



HUNTER HALL

PREPARATORY & PRE-SCHOOL

HUNTER HALL SCHOOL

PARENT HANDBOOK

Revised March 2021

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Dear Parents,

I hope that you find this parents' handbook informative and a useful aide memoire to refer to throughout your child's schooling here at Hunter Hall.

We recognise that, along with school, parents are an integral part of their child's education and we are committed to working in partnership with you.

We believe that true learning can only take place within a secure, well organised and supportive environment and we aim to instil respect and a hardworking spirit in all our children. Our overall aim as a preparatory school is to prepare children thoroughly for the next stages of their education and alongside you, we believe that we can offer them the best start in life in these formative years.

In true partnership style, Hunter Hall School is here to support you as well as your children, and I hope that you will feel free to come and talk to us at any time. We are always here to help.

Yours sincerely,



Mrs D Vinsome
Head teacher

SCHOOL INFORMATION

Hunter Hall School Telephone: 01768 891291
Frenchfield Fax: 01768 899161
Penrith School Mobile: 07511280020
Cumbria E-mail: office@hunterhall.cumbria.sch.uk
CA11 8UA Website: www.hunterhall.co.uk

HUNTER HALL SCHOOL is a preparatory school for boys and girls from three to eleven years.

The School is a Charitable Company (Registered number 3272341).

The Company is managed by the **BOARD OF GOVERNORS**

They are:

Name	Position	Contact
Natalie Harling	Chair Marketing Committee Chair of Health and Safety Committee	c/o Hunter Hall School
Gerard Ainsworth	Chair of Oversight and Training Committee	"
David Butler	Finance Committee	"
Nicola Ewbank	Chair of Estates Committee and Governor for Early Years	"
Laura Millburn	Chair of Safeguarding Committee	"
John Pallister	Chair Finance Committee, Estates Committee and Health and Safety Committee	"
Mark Turnbull	Academic Committee	"
Charlotte Young	Chair of Academic Committee	"
Tracey Taylor	Health and Safety Committee Estates Committee	"
Peter Hogan	Marketing Committee	"

School Office Hours

The School Office is open from 8.15am to 5.00 pm during term time to undertake school administration.

During holiday periods, any messages left on the telephone answer machine will be dealt with as quickly as possible. The school mobile is used from 5.00-5.30pm each day - **07511 280020**

The Staff

Teaching Staff

Head Teacher

Mrs Donna Vinsome

Upper School teaching
Designated safeguarding lead
Head of Geography, RE and PSHE
Senior leadership team

Deputy Head

Mrs Kirsty Fletcher

Upper School Form teacher
Head of English
Head of Girls' Games
Staff Development
Pastoral Care
Assessment
Senior leadership team

Upper School

Mr Andrew Hetherington

Upper School Form teacher
Director of Sport
Head of Boys' Games

Mr Martin Spooner

Upper School Form teacher
Head of Science and ICT
Head of Outdoor Education
First aid leader

Mr Philip Sturgess

Upper School Form teacher
Head of Mathematics
Academically More Able Co-ordinator

Mrs Ella Tarrant

Lower School Form teacher
Head of Art
Head of History

Lower School

Mrs Georgina Griffiths

Lower School Co-ordinator
Early Years Manager
Reception teacher
Designated safeguarding lead (EYFS)
SENDCo (EYFS)
Senior leadership Team
Mental health First Aider

Mrs Lynsey Wrightson

Lower School Form teacher
Director of Music

Support Staff

Learning Support

Mrs Gill Slessor

Learning Support / SENDCo

Classroom Support

Mrs Judith Wilson

Teaching Assistant / Learning Support/
School Shop
Mental health First Aider

Pre-school

Miss Laura Graham

Foundation Stage Pre-school Assistant / After School
Care

Miss Sarah Borthwick

Foundation Stage Pre-school Assistant / After School
Care

Office Staff

Mr David White

Bursar and Clerk to the Governors

Miss Amy Fawcett

Office Administrator

Visiting Music Staff

Mrs Barbara Gilbertson

Piano, Violin and Voice

Mr Garry Linsley

Woodwind

Mr Andrew Rose

Guitar – electrical and classical

Mr Richard Evans

Drums and Cello

Mr Ian Butterworth

Cornet

Support Staff

Mr Geoff Ellerton

Caretaker and Site Manager

Kitchen Staff

Mrs Fiona Parker

Catering Manager

Mrs Sharon Burton

Catering Assistant

Mrs Dorothy Woof

Catering Assistant

SCHOOL VISION AND VALUES

Our mission for Hunter Hall School is.....

.....as a forward thinking, independent preparatory school for day pupils. We are a school based on Christian values of tolerance and respect for each other, offering a broad, stimulating and innovative educational programme that nurtures each child's individuality through excellence in academic, physical, cultural, sporting and spiritual endeavours.

The success of an education at Hunter Hall will be determined by the ability of our children to become successful independent thinkers and listeners who are both aspirational in their own thinking and inspirational to others.

Hunter Hall children will be noted for all the right reasons and become valuable, responsible and caring members of society.

Fundamental Values and Aims

Together with our investors – staff, children, parents and governors, we will build upon our success and passion for delivering a unique learning experience;

- creating a warm and welcoming preparatory and pre-school within the local community, where every child feels safe and valued.
- a stimulating environment within which they can learn and grow.
- an independent preparatory and pre-school that produces happy, confident, articulate children with a passion for learning.

In essence, a place where children can begin their learning journey, make friends, have fun, expand their horizons and ultimately leave our school self-assured that they have built a solid foundation for their futures.

Partnership and Responsibility

We believe school is about developing children during their most formative years. It is our responsibility to inspire them to discover their passions and help them to connect with the world around them; giving them the confidence to make friends, whilst learning how to respect themselves and others, all of which takes place in a caring and disciplined environment from which to learn.

How do we aim to do this? Our aims are:

1. To know each and every child and their families, enabling a productive and honest partnership with our investors, within a culture of openness and trust in all our professional relationships.
2. To be responsible in creating a broad-based holistic balance of educational opportunities both inside and outside of the classroom in which to learn, and to ensure those opportunities extend beyond the traditional school day, creating and encouraging participation in a wide range of co-curricular activities to unearth and ignite new passions.
3. To maximise our social responsibility by providing a positive impact on those in the local community through our partnership events programme.

Academic Endeavour

Our staff are experts in recognising and nurturing a child's curiosity and ability in a way that they find challenging yet rewarding. With the challenges faced by young people in today's society, we aim to build and develop the skills and attributes to create well-rounded, empowered, confident and resilient young people.

How do we aim to do this? Our aims are:

1. To develop an environment where children learn to succeed AND to fail successfully, empowering them to have the tenacity to surge forward or bounce back through strong honest and trustworthy relationships between staff and children.
2. Enable and support our highly qualified specialist staff to share their passion, knowledge and expertise with the children, delivering creative and inspirational learning.
3. Develop a creative and innovative curriculum, which enables opportunities for children to embrace and experience new things with curiosity, excitement and determination.

We recognise that unless we support our families and in turn their children to feel positive about themselves and have a healthy mental attitude they will not be empowered to learn successfully. Excellent pastoral wellbeing is paramount to developing a successful child, ready to move from Hunter Hall at the end of Year 6 with all the tools necessary to build their own futures.

Pastoral Wellbeing

How do we aim to do this? Our aims are:

1. To develop a school community where the importance of self-respect and the respect of others is integral to all that we undertake on a daily basis.
2. To set and expect high personal standards from pupils, staff and parents, which enable and support children to foster a sense of social responsibility, self-discipline and self-reliance.
3. To develop an awareness of the ever changing world in which we live and having the mind-set to be flexible in our educational outlook to reflect living in the 21st century.

Hunter Hall is unique as the only stand-alone preparatory school in Cumbria. We will continue to invest in our facilities to enable us to offer an unrivalled education from such an establishment. A Hunter Hall education will continue to provide our parents and children with real choice when it comes to searching for a senior school in Cumbria or beyond.

Work – The Philosophy in Practice

Our high education standards are based largely on the traditional values of preparatory schools - allied to the fostering of each child's special skills. These we seek to identify from an early age and to provide every possible support and encouragement. It is this close attention to each child's individual development which underwrites our philosophy. Whether in the classroom, on the playing field or in the arts arena, we set goals to which each child can aspire successfully and enjoy the subsequent sense of achievement.

The teaching staff is highly qualified and all children are taught in small classes, which allows for a high degree of individual attention. The National Curriculum forms the basis for core subject work throughout the school, but we adapt and extend this as appropriate for our children's needs.

We aim to identify children with additional needs at an early stage. It is our policy to provide assistance and support within the normal classroom wherever possible, though there may be times when small group withdrawal may be more productive and helpful.

Individual specialised support is also available if needed at a charge.

Though we think of the school as a whole community, for administrative purposes the school is divided into three distinct areas:

- Foundation Stage (Reception and Pre-school)
- Lower School (Years 1&2)
- Upper School (Years 3-6)

EVERYDAY MATTERS

Arrival and Departure Times

Before School

Parents bringing their children to school by car are asked to park in the main car park. Please do not drive up to the school gate. All children must be escorted to the front gate. Entrance to the school is through the main gate.

Lower School parents are asked to drop off their children to their form teachers in their classrooms between 8.15 and 8.30am.

Upper School children, having placed their belongings in the cloakroom, are required to go to the playground before the 8.30am bell. If the weather is inclement, the children should go straight to their classrooms.

Upper School class teachers are available between 8.15 and 8.30am to talk to parents if required (unless the teacher in question is on duty in the playground).

In all cases, please do not arrive and leave your child unaccompanied prior to 8.15am unless you have booked for 'Early Birds' or there are extenuating circumstances, in which case please make arrangements through the office if you need to drop your child off early. Although staff are on site before this time, please remember they are often involved in curriculum meetings or preparation for the day.

All children should be in school by 8.30am, except for the pre-school, which offers a more flexible starting time arrangement.

Both school and pre-school close at 5:30 each day.

Early Birds runs from 7:45 – 8:15 at a small additional charge and must be booked in advance.

During and after the school day

Parents are asked to park in the main car park and access the school by the same route.

If you are delivering your child after 8.40am (end of registration) or collecting them prior to the end of the school academic day 3.00pm (Years R-2) or 3.15pm (Years 3-6) **you must sign in or out in the School Office**. This is a vital security and safety measure which ensures we have a full record of attendance at all times.

At the end of the academic day, children are to be collected from their classrooms (Lower School) or the school gate (Upper School). **Children are not allowed to leave school and take themselves to the car park.**

If your child is attending an after-school club, please collect them from the club's venue and tell the member of staff you are taking your child.

Any children who remain uncollected after 3.30pm will join after-school care.

Car Parking

Parents are asked to assist us with maintaining a safe environment. Please park sensibly, in the car park, and **do not park your car on the farm lane or directly in front of the school buildings**, unless you need to use our disabled parking space, as this may cause severe congestion and is a potential danger to our pupils.

Please ensure that **children are not left unattended in the car park**; the potential for an accident to happen is too great

SCHOOL HOURS (Academic)

Pre -School

Mornings	8.30 am	12.00 noon
Lunch	12.00 noon	1.00 pm
Afternoons	1.00 pm	5.30 pm

Reception & Lower School

Mornings	8.30 am	12.00 noon
Lunch	12.00 noon	1.00 pm
Afternoons	1.00 pm	3.00 pm (or 3.15pm if also collecting from Upper School)

Upper School

Mornings	8.30 am	12.30 pm
Lunch	12.30 pm	1.30 pm
Afternoons	1.30 pm	3.15 pm

AFTER SCHOOL SUPERVISION

The School is open until **5.30pm** each day. The supervision facility is available to all children.

Each day a variety of clubs and activities are organised by staff. For full details of the programme please refer to the school calendar and weekly newsletter. You can also check on the noticeboard. Clubs may change each term. Many of our clubs are *inclusive* of your school fees. However, if they require a specialised coach from outside of school, a small charge may be incurred.

Clubs are organised for *all* children, irrespective of experience, unless specified otherwise.

If Lower School children are staying for clubs, or after school care, you are asked to sign the register in the library area.

SAFEGUARDING

We take safeguarding very seriously at Hunter Hall and want your child to feel safe and secure at school at all times. Our child protection policy, whistle blowing policy, anti-bullying and discipline policies are updated yearly along with other safeguarding policies.

A hard copy of the following policies can be found in the school office and an electronic copy is available on the website:

- Child protection policy
- First Aid policy
- Bullying policy
- Complaints policy
- Admissions policy
- Curriculum policy
- Privacy notice

We always ask you to call in to the office if you are visiting the school out of normal drop off and pick up times.

All visitors are asked to sign in if they are staying for any length of time.

Please make it very clear who is responsible for picking up your child from school. If there is an emergency and someone else is picking up your child, please ring the school to confirm your alternative arrangements.

Children are taught about E safety in their ICT lessons as well as Hunter Hall safeguarding procedures in PSHE and other lessons as and when the need arises. All children, alongside their parents, are asked to sign an E safety usage agreement when using computers in school. The staff are also asked to sign this agreement.

Mrs Georgina Griffiths is the safeguarding officer for Early Years
Mrs D Vinsome (Head teacher) is the safeguarding officer for school
Our safeguarding governor is Mrs Laura Millburn

ABSENCE FROM SCHOOL

Illness: Please notify the school by telephone (01768 891291) before 9.00am if your child is unwell and unable to attend.

Holidays and other events: Absence for holidays or for other events is **strongly discouraged**. Permission for absence must be sought in advance, in writing, from the Head teacher. Form teachers will set work at their discretion for holiday absence.

ACADEMIC MATTERS

SATs (Standard Assessment Tests) is a government baseline that all state schools are expected to do. Independent schools may choose whether to opt in or opt out. As a school, we have chosen to opt in, as it gives us one measure of progress and achievement. However, we also complete our own internal exams and use GL assessments across all years to measure progress and achievement too.

Lower School children sit national SATs at the end of Key Stage 1 (Year 2) and are assessed against benchmark data set at the end of their Reception year. These results are sent to parents at the end of that academic year. The tests are internally assessed and sit alongside other additional internal assessment tests.

Year 6 children sit national SATs at the end of Key Stage 2. The tests take place in May and are externally assessed for Maths and English. These results are sent to parents at the end of that academic year and sit alongside other additional assessment tests.

Exams - Internal

All pupils in Upper School are assessed in Mathematics, English and Science in the mid-year exams (held in the Spring Term). In the summer term, pupils in Years 3-5 sit end of year exams in Mathematics, English, Science, Geography and History. All results are reported to parents.

Exams - Senior School

Many senior schools hold entrance exams for Year 6 pupils either in the autumn term or early in the spring term. With the exception of those schools requiring pupils to sit Common Entrance examinations, the schools provide their own form of assessment.

The Head teacher is available to discuss the individual requirements of your child's potential future school and visits to senior schools are strongly recommended before you make your final decision. Independent senior schools are very much used to having visiting parents on an individual basis, although not all state schools do, preferring to hold open evenings at specific times of the year.

In all cases, our staff will work with pupils to best prepare them for their examinations. Verbal and non-verbal reasoning practice forms part of our curriculum syllabus. 11+ Mathematics is also taught as part of syllabus in Years 5 and 6.

An exam prep session is taken by the Head teacher each week, for children in Years 5 and 6 who require input prior to senior school entrance exams. Interview practice can also be arranged depending on senior school requirements.

Senior School

To date, Hunter Hall has prepared children for a number of senior school destinations:

Queen Elizabeth Grammar School (QEGS), Keswick, Lancaster Royal Grammar School (LRGS) and Ullswater Community College are all state maintained schools which are feeder schools for our children. Children also go on to attend Independent Senior Schools including the following: Sedbergh, Giggleswick, Austin Friars and, Windermere. Other children go to schools further afield including Ampleforth, Mowden Hall and Queen Margaret's.

Scholarships, both academic and sporting have been awarded in recent years to pupils joining Sedbergh, Giggleswick, Windermere and Austin Friars.

Reports

Upper School

Parents of all children will receive effort and attainment reports at the end of the autumn and spring term. These include both a form teacher and Head teacher's comment.

Exam report grades are also sent home at Spring term (for year 6 only) and at the end of the first half of the summer term for Upper School.

In addition, a longer, formal, written report will be sent home at the end of the summer term.

Report Grades are as follows:

Effort Grade

A	excellent
B	above average
C	average
D	below average
E	poor

Attainment Grade

1	excellent
2	good
3	satisfactory
4	less than satisfactory
5	poor

Please note that attainment grades may fluctuate depending on the topics covered that term. For example, in mathematics a child may be a very proficient at 'number' but less proficient in 'shape space and measure'. Therefore, if 'shape space and measure' has been the main thrust for teaching that particular half term, their attainment grade may be lower than it would have been had 'number' been the main impetus.

Lower School

Written reports on core subjects are sent home in the autumn and spring terms, with a full report in the summer Term.

Reception and pre-school children in the EYFS have reports at the end of each term

Parental Consultation/Concerns

Parents are always welcome to come into school to discuss their child's progress as required.

Formal parents' evenings are offered twice yearly:

- in the autumn and spring terms for Year 3 to 6
- in the autumn and summer term for Reception to Year 2
- in addition, pre-school also have their own parental meetings in the Autumn and Summer term.

Informal communication is encouraged on a regular basis between home and school. In all cases, the first line of communication should be with your child's form teacher. Please note wherever possible, parents are asked to speak to the subject/form teacher on matters concerning their child, however on minor everyday organisational matters a short e-mail may be a better approach.

THE CURRICULUM

At the start of each school term, your child's form teacher will send home an overview of the work for the term for each particular subject area. This is an aide memoir for parents and gives an indication of what your child will be covering in the term, as well as areas where perhaps you may be able to have some input. All curriculum subjects are covered on the overview.

Lower School Homework Policy

Pre-school – Children can take a book home once a week if they have reached such a level. Each term the children are given a 'Pick and Mix Home Learning' sheet linked to the current topic with a range of activities they can choose to complete and bring in to share.

Reception – Reading every evening. Phonics / Key words to learn each week. Once they have reached a certain level, children will also be given Key word spellings to learn. Each term the children are given a 'Pick and Mix Home Learning' sheet linked to the current topic with a range of activities they can choose to complete and bring in to share.

Year 1 – Reading every evening. Spellings once a week. Occasional research and topics

Year 2 – Reading every evening. Spelling once a week. Occasional research and topics

Upper School Homework Policy

Homework is set **three** times a week in Maths, English and Science. Spellings are also set once a week and children are expected to read their home reading book, either independently or with a parent at least three times a week. It is also expected that times tables are learnt.

Homework is recorded in your child's homework diary, which also acts as a means of communication between home and school. Parents are asked to sign this book each weekend. Homework diaries are monitored by the form teacher. Each child's timetable is written in this diary. From time to time other homework may be set, such as a piece of research on a topic the children are covering.

The reasons for homework are as follows:

- for reiteration and practice
- for consolidation
- for exploring new ground
- for finishing incomplete class work
- opportunity to share school work with parents
- to show understanding if done unaided.

We would prefer the children to do the work by themselves, but we don't mind a sensible 'prompt' if they are really stuck. If your child needs more than this, then we would like you to put a note in the diary so we can look into the problem.

We expect homework for Years 3/4 children to take approximately 30 minutes per subject and again, please let us know if they are spending much longer than this.

Some of the work given to Years 5/6 may take more time, but again please let us know if there is a problem.

A homework prep session is incorporated in after school care each day between 3.30 – 4.20pm, should you choose to use this facility.

MUSIC AND DRAMA

Music is taught throughout the school and each year we produce a series of plays and concerts. Foundation (EYFS) and Lower School both organise two performances a year which take place at the end of the autumn term, whilst for the Upper School the annual school production, in the summer term, is the highlight of the year.

There are also opportunities for your children to perform on a more informal basis at our 'Words and Music' evenings. These take place each term and parents are also warmly welcomed to participate! Events such as these are always highlighted on the school calendar.

All children in main school have an opportunity to participate in the annual Carlisle Music and Drama Festival in the spring term, where accolades are strongly contested between rival schools.

There are after-school clubs for choir and band each week.

We also have a number of peripatetic teachers who offer tuition in a variety of instruments – piano, woodwind, drums, guitar, voice and brass. Please see Mrs Wrightson if you are interested in your child learning a musical instrument.

Peripatetic music tuition is charged directly to you by the teacher concerned. Children may work towards ABRSM exams.

Speech and Drama lessons are also available as an additional charged extra. Children can work towards LAMDA exams should you so wish. If you would like your child to be considered, please contact the office to add your child to the waiting list.

Both peripatetic music lessons and speech and drama lessons take place mainly within the school day. These lessons are timetabled on a rotational basis.

FOOD

Nut Free School

Please note that we are a **NUT FREE** school. It is vitally important that you do not provide your child with a snack that contains nuts or nut products. We have had, and may have again, a child at school with a potentially life-threatening allergy to nuts. Thank you for your cooperation in this matter.

Snacks

Pupils may bring a snack, for example: fruit, prepared vegetables, cheese, plain biscuit, to consume at morning break time. We encourage healthy eating and therefore **sweets, crisps, and chewing gum are not allowed**. All pupils should bring a water bottle to school each day,

Pupils staying for after school care are given an additional snack at 4.20pm – fruit, cake, sandwich, crudités etc and water.

Lunches

School lunches are compulsory for all children. Please ensure that we are aware of any dietary restrictions that apply to your child on medical grounds. Our meals are of a high quality and cooked on the premises. A vegetarian alternative to the main hot dish is always provided each day, in addition to a salad bar. Fresh fruit and yogurt is available daily.

A parent representative sits on our catering committee and attends meetings each term to give parents' views and feedback. Please check in the School Office to know who our parent representative is.

Menus are published in advance and are available to view at various locations around the school, including the noticeboard next to the main school gate and outside the school catering area.

Grace is said before lunch and children are expected to show good table manners. Lunch is conducted in an orderly, supervised atmosphere.

MEDICAL

Any prescribed medicine that your child is taking and needs administering during the day must have an authorisation form completed. Forms are available from the office. Please **do not** give any medicines to your child's teacher without this form – they will refuse it. All medicines should be in date and the dosage clearly stipulated. Children should not keep their own medicines in their bag. They must always be handed over to an adult in charge.

Should your child need to carry an inhaler/use an epipen etc., please ensure that the school is fully informed as we require a written record of any long term medical conditions.

Children who take ill at school parents will be informed as soon as possible. In the event of an emergency, 999 will be called immediately.

On registering for school, you will be asked to fill in a pupil information form including details of any medical conditions that your child has. If there is a change to the information you have provided, please contact the office where our records can be updated.

Any medicines kept in school will be sent home at the end of each term as routine so you can check their sell by dates etc. Please ensure they return to school the following term if needed.

All staff is first aid trained. In EYFS, all staff have paediatric first aid training. Mr Spooner as Head of Outdoor Education has additional first aid qualifications.

UNIFORM/APPEARANCE

All pupils in school are required to wear the school uniform from the uniform shop. Please see the notice board for opening times.

Pre-school children are strongly encouraged to wear a Hunter Hall jogging suit. This allows them to be easily recognisable on outings as well as allowing them to feel part of the school and our community.

The uniform shop is not open every day, therefore a clip board is available in the office to write down any uniform requirements you need. The school shop is open every MONDAY from 8.15 until 9.15am.

Good quality second hand uniform is also available. For more information, please see our shop manageress, Mrs Judith Wilson or speak to Mrs Colbear in the School Office.

Blazers should be worn to and from school; this sets the standard that we expect from all Hunter Hall pupils.

During the winter months, the Hunter Hall winter coat may be worn as an alternative.

Blazers must be in school **at all times** as children can often be called to ambassadorial duties around the school.

Pupils are expected to wear school uniform tidily without any exceptions. The Headteacher will notify you of the change between summer and winter uniform – please do not make this decision yourselves. School shoes should be black.

No jewellery, other than watches, may be worn. Only sleepers or small studs will be acceptable for pierced ears.

Haircuts must be conventional and sensible. No dyed or shaved hair. Long hair should be tied up at all times. Hair ties or hairbands for your child should be dark school colours – maroon or black and hairbands should be plain. Boys' hair should be off the collar and face. Hair gel should be used minimally, if needed at all. It is there as an aid to tame unruly hair, not as a fashion accessory.

Uniform List – Upper School

Girls

Winter

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
Grey/white striped shirt*
School tie*
Grey pleated skirt*
Grey knee socks or tights
Plain black shoes
Book envelope*
School back pack*
School scarf*
School fleece hat*
School gloves*

Summer

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
Cherry/white school dress*
White plain knee socks
Plain black shoes
School cap*

Games Uniform

Autumn

Hockey & Rugby:
Training top*
Black shorts*
School tracksuit*
Games socks*
Shin pads
Football boots
Gum shield
School sports bag*
School cap*

Spring

Netball:
White school polo shirt*
Burgundy skort*
School tracksuit*
White sports socks
Trainers

Summer

Rounders & Athletics:
White school polo shirt*
Burgundy skort*
School tracksuit*
White sports socks
Trainers

PE - All Year

White polo shirt*
Coloured house shirt*
White shorts*
School tracksuit*
White sports socks
Trainers

Boys

Winter

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
Long Sleeve Grey/white striped shirt*
School tie*
Long grey trousers
Grey socks
Book envelope*
School back pack*
School scarf*
School fleece hat*
School gloves*

Summer

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
Short Sleeve Grey/white striped shirt*
School tie*
Grey shorts
Grey knee socks
School cap*

Games Uniform

Autumn

Hockey & Rugby:
Training Top *
Black shorts*
School tracksuit*
Games socks*
Shin pads
Football boots
Gum shield
School sports bag*

Spring

Football:
Rugby shirt*
Black shorts*
School track suit*
Games socks*
Shin pads
Football boots
Gum shield

Summer

Cricket & Athletics:
White school polo shirt*
White shorts*
White sports socks
Trainers
Cricket trousers (optional)
Cricket shirt/sweater
(optional)

PE - All Year

White polo shirt*
Coloured house shirt*
White shorts*
School tracksuit*
White sports socks
Trainers

Uniform List – Lower School

Girls

Winter:

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
White polo shirt with school logo*
Grey pinafore dress*
Grey knee socks or tights
Sensible black shoes
Book envelope
School scarf*
School fleece hat*
School gloves*

Summer:

Burgundy school coat*
Burgundy school blazer*
Cherry/white school dress*
White plain knee socks
Sensible black shoes (no open toe sandals)
Book envelope*

PE Kit:

Burgundy school jog top*
Burgundy school jog bottoms*
House polo shirt*
Black shorts
Black plimsolls or trainers (Velcro fastening)
School PE bag*

Boys

Winter:

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
White polo shirt with school logo*
Long grey trousers
Grey socks
Sensible black shoes
Book envelope
School scarf*
School fleece hat*
School gloves*

Summer:

Burgundy school coat*
Burgundy school blazer*
Burgundy school V-neck pullover*
White polo shirt with school logo*
Grey shorts
Grey knee socks
Sensible black shoes (no open-toed sandals)
Book envelope*
School cap*

PE Kit:

Burgundy school jog top*
Burgundy school jog bottoms*
House polo shirt*
Black shorts
Black plimsolls or trainers (Velcro fastening)
School PE bag*

***Must be purchased from school uniform shop**

EQUIPMENT LIST FOR CHILDREN

Upper School

Children will need:

- Pencil Case*
- Pen for handwriting (BLUE INK)
- (Fountain pens can be used in Year 5 and 6 at the teacher's discretion, blue ink - **no** biros)
- Pencils
- Coloured pencils
- Rubber
- 30cm Ruler
- Protractor
- Pencil crayons
- Glue stick
- Sharpener
- Highlighters

*Roll out pencil cases prove best as children can clearly see what is in them.

Please note – no permanent markers

All the above should be named as far as possible.

Lower School & Reception We supply writing materials

RESIDENTIAL TRIPS

Residential visits are high spots in our curriculum. Full details of each visit are sent out in advance with costs kept to a minimum for each trip. As examples:

- Younger children in Upper School at present spend three days in Northumberland in the summer term visiting various castles and the Farne Islands. There have also been organised visits to Shropshire
- Years 5 and 6 visit an outdoor activity centre during the summer term experiencing activities including the following: archery, canoeing, kayaking, ghyll scrambling and walking. This trip takes place every two years, alternating with:
- A week's residential where children can soak up the sights and sounds of a different cultural city and region.

Please note, we are constantly reviewing our residential offerings so the above are there to represent examples of some of the trips we have covered in the past. They may change depending on availability and children's and staff's interests.

Children are asked to sign a code of conduct for all residential school trips. In addition, parents are also asked to sign a parental agreement

It is expected that children and parents adhere to the principles of respect and tolerance for each other and the rules of the school.

Unruly behaviour and non-adherence to rules whilst representing the school will not be tolerated in any way.

Other Trips

We organise outings to local places of interest for all children from the Pre-School to Year 6.

These include exploring local farms, museums, as well as further afield. Parents are asked to sign a

consent form at the beginning of their child's time at Hunter Hall, allowing us to take children out of school on organised trips.

IMPORTANT DAYS IN THE SCHOOL YEAR

Each term a school calendar is published and sent home to parents. This contains important information regarding the school diary. Whilst we attempt to make the calendar as comprehensive as possible, occasionally there may be a need to make amendments. This will be done via the weekly newsletter, the School's Google calendar (on the website) and on the parent portal (ISAMS).

During the school year, we have various events in which the whole school (Reception – Year 6) participates. Parents are invited to join us on these occasions:

Harvest Festival

This takes place in school on the last afternoon of half term in the autumn term. All parents are invited to attend and contribute to our harvest offerings.

Carol Service

This takes place in the evening at St. Andrew's Church, Penrith at the end of the autumn term. All pupils are expected to attend from Reception to Year 6.

Spring Concert

This takes place at St. Andrew's Church, Penrith, usually on Grandparents' Day which is generally held the week after Mothering Sunday, during the Lent term. All pupils are expected to attend from Reception to Year 6.

Sports Day

This takes place at school, during the day at the end of the summer term. All pupils take part.

Prize Giving

This takes place in the evening at St. Andrew's Church at the end of the summer Term. All pupils are expected to attend from Reception to Year 6.

COMMUNICATION

Newsletter and Electronic communication

To keep parents fully informed about life at Hunter Hall School, a weekly newsletter is sent via email each Friday and is also available on the Hunter Hall Parent Portal and app. This is a really important source of information and it is recommended that you read it. All parent communication is sent electronically, unless it includes something which needs to be returned (form, permission slip etc). All correspondence is also available on the Hunter Hall Parent Portal and app.

A copy of the latest newsletter is also posted on the school noticeboard.

Hunter Hall School also have TWITTER, FACEBOOK and INSTAGRAM accounts which you can access @hunterhall_sch for Twitter, @hunterhallschool for Facebook and .@hunterhallschool for Instagram.

We are also keen to get in touch with our Alumni at oldhunters@hunterhall.cumbria.sch.uk

Pupils are NOT allowed mobile phones in school at any time.

Calendar

The calendar is available for parents to view on the Hunter Hall Parent Portal and app. It also includes the after school clubs published for the term.

Parents' Group

A Parents' Group exists with the dual aim of providing social events for parents and children and assisting the school with the running of more formal occasions. The Parents' Group is an important fund-raising organisation for school. New members are always welcome to help and support this group. Meetings are held every term. Please ask at the office if you would like to be involved so we can put you in touch with the relevant people.

Our Parents' Group contact is Mrs Natalie Harling at hunterhallparents@gmail.com

Extra-Curricular Activities

There is a wide range of extra-curricular activities available to pupils, which may change on a termly basis. Further information is published on the calendar and newsletters.

To date the following have been organised over the course of the year:

Lower School: Arts & Crafts Club, Construction Club, Cookery Club, Running Club, Tennis and Football. Upper School: Choir, School Band, Drama Club, Running Club, Exam Prep, Cycling, Orienteering, Football, Art & Craft Club, Short Tennis, Badminton, Tag Rugby, Chess, Cookery, Italian/ Latin, Dodgeball and Lacrosse.

Many after-school activities are inclusive of the school fees, unless specialist coaching is involved, for example lacrosse and football. These are competitively priced.

Sport

We regularly compete against other schools in tag rugby, hockey, football, netball, rounders, cricket and swimming. The school also has a strong tradition in both cross-country and biathlon. Whilst we produce excellent teams and are proud of the successes of our children, we also obtain fixtures for more than just our top sports men and women in order to give everyone an opportunity to represent the school. Every child will represent the school in fixtures at least twice a term.

Match teams are published on the notice board ahead of each game. Please check carefully for start and finish times, as especially with regard to finish times, there may be late returns to school which you will need to factor in to your diary.

Parents are encouraged to support our sporting events and fixtures both at Hunter Hall and further afield. For details of any fixtures, please see Mr A Hetherington, Director of Sport. Most matches take part on a Wednesday afternoon, but also Mondays and Fridays on occasion. Orderly conduct is expected at all times from parents on the side lines.

Outdoor Education

We are privileged to be situated in a beautiful part of England and aim to make the most of the environment. In pre-school, children experience Forest School every week, interacting with their surroundings before the syllabus is developed further into Outdoor Education. Outdoor Education takes place every two weeks in Upper School for each year group- a programme which is carefully planned and includes the following:

- team building and orienteering in the autumn term
- climbing and cycling in the Lent term
- fell walking and sailing in the summer term.

Specialist equipment for these sessions is supplied by the school or the centre. Please note that Outdoor Education sessions for Upper School do not finish until 4.30pm.

HOUSES

All children are placed into one of four Houses:

- **Badgers** (Green)
- **Foxes** (Yellow)
- **Hares** (Blue)
- **Squirrels** (Red).

Your child will stay in this house until he/she leaves. If a family has a connection with a particular house, we attempt to place a child in that 'house'. Children can gain points for their houses by a variety of means - producing good quality work, helpfulness, good manners etc. Similarly, they can lose them by not exhibiting the aforementioned.

House assemblies are held at least termly and house points certificates given out periodically in celebration assembly.

Celebration Assembly

Children may also gain gold certificates over the term. These can be given to any child where they have been recognised for excellent work or effort in subjects, good manners, helpfulness etc. Children are nominated by any member of staff and the accolades are highly sought after (as are the chocolates that accompany them) 😊

Assembly Gatherings

We join together regularly as a school for assemblies. These are generally taken by senior members of staff and the local vicar. They may cover Christian principles as well as items in the news or other religious and cultural viewpoints.

POLICY DOCUMENTS

School policy documents exist to assist the Governors, Head teacher and Staff in the running of the school. At all levels we attempt to constantly review these documents to ensure that we are reflecting best practice.

There are documents relating to the governing body board policy, curriculum delivery and general operational matters. Hard copies of the following policies, as previously mentioned are available in the school office as well as on our website:

- Child protection
- Anti-bullying
- Discipline
- Admissions
- Complaints
- Curriculum

GDPR

As a school we need to hold certain data on both you and your children:

- What information do we collect? We generally collect personal information such as names address etc.
- What do we use it for? To get in touch with you, for billing purposes, to ensure your child has up to date school records and reports etc.
- On what basis do we process this information? To fulfil our contract to you for example.
- How long do we hold it? Generally, for most things up to 7 years until your child leaves school and for more if you agree to join our Alumni and want to keep in touch with us.
- How do you control the information we hold on you? By telling us changes of address etc.

- How do we keep your information? In a variety of forms but always as secure as is possible to be.

This is a very generalised summary of what GDPR means, but if you wish to know more you can view our privacy notice on our website.

POSITIONS OF RESPONSIBILITY

We believe that as children move up through the school they should be prepared to take on greater responsibility. In Year 6, accolades are given at the discretion of the Head teacher and the staff. The following positions of responsibility are available:

- Head of School
- Head Boy
- Head Girl
- Girls' Games Captains
- Boys' Games Captains
- House Captains
- Librarians
- Music Captains
- Science Captains

It is expected that the Head of School, Head Boy and Head Girl will assist the Head teacher in any duties deemed necessary and act as a leading example to others.

TERM DATES 2021 - 2022

Term dates are published on the school website. The following applies for the year 2021 - 2022

Autumn Term: Thursday 2nd September – Thursday 16th December 2021
 Half Term Holiday: Monday 25th October – Friday 5th November 2021

Spring Term: Wednesday 5th January – Friday 1st April 2022
 Half Term Holiday: Monday 14th – Friday 18th February 2022

Summer Term: Wednesday 20th April – Friday 8th July 2022
 Bank Holiday: Monday 2nd May 2022
 Half Term Holiday: Monday 30th May – Friday 3rd June 2022

I do hope the information contained within this handbook is useful, it is not however, a definitive version of everything that goes on in a school, so if something is missing that you need to know please just ask.

Similarly, if there is any item in this handbook where you require further clarification, please do not hesitate to ask.

We very much hope you feel part of our Hunter Hall community and look forward to getting to know you.

This handbook is updated yearly unless further updates are necessary.

Next update March 2022