



Prospectus **2019/2020**

Queensferry CP School

Queensferry CP School
Queensferry Campus
Chester Road West
Queensferry
Flintshire CH5 1SA

Headteacher: Mrs C Lloyd

Chairperson of the Governing Body: Mr A Jones

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www.queensferryprimary.co.uk



Dear Parents/Guardians

Choosing the right school for your child is vitally important. Most parents want a good education for their children but they also want them to be happy and feel safe and secure.

At Queensferry CP School we believe we can offer all of these things. We pride ourselves on the broad, balanced and full education we provide from Foundation Phase through Key Stage 2. The language of school is English (English Medium – EM) although Welsh is also used as a language of communication. The high standards of teaching and learning are a credit to the hard work of both staff and pupils.

As a fully inclusive school we are also proud of our thriving EAL and Traveller community. Equally we are also proud of the atmosphere of friendliness and co-operation, which is always evident. Many visitors to the school comment on the warm welcome they receive and the politeness of our pupils.

We value our pupils and believe that their time in school should be rewarding and fulfilling. Should you choose to send your child to Queensferry CP School I am fully confident that you will have made the right decision. I look forward to meeting you soon and if you have any queries or concerns please do not hesitate to contact the school.

Kindest regards,

C. Lloyd.

Mrs C Lloyd
Headteacher



The School

The school moved to its impressive new site and building in 1995. We currently have 180 pupils on role. Additional teaching is provided in an attractive hall, library and a central practical area, which forms a central spine to the layout of the school. All teaching spaces open off this and can be separated or combined by the movement of large sliding screens.

Externally, the school has use of a large, well-maintained yard and extensive playing field.

Internally, the school has been designed using local bricks and Welsh Oak, and its layout affords a bright interior where lots of daylight and sunshine illuminate spaces, which are varied, informal and friendly.

Our children are secure in their own school grounds and play area (security arrangements are regularly monitored by LA officers and by members of the Governing Body).

We operate a free Breakfast Club and a competitively priced After School Club.

Vision Statement

Ready, Respectful, Safe

Aims of the School

We aim, through effective teaching;

- to help pupils develop lively inquiring minds, to achieve, evaluate and make judgements and decisions.
- to help pupils to apply themselves to tasks and to develop self motivation and discipline.
- to help pupils acquire knowledge and skills which are applicable and relevant in later life.
- to provide pupils with access to the following areas –

**Humanities
Health & Wellbeing
Science & Technology**

**Expressive Arts
Mathematics & Numeracy
Language, Literacy & Communication**

Thus providing a quality education for all.



School Staff

Headteacher:	Mrs C Lloyd	A.L.N.C.O:	Mrs K Jones
Deputy Headteacher & FP Manager	Mrs S Gregory	A.L.N.C.O Support:	Mrs A Portman
Nursery & Reception Teacher	Mrs V Hughes & Mrs B McNamara		
Reception & Year 1 Teacher	Mrs V Farrelly	Year 2 Teacher:	Mrs S Gregory
Year 3 Teacher:	Mrs K Jones & Miss M Hughes	Year 4 Teacher:	Mr G Rodger-Burns
Year 5 Teacher & KS2 Manager:	Mrs L Price	Year 6 Teacher:	Mr R Thornhill
School Administrator:	Miss R Watson	P/T Administrator:	Mrs S Carden
Inclusion Co-ordinator:	Miss E Westwood	Cariad Mawr:	Mrs S Davies Mrs L Kingaby
Learning & Pastoral Support:		School Governors:	
Mrs H Jones	Mrs A Murton	Mr A Jones	Chairperson
Mrs K Warrington	Mrs S Sidebottom	Mrs S Wynn	Vice Chairperson
Mrs V Bushell	Mrs S Hughes	Mrs C Lloyd	Headteacher
Mr T McAlea	Ms A Green	Mr T O'Marah	LA Governor
Mrs E Stefanou	Mrs A Parry	Mrs P Connah	LA Governor
Miss N Rushby	Miss S Woodward	Mr E Lomas	LA Governor
Mr R Legg	Mrs K Marzal	Mr G Rodger-Burns	Teacher Governor
Midday Supervisors:		Mrs M Cooper	Community Governor
Mrs H Jones	Mrs S Gregory	Ms D Williams	Parent Governor
Mrs A Portman	Mrs A Murton	Miss R Watson	Clerk to Governors
Miss E Westwood	Mrs S Hughes		
Mrs A Parry		Caretaker:	Mr D Wrench
Breakfast Club:		Cleaners:	
Mrs D Jones	Mrs H Jones	Mrs S Robinson	Ms D Moore
Miss R Watson			



Organisation

The school is co-educational. There are currently 180 pupils on roll. From September 2019, the school will be organised as illustrated below with 7 classes. The average class size will be 23 in FP and 24 in KS2.

FP			KS2			
Nursery & Reception	Reception & Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Teaching Time:

SESSIONS Excluding breaks/lunch	Foundation Phase	Key Stage 2
	08.50 – 10.15 1 hour 25 mins 10.30 – 11.40 1 hour 10 mins 12.40 – 14.10 1 hour 30 mins 14.20 – 15.00 40 mins	08.50 – 10.30 1 hour 40 mins 10.45 – 12.10 1 hour 25 mins 13.10 - 15.05 1 hour 55 mins
Total Time Daily:	4 hours 45 mins	5 hours
Total Time Weekly:	23 hours 45 mins	25 hours

National Curriculum

Foundation Phase (3 – 7 years)

At this stage the main building blocks of learning experiences are laid. The emphasis will be on developing essential skills of communication, literacy and numeracy. By providing a broad, rich curriculum using an integrated approach, we aim to develop the children's interests whilst also recognising their level of maturity. These are important years where children learn how to observe, listen, respond and develop not only as individuals but also as caring members of our community.

Key Stage 2 (8 – 11 years)

The essential skills of communication, literacy and numeracy will still be the central focus of our curriculum. But, as their understanding of the different disciplines develop; more time will be given to science and the foundation subjects. The curriculum will still take place within an integrated theme where it is meaningful and relevant. Children will be encouraged to develop self-confidence, independence in learning and higher order skills in a range of situations.



Skills Development

In Wales a non-statutory skills framework has been developed to help schools plan the development of generic transferable skills for learners from 3-19 and this forms the basis of our curriculum. Many of the same skills are a requirement for learning in multiple subjects and the following skills, developing thinking, communication, ICT and number form the sections of the skills framework.

It is vital that learners have opportunities to take responsibility for their own learning and that differentiation, range and challenge are built into lessons. This allows all learners to access the curriculum more fully.

We aim to develop thinking, including the skills of questioning, planning, problem solving, creative and critical analysis. We also encourage reflection on their learning in the use of AfL strategies.

Additional Needs

The school seeks to ensure that all pupils with Additional Needs, whether they be physical, intellectual, social or emotional receive appropriate education provision to enable them to overcome their difficulties as far as possible.

The school has reviewed its Additional Needs Policy and Procedures in light of the new Code of Practice (documents relating to these are available from school).

It is possible that, from time to time, it may be necessary to involve various outside agencies as part of the programme of provision e.g. School Doctor, Educational Psychologist, Speech Therapist, Behaviour Support etc.

The Governors of the school have nominated a Governor with specific responsibility for Additional Needs, who is informed of Additional Needs issues by the Headteacher at Governors' meetings and has the opportunity to meet with the ALNCO twice yearly to discuss how the school's policy is being implemented.

The Additional Needs Support Teacher and the Additional Learning Needs Co-ordinator is Mrs K Jones, who is employed at the school for 2 days a week in this role. The Additional Needs Support is Mrs A Portman. The Headteacher is kept closely informed of any current issues affecting individual pupils.

Children on the Additional Needs Register will have an Individual Education Plan drawn up and this is regularly discussed and updated with parents. We welcome the support and liaison with parents at all times and regular meetings are held involving all parties concerned to assess and monitor progress and establish new targets.

Mrs C Lloyd, Headteacher is responsible for monitoring the progress of Looked After Children (LAC) and the teacher whose class that any looked after child is in is responsible for promoting their educational progress.



Information

School visits / activities:

School activities are planned within an annual programme and may vary from year to year. A range of opportunities are provided for our pupils both in and out of school to enhance their education. A sample of these are listed below. Theatre visits and visits by local artists/acting companies are made to the school.

Residential:

Year 4 pupils visit Pentrellyncymer, an outdoor/environmental centre.
Year 6 pupils visit Glan Llyn, as part of their Welsh curriculum.

We ask for voluntary contributions in order for some activities to take place.

Charities:

The school supports a range of charities throughout the year, through a range of fund raising activities.

Health and Safety:

The school works closely with agencies such as Bikeability; School Police Liaison Officer, Fire Brigade etc. to ensure pupils are given crucial messages for their well-being.

Cross Phase Liaison:

The school will be working hard to develop values and close effective links with local High Schools to ensure a smooth and effective transition.

Religious Education and Collective Worship:

Religious Education is taught in accordance with the Flintshire guidelines. The emphasis is broadly on the Christian Faith but pupils are taught about other religions and encouraged to respect different faiths. Collective worship takes place daily in class groups or whole school assemblies.

Religious Education is, by law, a compulsory subject. However, under the provision of the Education Act parents may withdraw their child from these activities if they feel this is necessary. Parents considering this are asked to contact the Headteacher by letter.

Use of the Welsh Language:

Bilingualism is promoted in school and can be evidenced through the use of incidental Welsh, the Welsh signage within school and the resources used. We hold an Eisteddfod every year in March. All children are expected to learn Welsh and there is instruction in this language although this is mainly concerned with simple everyday commands and/or as part of lessons for Welsh. There are currently no arrangements for children to be exempt from this subject.

Music:

Peripatetic music teachers offer lessons in school time.



Information

Physical Education:

At Queensferry CP School children enjoy a rich variety of experiences in Physical Education. Gaining knowledge and understanding and developing a range of social skills such as good sporting behaviour and considered important aspects of P.E. together with improving the physical skill, health and fitness of our pupils.

Physical Education is experienced by all pupils. Pupils experience six areas of activity in school time; games, gymnastics, dance, swimming, athletics and outdoor adventurous activities.

In addition football, netball, dance, keep fit, cricket, handball, rugby and rounders clubs are held as extra curricular activities. Professional coaches visit the school and support teaching in different areas.

Home/School agreements:

At Queensferry CP School 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 pupil is to achieve their full potential. All parents of pupils in our school will be asked to sign our home/school agreement form each September.

Pastoral care and school discipline:

Care of the children is the responsibility of all staff, but each child is placed in the specific care of a class teacher. By encouraging self-discipline and self-esteem, we hope that each child will become a valuable member of the community and we look forward for your support in this matter. We have a Positive Behaviour Policy.

Our aim is to promote self- discipline, that is to encourage children to consider how their actions affect and impact on the lives of others. Discipline is the collective responsibility of all the staff. Support staff are aware of the school policy and its implications and what they are able to do and not to do, and to whom they come for help.

The school's policy promotes a positive approach based on praise and encouragement. When necessary children are supported to participate in restorative conversations.

The ethos and values of the school:

One of the primary school's functions, apart from maintaining a well-balanced curriculum, is to make children aware of their social attitudes and how they may affect others. It is our aim to emphasise courtesy and good manners along with children's responsibility towards others. We hope each child will have a sense of pride in their school and its surroundings.



Information

Bullying:

Bullying is not tolerated. If parents have any concerns we have an open door policy for them to come and discuss any concerns they might have.

- Every pupil in Queensferry CP School has a right to enjoy his/her learning and leisure free from intimidation both in the school and in the surrounding community.
- Our school community will not tolerate any unkind actions or remarks; even if these were not intended to hurt.
- Pupils should support each other by reporting all instances of bullying.
- Bullying will be dealt with seriously.
- We are a 'telling' school. Bullying is too important not to report.
- Pupils have a right to be safe and happy at school.
- Tackling bullying is one part of making our school a happy place for everyone.
- A copy of the school's Anti Bullying Policy is available at school.

Jewellery:

School does not encourage the wearing of jewellery because of the health and safety risks involved. All jewellery should be removed for games and P.E. lessons, preferably before they come to school. Children must be responsible for removing and replacing jewellery. Where earrings / studs cannot be removed, parents must supply plasters to cover them during games and P.E. School does not accept any responsibility for lost or broken jewellery.

Personal Property:

Children should not bring expensive items of jewellery, clothing, watches etc to school unless covered on your own household insurance policy under the clause —items temporarily removed from the home. Parents sending their children to school with such items in their possession, but choosing not to take out the additional cover, do so entirely at their own risk. This includes expensive items brought in for Golden Time.

We encourage children not to bring mobile phones to school unless they walk home alone and are needed to communicate with parents. All phones must be handed into the office to be kept securely until the end of the day.



Information

Uniform:

We expect all our pupils to wear school uniform. We firmly believe that it looks smart, wears well and gives the child a feeling of belonging and pride in the school.

School sweatshirts, cardigans, PE Kits and book bags are available from school at very reasonable prices. We strongly advise you label all items of clothing. You are welcome to purchase red jumpers, sweatshirts or cardigans without a logo from any other source. We aim to be as competitive as possible with other retailers.

Girls:

White blouse
Grey skirt / trousers
Red or grey cardigan / jumper
School sweatshirt

Summer Term:

Red & white gingham dress
White polo shirt
Grey skirt

Boys:

Grey / white shirt
Grey trousers
Red / grey jumper
School sweatshirt

Summer Term:

White polo shirt
Grey trousers

Physical Education / Games clothing:

White/red polo shirt or t-shirt
Black shorts or skirt

Footwear:

Children are expected to wear
suitable black footwear not trainers

In winter black-jogging pants may be worn
with school sweatshirt

NB: The wearing of false nails is not permitted in school.

Medicines:

The administration of medicines falls outside of the responsibilities of both teaching and non-teaching staff. The school will only administer medicines in extreme circumstances or if the medicine is required four times a day and so one dose will fall within school hours. A form must be completed for each child before school will administer any medicine.

The only exceptions to the rule will be children who suffer long-term complaints such as asthma, diabetes etc. Parents of children required to use inhalers must make the fact known to the school in writing. Sun cream on hot days should be applied rigorously and appropriately by parents/guardians prior to school – staff will support younger children to re-apply during school hours. Older children are encouraged to re-apply themselves when necessary.



Information

Medical Information:

We normally ask you for medical information when your child starts school e.g. allergies or a disability. If parents are working during the day it is important for us to have emergency telephone numbers whom we could contact should the need arise.

Medical examinations are carried out by the school doctor, and our school nurse periodically checks children's hearing and eyesight. During routine medicals you are requested to accompany your child at a pre-arranged time. With some illnesses, Flintshire Health Authority recommends that children are kept away from the school for a maximum number of days;

Chicken Pox: **5 days** from onset of rash AND until all vesicles (blisters) have crusted over

German Measles: **4 days** from onset of rash

Measles: **4 days** from onset of rash

Mumps: **5 days** after onset of swelling

Diarrhoea and/or vomiting: **48 hours** from last episode of diarrhoea or vomiting

The full Guidance on Infection Control in North Wales for Schools and Pre-School Settings is available on the school website.

Attendance and punctuality – School target 93% plus:

The importance of punctual and regular attendance cannot be over emphasised. Late arrival can be upsetting to the child and disturb his/her class. Missed schooling is very difficult to make up.

It is essential that a call to school is made in the event of the following:-

- A child's absence from school.
- Permission for a child to leave the school premises during the school day.

If your child is absent a telephone call or text message is required on the first morning. If it is necessary for child to visit a GP, hospital, optician or dentist during school time a note or appointment card should be provided. We now operate a call system in the morning if your child is not in school. This is to aim to minimise unauthorised absences and also on the grounds of safety. It is vital that you let school know if your child is going to be absent from school.

Please note that we discourage the taking of school holidays during school time. If this occurs pupils may be allowed, at the discretion of the Headteacher, to take up to ten days within any one year as authorised absence, any taken above is unauthorised unless for religious purposes. We have strong links with our Inclusion Welfare Officer, who undertakes regular register checks and monitors those pupils with poor attendance and regular lateness. Parents need to make an appointment in order to complete a holiday form with Mrs Lloyd or Miss Westwood.



Information

School Meals:

The cost of a school meal is currently £2.25 per day or £11.25 a week for all pupils.

Dinner money should be brought in on Monday morning in an envelope with your child's name and class clearly marked on it. Please send the correct money to save time. Any credit accumulated will be refunded at the end of each term. Free school meal provision also exists and applications should be submitted via www.flintshire.gov.uk/FSM. Children may bring in a packed lunch from home (no glass containers or bottles please). The school is part of the Healthy Schools Initiative and as such pupils receive free school milk from Reception to Year 2. All children are provided with a school water bottle which is kept in class. These are refilled daily and children have access to them during the day. Fizzy pop/energy drinks are not permitted in school.

Snack:

Snack is provided daily for the children at £1.50 a week and they have a variety of fruit to choose from. Snack money should be brought in on Monday morning in an envelope with your child's name and class clearly marked on it. Please send the correct money to save time. Any credit accumulated will carry forward to the following week.

Equal Opportunities:

Queensferry CP School is committed to the principles of equality for all irrespective of race, gender, religion, disability, class sexual orientation or age. This is contained in our equal opportunities policy.

Admissions:

The Local Authority is responsible for determining the arrangements for admissions in Flintshire. Details of specific criteria are listed in the Flintshire Schools Information Booklet. In normal circumstances all children are eligible for full time education in our school, if they live within the recognised catchment area or have brothers or sisters already in school.

Nursery – aged 3 on or before 31st August.

Early Entitlement – term after 3rd birthday.

Reception:

The authority will admit a child to a maintained infant school at the beginning of the school year if the child has achieved its fourth birthday on or before August 31st of that calendar year. Admissions for older classes can be arranged at any time and parents are asked to consult the Headteacher with regard to the procedure on this.

Prospective parents:

Prospective parents are invited to contact the school to arrange a visit during school hours, not only to see the Head and staff, but also to sample the working atmosphere of the school. The suggested school's admission limit is 25 per year group.



Information

Disabled Access:

The school is on one level. The main entrance, classrooms and corridors are suitable for wheelchair access and there are appropriate toilet facilities.

Safety / Security:

Safety is obviously a prime concern to teachers and parents alike. It is vital that our pupils are safe whilst at school. Amongst our security measures are:

- Doors and gates leading onto the school yard are closed quickly at the start of the day;
- Any visitors or pupils arriving late need to report to reception and ring the bell;
- Only members of staff should open this door;
- Visitors will need to sign in and the names of pupils arriving late will be recorded;
- Members of staff carry personal alarms at certain times in case of emergencies.
- All staff members can be identified by I.D. badges.

Electrical equipment and PE equipment is regularly checked. At night the school is protected by a burglar alarm. All accidents are recorded in an accident book and slips sent home to alert parents to any problems. Any serious accidents are reported to the LA and Health and Safety would be called in to give advice.

Governors:

Every school has a Governing Body, which is made up of:

- People appointed by the LA
- Business men and women and others working in the community
- A member of the teaching staff from the school
- A member of the non-teaching staff from the school
- Parents of children who attend the school

Amongst their many roles are interviewing and appointment of staff; monitoring and analysing the school budget; overseeing the school curriculum provision and setting standards of behaviour.

The Local Authority arranges training courses for governors. The Governing Body meets regularly throughout the School Year and reports to parents on an annual basis. A list of school governors is included in this prospectus.

Parental access to documents:

The following documents are available for parents to view should they so wish, subject to reasonable notice:

- Curriculum Policy statements
- Local Authority's complaints procedure
- A.L.N. policy and procedures
- Governing Body's annual report to parents
- Any statutory instruments and Welsh Assembly Circulars



Information

Complaints:

The following arrangements are in place for formal complaints about the curriculum or any related matter:

Report the problem to the:

- Class teacher
- Headteacher
- Chair of Governors
- Director of Education

Charging and Remissions policy:

Under the Education Reform Act 1988, the Governing Body have drawn up a policy for charging and remissions.

General principles for charging:

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Educational visits and school journeys
- Optional activities outside the school day
- School property

Remissions:

The Governing Body may remit in full or part the cost of activities. Pupils who will be entitled to remission are those parents who are in receipt of 'Income Support' or 'Family Credit'. It is the responsibility of the parents to inform the school if they wish to claim remission from charges.





School Holiday Dates and Staff Training Days

September 2019 – July 2020

	AUTUMN	
Staff Training Day	Monday	02/09/19
Staff Training Day	Tuesday	03/09/19
School Opens	Wednesday	04/09/19
School Closes (Half Term)	Friday	25/10/19
School Opens	Monday	04/11/19
School Closes (Christmas)	Friday	20/12/19
	SPRING	
Staff Training Day	Monday	06/01/20
School Opens	Tuesday	07/01/20
School Closes (Half Term)	Friday	14/02/20
School Opens	Monday	24/02/20
School Closes (Easter)	Friday	03/04/20
	SUMMER	
Staff Training Day	Monday	20/04/20
School Opens	Tuesday	21/04/20
School Closed (May Day)	Friday	08/05/20
School Closes (Half Term)	Friday	22/05/20
School Opens	Monday	01/06/20
School Closes (Summer)	Friday	17/07/20
Staff Training Day	Monday	20/07/20