



# Hundon Community Primary School School Prospectus 2024 / 2025

Hundon Community Primary School,  
North Street,  
Hundon,  
Suffolk,  
CO10 8EE.

[www.htpfederation.co.uk/index.php/hundon](http://www.htpfederation.co.uk/index.php/hundon)

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We hope this prospectus answers some of the questions you may have about our school and how we work. If you do have further questions, please feel free to speak to us or Class Teachers within the school. Our Administration Team are also able to provide help and information about the routines of the school.

## From the Headteacher...

Hundon is a small, vibrant, family-focused village primary school located in a delightful rural setting with effectively designed grounds. We are a close knit community of children, staff, governors and parents dedicated to educating every child to their full potential while giving high priority to every aspect of their personal and spiritual development.

Judged good with outstanding elements by Ofsted in March 2020, our school is a bright, spacious and well organised environment where a broad, balanced and exciting curriculum, personalised to meet the needs of all our children from the very start of their school life, is successfully delivered.

Our skilful and dedicated team of teachers and learning support staff work together to ensure every individual who attends here has the space to think, learn, interact with others and grow to become astute, confident individuals, making good or better progress.

We place great value on supporting relationships between our School, our parents and our children and look forward to this being the beginning of a successful home-school partnership.

Our door is always open, please do not hesitate to contact myself or your child's Class Teacher about anything which concerns you and we will be happy to speak with you or arrange a meeting, either remotely or in person, as is appropriate, at the next mutually convenient time.

On the following pages you will find information about our school, its organisation, philosophy and aims, together with some practical details about daily routines we hope you will find useful.

Mrs Sharon Fitzgerald

# OUR FEDERATION

Our Motto ~ 'Laying the foundations for a bright future'

(Linked to The Parable of the Wise and the Foolish Man

Matthew, Chapter 7, verses 24 to 27 and the Gospel of Luke, Chapter 6, verses 46 to 49)



## **The Vision**

At Hundon and Thurlow Primary Federation, we strive to empower our children to have a passion for learning and to achieve their fullest potential. We want every child to be kind, respectful and tolerant of others, and to make a positive contribution to their school and wider society.

## **The Mission Statement**

Everyone is welcome in our village community schools. Our mission is to provide every child with an excellent all-round education through an inspiring , knowledge-rich curriculum, delivered within safe, supportive, child-focused environments where their emotional, physical and mental wellbeing is a priority.

## OUR SCHOOL DAY

School begins at 8.45am and ends at 3.15pm.	
Breaktime:	10.45am ~ 11.00am
Lunchtime: (Reception & Key Stage 1 only)	12.10pm ~ 1.10pm (From 12pm)
Afternoon Breaktime (Reception & Key Stage 1 only)	2.30pm ~ 2.40pm



## HUNDON COMMUNITY PRIMARY SCHOOL

The school dates back to 1875 and was extended in 1999, 2003 and 2010 when additional classrooms were added as the school grew. The school has worked in partnership with Thurlow Church of England (VC) Primary School since 2014 when the two schools formally federated.

The two schools work collaboratively, 'pooling' their resources, sharing expertise, including leadership and the Governing Body. Together the two schools provide the children with a wide range of shared learning experiences, including trips and visits, events and visitors as well as opportunities for staff to work together, sharing best pedagogy and practise.

The school itself is centrally situated at the heart of the lively village of Hundon. There are four airy classrooms with cloakroom areas, a library and a large hall, suitable for a variety of social and recreational and frequently used for Collective Worship (assemblies,) P.E sessions, concerts and collaborative activities as well as school lunch.

We have a hard play area complete with engaging playground markings for games and activities, physical and imaginative play areas, a grassed area with trim trail and enclosed outdoor learning areas for Early Years and Key Stage One pupils.

There are Headteacher and Administration offices, a staff room and a well-equipped, fully functioning kitchen where our school meals are prepared, fresh, every day, from scratch.

We also make full use of the community resources including the Astroturf, playing fields, cricket ground and village hall for sports, gymnastics, dance and drama learning.

## EQUAL OPPORTUNITIES

Hundon and Thurlow Primary Federation and the two schools therein positively encourage equality of opportunity with regards gender, age, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity and any other recognised area of discrimination.

Our schools oppose any form of discrimination and encourage all pupils to view themselves and each other as unique and special people.

The schools within our Federation seek to reflect this within the organisation, staffing, pastoral and social responsibilities.

## OUR CURRICULUM

As a staff we have considered carefully our Federation Curriculum to ensure it meets the needs of our specific school communities as well as fulfilling the requirements of the National Curriculum. We want our children to leave our schools happy and confident with a bank of essential knowledge and skills which support them in being motivated, independent and successful learners, ready for their next stage of education.



Our Federation Curriculum is delivered through a considered mix of discrete subjects and 'themed' learning which integrates foundation subjects within our overarching themes. Our themes have been designed to complement and build on one another with links and progression so that skills and concepts can be developed and understood more deeply and knowledge applied in different, more challenging contexts.



Our long-term plans are adjusted to ensure our bespoke, personalised provision challenges our more-able pupils, whilst those finding particular elements more difficult, are appropriately supported so they too experience success.

Our Federation Curriculum is underpinned by our core values. These are interwoven as well as explicitly taught through our PSHEE (Personal, Social, Health and Economic Education) and BRAVE (Beliefs, Religions and Values Education,) placing our children's spiritual, moral, social and cultural development and their understanding of the core values of our society 'front and centre'.

This is further enhanced by our themed days, whole school activities and opportunities within and outside school. After school clubs and events extend these opportunities further.

Our outdoor environments have been developed to enrich different areas of the curriculum, for example, reading, PE, Science and local community facilities are utilised for active learning for all our children.



Our children have opportunities to share their learning, with their adults, with each other, their parents and carers and within our Federation through school-based and external exhibitions, performances, competitions and events involving other schools.

Please visit our website for more further information on our bespoke Federation Curriculum.

## SPORTS

We teach PE, dance and swimming in line with the National Curriculum. All children will participate in gymnastics, team games and other sports activities. A variety of sports clubs are run after school during the year.



## THE ARTS

Your child will experience a range of provisions. Each child is taught Art, Dance and Music as part of the curriculum and sometimes will be involved in visits to galleries, working with musicians, taking part in concerts and productions and working with professional artists.



## BRAVE ~ BELIEFS, RELIGIONS AND VALUES EDUCATION

### (RELIGIOUS EDUCATION ~ RE)

To fulfil our statutory obligations we must offer:

- a programme of RE within the school's broad and balanced curriculum for every pupil;
- time for collective worship.

Our BRAVE (RE) lessons are based on the Suffolk's Emmanuelle Project. Our assemblies are broadly Christian but draw on traditional themes common to a range of faiths and beliefs. Assemblies also provide an opportunity for the children to gather together, share songs and stories and reflect on what it means to be part of our school community.

Parents wishing to withdraw their child from RE and collective worship have a right to do so and are invited to speak to the Headteacher on this matter. Any request to withdraw your child from RE lessons must be put in writing.

## RELATIONSHIPS, SEX AND HEALTH EDUCATION

The governors have approved the teaching of sex education by all teaching staff as it arises naturally from children's questions as well as within basic teaching about how our bodies work. Information given to children must be accurate, and suited to their age and understanding. A Relationships, Sex and Health Education Policy has been agreed with governors and is available in school or on our website.

## SPECIAL EDUCATIONAL NEEDS

Our aim is to ensure that all children succeed in school. We recognise that some children need more support than others to help them achieve, Some difficulties are short term and some may be long term. We work closely with parents and carers to monitor progress and meet the child's needs.

Support may be provided by the Class Teacher by planning work at different levels or by a Learning Support Assistant working with the child in a small group or individually.

The Federation has a special needs policy and we keep up to date records of children with special education needs in school.

Please contact us if you would like more detail regarding arrangements for special needs and gifted and talented children. Detailed information is available on our website.

## **PUPILS WITH DISABILITIES**

The school is accessible for children with disabilities. The school building is on one level and wheelchair accessible. When a child has particular needs, we take all necessary steps to meet these and ensure all pupils have full access to the curriculum. We have an equality policy and plan which includes provision for children with disabilities.

## **SAFEGUARDING**

Our Federation and the schools therein maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our schools will be able to talk freely to any member of staff, or regular visitor to our school, if they are worried or concerned about something.

All staff and regular visitors will either, through training or induction, know how to recognise a disclosure from a child and will know how to manage this.

At all times, we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies. We have a legal responsibility to report suspected abuse of whatever kind and also signs that could be indicators of abuse. This includes keeping children safe online. We take this responsibility seriously even though it can unfortunately cause bad feelings on occasions. Our responsibility is to the children.

Please see our Safeguarding and Online Safety policies; available on our website or paper copies can be obtained from the School Office.

## **PARENTAL PARTNERSHIP**

We want to work in partnership with all parents and carers so that your child is happy and successful in school. We ask all parents to sign a partnership agreement when their child starts at Hundon Community Primary School. This sets out what you can expect from us and what we expect from you and your child.

Parents are welcome to chat with Class Teachers informally at the end of the school day or make appointments if necessary, In addition, Parent Consultation sessions are held with parents to discuss their child's progress, and keep them informed about the curriculum.

If at any time you are worried or concerned about your child's progress, please see the Class Teacher in the first instance and then the Headteacher if the problem is unresolved.







## **BEHAVIOUR**

We expect all children to behave sensibly, to respect adults, each other and the school environment. We keep our rules to a minimum; they are made only to ensure the well-being and safety of all children in our care. Parents are kept informed of problems if they do arise and are asked to co-operate fully in rectifying any difficulties. All incidents of poor behaviour are recorded to enable us to monitor over time.



HUNDON COMMUNITY PRIMARY SCHOOL  
SCHOOL RULES

1. Care for everyone and everything.
2. Have good manners at all times.
3. Follow instructions.

  <b>REWARDS</b>  	 <b>CONSEQUENCES</b> 
<p>Verbal Praise</p> <p>Written Praise</p> <p>Stickers</p> <p>DoJo Points</p> <p>In-Class Rewards</p> <p>Class Responsibilities</p> <p>Share your work with Senior Teacher / Headteacher</p> <p>Golden Mentions in Celebration Presentations</p> <p>Certificates</p> <p>Team Points</p> <p>Golden Time</p> <p>Class Teacher to speak with your parents</p> <p>Suggest a 'main event' for Golden Time</p> <p>Commendation Letter</p>	<p>(You get these if you do not follow the School Rules)</p> <ol style="list-style-type: none"> <li>1. Non-verbal reminder signal</li> <li>2. A spoken reminder</li> <li>3. A second reminder</li> <li>4. Class behaviour system, e.g. traffic lights applied</li> <li>5. Loss of 'Free Time' to reflect on choices</li> <li>6. Teacher speaks with you and your parents</li> <li>7. Working away from class*</li> <li>8. Senior Teacher / Headteacher speaks with you and your parents</li> <li>9. Exit consequence*</li> </ol> <p><small>*These will be tracked and parents will be informed of these events</small></p>

For serious misbehaviour, e.g. fighting, the Class Teacher will talk to you. If the behaviour persists, you may be asked to come in to talk about how we can work together to address the problem. We rarely suspend children from school and are committed to inclusion. In the rare cases where such a step is necessary we follow suspension and exclusion procedures.

Please see our Positive and Restorative Behaviour Policy for further details; available on our website or a paper copy can be obtained from the School Office.

## ADMISSIONS

We admit children in line with the Suffolk LA Admissions Policy. Children will be offered a full-time Reception place at the beginning of the academic year in which they have their fifth birthday. All entrants must make an admission application, **the website address for online admissions is:** [www.suffolk.gov.uk/onlineadmissions](http://www.suffolk.gov.uk/onlineadmissions)

The school serves the village of Hundon as well as the surrounding locality, including the town of Haverhill. Parents are welcome to make an application regardless of where they live and are positively encouraged to contact the school to make an appointment to visit.

As part of admission to our Reception class we offer a comprehensive range of activities to support this step, including pre-school setting visits, home visits, 'taster' sessions as well as a detailed parent information session around June in the summer term.

At the parent information session we share more information about what life is like at our school and specifically for our Reception children. Our highly experienced Early Years Teaching Team will be available to answer any questions as well as talk about what your child will learn and how we approach learning with our youngest children. We also offer suggestions to help you prepare your child for school and support them when they start.

## PRE-SCHOOL SETTINGS

Our Early Years Teaching Team liaise with all pre-school settings within our locality of which there are several. Most local to Hundon would be Hundon Hedgehogs and Happy Days. Hundon Hedgehogs is run in the village hall whilst Happy Days is located in the village of Stradishall.

More information for both these pre-schools can be obtained here:

Hundon Hedgehogs      Tel: 01440 786638      Email: [hundonhedgehogs@gmail.com](mailto:hundonhedgehogs@gmail.com)

Happy Days              Tel: 01440 8290027      Website: [www.happy-days-childcare.co.uk](http://www.happy-days-childcare.co.uk)  
Email: [hello@happy-days-childcare.co.uk](mailto:hello@happy-days-childcare.co.uk)

## COLLABORATIVE WORKING

Hundon Community Primary School is dedicated to providing the best educational experiences and securing the highest standards for our children to ensure they achieve their fullest potential, whatever their backgrounds, skills and capabilities.

We believe a love of learning must be nurtured from a very young age and the phases of education should be seamlessly linked to secure continuity, progression and high standards. We do this in partnership with parents and carers but also in collaboration with our colleagues from across all phases of learning.

We spend time with our pre-school settings, sharing good practice and visiting our 'soon to be' pupils regularly, and particularly in the summer term, when we talk with staff and parents to ensure a smooth start to their time in school is achieved.

In addition we have strong communication links with our foremost secondary schools, Stour Valley Community Academy in Clare, those within the Unity Partnership Samuel Ward Academy and Castle Manor Academy in Haverhill and others, including Linton Village College. Our 6 pupils



undertake a robust programme of transition activities which helps to ensure our pupils continue to build on their learning journey as successful learners, confident individuals and responsible citizens.

Like us, our self-governing primary school colleagues within the towns of Haverhill, Newmarket and further afield share our desire to ensure the best possible outcomes for all children within our communities. To this end we work closely with other primary schools, for example, New Cangle Primary School, Exning Primary School and Elveden Primary Academy on mutual areas for development and share our expertise.

## STAFFING AND ORGANISATION

We are fortunate to have a highly qualified, skilled and talented team of teachers, assistants, administrators and other support staff. Our children are currently grouped in four classes:

Cherry Class	Reception
Willow Class	Years 1 & 2
Oak Class	Years 3 & 4
Hawthorn Class	Years 5 & 6

In each class the teaching and learning is personalised to meet the needs of all children. Throughout the day children will be engaged in individual, paired, small group and whole class tasks and activities.

## UNIFORM

We believe that our school uniform is smart, wears well and contributes to a sense of belonging. The majority of items can be bought from a variety of shops and supermarkets at a reasonable price and our official school jumper / cardigan can be purchased at [www.pbuniform-online.co.uk/hundonprimary](http://www.pbuniform-online.co.uk/hundonprimary)

If any parents do have any difficulties, then please contact the school for support and guidance.

Items of good quality, second hand uniform are often available for a small donation from the office. Please ask our Administration staff for more information.

Our uniform consists of

- Red sweatshirt, jumper, fleece or cardigan
- Grey or black trousers, skirt, shorts or dress
- White shirt
- Red/silver tie (in stock at school)
- Summer option: Red checked dress
- Plain socks / tights (red, grey, black, white)
- Suitable black outdoor footwear\*
- Sunhats in summer

\*When the weather is particularly warm we suggest the children wear flat, closed toe sandals for comfort.

PE KIT consists of

- Dark, plain shorts with elasticated waist (no zips please)
- Official Hundon PE shirt / plain T-shirt in white (no buttons or zips please)
- Trainers
- Plain tracksuit bottom and top (in winter / if cold)

Uniform with the school logo are available from Price and Buckland

Remember to mark any clothing with names. The schools cannot accept any responsibility for misplaced clothing but, if clothing is clearly marked, will make every effort to see lost items returned.

Jewellery should not be worn. Only stud earrings may be worn for school and must be removed for all PE in accordance with the recommendations of the Department for Education.

Swimming is part of the curriculum and will require a one-piece swimsuit or swim shorts and a towel in a waterproof bag.

More information on our school uniform can be found in our Uniform Policy; available on our website or a paper copy can be obtained from the School Office.

## **COMPLAINTS**

We hope that you never need to complain but if you do, please follow the procedure below in the order it is set out.

1. Talk to your child's teacher. If the matter is unresolved, please put it in writing and address it to the Headteacher.
2. The Headteacher will arrange to meet with you to discuss the matter. Hopefully, it will be resolved. If it isn't, you will be asked to put the matter in writing to the Chair of Governors who will investigate the matter thoroughly.
3. As a last resort, and only if all other channels have been exhausted, the matter may be referred to the Department for Education who will work with the Governing Body to resolve the issue.

**A full copy of the complaints procedure is available in school and on the website.**

## **TIME KEEPING AND ATTENDANCE**

At Hundon Community Primary School we want all children to learn the value of good time keeping. The children have full days of activities. If they are late, they miss part of the curriculum. This time is never made up and persistent lateness will affect your child's progress in school. Help your child to learn the useful habit of arriving on time. This will help them in school and later on in life.

We need your child to come to school every day unless they are ill. If they are too ill to come to school, please telephone us by 9.30am. If we do not have any explanation of a child's absence, we mark this as unauthorised, which is known as truancy.

Parents may be issued with a penalty notice if their child has 8 unauthorised absences. One day equates to 2 sessions. If your child's attendance falls below 90%, they are considered to be a 'persistent absentee' and we will ask you to come into school to discuss the matter. Please also let us know if your child has a medical or dental appointment.

## **COLLECTING CHILDREN**

Please collect your child at the end of the day from the Class Teacher at the designated place (playground). Always contact us if you are unavoidably delayed or if someone else will be collecting your child. Your children are precious, we will not hand them over to anyone else unless you have informed us. Children who are not collected on time may become frightened or upset so please let us know if you are going to be delayed. Older children may make their own way home, providing parents have given written permission.

## **WRAP AROUND CARE**

We endeavour to support working families by offering a daily morning sports club. This runs from 8am Monday to Friday and is free. Places are limited and allocated on a first come, first served basis with priority given to working parents and those in receipt of pupil premium funding. We also offer free sports clubs after-school on various days which run until 4.15pm; these are dependent on uptake and interest. Currently we have football immediately after-school on a Wednesday.

For working families with additional childcare requirements we recommend 'Happy Days Childcare' which is located a mere 8 minutes from us, just off the A143 and provides wrap-around-care provision from 7am in the morning until 6.30pm in the evening, Monday to Friday. Happy Days also provide transport to and from our school as required. More information can be found here:

Happy Days

Tel: 01440 8290027

Website: [www.happy-days-childcare.co.uk](http://www.happy-days-childcare.co.uk)

Email: [hello@happy-days-childcare.co.uk](mailto:hello@happy-days-childcare.co.uk)

## **SEVERE WEATHER**

Every effort will be made to keep the school open in severe weather. The school will only close if it is no longer safe for staff and pupils to travel to school and be on site.

We recognise that it is important that our school remains open so parents are able to work and pupils can continue to learn. Therefore, we will make every effort to prepare for severe weather.

Information about school closure will be posted via our Facebook Page, on ParentMail, local radio and via the Suffolk County Council website: <http://schoolclosures.suffolk.gov.uk/>

Our school website will also be updated to show if the school is closed.

## **SCHOOL MEALS**

You can choose for your child/ren to have our school meals at lunchtime, be it through choice, the government's 'universal free school meal' offer for children in Reception through to Year 2 or entitlement due to eligibility for Pupil Premium Funding.

Unlike many primary schools nationally of our size, we are fortunate to have our own well-equipped, fully functioning kitchen where Cassie, our Cook, from EATS catering, prepares our meals fresh, every day, from scratch. Cassie is brilliant and always endeavours to ensure all the children having school meals are fully catered for, accommodating dietary requirements and individual preferences as much as she can.

Our menus and the meals therein are handcrafted and regularly updated to take into account freshness and seasonality. The meals are made using ethically sourced ingredients from local suppliers and are in line with the 'School Food Standards' and 'Food for Life' guidelines so you can be assured your child will be enjoying two tasty, nutritiously balanced courses whilst they are at school.

EATS are also committed to increasing children's intake of fruit and vegetable so always ensure there are a minimum of six varieties of vegetables and salads available across a week and reducing sugar and fat in their menus so often use natural sweetness from things like beetroot and parsnips in their desserts!

We currently have a two-week rota and our weekly roast is currently on a Wednesday. Remember children can opt to have school meals on particular days linked to the menu. The cost of a school meal in Years 3 to 6 is £2.60 (a week is £13.00.) All meals MUST be paid for in advance. Payment is required online where a minimum of five meals must be purchased at any one time.

The link for online school meal and uniform payments is here:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/>

## **CHARGING POLICY**

During their time in school, your child will be involved in a range of outside activities during the school day e.g. visits to a museum or theatre. In such circumstances we will inform you first and seek your permission, we may also ask for a contribution from you to support us in paying for the visit. In doing so, we will not seek to disqualify anyone from taking part.

## **WALKING VISITS IN OUR LOCALITY**

Children are sometimes taken on walking visits within the village as part of the curriculum. We ask that all parents sign the allocated permission slip when their child starts at the school.

## **PHOTOGRAPHY**

There may be times when children are photographed or videoed as part of normal school activities. Any parent who does not wish their child to be photographed in this way is asked to make their wishes known to the school using the consent form.

## **FINALLY...**

Thank you for reading this booklet. We hope that your child will enjoy and benefit from their time at our school.

We look forward to working in partnership with you to make your child's time at Hundon Community Primary School happy and successful.

*NB: The information and particulars contained in this prospectus relate to the school year indicated on the front cover and are correct at the time of publication.*

*It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised -*

- a) Before the start of, or during, the school year in question, or*
- b) In relation to the subsequent school year.*