

**Queensferry
CP School
Prospectus
2023-2024**





Dear Parents

I have pleasure in issuing our school prospectus.

The aim of this prospectus is to give parents information about the school and a better understanding of what the Headteacher, Staff and Governors are endeavoring to do for your children.

Our priority is always the wellbeing of the child and aim to ensure all children feel happy and secure. Children who feel happy and secure in their school environment will become successful, lifelong learners and this is the schools aim. Every child is special and unique and as such we will give them opportunities to develop their skills and interests in a way which suits and meets their needs.

This prospectus will hopefully answer some of the questions you may have about Queensferry CP but we are more than happy to discuss any further worries or concerns in person.

In conclusion I want to emphasise that parents are very welcome in our school, and we appreciate the importance of working together for the benefit of the children.

Yours sincerely
A Wyn-Hughes
Headteacher

WELCOME TO Queensferry CP



Queensferry CP is a Community Primary School for children from 3-11 years. They are organised into:

Foundation Phase: Nursery and Reception, Year 1 and Year 2
Key Stage 2: Years 3,4,5 and 6

Staffing Organisation for 2023- 2024 is as follows:

Headteacher	Mrs A Wyn-Hughes
Deputy Headteacher	Mrs S Gregory
ALNCo	Mrs K Jones
Nursery/Reception/Year 1	Mrs V Hughes/Mrs N Ankers
Year 2/3	Mrs S Gregory
Year 3/4	Mr Ellis/Mrs Price
Year 5/6	Mr G Rodger-Burns
Year 5/6	Mr R Thornhill
Inclusion Co-Ordinator	Miss E Westwood
Classroom Assistants	Mrs K Warrington
	Miss B Bailey
	Mrs A Murton
	Mrs H Jones
	Mrs A Parry
	Mrs E Stefanou
	Mrs S Hughes
Ancillary Support Workers	Miss V Cox
Business Manager	Miss R Watson
Caretaker	Mr D Wrench
Cleaners	Miss E Westwood
	Miss S Evans
Breakfast Club Assistants	Mrs H Jones
	Miss R Watson
	Mrs D Jones
	Mrs K Warrington

GOVERNORS

The School's Governing Body is as follows, with Governors serving for a period of up to four years:

Name	Category	Date Term Ends
Mr Alan Jones	Chair & Community Governor	01/09/2027
Mrs Sandra Wynn	Vice Chair & Community Governor	13/06/2025
Mrs Alison Wyn Hughes	Headteacher	N/A
Mrs Patricia Connah	LA Governor	20/11/2023
Mrs Karen Perry	LA Governor	17/11/2025
Mr Terry O'Marah	Community Governor	05/03/2026
Mr Paul Wilcockson	Community Governor	09/12/2025
Mrs Sheree Gregory	Staff Governor	19/10/2025
Mrs Helen Jones	Staff Governor	11/11/2024
Miss E Davison	Parent Governor	01/07/2027
Miss B Davison	Parent Governor	01/07/2027
Mrs N Joyce	Parent Governor	01/07/2027
Miss Rachel Watson	Clerk to Governors	N/A

Governors meet on a regular basis but at least once a term. The minutes of meetings are available for inspection on request.

MISSION STATEMENT AND AIMS OF THE SCHOOL

These were drawn up in consultation with pupils, parents, and governors.

Our vision is:

- To build an ethos marked by a welcoming, friendly, bright, lively, happy place where all learners feel secure. A place where good behaviour is expected and where learners enjoy their learning journey. To make this school a place of enjoyment where success is celebrated.
- To ensure each child feels valued for their individual contributions and develops a positive attitude towards everyone in the life of the school and community.
- To be an inclusive school and to put into place strategies, in all aspects of our work, that ensures all learners are given equality of opportunity and treated fairly.
- To ensure every child develops an understanding of citizenship and their role in the community.
- Each child develops high self-esteem, confidence and a true feeling of self-worth and develops a sense of responsibility.
- To ensure each child acquires a set of moral values and attitudes including honesty, respect, sincerity, trust and personal responsibility.
- To enable children to develop an understanding and mutual respect of other religions, races, cultures, gender, people with disabilities and associated points of view.
- To enliven and enrich a broad and balanced curriculum by visits, extra-curricular activities, visitors, use of the environment.
- Each child will be given equal opportunities to participate in all aspects of school life. We aim to be an inclusive school and to put into place strategies, in all aspects of our work, which ensures all learners are given equality of opportunity and treated fairly.
- To promote and achieve high standards for all by providing teaching and learning of the highest quality.
- To provide well for learners' physical, mental, social, spiritual, moral and cultural needs and to provide well for learners' care, health and safety.



- To encourage every child to develop a lively, enquiring mind and life skills so that he/she will have the ability to experiment, investigate, take risks, challenge, discriminate and make informed choices whilst at school and in their later life.
- To give the children opportunities to make connections between subjects and to apply key skills across the curriculum.
- To begin to develop the Welsh Language from the Early Years and promote a Welsh ethos within the school.
- To break down any barriers children may face from disadvantage or poverty.



THE SCHOOL

Queensferry Primary School caters for both boys and girls between 3 years and 11 years of age. We also provide Early Entitlement for children aged 3 before the September before starting Nursery. The school has been in the heart of the community for over 120 years and in 1996 with the building of ASDA the new current school building was created and with a more recent extension completed in 2021. The school is housed in a large, well-maintained building. There are four wings: consisting of seven classrooms. We have a spacious hall which serves as a dining room and gymnasium and a fully equipped kitchen. School meals are provided for staff and pupils. The school is well resourced with modern equipment. Each classroom has access to Chromebooks, iPads and has an interactive Clevertouch TV screen.



SCHOOL SESSION TIMES

Morning:	Nursery	8.50 a.m. to 11.20 a.m.
	Reception, Years 1 and 2	8.50 a.m. to 11:40 a.m.
	Years 3 to 6	8.50 a.m. to 12:10 p.m.
Afternoon:	Reception, Years 1 and 2	12:40 p.m. to 3 p.m.
	Years 3 to 6	1:10 p.m. to 3.05 p.m.



If there are any issues about who should collect children from school at the end of the school day, please let the teacher concerned know or contact the school office.

ENTRY INTO SCHOOL

Staff will open the school's playground doors at 8.45 a.m. and children are expected to enter the school then. Once the doors are closed, the children will only be able to enter school via the main entrance and must report to the office and use ENTRYSIGN to register your child into school.

Anyone arriving after the school doors are closed will be considered late. Lateness is recorded and monitored.

From 8.50.a.m, the school will accept responsibility for the supervision of the children. In the event of severe or wet weather, the doors may be opened from 8.45.a.m.

To avoid congestion in the corridors, parents are asked not to accompany their children into school. If you wish to see the class teacher, please make an appointment at the school office.

HOME SCHOOL AGREEMENT

At Queensferry CP we have always emphasised the importance of School and Parents working together in partnership. We believe that commitment to this partnership is essential if each child is to achieve their full potential. Parents are invited to read and sign to indicate that you have read the school's aims and values and its responsibilities and that you accept the parental responsibilities and the school's expectations of its pupils.

ADMISSION POLICY

The policy of Flintshire Education Committee is that admissions to Primary Schools on a full time basis are made once a year. Children commence school in the September of their fifth year. However, part time nursery is available on a half- day basis from the September following their third birthday.

Pupils can choose their preferred school regardless of whether it is the school closest to their home. All pupils will be admitted unless the school reaches its admission number.

In the event of over subscription, the LA may choose to look at specific criteria to allocate places.

The criteria for admission to school should they be oversubscribed are as follows:

1. The School will consider the needs of a "looked after child" or a "previously looked after child" (child in care) and pupils with a statement of educational needs for whom the school is the nearest appropriate school to the pupils home address.
2. Pupils for whom the school is the nearest appropriate school to the pupil's home address
3. Pupils who have expressed a preference for the school and it is not the nearest to their home address may be admitted if they have an older sibling already in full time education at the school in the term when they begin in reception.
4. All other applications

As a school we have a good induction programme to ensure you know as much about the school as possible before your child starts to attend. Parents will be invited to bring their child into school for half- day sessions prior to their admission, and home visits will be offered to nursery pupils to ensure the smoothest and happiest transition possible from home to school.

Nursery parents will also be offered a school readiness programme prior to their child starting school. This will be delivered by nursery staff and ensure children have the best possible start to their school careers.

Parents considering sending their child to this school are most welcome to visit to speak to the Head teacher and look around.

A copy of the LA Admission Policy is available on request or available online at <https://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx>

ACCESS TO POLICY STATEMENTS

All school policies are available for viewing by contacting the Headteacher or School Business Manager. If you wish to review policies, such as GDPR, Religious Education and Sex and Relationship Education then please visit the school website <https://www.queensferryprimary.co.uk/>

ATTENDANCE

Attendance is a key priority area for the school, as significant absence has an impact on progress. Attending school regularly and punctually is most important. Late arrivals can be upsetting to the child and disturb his/her class. A child who is late for school must be registered as such.

Missed school is very difficult to make up. Missing school is the same as missing out. In the event of a child being persistently late or absent with no reasonable explanation, the Education Welfare Office (EWO) will be informed. It is important that parents follow this procedure in the case of their child being absent from school.

1. Either inform the school by telephone or in writing on the day of absence before (if known in advance).
2. Or send a note of explanation with the child when he/she returns to school.

This will then be recorded as an **AUTHORISED ABSENCE** for the child in the class register.

When no explanation or acceptable explanation is given for the child's absence the class register will record an **UNAUTHORISED ABSENCE**.

Absences may be authorised for medical reasons, attendance at clinics, hospital, Doctor or Dentist etc. Children are allowed ten days leave of absence during their parents' annual holiday if required. Holiday forms are available in school. We are required to record all authorised and unauthorised absences and late arrivals. Details regarding these absences are also recorded on end of year reports to parents

You are required to complete and return a **Holiday Request Form**, which can be obtained from Miss Westwood.

ATTENDANCE FIGURES FOR THE PREVIOUS 3 YEARS

	Attendance %
2020/2021	83
2021/2022	82.7
2022/2023	84.6

EMERGENCY CONTACTS

It is vital that all parents/guardians return a "Data Collection Sheet" as requested at the beginning of the school year, giving emergency contact numbers. This will be done through Google Forms. Should any information change during the school year, the secretary should be notified.

Should we need to close the school due to extreme weather conditions, inadequate heating, or an emergency, Flintshire County Council has an emergency school closure page and all current school closures will be listed on that site. The address is <http://www.flintshire.gov.uk>. We will also notify parents via School App, our school Twitter Feed is @Queensferry CP and via the school website www.queensferryprimary.co.uk.

SCHOOL UNIFORM

School uniform consists of:



Sensible footwear **MUST** be worn. High-heeled shoes are unacceptable and can be dangerous when children play outside.

The wearing of school uniform is positively encouraged, since we believe it provides the children with a sense of identity, a feeling of pride and belonging.

The official school colours are red and white. Uniform serves many purposes and is an important aspect in our preparation of pupils for High School where the wearing of uniform is a compulsory requirement.

The wearing of uniform / dress code: -

- Ensures that all pupils look the same
- Provides durable clothing very often cheaper than other brands.
- Stops the need for parents to make daily choices or compete with the fashion market.
- Reinforces the sense of belonging to the 'Queensferry CP Family'
- Helps in our efforts to provide health, safety, and hygiene lessons for pupils
- Creates the correct attitude - look smart, work smart.
- Enables pupils to be easily recognisable when out on school visits etc.

P.E Kit consists of:

Red or White Plain T Shirt

Black Shorts/Gym Skirt

Trainers or Pumps

In cold weather we also recommend that the children wear a warm top and bottom (i.e.) sweatshirt and pants or tracksuit etc.

Children must have suitable footwear in school for P.E. and games lessons. Ideally, thin soled plimsolls for indoor lessons and stronger plimsolls/ trainers for outdoor use.

For reasons of safety and hygiene, children must have a change of suitable clothing for games and P.E.

All items of clothing etc. should be clearly labeled with your child's name and class.
PE kits should be left in school for the half term to ensure children always have a kit available.

Items of jewellery SHOULD NOT BE WORN AT ANY TIME as it can cause serious injury when children play. No jewellery will be worn when pupils take part in games and P.E.

SAFEGUARDING

We all play an important part in keeping children safe whilst working in or visiting our school site. This is whether you are directly employed by the school, visiting or working as a volunteer. If you are approached by a child who wants to talk to you about something that concerns them or you may notice something that concerns you, you must notify a member of staff who will follow the school child protection policy. The Headteacher is the school designated child protection officer and can be contacted for any advice and guidance.

BEHAVIOUR

The basis for pastoral care must be in mutual confidence, self-esteem, respect and understanding between home and school. Problems with individual children will be solved by the early involvement and cooperation from yourselves.

Good discipline is encouraged through a kind but firm approach, and it aims to create attitudes of mutual respect, unselfishness, and valuing others. Above all, we are a caring school. The school rules are based on caring for everyone and everything around us. All children follow a school code of conduct and this links to a reward system in class.

The Code of Conduct is as follows:

***We are ready to learn
We are respectful and well mannered
We are a safe learning environment
We are proud to represent our school***



From time-to-time children may fall out or have issues in their lives which affect their wellbeing. We use a variety of things to enable children to deal with issues, such as circle time and nurture sessions. The children at Queensferry CP have access to a well-provisioned Nurture room with staff trained in social and emotional support. A copy of the 'Anti-Bullying' and 'Behaviour Management' policies can be seen on request at the school office or from the school website.

HEALTH AND SAFETY & SITE SECURITY

Every effort is made to ensure that the children are as safe as possible while in our care. Doors are kept locked while pupils are in school and all visitors must ring the school bell to be admitted at the main entrance. Visitors are requested to sign in on the iPad in the school foyer.

Regular Health and Safety checks are made of the building and its surrounding area, and risk assessments made so that problems can be addressed.

Regular Fire Drills are carried out to ensure that all pupils are able to vacate the building quickly and safely.

Parents are requested not to park in front of school gates, as this is the only access for the emergency services.

Children may wish to cycle to school. For safety reasons **BOTH CHILDREN AND PARENTS MUST WALK THEIR CYCLES ON PATHWAYS AND PLAYGROUNDS.** We would advise that bicycles and scooters be left in the bike racks located outside the office. They are left at your own risk.

Adults working with children in school must be security checked by the Disclosure and Barring Service (DBS).

We encourage our pupils to eat healthy snacks and drink plenty of water in school. We have a water filter and cooler.

We hold regular "Enrichment Weeks", when outside speakers from a range of services, such as the police, fire brigade, road safety unit, community wardens and the health service provide talks, activities and workshops.

NO SMOKING ZONE

The LA and school operate a "No Smoking" policy on the premises, including the grounds, and dogs are not permitted on the school premises. This also prohibits the use of e-cigs on the school grounds.

EQUAL OPPORTUNITIES / PUPILS WITH DISABILITIES

We aim to ensure that genuine equal opportunities are provided for children and adults in school and also to provide equality and freedom from discrimination on grounds of race, gender, creed, social class, or disability. It is important that we promote an ethos of tolerance, where all individuals are valued and included, and differences are celebrated. In accordance with the Disability Discrimination Act, the school and LA have a school access plan, to enable disabled pupils to be admitted, and their needs to be catered for, and also a Disability Equality Scheme.

If requested, school will arrange with the LA for information to be made available in different formats for disabled parents/guardians.

Our Equality and Diversity policy is available for inspection from the school office.

CHILDREN WITH ADDITIONAL NEEDS

The school aims to identify and support children who have additional needs, which may be academic, physical, social, emotional or behavioural. Such children are given appropriate support which may include differentiated work. They may also be given an Individual Development Plan (IDP) with specific targets to help them develop. Parents are consulted and asked to sign their child's IDP after discussing any support which may be needed at home.

Children in need of such individual learning support are catered for mainly within their own classrooms, in small groups, or on an individual basis. They will receive specific help from their own class teacher or be withdrawn for small group, targeted support. Where appropriate, other agencies may also be involved, such as the Speech Therapist or the Educational Psychologist.

Parents are informed if their child is in need of additional support.

We aim to give all our pupils full access to a broad and balanced curriculum, including the National Curriculum.

LUNCHTIME ARRANGEMENTS

The school operates the Flintshire County Council's School Meals system, whereby all children can purchase a daily set meal, or packed lunch, sometimes with a choice. Special diets and vegetarians are catered for.

Schools Dinners can be paid via the class teacher or the School Office.

Children whose parents are in receipt of Universal Credit, Income Support, Income based Jobseekers allowance, Income related employment and support allowance, guarantee pension credit or child tax credit may (without working tax credit) may apply for free school meals online at <https://www.flintshire.gov.uk/en/Resident/Schools/Education-Benefits.aspx>.

School dinners must be paid for on the week they are taken. If debts are incurred pupils will not be allowed to order a school meal and must bring in a packed lunch from home.

SCHOOL HEALTH SERVICE

Flintshire has a comprehensive School Health Service whose aim is to promote the health of your child in the widest sense and to identify any problems that may develop.

The primary contact with the School Health service is through the school nurse and/or school doctor, both of whom have specialist training in education medicine, community pediatrics and child health. Each school has a named doctor and nurse. These specialists are able to liaise directly with all other agencies should the need arise.

Your child will not be examined by the school doctor without your permission, except in a medical emergency. All medicals are strictly confidential, and your consent will be sought before discussing any issue with the school teaching staff. Obviously, it would be in your child's best interests for the staff to be aware of any medical condition that may affect his or her progress. Parental attendance at school medicals is highly valued and you will receive a written consent form in advance for you to sign.

When children are in the Reception class, the school nurse will check their vision, hearing and growth.

If your child has not had a pre-school booster, it can be given at this time if you wish. Thereafter, the nurse visits regularly to do routine sight tests, to check the children's general health and growth, to promote a healthy lifestyle and to liaise with school staff regarding health problems.

If you have any concerns, do feel free to approach the school nurse to discuss them on 03000859292.

MEDICINES IN SCHOOL

From time to time, your child may need to have medication, such as antibiotics, during school hours. Should this be the case, please take medication, clearly labelled with your child's name and class to the school secretary. You will be required to complete and sign a request for medicine to be given. Please note that we are not responsible for finding your child in order to give medicines. Please remind him/her to report to the office at the required time. We will not administer pain medication (such as Calpol or Nurofen for children) unless it is under the direction of a doctor or administration has been agreed with the Headteacher.

Please do not give your child medicine or tablets to take themselves without the knowledge of a member of staff.

Use of inhalers:

For younger pupils who need to be supervised-please give your child's inhaler, clearly labeled with name, dosage and frequency to the secretary. All pupils who have asthma should have inhalers in school which contains treatment plan. Parents should complete these and hand them into school.

Please notify the school office should your child suffer from any serious allergies.

Several members of the school staff are qualified First-Aiders.

BREAKFAST CLUB

We run a breakfast club at Queensferry CP. Doors are open between 8.15am and 8.30am and children can come and enjoy a range of lovely food and drinks and then play games

before being taken to class at the start of the school day. The breakfast club is completely free of charge as it is funded through the Welsh Assembly Government. Places for breakfast club must be booked in advance through the booking form available on the website.

COMPLAINTS

Any complaints should, in the first instance, be directed to the class teacher. If the matter cannot be resolved complaints can be directed to the Headteacher and then to the Chair of Governors, if the Headteacher is unable to resolve the matter.

A copy of the Complaints Policy can be obtained from the school office on request and is available on the school website.

CURRICULUM STATEMENT

Wales is currently adopting an exciting New Curriculum. This New Curriculum of Wales 2022, is based on four core purposes:

- **Ambitious capable learners** (This means they believe in themselves and what they can do)
- **Enterprising and creative contributors** (This means they can be creative and think of new ideas)
- **Ethical and Informed Citizens** (This means they understand their rights and responsibilities)
- **Healthy and Confident individuals** (This means they have healthy minds and bodies. They feel good about themselves and what they believe in)
-



The curriculum will be organised into 6 Areas of Learning and Experience:

- Expressive Arts
- Health and Well-being
- Humanities (including RE which should remain compulsory to age 16)
- Languages, literacy and communication (including Welsh, which should remain compulsory to age 16, and modern foreign languages)
- Mathematics and Numeracy

We constantly strive to make our school a visually stimulating, intellectually challenging, orderly, and attractive place, which is conducive to learning. We believe that conduct and behaviour are positively affected by warm relationships of mutual respect between all members of the school community and by the thoughtful use of space, with well ordered and organised resources, tools and materials.

We aim to provide a broad and balanced curriculum, with the opportunity for our children to have quality and in-depth experiences, which support and reinforce learning. The pace at which individual children work, their specific needs and learning styles, are catered for. Learning tasks are always purposeful and meaningful, and we have high expectations for all our pupils.



The development of independence skills is a high priority. Our Foundation Phase pupils (aged 3-7) experience their curriculum through continuous and enhanced play provision, and teacher directed activities, which encourage problem-solving and reinforce learning, as well as developing strong independence skills. The use of the outdoor environment plays a significant role in their learning throughout the year.



We have a school Eco Committee who are very dedicated, and we have just received our Platinum Award.



We regularly raise money and goods for local and national charities.



The children at school have participated in carol singing events within the local community.



We have two members of staff who are trained to deliver Forest School to pupils. We utilise our dedicated forest school area on the school field and explore a variety of topics through experiential learning in the outdoors.



Much of our teaching is done through a 'topic' approach, which the children construct and compose. We firmly believe that our children benefit from real life experiences and problem-solving situations, which reinforce their understanding. We see education as an integrated process, where all aspects of the curriculum are linked to make learning more meaningful for our pupils.

Teachers employ whole class, group and individual teaching methods appropriate to the tasks, and to the needs and abilities of the pupils.

SCHOOL COUNCIL/ECO COUNCIL

Our school council consists of elected pupils from each class. They meet regularly to raise issues and make contributions to the development of the school. Pupil voice is an important part of our school, and we actively encourage pupils to lead and develop their own learning.

HEALTH & WELL-BEING

We aim to give our pupils a broad range of activities as part of the curriculum. They participate in gymnastics, dance, athletics, dodgeball games and swimming (in the juniors). Children develop a wide range of skills in the earlier years, leading to such games as football, netball, hockey, tennis, and rugby.



Children are also taught about the benefits of sport and exercise for their health. A variety of sporting activities are also available as extra-curricular activities. We have teams participating in cross country competitions alongside the teams for football, cricket, rugby, dodgeball, rounders and athletics. We participate in inter-school sports competitions, and fully support the policy on protocol at such event, which has been drawn up by the Flintshire Primary Schools Games Association. A copy of this can be requested from Aura Sports Development.



EXTRA CURRICULAR ACTIVITIES

During the year, a range of such activities are offered either during lunchtimes or after school. These may vary from term to term.

Activities on offer include:

Football, Dodgeball, Dance, Rugby, Gardening, Art and Cooking.

Some junior pupils are also given the opportunity to learn to play an instrument with peripatetic teachers.



VISITS AND CURRICULUM ENRICHMENT

Every year, subject to availability, the children in the juniors have the opportunity to visit a residential Outdoor Pursuits Centres such as Glan Llyn or Pentrellyncymer. These give children the opportunity to experience the outdoors in a different way, taking part in gorge walking, canoeing, abseiling, mountain biking and much more!



Throughout the year we try to bring in visitors to the school or organise trips that both enhance and enrich the curriculum. Pupils take part in a range of trips appropriate to their age and learning - from visiting the local library, Leisure Centre and exploring our local community.

ASSESSMENT

The progress of each child's development is regularly assessed and recorded throughout his/her time at Queensferry CP School. This will provide a picture of how your child is developing in relation to the school's stated aims and learning objectives, including progress through attainment targets, well-being, both inside and outside school. It is intended that your child contributes to the process of setting learning targets and assessing their own progress towards achieving these targets. Parents will be involved in the review of targets and given opportunities to discuss developments with your child's teachers.

SECONDARY TRANSFER

At the end of Year 6, most of our pupils transfer to Connah's Quay High School and a small number that attend the Elfed, Argoed, Hawarden, Holywell and St David's Saltney. From the Autumn term onwards, you may well be given the opportunity to consider other local schools in Flintshire.