

Headteacher: Mrs Chrissie Shiels
Contact Tel No: 01482 846136
email: hps@eastriding.gov.uk
www.hallgateprimaryschool.co.uk



Hallgate Primary School
Hallgate
Cottingham
HU16 4DD

Hallgate Primary School

Parents' Handbook 2024/2025



STAFF LIST 2024 - 2025

Mrs Chrissie Shiels	Headteacher
Mrs Laura Longden	Assistant Headteacher/Class Teacher
Mr John Sheppard	Assistant Headteacher/Class Teacher
Mr Connor Davidson	Class Teacher
Mr Matthew Easton	Class Teacher
Ms Julie Emmott	Class Teacher
Mrs Katie Emson	Class Teacher
Ms Beverley Fairburn	Class Teacher
Mrs Helen Galloway	Class Teacher
Miss Jess Griffin	Class Teacher
Mrs Lucy Grunner	Class Teacher
Mrs Katie Mitchell	Class Teacher
Mrs Sharon Noott	Class Teacher
Miss Nell Rawson	Class Teacher
Mrs Holly Rhodes	Class Teacher/SENDCo
Miss Katie Rhodes	Class Teacher
Miss Maddie Hubbard	Higher Level Teaching Assistant
Miss Zoie Holderness	Nursery Nurse
Mrs Fran Branfield	TA
Miss Katie Burgess	TA
Mrs Leanne Gear	TA
Mrs Samantha Henderson	TA
Mrs Alison Howson	TA
Mrs Becca Jackman	TA
Mrs Sam Kirk	TA
Miss Kirsty Lawson	TA
Mrs Mary Lunn	TA
Mrs Jackie Palmer	TA
Mrs Hazel Richardson	TA
Mrs Helen Roberts	TA
Mrs Janice Smith	TA
Ms Nicola West	TA
Ms Rebecca Williams	TA
Mrs Claire Cruickshank	School Business Manager
Mrs Michelle Chamberlain	Admin Officer
Miss Heather Ounsworth	Admin Assistant
Mrs Clair Chatwin	School Cook
Miss Emma Blenkiron	Kitchen Assistant
Mrs D Hucknall	Kitchen Assistant
Miss Katie Lee	Kitchen Assistant
Mr Dale Robinson	Caretaker

VOLUNTEERS

We very much appreciate parental support in the classroom. If you would like help in any way at all please let us know. A volunteer pack can be obtained from the school office. We are happy to accept regular or ad hoc help.

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Dear Parent/Carer,

A Very Warm Welcome to Hallgate Primary School

We would like to take this opportunity to welcome you and your child to Hallgate Primary School.

We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils his or her full potential.

We hope that this booklet contains useful information to support your introduction to Hallgate Primary School however if you have any queries, please do not hesitate to contact your class teacher, the office or myself.

With Best wishes,

Chrissie Shiels
Headteacher



Our Vision

Happiness ~ Performance ~ Success

Children are individuals at Hallgate Primary School and are empowered to achieve their potential, whatever that might be. We inspire and support every child to flourish as a successful learner, confident individual, effective contributor and responsible citizen.

Hallgate Primary School is a place where we work together to provide every child with an inclusive, high quality, enjoyable learning experience, where success is celebrated and everyone feels valued.



HALLGATE PRIMARY SCHOOL

VALUES



KINDNESS



COMMUNITY



ASPIRATION



RESPECT



RESILIENCE



INTEGRITY

RESPONSIBLE USE OF THE INTERNET

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The school will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

The Learner Acceptable Use Agreement policy can be accessed on the school website hallgateprimaryschool.co.uk under the Parents tab for Online Safety. Please read the document in full before completing the agreement in the Consent Booklet.

SAFEGUARDING

At Hallgate Primary School, the health, safety and wellbeing of every child is our primary concern. We listen to children and take seriously what they tell us.

Our aim is for children to enjoy their time as pupils here. We work in partnership with parents to ensure your child is able to achieve his / her full potential and make a positive contribution.

We have comprehensive safeguarding procedures in place, which includes a clear Child Protection policy, vetting procedures and staff training. We work closely with other agencies, including the local East Riding Safeguarding Children Partnership.

Mrs Shiels is our Designated Safeguarding Lead and Mr Sheppard/Mrs Longden fulfil the role of Deputy DSL. Concerns logged by staff, parents or visitors will always be followed up in line with our safeguarding policies. Relevant policies and more information is available on our school website.

DATA PROTECTION

In order to comply with the 2018 Data Protection legislation and GDPR, you are informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. The information you provide will be used for the purposes of maintaining accurate records with regard to registration and contact details. Also statistical information required by other education bodies such as a new school, LA, OFSTED, and the DfE.

In order to provide effective educational services and to ensure the accuracy of the information supplied, we may share this information with other bodies, in particular, the Local Education Authority and Health Authority and DfE. Please see our website for our full Data Protection Policy and more information.

If you have any queries about the processing of your data or would like to know what information we hold about you; then please read our Privacy Statement on our website.

GOVERNING BOARD

The Governing Board of Hallgate Primary School is made up of people who are committed to promoting a high standard of educational achievements in our school.

Our Governors are:

Chair of Governors	Mrs Chris Whitfield
Vice Chair of Governors	Mrs Louise Booth
	Mrs Rachel Armstrong
	Miss Judith Blair
	Miss Emma Stott
	Mr Simon Crosby
	Mr Mat Easton
	Mr Rob Haworth
	Mrs Margaret Huffee
	Ms Caroline Morris
	Mrs Katy Moxon
	Mrs Chrissie Shiels

Governors' Responsibilities

The Chair of Governors is responsible for the smooth and efficient working of the Governing Board in overseeing school activities in accordance with statutory requirements, and for maintaining proper communications between the Governing Board and the Headteacher and other staff. The Chair of Governors can be contacted via the school office.

The Headteacher is responsible for the day-to-day management of the school in accordance with the requirements of the National Curriculum and the operational framework set out by the Governing Board.

COMPLAINTS

Parents are encouraged to communicate concerns and issues to the class teacher or member of staff responsible, so that the concern can be resolved as quickly as possible. Where parents are unable to do this or are not satisfied that the situation has been resolved, an appointment with the Headteacher should be made. If the complaint persists, parents will be advised to follow the formal Complaints Procedure, available on the school website www.hallgateprimaryschool.co.uk or from the school office.

SCHOOL DATES

Autumn 2024

Monday 2 and Tuesday 3 September

Inset Days:

Term 1 starts on: Wednesday 4 September

Term 1 ends on: Friday 25 October

October Holiday: Monday 28 October to Friday 1 November

Term 2 starts on: Monday 4 November

Term 2 ends on: Friday 20 December

Spring 2025

Monday 6 January

Term 3 starts on:

Friday 14 February

Term 3 ends on:

February Holiday: Monday 17 February to Friday 21 February

Term 4 starts on: Monday 24 February

Term 4 ends on: Thursday 3 April

Inset Day: Friday 4 April

Spring Holiday: Monday 7 April to Monday 21 April

Summer 2025

Tuesday 22 April

Term 5 starts on:

Friday 23 May

Term 5 ends on:

Bank Holiday: Monday 5 May

May Holiday: Monday 26 May to Friday 30 May

Term 6 starts on: Monday 2 June

Term 6 ends on: Friday 18 July

Staff Training Days (School Closed)

Monday 2 September 2024

Tuesday 3 September 2024

Friday 4 April 2025

Monday 21 July 2025

Tuesday 22 July 2025

Please note, these dates may be subject to change. Further details will be provided via our school website/email.

TIMINGS OF THE SCHOOL DAY

Foundation Stage 2

Time	Activity
8.30 am	School playground open
8.40 am	Classroom doors open, teacher at the door
8.50am	Doors close, Registers taken
11.45 – 1.00 pm	Lunchtime
1.00pm	Afternoon registration
3.20 pm	Gates open School day ends

Key Stage 1

Time	Activity
8.30 am	School playground open
8.40 am	Classroom doors open, teacher at the door
8.50am	Doors close, Registers taken
11.50 – 1.00 pm	Lunchtime
1.00 pm	Afternoon registration
3.30 pm	Gates open School Day ends

Key Stage 2

Time	Activity
8.30 am	School playground open
8.40am	Classroom doors open, teacher at the door
8.50am	Doors close, Registers taken
12.00 – 1.00 pm	Lunchtime
1.00pm	Afternoon registration
3.30 pm	Gates open School Day ends

The gates on Hallgate and King Street will be closed at 9am. Classroom doors will close at 8.50am, anyone arriving at school at 8.50am or after will need to enter school through reception, via the entrance on King Street.

Children arriving in school after registers are taken (8.50am) will receive a late mark. Children arriving in school after registers have closed (9.15am) will receive an unauthorised late.

Gates on Hallgate and King Street will be closed at 3.40pm.

ILLNESS AND MEDICATION

Illness and Emergencies

If a child becomes ill or sick at school, parents are contacted by telephone so that they can arrange for their child to be collected. Qualified First Aiders deal with cuts and grazes, etc.

Emergency telephone contact numbers must be provided – home, work, friend etc. Please remember to notify school immediately of any change in address or telephone number.

If your child has sickness or diarrhoea in the night or before coming to school, please keep him/her at home for 48 hours.

Medicines

In order to comply with regulations laid down by Health & Safety at Work Act, schools are advised that any medication required during the school hours should be administered by parents/carers. We will, however, administer prescribed medicines and medicines for chronic illnesses such as asthma, diabetes, epilepsy, etc. as instructed. A medical consent form must be completed with full details of medical condition and this must be discussed with our First Aid Administrator, in the school office.

Please give antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer prescription medicine, it is essential that you complete the relevant form at the school office, giving full details and consent. School is not able to administer any non-prescription medication.

Medical Conditions

If your child has a medical condition or sustains an injury, we would ask that you make an appointment to discuss it with our office staff, so that a Health Care Plan can be set up for your child.

ABSENCE

Parents must let the school know if their child is absent from school as soon as possible by telephone before 9:15am (a message can be left on our answerphone) or email hps@eastriding.gov.uk. Please telephone the school on each subsequent day of absence. If we have not received contact from you by 9.30am, a member of the office staff will phone home as part of our First Response procedure.

If your child is late into school for any reason and requires a school lunch, please inform the school office as meals have to be ordered by 9:30am.

Holiday During Term Time and Term Time Absence for Exceptional Circumstances

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute exceptional circumstances and will not be authorised by the Headteacher.

Parents are reminded that they should not take children out of school during term time. Unauthorised absences may be referred to the East Riding and a penalty notice issued. More information can be found at www.eastriding.gov.uk and within our Attendance Policy.

POSITIVE BEHAVIOUR MANAGEMENT continued

EDUCATIONAL VISITS

School visits and in-school visitors, are an essential part of your child's learning and development. During the academic year, your child will be undertaking a number of trips including, for example, a walk into the village, a theatre visit, visits further afield or enjoying sessions devised by visitors in school. In order for your child to participate in these activities, you will be asked to give your permission by signing and returning a trip consent form, and you may be asked for a voluntary contribution, paid via the online payment system. As detailed in our Charging and Remissions Policy, if insufficient voluntary contributions are received, it may not be possible for the visit to go ahead.

You will always be advised of any significant visits in advance. We warmly welcome parents, guardians or grandparents to come with us as helpers on our visits. Please come and talk to us nearer the time, if you are interested in helping on any of our visits.

Pupils receiving Pupil Premium may be able to receive assistance with payment for school visits. Please ask at the office for details.

EXTRA CURRICULAR ACTIVITIES

As a School, we aim to provide a rich variety of extra-curricular activities. Some of these are run at lunch times and after school by members of school staff and there is no charge for them. On occasions these clubs may have to be cancelled due to other commitments.

In addition, we also have a range of activities provided by external providers who charge for their club or activity. The School office is able to update parents on which clubs and activities are available for particular year groups. However, payment and registration arrangements are made directly with the providing club and are not the responsibility of the school office.

Pupils receiving Pupil Premium may be able to receive assistance with payment for extra-curricular activities. Please ask at the office for details.

DROP OFF AND PICK UP ARRANGEMENTS

Morning

We encourage pupils, with their parents, to walk, scooter or cycle to school. If parents and carers do arrive by car we ask that you park responsibly in the visitors car park, at the front of the school (the access to this is via King Street). This car park does, however, often become congested so we advise you to use one of the nearby car parks at Co-op, Civic Hall, Aldi and KGV Playing Fields. Please escort your child across the car park and onto the school site, being careful of moving cars. **Please be aware that we cannot be held responsible for issues on this car park - vehicles and contents are left in our car park at owners risk.**

Children walking to school are asked to promptly make their way to their classroom door..

School staff will be at classroom doors from 8.40am and you are welcome to use this time to pass on important messages. All teachers have a class email and parents are encouraged to use these, however to raise concerns or arrange for a longer appointment at another time. **Please note school absences must be reported to the office staff by telephone or email hps@eastriding.gov.uk.**

Late Arrivals

Children arriving after registration at 8.50am are asked to enter by the front office and register there. Parents are asked to sign children in using the screen in reception and let the office staff know their child's lunch requirements. **Children should not arrive on their own.**

End of School Day

Parents and carers are asked to collect children from the area outside their child's classroom at the end of the school day. Parents are asked to wait for the class teacher to bring the children outside.

Late Collections

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school.

Children who are waiting for parents who are late, will be asked to wait in the office.

School Safety

The gates are locked between 9.00am and 3.20pm each day to ensure children's safety. Please use the main front door and report to the office if you need to come into school during the day.

No dogs or smoking on the school site please.

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and do not access play equipment before and after school.

PUPIL PREMIUM

The school receives additional funding, called Pupil Premium, of £1480 per pupil for pupils in families who are in receipt of a number of benefits including: Job Seekers Allowance, Income Support, Child Tax Credit and a number of other benefits. We can use this funding in different ways to make sure each child has the best education we can provide. It may also pay for particular activities or resources that will benefit the children concerned. Children who are entitled to means tested Pupil Premium are also entitled to Free School Meals. At Hallgate School, children who are entitled to Pupil Premium may also receive assistance with:

School Uniform
School Music Lessons
School Visits
Other Extra Curricular Activities

If you think you meet the criteria and would like to make an application this can be done in the following ways:

Online using the following link to the ERYC website: <http://www2.eastriding.gov.uk/learning/schools-colleges-and-academies/school-meals/free-school-meals/>

by contacting the Local Authority Directly by telephoning 01482 394799 and asking to speak to the Free School Meals section, or by visiting the Council Office at the Library in Cottingham.

During the application process you will be required to provide your name, date of birth, National Insurance Number and information for each child you are applying for.

The school office will be more than happy to advise and help with any enquiries.

Please note the school is unable to access this funding if parents do not apply.

EXTENDED SCHOOL—BREAKFAST AND AFTER SCHOOL CLUB

We have very successful and popular Breakfast and After School Clubs for pupils at our school.

If you would like your child to attend, please ask at the office for a copy of the contract and booking forms.

The Breakfast Club is open from 7.45am – 8.45am Monday – Friday, term time only.

The After School Club is open from 3.30pm – 5.45pm Monday – Friday, term time only.

Please note that places are limited and allocated on a first come, first served basis. We recommend booking early to avoid disappointment. All children attending the provision must be fully toilet trained.

ONLINE PAYMENT

Hallgate School operates a cashless online payment system for all monetary transactions, Parent Pay. Parents are issued with a login to enable you to set up an online account, as soon as your child starts with us. Any payment for lunches, trips, etc, is paid for using this system. The school office is happy to assist parents in setting up their account and is available to discuss any difficulties that may arise from this system. For further details, please ask at the school office.

POSITIVE BEHAVIOUR MANAGEMENT

At Hallgate School we have a clear positive behaviour management system based on a shared set of aims and values and an agreed understanding of rights and responsibilities. At its core are two principles:

- encouraging and rewarding good behaviour through setting clear expectations and regularly celebrating success
- minimising unacceptable behaviour through establishing a clear code of conduct and a consistent and fair hierarchy of consequences.

The children are encouraged to follow the Golden Rules:

- We listen
- We are honest
- We are gentle
- We work hard
- We are kind and helpful
- We look after property

Children are rewarded through House Points which contribute to a personal Star Award scheme, as well as going towards each House. Individual classes also run a variety of collaborative class rewards. At the end of each week, one child from each class receives a Special Mentions 'Well Done' certificate for a specific reason in our whole school assembly.

Our Behaviour Expectations

At Hallgate we have clear Behaviour Expectations which identify "WOW behaviour", "Good behaviour", "Wobbly behaviour" and "Unacceptable behaviour".

Children who demonstrate "WOW behaviour" receive a certificate and parents are informed by a text home. Children who demonstrate "Unacceptable behaviour" lose playtime as a consequence and parents are informed.

Parents will be informed where a serious incident occurs, or when there is an accumulation of unacceptable behaviour.

Our whole school behaviour policy is available from the school office and on the school website www.hallgateprimaryschool.co.uk

HOME - SCHOOL COMMUNICATION

We greatly value the link between home and school and have found that the education of children is even more successful where this link is strong. We are delighted to involve parents in the life of our school and do so in the following ways:

- Your class teachers are available to meet you at the end of the day should you have anything you wish to discuss. For a longer discussion, parents are asked to make an appointment through the office or using the teacher's class email address.
- The school office is able to pass on any communication to the class teacher at the start of the day.
- Teachers have class email addresses, so you can communicate directly with them regarding curriculum information or to raise any concerns.
- A school newsletter is emailed on a fortnightly basis.
- All other updates about what is happening in school will be emailed to you.
- There is an Autumn term welcome class meeting for parents and carers to cover useful class information. Information about this meeting will be in the school newsletter nearer the time.
- Parents' consultation evenings take place in the Autumn and Spring terms.
- You will receive a full written report in July.
- There are information evenings on various aspects of the curriculum held throughout the year.
- The school website offers a wealth of information and is frequently updated.

We strongly believe that two way communication is vital in supporting your child's school experience. We would like to take this opportunity to request that you inform us of any factors that may affect your child's performance or well-being in school. Thank you.

FRIENDS OF HALLGATE SCHOOL

The school has a very much valued 'Friends Association'. Various social and fund-raising events are held throughout the year. 'The Friends' offers a positive means by which parents can contribute to the school and help to provide some "extras" for the children. Current fundraising is to develop outdoor areas for all children in school to use and enjoy. We recently purchased a reading shed and play shed as well as providing playground markings and benches on the KS2 playground.

All parents are automatically members of the 'Friends'. A group of parents have volunteered to be part of the 'Friends' committee to organise events, new volunteers are always welcome to help out with individual events and to join the committee. Meetings are advertised in our newsletter and on the school website.

For more information please email hallgateprimaryfriends@gmail.com or visit the 'Friends of Hallgate School' section on the school website. We will send you information on the calendar of events as they are planned.

PARENTS' FORUM

We have a Parents' Forum at Hallgate, where each class has a representative. Regular meetings take place, providing a valuable way for us to share ideas and discuss suggestions for school improvements. Please contact the school office if you are interested in being part of our Parents' Forum.

SCHOOL LUNCH

At Hallgate Primary School, we have an experienced Cook and team of Kitchen Assistants, who prepare delicious, hot meals on site every day. Children in EYFS, Year 1 and Year 2 are entitled to free school meals, under the Universal Free School Meals initiative. School meals cost £2.60 per day for children in Years 3-6.

We follow the East Riding menu, which ensures that children get a balanced diet based on The School Food Standards. By using these standards, it is intended that children will develop healthy eating habits, which will ensure they get the energy and nutrition they need to learn and grow.

The school lunch menu is published online and is updated bi-annually. Visit our school website and click on the 'School Lunches' section for further information. You may wish to discuss school lunch options with your child prior to the school day.

Children are encouraged, not forced, to eat the savoury food first and to eat a reasonable proportion of their food.

Payment

All pupils in Foundation Stage 2 and KS1 are currently entitled to a Universal Free School Meal.

The cost of lunch for children in KS2 is £2.60 per day, £13.00 per week. All payments are to be made through the school's online payment system; parents are asked to ensure that their account remains in credit so that their child is able to order a school meal. Further information concerning online payments can be found later in this booklet. Some children in KS2 are eligible for Free School Meals. If you think your child may be entitled to Free School Meals please ask at the school office for details.

Packed Lunches

Alternatively, children can bring a packed lunch. We have a Packed Lunch Policy, which supports the Healthy Schools Campaign and we would therefore ask that packed lunches do not contain sweets, chocolate bars or fizzy drinks.

Children are not allowed to swap or try food from anyone else's lunch box. Any food not eaten from packed lunch boxes will be brought home so that you are able to see what is being eaten. If staff are concerned about a child's eating habits, you will be informed.

NO NUTS OF ANY KIND are allowed (including Nutella and peanut butter). This is for health & safety reasons, as we have nut allergy sufferers within school.

SNACKS AND DRINKING WATER

Break Time Snacks

Children starting school in reception, year 1 and year 2 children, are provided with a free piece of fruit or vegetable each day as part of the Government scheme, which they are encouraged to eat during breaks.

Children in KS2 (years 3, 4, 5 & 6) can bring in a piece of fruit for break time. Biscuits, snack bars and crisps are not allowed at break time.

Water Bottles

Children will need a water bottle to drink during the day. These should only contain water and children will not be permitted to drink anything other than water during lesson times. Children are also able to access a drink of water during the school day.

HALLGATE SCHOOL UNIFORM LIST

Uniform

Please label ALL clothing

All year groups

White Shirt
Bottle Green V Neck Jumper or Cardigan
Bottle Green Blazer (optional)
Elastic Tie (Bottle Green and Silver wide stripe) - KS1
Tie (Bottle Green and Silver wide stripe) - KS2
Grey Skirt or Grey Trousers
Black Shoes (trainers may only be worn for sports coaching)
Shower Proof Fleece (optional)
Bottle Green Check Dress
Tailored Grey Shorts
House T Shirt for PE
Navy or Black Shorts for PE

School uniform is ordered at <https://www.pbuniform-online.co.uk/hallgate>

PE Kit

Your child will be participating in outdoor and indoor physical activities and will need to come to school dressed in their PE kit on their PE day (you will be notified of this).

Children will be asked to tie back long hair for PE lessons and remove earrings (or tape them over if they are newly pierced).

Outdoor Play and Learning

Children in Foundation Stage 2, are provided with waterproof trousers and raincoats, which the children wear over their uniform if the weather is poor. Please provide a pair of wellington boots which can be kept in school.

Label All Items of Clothing and Belongings

Please make sure all your child's clothes and items of belongings are clearly/ permanently named and that your child knows where to look for their name. A lost property trolley operates in the entrance near the office. Staff cannot be responsible for locating lost items.

Jewellery and Hair

Children are not permitted to wear jewellery in school other than stud earrings and a watch. If your child wears an item of jewellery for religious or personal reasons, please speak to the school office.

Children are encouraged to tie back long hair for practical, health and safety reasons. Hair bands should be plain; novelty hair bands are not permitted.

Children are not permitted to wear make-up during the school day for any reason. The wearing of nail varnish/enhancements is discouraged and parents are asked to remove nail varnish as soon as practical, if their child has had their nails painted for a special occasion.

What your child needs – at a glance

- School uniform
- PE kit (navy or black shorts and house coloured T Shirt and trainers) to be left in school
- Hallgate Bookbag
- Lunchbox for packed lunch
- Breaktime snack (fruit only)
- Bottle of water (spill proof bottle)

Uniform Purchasing

School Uniform is ordered at <https://www.pbuniform-online.co.uk/hallgate>

Pupils in receipt of Pupil Premium, Free School Meals are able to receive assistance with school uniform when they start with us. Please ask at the office for more details.