



Queniborough CE
Primary
School

Handbook
for
Parents
2021-2022

School Information

Postal Address:

Queniborough CE Primary School
Coppice Lane
Queniborough
Leicestershire
LE7 3DR

Telephone: 0116 2606700

E-mail:

General enquiries	office@quenischool.org.uk
Administration	office@quenischool.org.uk
Headteacher	ehallam@quenischool.org.uk

Website: www.quenischool.org.uk

Parent Communication App: The school uses Weduc as a communication tool

Weduc is an app that can be downloaded onto your PC or smart phone. All communication to parents is sent through Weduc.
You can also contact us via the email facility through Weduc



Welcome!

Dear Parent,

We are delighted that you have chosen to send your child to Queniborough CE Primary School. The Governors, Headteacher and staff are dedicated to provide the children at this school with a high quality of education delivered in a happy, caring environment. Our Christian ethos is very important to us and forms the foundation of everything which takes place in school.

This booklet has been designed to answer some of the questions you may have and to provide you with certain essential information. Should you have any queries or worries, either about the contents of this handbook or any other matter, please feel free to contact me at any time.

E Hallam We look forward to meeting you at future school occasions.

On behalf of the whole school community,

Elizabeth Hallam



Handbook for Parents

The aim of this booklet is to provide parents with some of the answers to the many questions that are likely to be raised when sending a child to a new school. For some parents, Queniborough may be their child's first school - for others, their child may be transferring from another school.

This booklet will provide many of the answers but it is not comprehensive.

To gain a fuller picture, it is most beneficial to come and see the school at work.

You are most welcome to visit us at any suitable time.

This edition was produced in June 2020

Please keep it somewhere safe so that you can refer to it as the need arises

School Hours

The school day is divided up as follows:4

8.50am	Doors Open & Registration
9.00am	Assembly *
10.45	Morning Break
11.00	Morning school resumes
12.00	Lunch Break
13.00	Afternoon school begins
15.20pm	School ends

The gates open at 8.30am and pupils are supervised until the teachers line the children up outside the classrooms at 8.40am

!

Staff can only accept responsibility for the children from 08.50.

** Golden Book Assembly- most Fridays at 2:45pm*



School Staff

		Classroom Support	
		Mrs. Jodie Hurst	Mrs Stacey Ford
		Miss Megan Goode	Miss Sarah Shell
		Mrs. Helen Copley	Mrs. Cheryl Hackling
		Mrs. Nicky Walters	Ms. Sarah Shell
		Mrs. Claire Tothill	Ms. Helen Spibey
		Miss Jade Shepherd	Mrs. Ann Stabler
Headteacher	Mrs. Elizabeth Hallam		
Deputy Headteacher	Mrs. Helen Frances Mrs Lindsay Charlton		
Class Teachers	Mrs. Helen Frances Mrs. Caroline Worby Miss Helen Wright Mrs Lindsay Charlton Mrs Katie Spencer Mrs. Alisha Durrant Mrs. Charlotte Watson Mrs. Helen Metcalfe Mrs. Tracey Sharpe Miss Lauren Sleath Mrs Sarah Pyne	Miss Nikki Berrington Mrs. Sarah Sneddon Lunchtime Supervisors Mrs Heather McGivern Mrs Stacey Ford Mrs. Bree Wale Miss Megan Goode Miss Hayley Wilczkiewicz	Mrs. Bree Wale Mrs Jade Shepherd Mrs. Lisa Elliot
		Catering Manager	Mrs .Eimer Hardy-Smith
		Kitchen Staff	Mrs. Loraine Smith Miss Annie Chandler
		Site Manager	Mr. Neil Watson
School Business Manager	Mrs. Vanessa Yardley	Cleaning Staff	Mrs. Loraine Smith Miss Kerry Gage
Clerical Assistant	Mrs. Dawn Arlott		
Clerk to Governors	Ms. Rosie Thompson		

Staff Responsibilities

Each member of the teaching staff has specific extra responsibilities.

Headteacher	Mrs. Elizabeth Hallam	All matters of policy The Whole Curriculum Teaching and Learning Management/ Administration Personnel/ Finance/ Property Staff Development Collective Worship EYFS English Health & Safety More Able Pupil Premium
Deputy Headteacher	Mrs. Helen Frances	
	Mrs Lindsay Charlton	Maths Assessment
Deputy Headteacher	Mrs Helen Metcalfe	Music
Class Teachers	Mrs. Tracey Sharpe	Science Design and Technology
	Miss Lauren Sleath	
	Mrs. Katie Spencer	SENCo / Intervention 1-1 Support Art
	Mrs. Alisha Durrant	Physical Education Healthy Schools Assessment
	Mrs Charlotte Watson	RE
	Mrs Sarah Pyne	
	Mrs. Caroline Worby	History Geography
	Mrs. Helen Wright	Pupil Premium PSHE Computing

The Governors

Governors work closely with the Headteacher and have overall responsibility for the school. Governors are available for consultation should any parent wish to discuss matters concerning the school or to have a particular concern raised.

They may be contacted via the school office.

The dates of Governors' Meetings appear on the termly diary.

School Governors

The Diocesan Board	Parents	Community Co-opted	Other
<i>Incumbent</i>		Rita Laughton	Elizabeth Hallam (Headteacher)
Vanessa Dixon	Grant Mills		Helen Frances (The Teachers)
Dan Wale		St John Russell (chair)	
Brenda Hackett	Rachel Lovett		

The Governing Body operates through a system of different committees which then report back to the Full Board.

Contact Information

Chair of Governors : St. John Russell
Clerk to the Governors : Please contact school office

The beginning and end of the

We

operate a Drop and Go system. Please drop your child in the school playground at 8.30am. Members of staff will be on duty at the school gates and you will not need to wait with your child on site.

Children in Years 1,3 and 5 will use Gate A (Queniborough Road Gate) and wait on the playground on Queniborough Road side of the school. Children in Years 2 and 4 will use Gate B (Coppice Lane Gate) and enter the playground on the side of the building nearest to the park.

Year 6 will also use Gate B and go to the area outside their classroom.

At 8.40am the class teacher will line the children up in the playground and take them into class.

Anyone arriving after this time will need to go to the school office and sign in as late.

Parents are always welcome in school!

Absences



We must be informed of the reason for any absence, however short.

This should be done before 9.15 a.m. on the first day of any period of absence.

We check every unnotified absence as soon as the child is missed.

This system ensures that children who have not arrived at school are all safely accounted for.

It is expected to be used only when we have no notification of absence. Please don't rely on us calling you as a normal method of notification. Regular 'dinners' will be charged to you if you fail to inform us that your

Lateness

Lateness is strongly discouraged and is recorded in the registers. If your child arrives after 9.00am they are recorded as 'late'.



Lateness is uncomfortable for the child concerned and may cause them to miss a vital introduction to a new lesson.

Exceptional Circumstances

All requests for exceptional circumstances leave in term time must be made in writing.

Holidays taken in term time are not allowed except in very exceptional circumstances.



We need you !

Parents assist the school in many ways.
Can you help?

New volunteers are always very welcome!

Please contact your child's teacher or the Headteacher if you are interested.

All parental helpers in school are subject to a DBS check.

Rewards

Children are placed in a school team as soon as they come to the school. During the week they will receive 'team points'. Each week the winning team is announced.

Children are named in our 'Golden Book' for outstanding achievement during a special Friday assembly.

Class 'Stars of the Month' are invited to have 'Afternoon Tea' with Mrs. Hallam



Parents' Evenings

Formal consultations are arranged twice during each school year.

The first, in the Autumn, is to help your child's teacher get to know your family better and to discuss the year's early work and future plans and progress.

The second, in the Spring, is a sharing of your child's achievements so far in that school year. The teacher will aim to bring you up to date as regards your child's progress, express and explain any concerns and advise you as to how you can best assist your child in the future.

Towards the end of the Summer Term, you will receive a written report but no formal consultations will be organised.

However, please come into school if you have any worries concerning your child.

It is vital that any concerns you might have are shared and discussed with the school staff rather than expressed to the child. Your child needs to have confidence in both you and the teacher and to understand that we work together, in partnership, sharing similar hopes and expectations.

Please don't try to talk to a teacher when they are responsible for the class or as they are preparing to teach, just before the start of a session.

Staff are usually available for a brief chat at the end of the day but an appointment should be made if you need more than a few minutes.

The Headteacher is always willing to talk to parents. If she is not available please make an appointment via the school office.

Your child is very important to us!



Medical Matters



Administration of Medicines.

Staff are unable to administer medicines/analgesics such as Calpol, Nurofen etc. It is recommended that this is given at home prior to coming to school. Should medication need to be given in school, a parent or identified person needs to come to school to administer the dose.

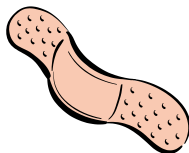
Staff are unable to administer antibiotics. Parents are requested to ask the doctor for doses which fit around the school day. Where this is not possible the parent or an identified person needs to come to school to administer the dose.

A care plan will be completed for children on long term medication. An identified member of staff will be able to help children administer necessary medication.

Inhalers/Epipens. These items should be kept in an identified place in the classroom with the child. Please ensure inhalers, spacers and epipens are clearly marked with your child's name

First Aid.

First Aid is often administered in school for minor cuts and grazes.



Parents are always called if a child is ill or has an accident requiring a medical examination or treatment.

If we have a minor concern or are unable to contact a parent, a brief note will be sent home with the child.

Playtimes.

Parents occasionally request, in writing, that a child recovering from an illness or with a minor ailment be allowed to stay indoors at playtimes.

These children will not be directly supervised at these times.

They are normally instructed to sit in the main corridor area and read.
N.B. We do not encourage children in school to miss P.E. or swimming.

Health Surveys

The regular medical checkups, conducted by your Health Visitor prior to school, are continued throughout your child's school life.

Parents are always invited to attend those conducted by the School Doctor but not usually those by the School Nurse, the School Dentist or the Audiometrician (hearing).

Parents are always informed, in writing, if there is any cause for concern or if a further examination is felt to be necessary.

Extra examinations may be requested, by parents or a member of the school staff, if there is a concern about a particular child.

Parents wishing to make their own arrangements for medical examinations should inform the school in writing.

Home Circumstances

When your child is first registered we note certain information which could be useful to us during your child's school life.

It is vital that this information is kept up to date.

Home Address

Emergency and alternative telephone/ mobile numbers

Doctor's name and surgery

Medical conditions requiring special attention or treatment

Family circumstances which might affect the child in school

The school operates a text and e-mailing messaging system to parents for non-urgent matters and for information sharing.

The school is compliant with GDPR

Please see our GDPR section on the school website.

Safety Matters

The health and safety of every child in the school is the overriding concern of all members of staff.

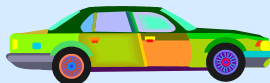
Road Safety is a regular part of each class' annual programme.
Cycle Safety sessions are usually run each year, for older children.

Parents are strongly requested to observe the following guidelines.

Road Safety

1. Please instruct your child to cross Main Street / Queniborough Road by the school pedestrian gate and nowhere else when walking to and from school. If no Crossing Patrol is on duty, it is your responsibility to ensure that your child crosses the road safely.

2. Children may only cycle to school if accompanied by an adult or after passing the Bikeability Assessment.



3. Pedestrian access can only be gained from the side gate on Syston Road at the beginning and end of the day.

3. We want to discourage you from driving to school :

Parents in cars are asked to park away from the school and walk the final distance. Parking is available at the Village Hall.

Never turn into or park on Coppice Lane between the school gates and the main road.

This road is regularly used by large farm machinery, which could easily damage your car and, more importantly,

You could obstruct emergency vehicles.

Please don't park across any driveways or obstruct anyone's garage access.

School Security

We have a number of security systems in place to protect your child/ren and the school's property.

The Front Entrance is the only entry door used during the day.

This door is monitored by a secure entry system.

To gain access, press the button and identify yourself to the office.

All visitors must sign in at the office.

Our Alarm System is linked directly to a central monitoring location.

Car

It may occasionally be necessary for your child to travel in a private car as a result of school activities e.g. to sports fixtures or to hospital after a minor accident.

This would normally be in the car of a member of staff but may sometimes be that of another parent. All drivers must now have basic passenger insurance cover and all teachers who use their cars on school business have appropriate cover. However, we are unable to check the documents of parents who assist us in this way and cannot, therefore, guarantee that their insurance is adequate.

As a safeguard, all parents are asked to sign a consent form agreeing to their child being carried in private cars, on properly authorised school business, if necessary. If you have not yet already done so,

Please ask for a form and return it to the School Office.

If you choose not to sign then we shall be totally dependent upon you to provide transport for your child, in all circumstances, yourself.

Transport in cars on school business must use the appropriate child seats and restraints.

School Uniform

The school colours are red and navy blue.

Our main uniform provider is :

Kool Schools

Go to www.koolskools.co.uk, "Find Your School", and place your order.

Uniform items are also available from My Clothing (formerly Tesco)

<https://myclothing.com>

Red cardigans

Red sweatshirts

Navy blue fleeces

White polo shirts

Red polo shirts

Book Bags

Baseball Caps

We like children to wear navy trousers, navy skirts, culottes or leggings, or, in summer, light blue and white striped/checked dresses or shorts.

ALL ITEMS MUST BE NAMED!

Personal Property

Please ensure that all items of personal property, especially footwear and clothing, are clearly labelled with your child's name.

While every effort is made to assist children in looking after their things, it must be understood that the staff cannot accept responsibility for personal items brought into school.

Toys and games should not be brought into school.

Accidents, unauthorised swapping, breakages and losses are best avoided by not bringing precious possessions into the hustle and bustle of a busy

Jewellery

The wearing of jewellery is strongly discouraged. Ear rings must not be worn at any time. Year 5 & 6 children can wear them if they are able to be removed by the child for PE. We request that if ears are newly pierced, this is done over the summer break to allow time to heal.

primary school.

Kit List

Each child needs to be equipped with the basic kit necessary for P.E, games and swimming sessions.



Drawstring Kit bag

Plimsolls or good trainers (*For outside P.E.*)

Plimsolls are only needed for EYFS children in the summer term

Indoor P.E. is sometimes done barefoot.

White round necked T-shirt & black/navy shorts

Wellington boots on wet days

Waterproof over-trousers (optional)

Swimming cap for school pool (Boys & girls!)

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Friends Of Queniborough School

All parents and villagers are entitled to be members of FOQS.

The organisation has three main aims:

1. To raise funds to support the school in its work .
2. To inform members on educational matters and practices.
3. To entertain members by providing a variety of social events.

FOQS is run by a committee of volunteers, elected annually. They are always very keen to hear from any parents who might like to assist



Parents' Resources

The books and magazines displayed in the Entrance Porch may be taken freely.

Where there are multiple copies of pamphlets or booklets you may take one for your personal use or reference.

There is wealth of resources for parents on our school website.

After School Activities

A variety of after school activities are organised during the year.

Children may stay for after school activities **only if they have their parent's written permission.**

Mobile Phones

Please don't allow children to bring mobile phones into school.

There is no need for them.

They are easily lost or damaged.

They can be a major distraction during lessons.

In emergencies,
children are allowed to use the school telephones.

Year 5 and 6 pupils are allowed to have a mobile phone if walking to school by themselves. These must be handed to the school office on arrival and collected at the end of the day.

Money Matters

Our school operates a 'cashless' system and all payments can be made electronically.

This can be accessed via Weduc in the Parents area of 'The Hub'

<http://www.queniboroughprimary.org/virtual-office/electronic-payments>



Dinner Money is due on the first day of each school week.

Advance payments for a term or half-term are welcome.

Please ask at the school office if you are unable to access electronic payments.

Charging Policy

We do all we can to enrich your child/ren's learning experiences.

This may involve residential trips, class outings to places of interest, school performances by theatrical or puppet groups, visiting musicians, authors, artists and other such activities.

Schools are not allowed to charge for any activity which takes place during the normal working day (except for music tuition)

but school funds are very limited, and without financial support from parents, these activities would not be possible.

However, **we are allowed to ask for voluntary contributions.**

The Governors believe that we must have 100% support from parents, if such activities are to continue.

We will always try to help any family with financial difficulties.

Parents receiving benefits may be entitled to receive financial support through the Pupil Premium Funding. Please see Mrs. Hallam for details.

The full Governors' Charging Policy is available on request.

School



All children are entitled to a free school meal every day until the end of Year 2.

We are a Nut Free School

If you prefer your child to bring a packed lunch then we ask you to observe the following guidelines.

Packed Lunches

1. Everything should be carried in an unbreakable, sealed container, clearly labelled with the child's name.
2. Drinks, soups or other liquids may be brought but only in leak proof, unbreakable containers (no cans please) kept inside the child's lunch box.
Fizzy drinks are not allowed. Juice may be drunk at lunchtimes but only water is allowed at other times of the day.
3. All wrapping papers, packets, etc. must be replaced in the child's lunchbox and taken home for disposal.
4. It must be understood that children are responsible for looking after their own lunchboxes.
5. If a child forgets or loses the day's lunch then a school dinner will be provided. A bill will be sent to the parents to recover the cost.
6. We ask that you provide a 'healthy' lunch box.
Sweets and chocolate are not allowed.
No Nuts please

Children can opt to have a school dinner on different days.

Dinners must be paid for in advance.

Dinners cancelled after midnight must be paid for.

Dinners currently cost £2.40 per day.

Optional Extras

Milk & Fruit Schemes:

Milk is available every day at morning break time. Although the milk itself is paid for by the European Union, there is a small administrative charge, which is not refundable for absences. Payment & ordering must be made in advance online.

Visit www.coolmilk.com



Free fruit is provided each day for all Early Years and Key Stage 1 children.

We operate a HEALTHY BREAK TIME.

Key stage 2 children must bring either a piece of fruit or vegetable.

Musical Tuition:

Instrumental tuition is available for certain instruments.

Piano, guitar, flute, trombone, trumpet and euphonium have been taught in recent years.



Please enquire if you are interested in any specific instrument.

Extra-Curricular Clubs:

We sometimes employ specialist instructors to lead extra-curricular activities, after school or at lunch times.

Such activities are charged for by the term or the session. In recent years, we have provided tennis, football and Performing Arts in this way.



School Photographs:

Photographers usually visit the school each year.

In the Autumn Term individual and family portraits take place .

There is never any obligation to buy photographs and parents may opt their child/ren out of sittings altogether if they choose. We request that parents do not take photographs in Golden Book and special assemblies.

Tree House (Wrap around Care)



Breakfast Club runs from 7.30am each day.

After School Care is also provided.

Safeguarding Children

Queniborough C.E. Primary School regards the protection of children as being of the utmost importance. Our Child Protection Policy and other related policies are available on request from the school office.

Please see Mrs. Hallam immediately if you have any concerns or questions regarding child protection.

Adverse Weather

!!! Don't forget !!!

If the weather is exceptionally bad, especially because of heavy snow, flooding or dense fog, we will notify you on the newsfeed on **Weduc**.

As several of our staff live a good way from the school, there is always the possibility that one or more classes may have to be closed. We are usually open on snow days!!

We have lots of additional information on our school website
www.quischool.org.uk

Also lots of information can be found on the Weduc app—please look on calendar, parent portal, notices, forms and the Hub



School Watch

If you are ever suspicious about any thing you see happening in or around the school out of school hours please don't hesitate to call the Police.

If you are sure something is wrong : Call the Police on 999

Code of Conduct for Parents

Queniborough is a welcoming, supportive and inclusive school and it is important that all members of the school community work together. We are proud of our good reputation and we depend on the entire school community to help us maintain and improve our children's learning.

We are very fortunate to have supportive and friendly parents and carers. Our parents/carers recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood.

For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this code is to provide a reminder to all parents, carers and visitors about expected conduct to ensure a safe and positive school environment for our children.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

Parents and carers are allowed on to school premises by permission of the school; this may be withdrawn if necessary.

We expect parents and carers to show respect and consideration for others by:-

- allowing plenty of time so that children arrive ready for a punctual start to the school day, to avoid disruption to their own learning and that of the entire class;
- supporting the respectful Christian ethos of the school by setting a good example in their own speech and behaviour towards all members of the school community both on school premises and in its immediate area;
- working together with all staff for the benefit of the children. We ask you to contact the school to deal with any issues of concern. The school will discuss and clarify specific events, issues and queries in order to bring about a positive solution;
- respecting the school environment, including keeping the school tidy by not littering;
- parking carefully and in good time for the safety of the children, yourself and all road users;

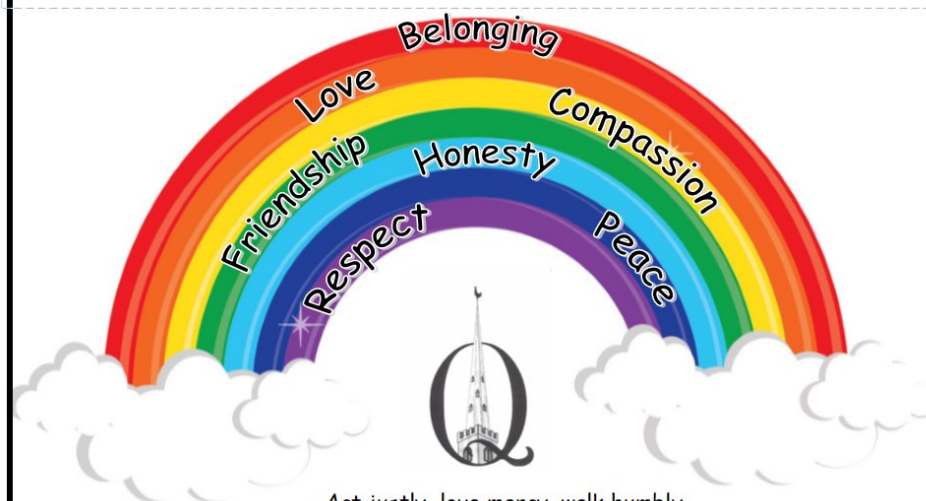
In order to support the Christian ethos of our school, we will not tolerate:-

- disruptive behaviour which interferes with teaching, learning or administration within the school
- using loud and/or offensive language or displaying temper;
- threatening or aggressive behaviour towards another adult or child. (Some actions may constitute an assault with legal consequences.);
- actions/comments causing mental & emotional abuse of staff
- abusive, threatening or damaging emails, phone, text or social network messages relating to the school;
- using tobacco, or being under the influence of alcohol or drugs on the school premises;
- damaging or destroying school property.

Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

Adverse behaviour also may be reported to the police.

Our School's Christian Values



Act justly, love mercy, walk humbly

Micah 6-8

How you can help!

1. Inform us about any special needs your child has e.g. health, concerns, allergies, dietary requirements, problems outside school etc.
2. Communicate with us immediately if you feel your child is having academic or social problems at school.
3. Check your child has everything needed for the school day:

Dinner payments have been made online/ Packed Lunch
PE/Swimming kit on appropriate days
Outdoor clothing / Wellington boots if needed
Homework
Reply slips

4. Have your child at school on time.
5. Help with homework and reading.
6. Collect your child promptly at 3.15pm.
7. Support the school, governors and FOQS.
8. Attend Parent consultation evenings and Curriculum workshops.

"Partners in Education"

