



Crew Handbook

If we get CREW right, we get everything right.



Purpose of CREW



At Hunslet Carr Primary School, the concept of "crew" emphasizes the importance of working together with compassion, respect, and integrity to create a safe and supportive environment where children are at the heart of everything we do.

We are more than a team—we are a family—where every child's strengths are recognised and celebrated, and responsibilities are shared among all. Positive relationships are at the core, as children and staff work in a consistent "circle of trust" built on caring and acceptance, where there is no judgement.

The mantra "we are crew, not passengers" promotes active participation, helping to build trust and a strong sense of identity. This nurturing environment allows children to thrive socially, emotionally, and academically, ensuring they feel valued, supported, and empowered in a space where their voices are heard and respected.



Crew Leader Responsibility



Crew is the place where we establish that our children are Ready, Respectful, Safe and are ready to aim to become Persevering Pandas during their lessons.

A Crew Leader:

- Monitors and supports engagement in their Crew
- Supports attendance in their Crew through monitoring HoWLs
- Supports and monitors children's behaviour in their Crew through HoWLs
- Supports and monitors children's effort in their learning in their Crew through HoWLs
- Celebrates children's work in their Crew
- Uses their Crew time purposefully



Crews

Year Group	Crew Name	Crew Name	Crew Name	Crew Name	Crew Name	Crew Name
Nursery	Crew Lockwood	Crew Leary	Crew Hill			
Reception	Crew Whitley	Crew Johnson	Crew Farley	Crew Benson	Crew Haigh	
Year 1	Crew Roberts	Crew One	Crew Fish	Crew Brown		
Year 2	Crew Forbens	Crew Cromack	Crew Amiq	Crew Two		
Year 3/4	Crew ForGuire	Crew Chambchic	Crew McMulloch	Crew Musetti	Crew Horn	Crew Four
Year 5	Crew Lumb	Crew Fawbert	Crew Cepulis	Crew Five		
Year 6	Crew Sharpworthy	Crew Dennison	Crew Atkinson	Crew Six		
Specialist	Crew RL	Crew Rainbow	Crew Den			



When does Crew happen?

Weekly Timetable		
Mindful Monday	9.05-9.35	2.55-3.15
Tranquil Tuesday	9.05-9.35	2.55-3.15
Wise Wednesday	9.05-9.35	2.55-3.15
Thoughtful Thursday	9.05-9.35	2.55-3.15
Friday	Star Assembly	2.55-3.15



Hunslet HoWLs



- Be Ready pose.
- SLANT.
- Follow all school routines.
- Positive learning attitude.
- Morning and afternoon greetings.
- Line order.
- Empty hands.
- Doing what you have to do.
- Good listening.
- Good looking.



- Speak to all adults and children with respect.
- Put hand up to speak.
- Kind words and kind actions.
- Treat everyone fairly.
- Sharing.
- Understanding other people's cultures and beliefs.
- No means no.
- Tidying up and looking after our school and community.
- Treat one another how you'd like to be treated.
- Respect protected characteristics.



- Keep hands and feet to self.
- Look after school property.
- Wonderfully walk around school.
- Two Whistles at play and lunch.
- Follow the playground rules.
- No climbing over equipment.
- 6 legs on the floor when in class.
- Follow instructions.
- Stay in my seat during lessons.
- No hurting others verbally or physically.

At Hunslet Carr Primary School, we embrace a Habit of Work and Learning that is guided by our three core school rules: being Ready, Respectful, and Safe. These rules, created collaboratively by staff in September 2023, underpin how all children and staff conduct themselves every day, ensuring a positive and productive environment.

On Thoughtful Thursday, we actively monitor these habits through the use of the Recognition Board, where we celebrate and acknowledge those who consistently embody these values.

This approach reinforces our commitment to creating a safe, respectful, and prepared community, because *this is how we do it here.*



Hunslet HoWLs



Positive attitude to my learning.
Take pride in my work and present it neatly.
Challenge myself.
Resilient.
Persevere.
Independent.
Use Three Before Me.
Learn from my mistakes.
Improve my work.
Go beyond what the teacher is asking me.
Role model.
Brave.
Shows Panda Pride.
Strives for success in the face of failure.
Self-motivated.
Excellent team work – respects and supports others.
Inquisitive.
Courageous.
Problem solves.

At Hunslet Carr Primary School, our Habit of Work and Learning encourages all children to strive to be a Persevering Panda.

A Persevering Panda embodies positive learning attitudes, such as resilience, determination, and a willingness to keep trying, even when faced with challenges.

These qualities help our children achieve their academic goals and prove that *Impossible is Nothing*. The characteristics of a Persevering Panda were thoughtfully created by staff in September 2024 to support this vision.

On Thoughtful Thursday, we monitor who has achieved Panda status through the use of the Effort Tree, celebrating the efforts of those who consistently demonstrate perseverance.



Crew Fundamentals



Crew Curriculum is underpinned by Crew Fundamentals that are essential to an effective Crew session. These consistent routines across school ensure that children are safe and set up to succeed at the start of every school day.

Fundamentals	Why do we do this?
Circle Up	Crew is about equity. Circling up allows us to see each other face to face without barriers between us. Everyone has an equal voice.
Check in	Checking in allows Crew leaders to check everyone is safe and it also allows all children to have a voice and be heard.
Prepared for the Day	Prepared for the Day is where the Crew establishes the rules and expectations to have a successful day.
Engage in a purposeful activity	This is where we teach our Crew Curriculum following the set pattern of days. This is the longest section of Crew.
Leave no trace	At the end of Crew, we ensure our Crew space is ready for wider school use.



What a morning Crew session looks like...



Fundamental	Time	Approximate Length
Circle up	9.05-9.07	2 minutes
Check in	9.07-9.11	4 minutes
Prepared for the day	9.11-9.13	2 minutes
Engage in activity	9.13-9.33	20 minutes
Leave no trace	9.33-9.35	2 minutes

There is 5 minutes allocated on either side of Crew to allow children to transition around school.



What an afternoon Crew session looks like...



Fundamental	Time	Approximate Length
Circle up	2.55-2.57	2 minutes
Check in	2.57-3.00	3 minutes
Review the day	3.00-3.03	3 minutes
Engage in activity	3.03-3.13	10 minutes
Leave no trace	3.13-3.15	2 minutes

There is 5 minutes allocated on either side of Crew to allow children to transition around school.



The Crew Curriculum



Day
Mindful Monday
Tranquil Tuesday
Wise Wednesday
Thoughtful Thursday
Friday (Star Assembly – celebration)



Mindful Monday



Mindful Monday is an opportunity for Crew leaders to check in with children after their weekend, share school updates, focus on regulating our zones and have some personal mindfulness time to set the Crew up for the week.

Activity	What does this look like?	Approximate length
School Updates	Happy Healthy Time – Look at the Impossible is Nothing target, share any whole school focuses i.e. lunchtime updates.	3 minutes
What zone is the Chimp in?	Share a problem the Chimp has. Discuss what zone the Chimp is in. What could the Chimp do to regulate? Do this as role play – freeze framing at certain points to dissect and discuss what could be done differently.	7 minutes
Personal mindfulness	Allow time to practice mindfulness such as meditation, yoga, colouring.	10 minutes



Tranquil Tuesday



Tranquil Tuesday is focused on developing life long readers who read with pleasure. Although this is around Reading, it is not a Reading lesson.

Activity Ideas	What does this look like?
Paired Reading	This could be within Crew or it could be pairing up with another Crew.
Everyone Reading in Class	Children find a quiet, relaxing place to read their chosen book.
Read a story	The Crew Leader could read a chosen story to the Crew. They could answer questions about this after, predict what might happen next, discuss their favourite moments.



Wise Wednesday



Wise Wednesday is the time for children to develop the knowledge, skills and understanding to manage their lives, now and in the future. It is where children will access their PSHE curriculum.

Activity (Using PSHE planning)	What does this look like?	Approximate Length
Starting question/Hook	This is discussion based following planning – all staff have access to slides.	4 minutes
Main activity	This is discussion based following planning – all staff have access to slides.	10-12 minutes
Closing	Following the planning, this includes a plenary and recap of the focus.	4 minutes



Thoughtful Thursday

Thoughtful Thursday is where you will look at Hunslet HoWLs with your Crew and share their weekly scores from the Recognition Board and the Effort Tree. Here is where the Crew will celebrate achievements, hold one another accountable and set goals.

Activity	What does this look like?	Approximate Length
Hunslet HoWLs	Discuss what these are. You may recap previous targets.	2/3 minutes
Recognition Board	Share each Crew members score from the previous week i.e. how many days achieved getting on the Recognition Board. Discuss these individually.	10 minutes
Effort Scale	Share each Crew members score from the previous week i.e. how many days achieved becoming a Persevering Panda. Discuss these individually.	10 minutes
Targets	Focus the last part on setting new targets for your Crew.	2/3 minutes



Afternoon Crew



Afternoon Crew is a chance to debrief the day where Crew will look at achievements of the Hunslet HoWLs and read their class story before bedtime.

Activity	What does this look like?	Approximate Length
Check in	Complete a check in with your Crew.	2 minutes
Debrief (Review the Day)	Celebrate the achievements of the day – Hunslet HoWLs. Who has been on the Recognition Board? Who has been a Persevering Panda? Set targets for the following day.	3 minutes
Read a story	Read a story.	10 minutes