

**HUNSLEY  
PRIMARY**

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# Parent Handbook

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[www.hunsleyprimary.org.uk](http://www.hunsleyprimary.org.uk)  
[enquiries@hunsleyprimary.co.uk](mailto:enquiries@hunsleyprimary.co.uk)  
(01482) 330883  
Bluebird Way, Brough, HU15 1XB  
twitter @HunsleyPrimary  
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# Contents

- 01 [Welcome: An Introduction to Our School](#)
- 02 [Our Vision, Values and Ethos](#)
- 04 [The Education Alliance Multi Academy Trust \(TEAL\)](#)
- 05 [Building Bricks @ Hunsley Primary](#)
- 06 [Transition - Your Child's Journey from Pre-school to Reception](#)
- 08 [The School Day](#)
- 10 [Our Curriculum - Subject-Specific Learning](#)
- 12 [Outdoor Learning and Educational Visits](#)
- 13 [Hunsley Clubs and Activities](#)
- 14 [Inclusion, Equality and Diversity](#)
- 15 [Supporting Your Child's Learning](#)
- 16 [Attendance - The Key Information](#)
- 17 [Keeping Your Child Safe and Well](#)
- 18 [Mealtimes at Hunsley Primary](#)
- 19 [Hunsley Primary School Uniform](#)
- 22 [Behaviour Expectations and the Hunsley Primary Values](#)
- 23 [Our House System](#)
- 24 [Getting Involved as a Parent or Carer](#)
- 25 [Our School Site](#)
- 26 [Communication Between Home and School](#)



# HUNSLEY PRIMARY



## Welcome: An Introduction to our School

**I am delighted that you and your child are reading our Parent Handbook. Welcome to Hunsley Primary!**

**We believe Hunsley Primary brings something innovative and exciting as a Multi Academy Trust primary free school in the heart of the Brough South community.**

We have a clear vision at Hunsley Primary: we want our children to be happy, knowledgeable and creative, confident to apply what they know in order to make a significant contribution. We know our children very well and see how Hunsley pupils come to school with a thirst for learning and how much they want to be involved in a thriving environment. We also know our children are engaged, thoughtful young people with a strong sense of care for each other, the community they live in and the value they themselves can offer.

Our children tell us they love to learn and the curriculum is the heart of the school. The knowledge and understanding our children gain, and the ways in which the children are taught, make each school day vibrant and engaging for pupils and teachers alike.

We plan our personalised teaching and learning approach to address the needs of the pupils in our care and to make sure they leave school each day enthused and excited about learning. Hunsley Primary is above all an inclusive school – we understand that this is the key to helping the children progress.

Our vision is very much dependent on supporting the development of the whole child. As such, we place great importance on the emotional, social and cultural enrichment your child experiences, seeking to build pupils' confidence and sense of wellbeing by encouraging them to share their ideas, ask questions and value the views and contributions of others.

We will regularly share the stages of your child's learning journey with you so that you can fully support the experience they enjoy in school when they arrive home full of news, ideas and stories to tell.

Sometimes, the simple questions are the ones we really need to answer, so this handbook is designed to offer you the essential information needed for a smooth transition to Hunsley Primary. We hope you will find it useful and we encourage you to give us feedback and ask all of your questions, no matter how small, to ensure you are happy with arrangements for your child's very special years at this unique school.

Thank you for taking the time to read this information. I look forward to meeting you at Hunsley Primary.

**Lucy Hudson**  
**Headteacher**  
**Hunsley Primary**

# Hunsley Primary

## Vision, Values and Ethos

### Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners.

### Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

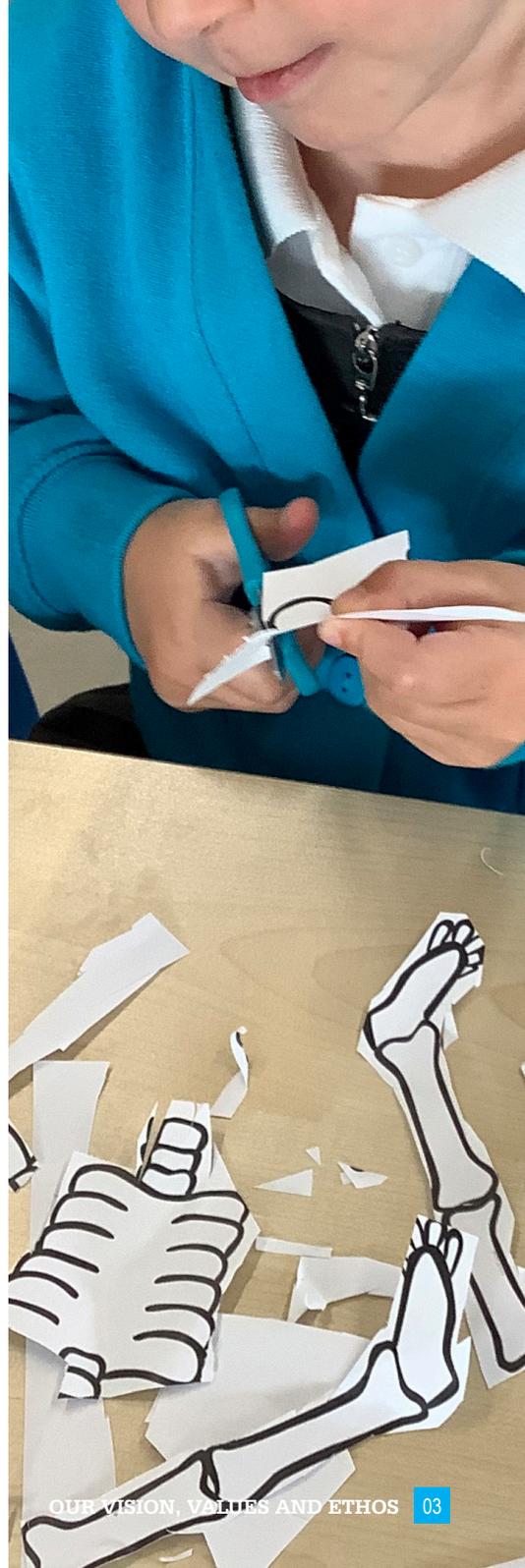


## Ethos: Our Teaching and Learning Rationale

Engagement • Enjoyment  
Reflection • Discovery • Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of enquiry and investigation (e.g. 'working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.



# The Education Alliance Multi-Academy Trust (TEAL)

## The Education Alliance

Hunsley Primary is part of The Education Alliance, a partnership of secondary and primary schools based in the East Riding and Hull.

The Education Alliance is an established Multi-Academy Trust, developing collaborative partnerships with academies across the Humber region.

Our ambition runs through everything we do because this is about our schools, our communities, our young people and our own lives. We are all here to make great schools and happier, stronger communities so that all of us have better lives.

Sustained excellence comes through effective ethical leadership and by leading with moral purpose.

Other schools in The Education Alliance family include South Hunsley, Malet Lambert, Snaith and Driffild secondary schools, North Cave primary school and Howden junior school.

## Teaching and Learning Links

There are a number of ways in which we link our teaching and learning, including collaboration with expert practitioners in subjects such as maths, science, PE, English and modern foreign languages; however, the key benefit of being a Trust feeder primary to South Hunsley School is the co-ordinated approach we are taking to mapping the curriculum and transition to secondary, and also to the smooth running of The Education Alliance schools on a day-to-day basis.

All the benefits of the Trust's outstanding systems, facilities, expertise and national contacts are shared by Hunsley Primary, such as the benefit associated with being part of the Wolds Teaching School Alliance for staff development and the opportunities for children and staff alike of being a key partner in the Yorkshire Wolds Teacher Training programme.



# Building Bricks @ Hunsley Primary



“Building Bricks @ Hunsley Primary’ offers outstanding provision before and after school on site at Hunsley Primary, extending the care and development our pupils’ experience in school, so that children remain in a safe, familiar place for their wraparound care.

Building Bricks is an established local provider of Early Years care, consistently rated ‘outstanding’ by Ofsted because of the highly effective strategies they use to promote children’s learning and development.

“Inspirational leadership sets the extremely high standard for all aspects of the club. All staff share the owner’s vision and understand exactly what their roles are in ensuring the highest quality care for all children is provided”

“Children’s behaviour is exemplary. They show high levels of care and understanding towards each other and work together well during their play and activities.”

“Relationships with the host school are highly effective. This begins when children start in the setting. Staff and teachers work closely together to make early assessments about what children know and can do.” - Ofsted 2018

Building Bricks staff are well known for their effective

partnerships with parents, which result in parents feeling happy and confident to leave their children in the setting. They also implement highly effective strategies to prepare children for their transition into school, so Building Bricks staff are very adept at supporting and nurturing our children in their first year of school and beyond as they grow and develop within the Hunsley Family.

## Breakfast Club

The Breakfast Club operates between 7.30am and 8.50am Monday to Friday. Parents can drop off their child at any point in this time slot. This price includes a healthy breakfast, drink and a varied range of indoor and outdoor activities.

## After-school Provision

After-school provision is from 3.30pm until 5.30pm and parents can collect at anytime. With prior agreement, parents may also pay an additional sum for an extended session from 5.30pm - 6.00pm. A teatime snack is included along with a drink and, once again, there is a range of activities, both indoor and outdoor.

Prices for the wraparound provision are reviewed annually and are available from Jackie Phillips, Director of Building Bricks.

# Transition - Your Child's Journey from Pre-school to Reception

We all wish to see your child happily settled in our Reception class, once they have been allocated a place. The staff in all of our partnership pre-school settings work closely with Hunsley Primary staff, parents and children in the run-up to the start of the new academic year, in order to ensure a smooth transition. The better we know each child, the more effectively we can plan to meet their needs.

## The Summer Term of the Pre-school Year

At Hunsley Primary, we recognise how important it is to get to know our pupils and their parents before they arrive in September, to build effectively on the development of each child thus far. We want our children and parents to have a smooth and positive experience. It is really helpful if our children can get to know us and meet a few friendly faces before their first day. We also feel it is beneficial to know as much about our pupils as individuals before they arrive so that we can be as prepared for them as they are for us.

**Our transition process includes the following:**

### - Meet The Teacher Events

Parents and children usually have already experienced one of our Open Events before they apply which is a great indicator of how much your child will enjoy school! You will then have a chance to visit the school for our evening sessions, such as Storytime or Stay and Play, too. You will also be able to meet other families starting with us in September and register with our wraparound care provider to ensure your days are planned well in advance. We hold a 'Meet the Teacher' session in summer, to give parents the chance to talk with staff, prepare for the first day of term, ask questions and request a home visit or a meeting regarding any additional needs your child might have.

### - Reception Induction Afternoon

Children will also be invited to attend an induction afternoon in their new classroom where they'll experience life in school and meet new friends.

### - Links with Pre-schools and Nurseries

Reception staff meet with pre-school and nursery staff regarding individual children and their needs. Sharing this wealth of information and understanding is the key to children settling in quickly and happily at Hunsley Primary. Reception staff visit pre-school and nursery settings, as well as carry out home visits, to meet, talk with and observe the children who will be joining us – we speak with key workers and join in with play to get to know the child as an individual in a familiar setting.

### - Pre-School Learning Journey Evidence

Key Workers share evidence of the child's learning journey so far, to aid the planning of the Reception team. End of pre-school assessments are shared at this point. The pre-school staff also will be talking to the children about their move to primary school and will complete a transfer form to pass on to Hunsley Primary. As parents, you will be asked to complete an 'All About Me' booklet regarding your child's own unique strengths, interests and preferences, which is returned to the Reception Team at Hunsley Primary. It is important that the excellent knowledge and understanding contributed by both pre-school settings and parents can help us get to know your child so we can build on their existing skills, interests and development and prepare our provision accordingly.



# What can you do to help your child have a smooth start to Reception?

Many parents feel unsure about how to help because education changes so quickly, but you can make a huge contribution to supporting the start of school life. We believe that when parents, children and teachers work together it's a perfect combination. It is also why we actively seek your feedback and updates regarding your child's progress at home, so that we have as full a picture as possible of their unique achievements and abilities at home.

## You could do the following to support:

- Set aside time to discuss the move from pre-school to Reception with your child. They will have mixed feelings about new faces and a new setting. Please read through our Pupil Handbook with your son or daughter, so that they are familiar with faces and names when they join us in September.
- Make sure they are properly equipped for each day.
- Check their Journal every night for activities, messages and other information and sign once a week.
- Avoid term-time holidays - this is really important.
- Attend Parents' Progress Events to speak with the Reception Team.



- Label every item of clothing clearly with their name and encourage them to take responsibility for key items of clothing such as school jumpers. If your child recognises their name, this can be very reassuring when they are locating their own things.
- Help your child with their independent toilet routines: reassure them that they will be able to go to the toilet in school whenever they need to, and remind them about flushing and hand washing routines, as we will too.
- If your child is not yet confident with other personal skills, such as wiping their own nose, using a knife and fork or getting shoes and PE clothing on and off independently, aim to reinforce these skills at home before September, as well as during the year ahead, to give your child confidence to be independent and reduce any anxiety. Help will always be at hand, however, and Velcro fastenings on shoes can be a good interim measure in the early stages of school!

## The First Week in Reception at Hunsley Primary

**Every day, on arrival at school, Reception children and their parents will be met by the Reception Team.**

For the first week, parents may bring their child directly into the Reception classroom, to enable children to show their parents the space and feel secure in the transition. Parents will be asked to help show their child how to hang up their coat and put on their indoor shoes.

To support the transition from shorter, pre-school days to the longer Reception school day, as well

as to take into consideration the range of ages of our Reception class (only just 4 years old to already 5) the first week of the new term is arranged to offer a staggered start to the school experience. Parents will receive further details about specific arrangements closer to the end of the summer term.

# The School Day

## What does your child need each day?

Your child will be issued with a Hunsley Primary Journal on their first day, as this will act as a handy diary and point of written contact for parents and staff.

Your child will not need a pencil case in Reception or Key Stage 1.

If your child has specific requirements, please ensure these have been communicated with the team during the transition period, so that everything can be in place for their arrival.

Children should bring their PE kit (as detailed in the section on Uniform) at the start of the second week of the new term and thereafter at the start of each new week.

## Who do children or parents see if they have a question or a problem?

We want you to feel free to share worries, ask questions or voice concerns with us. Our staff are completely approachable and parents are encouraged to speak with staff at the end of the school day if the question or feedback is straightforward, or to book time to speak with the team if the issue is more complex.

'Headteacher Sessions' are mapped out in the school calendar and parents can book an appointment to see the Headteacher during these sessions. Email enquiries can be sent directly to school via [enquiries@hunsleyprimary.org.uk](mailto:enquiries@hunsleyprimary.org.uk) and the school can take telephone contact during the school day or record messages out of school hours. We will always aim to give our first response to your contact by the next working day.



# School Day Plan

## The Routine:

### 8:50am School doors opens to pupils

Pupils in EYFS, Y1, 2 and 3 who are not making use of the school's wraparound provision, should line up on the rear playground with their parents / carers until they are called up to the classroom door by the teachers, group by group. Years 4, 5 and 6 should come to the main entrance gate where they will be met by their teacher.

### 9:00am School day starts promptly

Maths is often the first session of the day and children will have a chance to apply and practise their growing knowledge, as the day progresses.

During the day, the children will access a range of independent learning and teacher-led activities, across the full curriculum, including English, maths, art, technology, science, PE, indoor and outdoor play, assembly, PSHE and music.

### Break Times

Across the school day, we have flexible break times. Key Stage 1 and Reception children are offered a snack, such as fresh fruit, and a drink of water or milk. The children can access water to drink throughout the day and can refill water bottles.

### 12:00pm - 1:00pm Lunch Break

The children have an hour's lunch break between 12.00noon and 1.00pm. Children may choose to have a sandwich or opt to have the hot meal provided – menus are shared with parents and Reception/KS1 meals are free in line with the Universal Free School Meals for Infants initiative.

We believe in the importance of mealtime routines, great table manners, a familial atmosphere and caring, supportive staff to ensure your child enjoys their food and understands how vital it is for their learning.

Children are able to access the outdoor areas under supervision during lunchtime.

In Reception, opportunities for spontaneous learning are built into every school day and teachers skilfully plan each day's provision based on children's interests, needs and development. Adults also draw out and offer chances to practise and extend communication and social skills, for example by sharing and listening to the ideas of other children.

### 3.30pm Close of School Day

The school day ends at 3.30pm. Teachers will only release children directly to a parent when the parent or other nominated adult has been identified as present. Parents/Carers of children in EYFS, Y1, 2 and 3 who are not making use of the school's wraparound provision, should line up on the rear playground until they are called up to the classroom door by the teachers, group by group. Years 4, 5 and 6 will be brought to the main entrance gate by their class teacher. Children in the oldest classes (5 and 6) are able to request to walk home independently.

### 3.30pm - 4.30pm Extra-Curricular Activities

After-school activities run each week and we are always keen to hear the requests and interests of our parents and pupils. Children especially enjoy our multisports and gardening clubs.



# Our Curriculum - Subject-Specific Learning

The knowledge and understanding our children gain, and the ways in which the children are taught, make each school day vibrant and engaging for pupils and teachers alike.

## What is our curriculum ethos?

The whole school curriculum at Hunsley Primary is arranged around a subject specialism approach, with children learning the distinct curriculum subjects across their weekly timetable. Our curriculum provides all children with the opportunity to develop and retain knowledge across a wide range of subjects. We value the importance of every subject we teach and build on key concepts, year by year.

Children recognise and appreciate the distinct nature of History, how it differs from Geography and what it is to be learning in a Design and Technology lesson. Underpinning this focus on subjects is a key message about subject-specific skills and what it means to be 'working scientifically', 'working mathematically' or 'working as an artist', for example.

## Do the children experience a wide and engaging curriculum?

Yes! From educational visits off site, to places like Pottteric Carr and Conisbrough Castle, to in-house

Healthy Living and Siemens Materials workshops, the children enjoy a school day designed to engage, challenge, allow for thinking and encourage reflection. After-school clubs and lunchtime groups for sports, languages, science, gardening, judo, choir, musical instruments, eco-club, pupil leadership and many more all take place in this thriving school curriculum offer.

## How do we enrich the children's spiritual, moral, social and cultural understanding, as well as their personal development, in matters of health, economics and well-being?

The children experience a fully-integrated curriculum of assemblies, Jigsaw PSHE, Religious Studies and House Team Development Days and charitable activities which are underpinned by key approaches such as our Hunsley Primary Values, Characteristics, and e-safety SafeAPPS, delivered throughout the year; we revisit important concepts such as personal safety, resilience, friendship, teamwork and responsibility again and again, to ensure that all children have opportunities to broaden their understanding of the community and develop confidence in how to care for themselves, stay safe, and maintain a thirst for learning about the world and their place in it.



## Are the children always taught in their year groups?

Yes – most of the time, the children are taught in their specific year groups; however, we do create vertical family groups for House Team Development Days, as well as for some of our group investigations, sports activities and workshops.

Where children will benefit from a more personalised programme of learning, we look to teach them in the best ways possible, which can sometimes involve being taught specific skills with other year groups. We know that this helps the children to build academic confidence to discuss with others, use knowledge and select the right skills to apply in the wider world around them.

During the school day, the children spend time together across year groups, enjoying assemblies, clubs and pupil leadership activities in mixed groups. They also play together with other classes at break times too, thus continuing to shape our significant family atmosphere and a sense of inclusion for all children in the school community.



# Outdoor Learning and Educational Visits

It is our aim to learn outdoors whenever we can - especially in Reception - and the teaching teams look for opportunities to help the children get in touch with nature, investigate as scientists and see concepts in the real world as often as possible. From maths to minibeasts, any topic can be enhanced by taking it outside, which we like to do on our House Team Development Days. A particular favourite in Reception has been exploring the workings of a real combustion engine and comparing it to the benefits of bicycle travel.



Our Autumn Weather Watch helped us to carry out our traffic survey, drawing conclusions about how the two might be connected!



Our site on the Brough South development puts us all in touch with a fantastic natural landscape where our STEM (Science, Technology, Engineering and Maths) subjects can take flight. The children love to work in the school eco-garden areas, growing their own vegetables and building bird feeders or insect nests. We are rewilding areas of the site too!



The children enjoy a range of visits further afield, each tailored to meet the focus of that particular curriculum subject. They gather data, record on iPads, research and collect information, then bring their findings back to school to further their investigations, working scientifically at all times.



We also enjoy and appreciate the contributions made by our parents to outdoor learning: where our parents have a desire to offer specialist opportunities for learning and support to school, we work closely with those parents to ensure contributions can be made the most of in a safe, secure and purposeful way (see 'Getting Involved' on Page 24)

## Hunsley Clubs

Our children experience varied activities, topics, games and investigations during their school day and will hopefully come home full of exciting news and ready for a well-earned rest! Some of our children will already attend building Bricks @ Hunsley Primary on a regular basis too.

Beyond the school day, there are various clubs Hunsley Primary staff like to offer our children which allow for developing teamwork, new skills and wider interests, often led by suggestions from the children themselves.

Independent companies, South Hunsley Sixth Formers, volunteers, external coaches and Parent Ambassadors support Hunsley staff in the delivery of clubs. We aim to encourage all children to take part in at least one club each year, working with parents to help this aim to be realised. Seasonal clubs run for a set number of weeks, with a rota established for the most popular sessions.

The clubs we offer children vary from year to year but include something for everyone from eco-gardening, multi-sports coaching, cookery to musical skills. We also offer regular Open Events for families to visit the school and take part in a range of fun activities, such as Ian's Festive Farm, the 'Magic of Air' day, charity bun-decorating and superhero senses workshops.



# Inclusion, Equality and Diversity

Inclusion is at the heart of everything we do. We want all our pupils to have a love of learning but we realise that some pupils need this aspect of their school-lives nurturing and supporting in personalised ways.

We know for some pupils that specialist, practical support and help will be needed to reach their full potential and SEND at Hunsley Primary forms part of a wider Trust approach. Learning Support provision is delivered by both the School SENDCo and Hunsley Primary's teaching team to ensure that the best possible level of expertise and educational support is on offer to each pupil.

The team comprises of a wide range of specialists who work together with parents and carers to help pupils achieve their best and feel included in all the opportunities on offer at Hunsley Primary. The primary focus of the team is to constantly review how we support our pupils and ask the most important questions: what does this pupil or group of pupils need and how can we meet those needs?

If your child has their own Education and Health Care Plan, then this plan will be shared with school and reviewed throughout the year, to ensure it meets your child's changing requirements. The school works closely with the Local Authority SEND Team in this case.

School also seeks advice, support and assessment from a range of external professionals, working in a team to deliver expertise and targeted interventions where needed: NHS Speech and Language; the School Nurse; the Educational Psychologist and Education Inclusion Service; Occupational and Physical Therapy teams to name but a few each work with the school and Trust SEND team throughout the school year and will also work with parents to explain and explore needs and support programmes.

If your child has a specific educational need identified as requiring 'in-school' support, this will be shared with parents and discussed fully. Your child then receives their own Individual Support Plan (ISP), which will be tailored to meet their needs and shared with parents throughout the year. SMART targets are set which aim to offer achievable but challenging goals to aim for, each focused on the pupil's needs as they develop and alter throughout the year. Regular termly reviews take place with

parents and staff to ensure a tight focus is kept on the progress of all children with their own ISP.

The Hunsley Primary Inclusion team includes:

- School Inclusion Lead and SENCo – Lucy Hudson (Headteacher)
- School Pastoral Lead - Julie Boyes (Assistant Headteacher)
- Teaching Support Team and Teaching Staff
- Inclusion Lead on Local Governing Body – Mrs Helena Webster (Vice Chair)
- Trust SENCo – Faye Warren (Drffield School)
- Trust Lead for Inclusion, Equality and Diversity - Charlene Hadfield



# Supporting Your Child's Learning

We believe that children learn most effectively in a secure, enabling, happy environment, where both school staff and parents work together to support the child during their education from Reception to Year 6 and beyond.

## Parent Partnership

To strengthen the partnership which already exists, we offer a Partnership Agreement to the parents of our Hunsley Primary pupils.

### Hunsley Primary agrees to:

- Help your child reach his/her potential by delivering excellent, personalised teaching and learning
- Ensure equality of opportunity to each pupil, offering a broad, balanced and engaging curriculum in accordance with the National Curriculum
- Provide excellent opportunities for your child to develop in all areas of their learning
- Deliver an enabling environment which supports a high level of individual achievement
- Support parents with a clear home learning policy
- Nurture each child as unique individuals, fully supporting the development of the whole child
- Guide parents in supporting their children at home with ParentLearn sessions
- Offer highly-effective, personalised and inclusive care and teaching of children with additional needs
- Train designated officers to address all areas of safeguarding and e-safety
- Deliver a programme of Personal, Social and Health Education (PSHE)
- Offer regular communication with parents regarding the progress of their child

### Hunsley Primary asks Parents/Carers to:

- Encourage your children with their learning and help to prepare them for the daily school experience, including providing a suitable place and time for the completion of Home Learning activities each week.
- Spend time talking about and looking at learning resources shared by school, including support with reading every week – the importance of reading at home and discussing books with parents and carers cannot be overestimated
- Attend progress events and support attendance of extracurricular activities where possible
- Check your child's Journal to respond to any communications from staff written in the Journal where relevant
- Support the school's high expectations, including our behaviour policy and other policies and expectations shared via the school website and in the Handbook
- Encourage a range of out of school interests to build on what children experience in school
- Communicate readily with school if there is any matter of concern where we could benefit from information regarding home circumstances e.g. change of address
- Inform us when you know that your son/daughter will be absent, for example, for medical visits
- Take family holidays during the school holidays
- Provide a letter on the day of return after an absence
- Encourage healthy routines for learning at home which result in children being physically ready and able to learn when they arrive at school each morning



# Attendance - The Key Information

## Attendance

Pupils must attend regularly and punctually. If a child is absent owing to illness or medical appointments, a telephone call on the first day of absence is required by the start of school at 9.00am, followed by a note sent with the child when s/he returns to school.

The note can be written in the child's Journal. It is the parents' responsibility to inform the school on the first day of absence. The school operates a 24 hour answer phone telephone number or parents can email [absence@hunsleyprimary.org.uk](mailto:absence@hunsleyprimary.org.uk) If no note is provided, this absence may be treated as an unauthorised absence and is assumed to be truancy.

The school works closely with the Local Authority Education Welfare Officer who supports the school in maintaining high levels of attendance.

## Holidays in Term Time

Legislation came into effect on 1 September 2013 which means there is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances as outlined in the policy.

We ask that you do not take your child on term time holidays.

## Monitoring Attendance

The school monitors all attendance, especially that which falls to 95% or below. At 90% this is recognised nationally as 'persistent absence'.

In line with East Riding of Yorkshire's Absence from School for Exceptional Circumstances policy, the Head of Hunsley Primary has a discretionary power to authorise absence in exceptional circumstances and evidence must be provided alongside the request form. Please note this is not an entitlement.

Your request for your child's absence from school must fall in to one of the following categories to be authorised. Without evidence, the Head of Hunsley Primary will not authorise your request:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

# Keeping Your Child Safe and Well

## Safeguarding at Hunsley Primary

We take the safety of your child very seriously and have numerous layers of safeguarding in place to support and protect our school each day. We are a controlled access site with all arrivals via the main electronic gates. Our staff, visitors and volunteers are checked and supervised according to a strict policy.

Miss Julie Boyes is our Designated Safeguarding Lead and has overall responsibility for Safeguarding and Looked After Children in school. She reports to Governors on safeguarding matters and produces a regular report for Mr Paddy Hall, Chair and designated Child Protection Link on the Hunsley Primary Local Governing Body.

## Accidents during the School Day

In most cases, accidents can be avoided and it is our practice to prevent as many as possible through on-going risk assessment. There is always a first aider on site at all times, who will deal with minor injuries and a number of staff are trained in paediatric first aid.

We aim to reduce the risk of accidents by making sure that we risk assess for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk. A health and safety officer is employed by the Trust to oversee all health and safety issues.

All accidents are recorded in the Accident Register and reported to the parents/carers on the day. This will usually be when they collect their child or, if it is a serious injury or one that needs medical assistance, the parent will be informed immediately.

Some children require medicines to be given during the day. If possible, please give your child the medicine before school, after school and at bedtime. Pupils must not carry medicine into school. If necessary, they should be handed in at main office by a parent and the appropriate form completed, in line with our medicines policy.

## Special Medical Needs

If your son/daughter has or has recently experienced a serious medical condition, please let us know well in advance of him/her commencing school. You can do this via the Pupil Data Information Form which we will have sent you when you were offered your place at Hunsley Primary or by contacting us by phone or email. For conditions such as asthma your child will be given an Individual Health Care Plan.

PARENT HANDBOOK



If you have any concerns or queries relating to Child Protection or the welfare of a child during the day at Hunsley Primary, please contact Miss Boyes or our Safeguarding Deputy, Mrs Mutter, by calling 01482 330883.



# Mealtimes at Hunsley Primary

Children and staff will spend lunchtimes together where possible to enjoy an organised, familial meal. It is very important to us that lunchtime is a positive and enjoyable experience, where pupils' good manners and table skills are reinforced. We will support children with their eating and encourage good habits.

Our catering team has an excellent reputation for their freshly cooked and varied meals, which promote 'Healthy Eating' and the Trust holds the Healthy School Status Award. The school website allows parents to view weekly meal menus so that you can discuss them with your child and encourage them to enjoy the delicious food we have on offer.

## Healthy Eating

Our aim is to provide all pupils with a varied and balanced diet and our offer includes a main meal, rice, potato or bread, vegetable, dessert or fruit, and water, milk or milk alternative. Our meat and vegetables are locally sourced on a daily basis and pupils and parents are encouraged to take part in taster sessions at our events to offer feedback and menu suggestions. We also offer a range of sandwiches. We will provide the children with fresh water throughout the school day. Please send them with a water bottle which can be refilled.

**Food Allergies and Intolerances** We cater for **specific dietary requirements**: if you have any questions about the ingredients used in our school meals, please talk to a member of the team.

## Morning snack time: Reception and KS1

We will also provide your child with a healthy, fresh snack each morning, which will vary from fruit, such as apples or pears, to vegetables such as carrot – we encourage your child to try and eat their snack each morning to give them energy for learning that day.

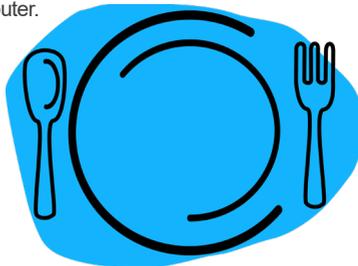
## Free school meals

If your child is in Reception or KS1 they are entitled to take up a daily free school meal as part of the Universal Free School Meals for Infants national initiative, which has been in place since September 2014. This entitlement is available to **all children in Reception and Key Stage 1** classes, regardless of income, and we encourage parents to take up the provision of a hot school meal where possible.

If you feel your child will continue to be entitled to Free School Meals beyond KS1, please speak to us and we can direct you to the appropriate process.

## Parentmail

Hunsley Primary uses an online payment service which allows you to pay for school meals and other school items, including school educational visits, quickly and easily on your smartphone, tablet or computer.



# Hunsley Primary School Uniform

## Expectations

All pupils from Reception to Year 6 are expected to wear school uniform. A high standard of personal appearance is expected of all pupils and parents sending children to school in non-uniform clothing can expect to be contacted by school, unless an explanatory note is received.

## Exemptions

As part of the school's commitment to inclusion, pupils may be exempt from certain aspects of the school uniform policy due to their religion or culture.

Requests should be made to the Headteacher. All requests will be considered on an individual basis.

**All clothing and equipment must be clearly labelled with the pupil's name.**

Our Hunsley Primary uniform is available to purchase from the Rawcliffes shop in Hull City centre or online at <https://rawcliffes.co.uk> and online at Steady schoolwear - <https://steadyschoolwear.co.uk/>

We offer payment schemes and support for the purchase of uniform and would encourage parents and carers to ask about this. Our Parent Partners team also offers a wide range of 'pre-loved' uniform on a regular basis, holding stalls at school events.



# Hunsley Primary Dress Code

## Light grey skirt or pinafore dress

'A' line, plain, knee length, no splits. Should not be made from tight or stretchy fabric.

or

## Light grey trousers

Formal, classic, smart trousers, waist height (not skin tight and not jeans/denim/chino style).

or

## Light grey shorts or pinafore shorts

Formal, classic, smart shorts of waist height and knee length / bib-front pinafore shorts

## White polo shirt

Standard white polo shirt with plain edged collar; shirt must be long enough to be tucked in and wide enough at the neck to fasten the top button. *Parents may also choose to purchase a Hunsley Primary logo polo shirt, however this is an optional purchase.*

## Cyan blue jumper

Round neck with school logo only.

or

## Cyan blue cardigan

Must have school logo on.

## Socks

Plain light grey. Socks must not be worn over tights. Ankle socks or knee socks permitted. No white or sports socks permitted, except for PE.

## Tights

Plain (not patterned) light grey coloured. Leggings are not permitted.

## Footwear

Plain, flat, black shoes (no sandals, slip-ons, ballet pumps, mules, sling-backs, long boots, Ugg boots, trainers or baseball shoes). Plain black leather/leather look ankle boots are permitted.

## Bags

In Reception and Key Stage 1, pupils should bring a plain black / dark grey book bag. In Key Stage 2, pupils should bring a plain black, grey or Hunsley blue 'messenger' or 'backpack' style bag.

## Jewellery

Pupils in Reception, up to and including Year 4, should not wear any jewellery. Pupils may wear a plain watch with a dark strap or Hunsley blue strap.

## Hair

No extreme styles. No hair dye. Hair decorations are not permitted, except a simple black, grey or Hunsley Primary blue 'Alice' band. Longer hair should be tied back with a plain black, grey or Hunsley Primary blue hair 'bobble'. Hair grips should also be plain black, grey or Hunsley Primary blue.

For the FULL policy, please see the website.



# PE Dress Code

Please ensure that your child brings their PE bag containing clothing for both kinds of PE at the start of each week and we will encourage your child to take the bag home at the end of the PE lesson for washing.

## PE bag

**Plain, black or grey, drawstring bag large enough to contain the full kit** (except the indoor shoes for Reception which will be kept at school.)

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## Indoor PE Lessons

**Plain, white, round-necked cotton T-Shirt with short sleeves**

**Plain black PE shorts**

**White sports socks**

**Indoor school shoes** or trainers

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**Outdoor PE** – *please note, the kit brought for indoor PE will double as outdoor PE kit with the addition of the listed items\**

**Plain, white, round-necked cotton T-Shirt with short sleeves** (see above)

**Plain, black PE shorts** (see above)

**White sports socks** (see above)

\*Plus:

**Plain, black or grey outdoor trainers** (these should be sturdy shoes suitable for outdoor games.)

**Plain, light grey tracksuit top** (pull-on, with a round neck – no hoodies.)

**Plain, light grey tracksuit bottoms** (for cold weather)

If pupils are excused from PE, parents should provide a note for staff to read or alert the staff via the school office. Please provide a new note on each new occasion, or discuss any recurring issues with the team.



# Behaviour Expectations and Hunsley Primary Values

## How will they know how to behave?

To allow the school to run smoothly and to give everybody at Hunsley Primary the chance to do their best, we have a Behaviour for Learning Policy. This sets out rules which mean that our school community can work and learn happily and successfully together.

The main aims of our Behaviour for Learning Policy are:

- To promote a positive environment in teaching areas and around school where learning can be effective and staff and pupils feel safe and respected;
- To minimise low level disruption so that the maximum amount of time is available for learning;
- To encourage and develop a sense of personal responsibility and accountability by pupils and emphasise that they make clear choices regarding their behaviour;
- To ensure that pupils are rewarded for the positive contributions that they make;
- To communicate with parents quickly where significant positive or negative intervention has taken place.

## What to do if your child feels that they are being bullied

Bullying is not tolerated and we teach our pupils to report a case of bullying should they feel it exists. We also believe that our strong shared values and ethos in school, as well as our 'Behaviour for Learning' policy, will prevent bullying from occurring and encourage our children to be supportive, friendly and thoughtful towards each other.

The school has an Anti-Bullying Policy. If you suspect that your child is being bullied, please inform the school immediately. Try to give as much information as possible. Your daughter/son can report bullying to any member of staff, but we suggest that the class teacher is the best person for them to talk with as a first point of action.

## How will my child make friends and get along with others?

We spend a lot of time working on each child's individual areas for development and help them to interact and manage their own feelings and behaviours with others, so they are able to think before acting and work in a group to achieve shared aims. We also spend time finding out about the things children enjoy and encouraging them to talk about those things to the group, so they rapidly deepen their knowledge of each other to learn and play successfully together.



# Our House System

In 2018 we transitioned our coloured Key Groups into a House System. As well as their respective colours, Yellow, Orange and Red, each house is represented by a constellation.

The names of our three houses – and their symbols – are Aquila (Eagles), Lacerta (Lizards) and Volans (Flying Fish), each an aspect of nature: air, earth water!

Our House System spans across all year groups and our pupils work closely together within their houses on our team building days.

The foundation of our House system is built up around our Hunsley Primary Values and our pupils utilise these in everything they do.

## Our Hunsley Primary Values

**1 We are a TEAM: look out for children on their own and INCLUDE them**

**2 RESPECT everyone's feelings and ideas and LISTEN to what they say**

**3 FOLLOW THE RULES: stay where your teacher can see you – be SAFE**

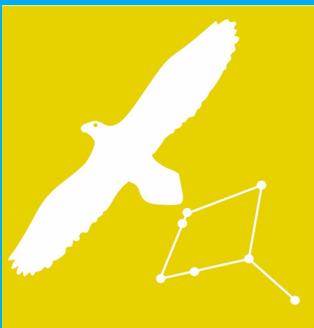
**4 PLAY KINDLY with your hands, feet, voices and words too**

**5 TAKE TURNS and PLAY FAIRLY: everyone is free to have a go**

**6 PEOPLE are UNIQUE but everyone deserves the same FAIR opportunities**



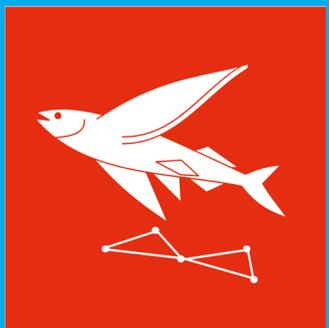
**We are a team!**



**Aquila**



**Lacerta**



**Volans**



**HUNSLEY  
PRIMARY**  
inspire · aspire



## Getting Involved as a Parent or Carer

A true strength of our school and its curriculum is that we often have parental involvement and support in fulfilling our vision. There are plenty of ways you can get involved in school life – all we ask is that parents engage in a full induction process.

'Hunsley Primary Parent Partners' (HPPP) has been established so that parents can be involved in supporting the school to set up extra-curricular activities and wider opportunities for the children, both social and educational. We really value HPPP's support to enable these activities to take place.

'Parent Ambassadors' are individuals who dedicate time to the school over the year; for example, they might become involved in sharing their expertise with our pupils, visiting school to deliver workshops, listen to readers, support outdoor learning and sports or accompany the school on Educational Visits. We recognise that there is a wealth of experience in our parental community and we value parents sharing that with our children to enrich the curriculum and help deliver enjoyable and exciting primary experiences. To find out more about the process involved in becoming a Parent Ambassador, please express your interest through our 'enquiries' email address.

## Parent Learn Sessions

Throughout the school year, we run a series of Parent Learn sessions at the school. These sessions are delivered by the Hunsley Primary team and give our parents/carers the opportunity to receive guidance on ways to support their child's learning. More information about each session will be published in our Hunsley Primary newsletter that we email out to all parents/carers.

# Our School Site

Our school building is such an exciting place to learn – a primary school with its own Discovery Room and bespoke science facilities available to all pupils.

Our school is already an established community with a fantastic network of families and we know how well this community will be enhanced by the new site, with its position amidst the thriving development of Brough South.

The school building itself is designed to create ready access to the designated outdoor learning areas for all children and staff, so that our investigative curriculum can be enjoyed both indoors and out. This enables all children to experience learning in a range of ways, enriched not least by the fact that we are situated on the edge of a nature reserve. Planted garden and orchard areas on the site combine with playing fields, football pitch layouts and a multi-use playground. Reception children have their own gated area for outdoor play and learning.

With plentiful break-out areas and study spaces throughout the school, all children can focus on their own learning goals with personalised small-group activities. Each classroom has its own moveable

layout, to encourage individuality and flexibility, depending on the subject being explored at the time. Furniture is mobile, allowing teachers to reshape the learning spaces as required. We put emphasis upon the importance of pupil leadership throughout the school, allowing children to use spaces and suggest ideas to further their own learning and set up challenges too.

A combination of mobile touch screens and fixed interactive 'Teaching Walls' in the classrooms also allows for more 'grown-up' learning approaches to be used – children can interact with touch screen technology, present their own learning with whiteboard surfaces, use screen mirroring from their tablets to demonstrate their work to each other and access a world of resources at the touch of a button.

The Hall presents an exciting space for eating, indoor sports and performances with a heated floor for extra comfort.

The whole site is securely fenced to ensure that our children can learn in a safe space with access for visitors via an electronic, video-controlled gate.



# Communication Between Home and School

At Hunsley Primary we know the children benefit from the school working in close partnership with our parents/carers and a key aspect of this partnership is the communication between home and school. For more information about how you can stay in touch with the school and how we communicate, please do read on:

## How will the school communicate with me?

The school can contact parents/carers by phone or email. Our preferred method of communication is email via our online Parentmail service. Parents benefit from receiving letters and notifications to their email accounts and also have the ability to pay for school trips and resources quickly and securely online. Please do ensure all your contact details are correct and that you notify the school should there be any changes.

We also post regular updates on our website, Facebook and Twitter pages, so please do keep an eye on them!

## Parents' Progress Events

The purpose of these events is to provide an opportunity for you to discuss with your child's teacher how your child is progressing at Hunsley Primary.

## How do I contact my child's teacher?

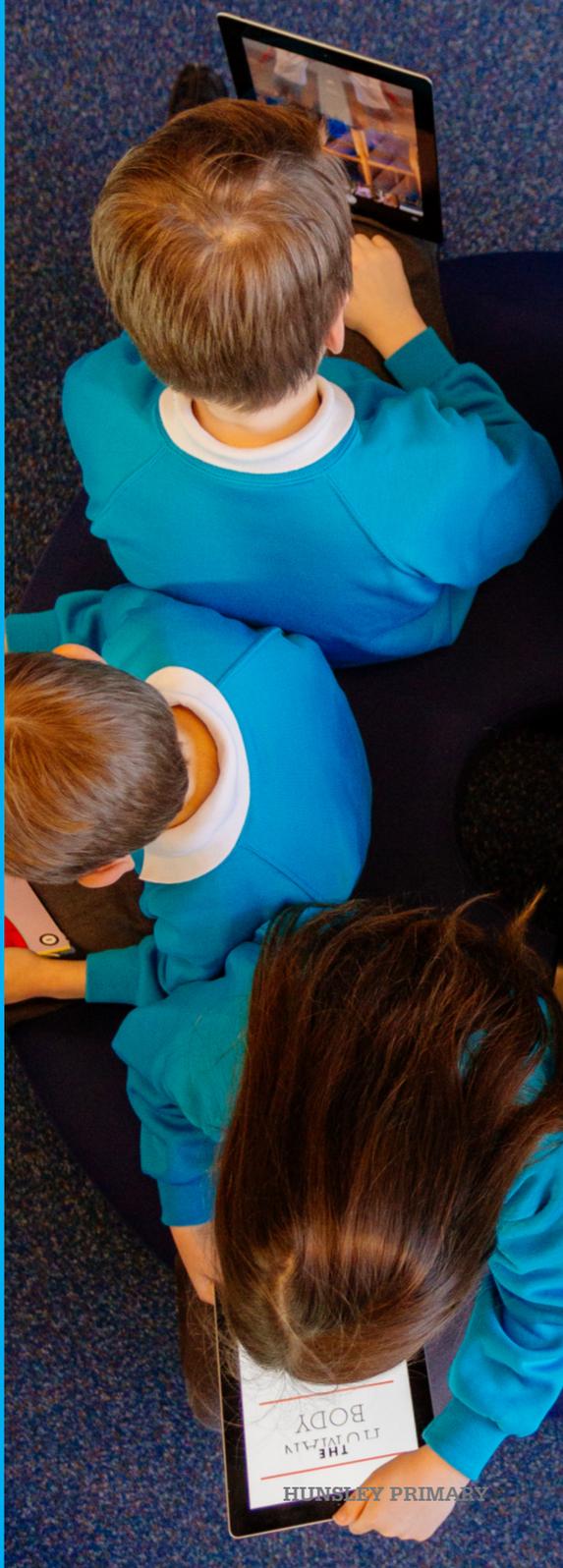
Speaking with your child's teacher is often possible at drop off and collection times, however if you are not able to do this then please do feel free to email the school or leave a message with the school office or over the phone and we will get back to you.

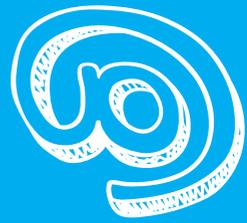
## Can I arrange a meeting with a member of staff?

Yes you can. If you have not been able to speak with the relevant member of staff or wish to set up a meeting then please do pop to the main school office. We will take the details of the request and look to arrange a meeting for you. Meetings can also be arranged by phone or by email.

## Can I speak to a member of staff over the phone?

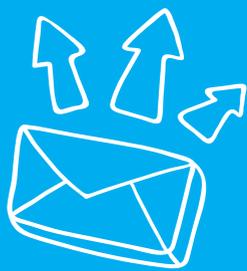
If you would like to ring the school please do so on 01482 330883. If the member of staff that you wish to speak to is not able to come to the phone then we will take a message and pass it on accordingly. The member of staff will then contact you when they are available.





**How do I contact the school?**  
Tel: 01482 330883  
Email: [enquiries@hunsleyprimary.org.uk](mailto:enquiries@hunsleyprimary.org.uk)  
Website: [www.hunsleyprimary.org.uk](http://www.hunsleyprimary.org.uk)

**Follow Hunsley Primary on**  
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where we will post regular updates, news  
and teaching and learning links.



# HUNSLEY PRIMARY

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## inspire · aspire

[www.hunsleyprimary.org.uk](http://www.hunsleyprimary.org.uk)  
[enquiries@hunsleyprimary.co.uk](mailto:enquiries@hunsleyprimary.co.uk)  
(01482) 330883  
Bluebird Way, Brough, HU15 1XB  
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