete and return to school promptly. We have some parents who help in school on a regular basis, either in the classrooms or behind the scenes. Everyone is welcome. Please contact the school if you are interested as a DBS check may be required.

## CONSULTATION EVENINGS

We hold formal Parents' Evenings in the Autumn and Spring terms. These are ideal opportunities for you to see your child's work and discuss their progress with the class teacher. The teacher may also suggest ways for you to support your child at home. At the end of the school year you will receive a written report about your child, followed by an optional consultation meeting; which is an opportunity to discuss anything arising from your child's report.

## HOMEWORK

Homework begins in Reception Class when your child first brings home various activities linked to reading, writing and number. Until your child is an independent reader, please try to hear them read every night. Weekly spellings will also be given and we would hope that you can work with your child as much as possible on their homework. This makes a huge difference to their progress. **Please** help your child at home as much as possible. Remember that we **teach** them at school so homework will be for **further practise** and **extension** of work already covered. If you have any questions about the homework, please talk to your child's teacher.

## SCHOOL MEALS

We are pleased to offer a varied menu. All meals are cooked in school. Children in Reception, Year 1 and Year 2 are all eligible for Universal Free School Meals. Nursery children must currently pay for their school meals. School meal money to be paid in advance. These can be paid for online through the Arbor app or via bank transfer.

Children can also bring their own packed lunch. We ask that parents consider a 'healthy' packed lunch. Nuts, sweets, chocolate bars and fizzy drinks are not to be included. We encourage children to make healthy choices for improved health and fitness.

## BREAK TIME SNACKS

Your child may eat fruit or healthy snacks brought from home at break time. All children in Early Years and Key Stage 1 receive a piece of fruit daily. School milk is also provided by 'Cool Milk' – see [www.coolmilk.com](http://www.coolmilk.com) for information. Sweets and crisps are **not** allowed.

## CHARGING

We regularly take children on trips and invite professionals into school to enhance the curriculum and broaden experiences. At these times, if costs are incurred, we will ask for contributions from Parents/Carers to cover the costs of transport and admission. Although we would not prevent a child from going on a visit if you do not make a contribution, we may have to cancel some visits if income received does not cover the majority of the costs. The school wherever possible aims to subsidise trips and visitors into school.



## ABSENCE

If your child is absent, please contact school before 9.00 a.m. If this is not possible, please send a note or email into school giving the reason for absence. Failure to do this will result in the absence being recorded as unauthorised. Due to amendments to school attendance regulations, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If Parents/Carers need to take their child out of school a leave of absence form must be completed and authorised by the Headteacher. Evidence of exceptional circumstances will be requested. Unauthorised absences may lead to the imposition of an official warning or fine.

## ILLNESS/EMERGENCIES

Please make sure the school has at least two contact numbers where we can reach you or a relative or friend in the case of illness or emergency. We would always try to contact you, but in the event of an emergency, it may be necessary for a member of staff to accompany your child to the hospital if you cannot be reached straight away. If your child needs to take **prescribed medication** during school time you will need to complete a consent form (available from the school office), ensuring the medication is in the original container supplied by the pharmacist, with a pharmacist's label showing dosage etc.

## **COMMUNICATION**

The school operates by e-mail and letter to inform parents of events etc. Please ensure we have an up to date e-mail address in school at all times. Key dates are published on our school website.

## **SAFEGUARDING**

It is the responsibility of all Parents, Carers and Staff to report any suspicious comments or injury to a Designated Safeguarding Lead. These are the Headteacher and Deputy Headteacher. This may result in the involvement of other Children and Young People's Services.

## **COMPLAINTS**

If you have any complaints about school matters you should, in the first instance, always contact the Headteacher and express your concerns. If the resulting discussions are not satisfactory you may make a formal complaint. More information on the complaints procedure is available in school and on the website.