



# **Queen's Drive Primary School**

## **2023 – 2024 Prospectus**

*"Dream, Believe, Achieve"*

## A warm welcome to Queen's Drive

### Our History

Queen's Drive Primary School is a large primary school situated in Fulwood, Preston which was opened in 1965. The school enjoys the benefits of a beautiful green site with generous sized buildings, playgrounds and its own field. We have a forest school area, Early Years learning area and multi-surface games area which enhances our outdoors environment.

### Our Mission Statement

At Queen's Drive we inspire everyone to develop their true potential and a love of learning through curiosity and excitement.

Queen's Drive is a very special place to learn; a place where the pupils can "Dream, Believe and Achieve"!

*These are our VALUES, here at Queen's Drive,  
We're part of a team where we will all thrive.  
Reflective, resilient with compassion and care,  
We're risk takers, confident, willing to share.  
We are healthy and happy, creative in thought,  
Applying the skills that we have been taught.  
We always aim high, we DREAM and BELIEVE.  
Imagine- with this - what we can ACHIEVE!*

### Message from the Headteacher



As Headteacher I really do feel privileged to be part of this school family. We are striving for excellence, committed to raising standards, and are determined to make Queen's Drive a school where children can dream big, believe and achieve their potential. We are all very proud of our positive, caring and happy atmosphere, which stimulates a curiosity and enthusiasm for learning.

The broad and balanced curriculum is adapted to meet the individual needs of children and planned to ensure continuity, curiosity, progression, knowledge acquisition, excellence and enjoyment which is vibrant and alive in all our pupils, staff, parents and governors.

At Queen's Drive we encourage children to have mutual respect and responsibility for all members of the school community, and we fully believe that if everyone works as a team, the school will be a happy place where everyone can do their best.

We welcome you as parents/guardians and look forward to working with you in the future, sharing with you the responsibility of educating and caring for your child.

Yours sincerely,

Nicola Gomersall

## School Organisation

The school has a capacity for 420 children with an admission number of 60. We are currently 427 on roll. There are 14 classes in total, which means that there are two classes for each year group.

## Queen's Drive Team

### Senior Leadership Team

Headteacher	Mrs N. Gomersall
Deputy Headteacher	Mr M. Aspinall
Assistant Headteacher	Mr M. Noblet
Head of KS2	Mr M. Noblet
Head of KS1 / Early Years	Mr J. Lickley
SENDCo	Mrs C. Smith
TLR Curriculum	Mrs A. Higgs

### Teachers

Reception (Class 1)	Mrs R. Woods
Reception (Class 2)	Miss A. Till Miss A. Rogers
Year 1 (Class 3)	Mrs L. Robertson Miss A. Rogers
Year 1 (Class 4)	Miss K Wood Miss S. Boyes
Year 2 (Class 5)	Mr D. Pearce
Year 2 (Class 6)	Mr J. Lickley
Year 3 (Class 7)	Mrs H. Cooke
Year 3 (Class 8)	Miss L. Simmons
Year 4 (Class 9)	Mr M. Noblet
Year 4 (Class 10)	Mrs L. Farrington
Year 5 (Class 11)	Mrs S. Snape Mrs K. Deluce
Year 5 (Class 12)	Mr E. Noble
Year 6 (Class 13)	Mrs V. Brame
Year 6 (Class 14)	Mrs A. Higgs
Music Specialist Teacher	Mrs S. Kearvell
Forest School Teacher	Mrs J Satti

## Teaching Assistants

HLTA :	Mrs D. Peters	
Learning Mentor / Family Support Worker		Mrs S. Jones
Mrs E Alker	Mrs S Barraclough	Miss A Best
Mr M Birkinshaw (PE)	Mrs H Brewer	Miss S Gregson
Miss C Hull	Miss J. Machin	Mrs R. Mahoney
Miss S Molloy	Miss J Moss	Mrs H Patel
Mrs R Patel	Mrs M Reynish	Mrs D. Riding
Miss N Sheikh	Mrs K Singh	Mrs S Molloy
Mrs C Wardley	Mrs M Watson	Mrs N Williams

## Finance and Administration Staff

Mrs L Garmston	School Business Manager
Mrs V McBride and Mrs J. Kay	Office Administrators

## Welfare Staff

Mid-Day Supervisors	Mrs H. Brewer and Miss C. Hull
Welfare Staff	Miss L. Cowburn, Miss T. Cowburn, Mrs J. Kay, Mrs R. Mahoney, Mrs M. Reynish, Miss R. Patel, Mrs D. Riding, Miss N. Sheikh, Mrs C. Wardley

## Governors

Chair of Governors	Miss A. McCondichie
Vice Chair	Mrs K. Satti-Patel
LA Governor	Mrs S. Ahmed
Co-opted Governors	Mrs R. Mohamed, Mrs H. Beresford, Mr J. Lickley, Miss A. McCondichie, Miss W. Shumlee
Parent Governors	Mr Z. Bapu, Mr J.Hynes, Mrs C. Anderson, Mrs K. Satti-Patel , Mrs F. Patel
Staff Governor	Mrs H. Brewer

## School Day

8.55am – 3.25pm

We are open 32.5hrs per week.

KS1 / Early Years lunchtime	11.45am – 12.45pm
KS2	12.30pm – 1.30pm

## Start of the Day

Doors open at 8.45am for KS2 children and 8.50am for KS1/EY to enter and get ready for school starting at 8.55am

## End of school day

All children are to be collected at 3.25pm. Gates will open just before this time.

If at the end of the day a child has not been picked up due to a late collection or no contact from the parent has been received, we will supervise the child by the office until parents arrive. We shall telephone the parents as soon as we realise they have not been

collected. If a child is still waiting at 3.40pm the child will be escorted to the After School Club and parents will be billed £12 as a late collection payment.

### **Registration**

Registers are taken at the beginning of the morning session and also the afternoon session. If it arises that a child is missing, the parents will be informed immediately, and every effort will be made by school staff to locate the child. Registers close at 9.05am each morning.

### **School Uniform**

Our Governing Body has approved a school uniform for the children who will be attending Queen's Drive Primary School. We feel that it helps children to feel part of the school. It is the governors' wish that all children wear the uniform for school. The reason for a uniform is pride and for health and safety reasons.

All school uniform with a 'Queen's Drive' Logo is available to order from School Trends at [www.schooltrends.co.uk/uniform](http://www.schooltrends.co.uk/uniform) PE kits and school checked skirts are available from the school. Other items can be purchased from any other source.

### **Winter**

A school sweatshirt or cardigan with a yellow polo shirt.

Grey trousers or school skirt worn with charcoal grey socks or tights.

### **Summer**

Yellow polo shirt.

Grey short trousers or school skirt worn with charcoal grey socks or tights.

Light blue checked gingham summer dress worn with white socks or tights.

### **Shoes**

Shoes should be black, sensible 'school' shoes and not trainers, boots or open-toed sandals.

### **Book Bag**

A book bag/reading bag can be purchased through the school office.

### **PE Kit**

All children need a PE kit which should be kept in school at all times in a PE bag.

Official school yellow sports shirt with the school badge on the front and your child's house name on the back. Plain royal blue shorts. Both should be purchased from the school office, where you can discover the house team your child has been put into.

All children need trainers for outdoor PE lessons and black elasticated or velcro plimsolls for indoor use.

Navy jogging trousers or school tracksuits may be worn in cold weather for outdoor sessions only.

### **Own clothes**

When a child wins a Friday certificate they can attend school the following Monday in their own clothes. These must be suitable clothes and also adhere to the no jewellery / long hair tied back rules and sensible shoes. Items such as short skirts, crop tops, unsuitable logos will not be allowed.

### **Hair**

There should be no extremes of hairstyles for example dyed coloured hair, shaved hair, shaved tram lines, excessive gel, wax, hair spray etc in hair. For reasons of health and

safety, we also request that long hair is tied back for boys and girls if the hair touches the shoulders or is longer and only plain hair accessories (school colours) are worn. Parents of any child that has a haircut that we feel is extreme will be telephoned and asked to amend their hair cut at the earliest convenience. We recommend that hair is not cut shorter than a number 2.

### **Jewellery**

Items of jewellery or charity bands are not allowed in school, apart from a simple watch. Children are asked to remove ear-rings for PE. If a child forgets to take them out and the child cannot remove them themselves, parents will be phoned to come in and take them out or give us permission to take them out.

### **Nail varnish and make-up**

These are not permitted.

### **Lost Property**

Please write your child's name on any items of clothing brought to school. This won't stop it getting lost, but it will find its way back quicker!

### **Admissions**

The induction process for new EYFS starters sees the children undertake two half days in school for their first few school days. These half days include having a school lunch and playtime. The children will then start full time after this point. These half day inductions enable the staff to familiarise themselves with the children whilst also providing a quieter than normal environment for the new children to see the school in full operation. Our school currently has a two-form entry system. Both classes having an equal share of boys and girls, where possible, and a range of ages within the EYFS setting.

Children admitted to school in age groups other than reception are shown around school at a mutually convenient time in order to become familiar with the buildings and the ethos of the school.

A more detailed description of the EYFS Induction arrangements is given in the Early Years Brochure.

### **Pastoral, Care and Discipline**

#### **Pastoral**

At Queen's Drive Primary School, our Pastoral Care aims to promote the individual and collective welfare of all. It is the responsibility of every teacher and member of the supporting staff to promote Pastoral Care. The school employs a learning mentor/ family support worker to support our children and families.

The aim of Pastoral Care is the creation of an environment universally understood and accepted, in which the process of learning and that of social development proceed hand in hand. Personal and Social Education is the element of Pastoral Care which can be taught both formally and by implication. It is the structured continuation in school of the socialising process begun at home by parents and families.

In Lancashire, a sound working relationship exists between Social Services Departments, the Police, the PREVENT/CHANNEL team, Medical Practitioners, Community Health Workers, Voluntary Agencies and school for the protection of children.

As school has contact with children on a daily basis, teachers are particularly well placed to observe signs of abuse, changes in behaviour or failure to thrive. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the Child Protection Procedures to report their concern to the Social Services Department. Please refer to our Safeguarding Policy for further information.

Parents, who have any anxieties, can contact the Headteacher and Deputy Headteacher at any time, and the class teachers at the beginning or end of a school day.

## Behaviour

At Queen's Drive we take a positive and realistic approach to discipline. Our school code of behaviour is simple and easily understood. It is based on respect for one another and incorporates the values of respect, courtesy, honesty and tolerance. At Queen's Drive we:-

- behave sensibly and responsibly in class and around school at all times without disturbing others.
- are polite and helpful to staff, other adults and each other at all times.
- care for and are kind to others.
- follow instructions in a sensible manner.
- respect our own, others and the school property.
- line up, walk into school sensibly.
- are correctly dressed in school uniform at all times.



We are eager to promote team spirit and reward positive contributions from children. We have reward certificates, which are presented, in our weekly Achievement Assembly. These children can then wear their own clothes on the following Monday as an extra treat. These are gained by children who work hard, overcome a difficulty, behave well and tackle school tasks with enthusiasm and spirit or demonstrate the school values. Stickers are used on a daily basis to motivate and reward children. Our belief is that good behaviour is linked to self-discipline and positive reinforcement of good behaviour, rather than constantly reflecting on negative aspects of poor behaviour. This encourages children to develop a good self-image.

Education is a partnership between families and teachers, between home and school. Parents have rights, which are acknowledged and respected at Queen's Drive. They also have responsibilities – children need to sleep and must go to bed at an appropriate time for their age – a tired and irritable child will learn little. Children must be encouraged to arrive at school on time, to respect adult authority, to respect other children and to respect property. It is important that children are not encouraged to react to problems or difficulties in an aggressive manner.

Above all, parents should support the work of the school by discussing 'School Rules' with their child and assisting when possible, with their enforcement. Further support is evident within the Home/School Agreement which all new parents and children are requested to sign.

The school rules have been formulated for the safety and well-being of the children and to enable the school to function effectively. All children are expected to respect their



teachers, other adults and fellow pupils. They are expected to respect their own, and other people's property and to take care of schoolbooks and equipment. Damage to school property must be made good or paid for.

Children are required to be well behaved and attentive in the classroom. Children must walk while moving around school and should always conduct themselves in a quiet and orderly manner.

Physical violence of any type will not be tolerated. It may be necessary, from time to time, to reprimand children or to deprive them of privileges. In the event of serious cases of indiscipline, parents will be informed and consulted, in accordance with our Behaviour Policy. We expect staff to deal with the discipline of pupils in their care in a fair and consistent way and to obtain a healthy balance between rewards and sanction. In extreme cases of poor behaviour, the Headteacher has the authority to temporarily suspend any pupil. Should this process be unsuccessful, the Headteacher has the right to exclude a pupil permanently and parents can appeal to the School's Governing Body if they don't agree with the decision.

## **Bullying**

We consider bullying to be a very serious matter and deal with it promptly whenever it arises. We have a policy for dealing with bullying and we try to make sure that our response is swift and consistent. Where bullying has taken place, close contact is kept between home and school and closely monitored. If you are aware of your child or any child thought to being bullied, please get in touch with your class teacher as soon as possible.

## **Missing child**

Registers are taken at the beginning of the morning session and the afternoon session. If it arises that a child is missing, the parents will be informed immediately, and every effort will be made by school staff to locate the child. If the child is still missing by the time the parent arrives at school, the police will be informed.

## **Child Protection**

As part of the Local Child Protection Procedures, it may be necessary occasionally, for the school to refer cases of concern to outside agencies, as a constructive and helpful measure. Our Senior Designated Child Protection Officer is Mrs Gomersall. Our Child Protection Governor is Mrs C. Anderson.

## **Photography**

The school is very conscious of keeping your children safe. Parents are asked to complete a consent form on admission to school to allow photography for us in school and for local newspapers. As we have a number of children who can't be photographed, each event is treated on an individual basis as to whether parents can take photos at a school event. When parental permission is given, School may put photos on the website and twitter feed to celebrate children's participation and achievements.

## **Curriculum Information**

### **Curriculum**

Our curriculum is designed for our children, incorporating the National Curriculum and Early Years Curriculum to develop the full potential of each child. Our curriculum is rich, broad and balanced and takes heed of recent changes in society and technological



advances. We use our local area and school grounds and look at what extra our children need to thrive in our current world. The curriculum is knowledge focused with reading at the heart of the curriculum. It is reviewed regularly. By creating a happy and caring atmosphere the children can learn the skills of English and Maths, and through an exciting and stimulating environment and be encouraged to investigate, discover and create. The revised National Curriculum means that we now assess your children's progress against the following: below year group expectations, at age-related expectations and exceeding year group expectations.

The children are taught mainly by one class teacher although occasionally by another member of staff who may be a specialist in a particular subject. The teachers use a variety of teaching approaches to provide the most effective learning situation and to offer the maximum benefit of their expertise.

As there are a wide range of abilities in any group of children, it is accepted that children of similar ages will achieve different rates of progress. For example, at the age of seven some pupils may be capable of achieving beyond year group expectations, whilst slower learners may struggle to achieve year group expectations. Similarly, at the age of 11, some children may achieve beyond year group expectations, whilst the less able, despite doing their very best, may only be capable of achieving below expectations for their age. National testing takes place as a Baseline in YR, Years 2 and 6. Year 4 also have a multiplication check test.

The school curriculum includes the Core and Foundation subjects of the National Curriculum, which is delivered through a themed approach. Some subjects such as Music, PE, PSHCE and MFL are taught as discrete subjects with others incorporated into topic themes.

The curriculum is designed to:

- Enhance a child's knowledge, skills, experience and imaginative understanding.
- Promote moral values and a capacity to enjoy life and appreciate the need to maintain the quality of the environment.
- Prepare children to ultimately take an active part in society.
- Develop as much independence as possible.

An additional subject, Religious Education is also taught and follows the Lancashire Agreed Syllabus. This teaching has strong moral and spiritual tones and is broadly Christian in nature, but other religions and cultures are included. This is important as we live in a multi-cultural society and tolerance and understanding are qualities, which have to be learned. The children participate in a range of assemblies throughout the week – British Values, school Values, Singing and Achievement assemblies. Our Friday Assembly is particularly important and enjoyable as the children's achievements are shared and celebrated. Each term we invite parents into school on different days to celebrate their child's work in class.

Health and Sex Education are not taught as specific subjects but are covered in other areas of the curriculum especially in Science and PSHCE. The aim is to help children cope with the physical and emotional aspects of growing up. Care and sensitivity is shown in

matching the teaching to the appropriate level of maturity of the pupils. The new Relationships (RSE) policy sets out what is taught and when for each year group.

Parents may exercise an option to withdraw their child from Religious Education assemblies. If you are thinking of making this request you are very welcome to discuss the matter further with the Headteacher. Assemblies at Queen's Drive are largely moral rather than religious, and currently no children are withdrawn. Many of the assembly themes are linked to British Values or School values.

## **English**

The English curriculum is made up of spoken English, reading, writing and vocabulary.

### **Spoken English**

To speak clearly and convey ideas confidently using Standard English. They should learn to justify ideas with reasons; ask questions to check understanding; develop vocabulary and build knowledge; negotiate; evaluate and build on the ideas of others; and select the appropriate register for effective communication.

### **Phonics, Reading and Writing**

We will develop pupils' reading and writing in all subjects to support their acquisition of knowledge. Pupils will be taught to read fluently, understand extended prose (both fiction and non-fiction) and be encouraged to read for pleasure. As a school we will do everything to promote wider reading. We provide library facilities and set ambitious expectations for reading at home. Pupils will develop the stamina and skills to write at length, with accurate spelling and punctuation. They will be taught the correct use of grammar. They will build on what they have been taught to expand the range of their writing and the variety of the grammar they use. We teach Lancashire Red Rose Phonics and use a range of reading schemes that fit this scheme.

### **Vocabulary**

Pupils' acquisition and command of vocabulary are key to their learning and progress across the whole curriculum. Teachers will therefore develop vocabulary actively, building systematically on pupils' current knowledge. They will increase pupils' store of words in general; simultaneously, they will also make links between known and new vocabulary and discuss the shades of meaning in similar words.

## **Physical Education**

Physical Education within our school encompasses all the areas of activity set out in the National Curriculum. Consequently, your child will experience games, gymnastics, dance and athletics during both Key Stage 1 and Key Stage 2. In addition, both swimming and outdoor/adventurous activities will be introduced. At all times, a safe and supportive environment is provided for your child to develop individual skills, self-esteem and self-confidence in a variety of challenging situations.

Swimming forms a regular part of the physical education curriculum. We are very fortunate to have Fulwood Leisure Centre so close to our school, enabling us to teach swimming in groups split according to ability, under the guidance of class teachers and qualified swimming staff. All children will follow the swimming syllabus set out by Lancashire County Council/Education Authority. Currently children from Year 2 upwards go swimming.

## **Personal, Social, Health and Citizenship Education (PSHCE)**

At Queen's Drive Primary School, children experience a caring, safe, multi-cultural, secure and happy environment. The philosophy of the school is such that children and adults have a mutual respect for one another.

At our school, instances of bullying, racism or sexual harassment are not tolerated under any circumstances. All staff share a common approach to dealing with inappropriate behaviour for the good of all. We attempt to maintain the positive ethos of our school at all times, in partnership with parents and children.

The Governors and staff of Queen's Drive Primary School welcome the multi-ethnic nature of present day British Society and wholly oppose racism. Cultural diversity positively enriches our society and education should reflect this.

We further condemn all expressions of intolerance, either through remarks or conduct, and we expect that parents and pupils will think it right to adopt this attitude.

We ensure that the school curriculum and assemblies will promote multi-cultural education and positive attitudes to citizenship. It is important to note that the curriculum provides equal opportunities for boys and girls.

## **Special Educational Needs**

We recognise that, at some point of their education, a number of children will have special needs and difficulties and will require additional help or resources. It may be that this additional help or resource requirements are due to the fact that the child is encountering problems in the developmental areas of speech, language, learning, or are experiencing, emotional or behavioural difficulties.

Some children's special needs and difficulties are short term, whereas others will require support for a longer period of time. At all times the school will provide a positive, caring and secure environment in which each child will be given the opportunity to reach their full potential. It may be the case that differentiated work is required for this potential to be met.

Children with special educational needs and difficulties (S.E.N.D), are defined as those children who have a learning or behavioural difficulty which calls for special educational provision to be made for them.

### **A). Identification**

The school uses the Code of Practice for special educational needs and difficulties, for identifying children with SEND. Initial assessments, carried out in school, involve close liaison between the special educational needs co-ordinator and the class teacher. Parents of children are invited to discuss how best they can help their child to progress. In cases where children do not make sufficient progress with learning, the process can continue. This involves assessment by external agencies from the Local Education Authority, which may result in the drawing up of a document which provides school with valuable information as to the best strategies to use to help a child.

### **B). Delivery**

As a result of discussions between staff and the special needs co-ordinator, classroom teachers carefully plan delivery of the curriculum. Children with SEND can be differentiated during classes, and may, for example, be provided with different work

designed to meet their needs. For many children leaving school, who still have some identified SEND, the relevant information is passed on to the receiving school.

### C) Other Agencies

The school receives support on a regular basis from individual specialists, including the Educational Psychologist, Complex Learning Difficulties, Moderate Learning Difficulties, Speech Therapist and Co-ordinated Services for Language Support. A school Governor has a special interest in SEND and meets regularly with the co-ordinator.

### D) Access

Facilities exist to assist access to the school by pupils with disabilities. Ramps are in place to ensure safety and convenience. If, at any time, you are concerned about your child's development please do not hesitate to approach your child's class teacher. Your concerns will always be dealt with in a sympathetic way.

## Special Educational Needs – advice or complaints

Should you require information or have any complaints about the provision made for your child you should in the first instance, discuss them with the class teacher or the SENDCo, Mrs Smith. If there continues to be a problem this should be brought to the attention of the Headteacher. In very rare circumstances it may be necessary to involve governors. In these cases, the SEN Governor could be contacted Mr Z. Bapu who can be contacted through the school office.

## Assessment

The school has always assessed the performance of pupils in order to emphasise the strengths of individuals and their area of achievement, as well as to identify where more help is needed. Baseline Assessment procedures in Reception and SATs in Year 2 (TBC), provide initial information at Key Stage 1, in addition to diagnostic tests administered annually within school.

In the Summer Term, Key Stage 2 pupils take school tests in Reading, Writing, Spelling, Grammar and Punctuation and Mathematics, which enable the individual child's attainment to be measured against national standards. They are also given a reading test during the Autumn Term. We assess every term in these areas. Year 6 children undertake SATS in Reading, Maths and SPAG in May each year. Writing is teacher assessed.

Pupils in Year 1 undergo the national Phonics Screening Check in June each year and the Year 4 pupils undertake the Multiplication Tables Check in the summer term.

## Homework

Homework is given by class teachers as appropriate to the year group they teach. From the earliest days in school children are encouraged to be responsible for taking home relevant materials and returning them to school at the right time. You will be informed each week as to the homework requirements in each year group. We use SeeSaw to communicate homework.

Parent's co-operation is very much appreciated by the teaching staff in supporting and encouraging children to carry out their tasks and to develop a routine for organisation of their materials. The homework policy is available on the school website.

## School clubs

Over recent years the school has built up a wide range of extra-curricular activities, mostly operating during lunchtimes and/or after school. These activities are supervised by members of staff, or parents with particular interests, who have volunteered to help groups of children develop skills or interests.



Gardening Club



A list of extra-curricular activities are sent as part of the school newsletters or separate letter. This gives the day of the week, the time and any particular requirements or equipment that your child will need to take part.

Some examples that have been recently provided are a Science club, a Computing club, a Recorder club, a Gardening club and a Sewing club. As part of musical development the choir and recorder groups practice on a regular basis.



Sport also plays an important part of the school's extra-curricular programme. The school affiliates annually to the Preston School's Sports Council and participates in many of the competitions organised by this body. Such sports as football, netball, hockey, swimming, cross-country, Kwik-cricket, athletics and rounders have involved inter-school matches and competitions. We are proud of our sporting achievements at Queen's Drive.

Any additions or changes to the extra-curricular programme will be announced on a regular basis and you will be informed of any arrangements if your child has been selected to represent school in a particular activity or event.

Queen's Drive Primary School is the host school in Preston for the School Games Organiser. This person works within school to promote sporting and healthy lifestyles for the young people of Preston. This is a great honour to have this role in school and is testament to the schools' commitment to sport and healthy lifestyles.

We now have music tuition for keyboards, recorders and guitars. These lessons are held during school time and a charge is made to cover the cost of tuition. Application forms are available from the school office.

## School Inspection

The school will, under the framework regarding school inspection, ensure that all parents are informed fully of the process at the time of inspection. You will be asked to comment

on the school on-line and will be provided with a summary of the final report. The school was last inspected in December 2013. We were classed as an "Outstanding" school. We were extremely happy but know the hard work continues on our journey! Copies of the report are available on request. Any more information on inspection, which may be required, is available from the Headteacher.

## Our Healthy School

### Sex and Relationships Education

We provide a programme of SRE as part of our personal, social and health education curriculum throughout the school. The subject is dealt with in a factual, sensitive and caring way. Parents have the right to withdraw their children from these lessons, but there are elements of sex and relationship education that are taught as part of the Science curriculum and children cannot be withdrawn from this part of the curriculum. Your input at this time is welcome.

## Promoting a healthy school

The Governors of the school seek to guarantee a healthy learning environment for all the school's pupils, staff, parents and visitors.

We promote healthy living, exercise and educate our children to live healthy lives. The school takes part in the National Fruit scheme and encourages children to choose healthy options for break time snacks. Parents are asked to support the school with a healthy focus when preparing their packed lunch. Lunchboxes should include healthy food – sandwiches, yoghurts, fruit, a drink (no fizzy drinks), pudding (one piece of chocolate – no sweets). For younger children you may want to cut the fruit up for them. We also provide lunches from the 'Fresher Plus' menu from the LCC catering firm. This means that all lunches are prepared from scratch using fresh local produce. All children in YR, 1 and 2 will receive a free lunch should they wish to have a school dinner. **We are allergy friendly and currently a nut free school.** School dinners are currently £2.50 for children. All dinner money must be paid in advance on the Monday morning for the week / half term.

## School milk

A cup of milk is available each morning for children in EY/KS1 and can be purchased through 'Cool Milk'.

## School Health Service

Lancashire provides medical care for your children. Throughout their primary school days they will receive medicals at school. We will let you know when these occur and you will be notified of any problems.

## No Smoking

Smoking is not allowed in any part of the school premises or school grounds at any time. Our no-smoking policy applies to staff, parents and all visitors and users of the school. This sets a positive, healthy role model to all our pupils. This includes e-cigarettes and vapes.

## Water Bottles



We ask all children to always have a sports top water bottle in school. This may only contain water. We do not allow ones that require a bottle top. There is the opportunity to refill this during the day. This is brought home daily to be cleaned and filled.

## Snacks

Children are allowed to bring in their own fruit.

## School Rules

Our rules are based on the positive. The governors and staff wish to promote a safe, healthy and happy community and appreciate the parental support we receive regarding these issues.

## Illness

For safety reasons we do not like to have to administer medicines at school. However there have to be exceptions to this rule especially having medicines with food or for allergies, so please ask if it is a one-off or for the summer months for hayfever.

If the medicine has been prescribed by the doctor and has to be taken 4 times a day, we will then give the medicine to your child. This is because it is difficult to fit 4 doses of medicine into the day if none are given at school. Wherever possible we will observe the children administering their own medicines rather than us administering the medicine. This depends on the age of the child and nature of the medicine. Any medicines brought to school must be left in the School Office, clearly marked with written permission to supervise the pupil taking them. **Forms are available from school.** No medicines are to be left in classrooms apart from inhalers and epipens.

If a child becomes unwell or has an accident whilst at school, we try to make them comfortable until we are able to contact you. It is essential that parents or another responsible person, nominated as an emergency contact, can be contacted. Please keep us informed of any changes of address, telephone numbers and emergency contact.

Please remember that if your child is unable to attend school because of illness, a telephone call must be made that morning. All absences must be authorised.

If your child is physically sick or has diarrhoea, then our school policy is not to return to school for 48 hours. We follow county guidelines on this and other illnesses and contagious diseases.

## Absence

Please inform the school/class teacher of any impending absences and/or medical and dental appointments etc., in writing.

Some children are absent during school time. A leave of absence form must be completed if you require time off school for leave. Absences are only authorised in exceptional circumstances. We follow the new government guidelines, which means that if your child receives 5 days unauthorised in one term or 10 days over two terms, a referral



is sent into County who may decide to fine the parents. The fine currently stands at £120 per parent, per child. This is reduced to £60 if paid within a certain time period. Please refer to our attendance policy for full details on this.

We are always striving for better attendance figures.  
2021/2022 – attendance was an amazing 97%

## **Accidents**

Children occasionally have accidents in school, and we administer first aid to them according to the recommendations of the Local Authority.

If your child has received a bump on the head, they will be given a note by their teacher informing you and asking you to look out for any delayed reactions to the bump. If it is severe, you will receive a phone call.

The general advice, which we are given, is to treat injuries (the vast majority of which are cuts and grazes) by cleaning them and protecting them from dirt and infection. We are advised against the use of ointments as they risk allergies and damage to skin tissue. In general, we use clean water and a dry dressing, when felt necessary. An accident slip is provided for you if we feel you need to be aware of an injury that has occurred, although we do not report on minor injuries.

In the event of a real emergency, every attempt will be made to contact parents before a child is taken to hospital. It is important that we are informed of any disability, allergy etc. If your child has a recurring condition (e.g. asthma) it is essential we are informed.

## **Toys at school**

We don't allow toys being brought into school (unless for a special occasion) as they can accidentally become damaged or lost.

## **School Car Park, Parking and pick-up**

Due to the limited space in the school car park parents may not bring cars onto the school car park when bringing children to school or when collecting them in the afternoon.

Alternative parking arrangements have been made with Fulwood Leisure Centre and there is a small path to the school crossing point. Fulwood Police and the school have also received complaints from time to time from the residents of Queen's Drive with regard to indiscriminate parking resulting in blocking driveways. It would, therefore, be further appreciated if parents used the Leisure Centre car park whenever possible or park a further distance from school to avoid annoying local residents.

## **Governors' policy on charging**

A full copy of the school's charging policy is available from the school office for parents to view. If a parent requires a policy there may be a cost – these are all listed in the Freedom of Information policy, which is on the school website.

In accordance with the Education Reform Act (1988) and circular 2/89, the education provided in maintained schools for its registered pupils should be free if it takes place wholly or mainly during school hours. The Governors have therefore adopted the following policy:

### **a.) Education during school hours**

Educational visits of at least 50% of the school day will be funded by voluntary contributions from parents based on the cost per child. Failure to make a contribution in respect of a child will not result in differential treatment of that child, but should too few contributions be received, the trip may have to be cancelled. It is school policy that no child should be excluded on financial grounds alone. Children eligible for free school meals may be subsidised.

All children study music as part of the normal school curriculum and no charge is made for this. However, there is a charge made for individual or group tuition if this is not part of the National Curriculum which is a scheme between Lancashire Music Service and parents.

### **b.) Activities wholly or mainly outside school hours**

The Governors may wish to charge for activities outside school hours that are not provided specifically to fulfil statutory duties relating to the National Curriculum (or Religious Education).

It should be understood that participation in such an “optional extra” activity is on the basis of parental choice and willingness to pay.

### **c.) Residential visits**

If the school organises a residential visit in school time or mainly in school time, we ask parents to make voluntary contributions to cover the cost of transport and the activities undertaken. However, the Governors’ policy is that a charge should be made to all parents/guardians for board and lodgings arising from residential activities.

## **Finance**

### **Financial Support**

The school has some money to use within school for families that require financial support. This is at the discretion of the Headteacher. If you are struggling to pay for uniform or a school trip please do not hesitate to make an appointment with the Headteacher who will be more than happy to discuss the situation.

### **Charges for equipment**

The Governors may impose charges for ingredients, materials etc which are required for practical subjects. Children who break items of school property through its misuse or lose a school reading/library book are asked for an amount to replace the item.

### **Complaint’s procedure**

The Governors have adopted the LA model procedure for dealing with general or curricular complaints and this is available on the school website. Most concerns and/or complaints can usually be dealt with informally in school.

## Freedom of Information Act

The Governing Body has implemented procedures in line with the publication of the 'Freedom of Information Act 2000'. The policy is on the school website. Non-confidential information and documentation is available from the school office on request. Some items are chargeable.

## Equality

We are an inclusive school and will admit any child regardless of any disability or specific needs and this is stated in our admissions policy. Once we know a child is starting with specific disabilities, information is gathered from agencies involved with the family and child as soon as possible to ensure smooth transition into our school. We respect the decision a parent makes for their child to attend a mainstreamed school. We are a very caring school, and our children are extremely supportive of children that have special needs and disabilities. If we ever felt a child was being singled out for their disability this would be dealt with immediately.

## Parents and the School

One of our main aims is the development of a relationship between the teachers and parents to further the growth and development of the children. Queen's Drive is very keen to encourage as many parents as possible to become involved in the life of the school and in their child's education. A system of classroom support is in operation and any parent wishing to help out in school during the day is very welcome to do so.



Don't forget  
parents  
evening!

During the school year, celebration 'stay and learn' and other events give parents the opportunities to see something of the life and work of the school. Parents are given the opportunity to formally discuss their child's progress with teachers at the parents' evenings.

Parents' representatives on the School Governing Body are elected whenever a vacancy arises and serve for four years.

Parents are welcome to contact the school at any time. To avoid delay and disappointment it is better to telephone the secretary to make an appointment to see the Headteacher or a member of staff.

If you are pleased, then let us know! We need to be praised as well as the children. It makes us better workers too!

## Liaison with parents

We offer termly meetings to allow parents to:

- meet their child's teacher
- discuss their child's progress and learning targets with the class teacher
- discuss the child's annual report
- learn about curriculum areas, statutory assessments etc

We will also hope that parents will avail themselves of the opportunity to join us on occasions such as school concerts, sports days and social functions.

## Communication with parents

We provide effective channels of communication with parents. You will be informed of events taking place in school or items of interest via the following channels:

- a) Regular newsletters via email and on the website
- b) School website
- c) School Twitter Feed
- d) Letters (specific issues/events)
- e) Child's reading diary

Parents wishing to see either the Headteacher or a Class teacher are asked to telephone school and make an appointment if you are unable to catch them after/before school. Please do not be offended if we can't see you straight away if you pop into the office.

## QD Kids' Club

At Queen's Drive we have our very own After School and Breakfast Clubs. A whole range of activities are on offer to the children for a period of up to 2 hours at either end of the school day. Breakfast club starts at 7.15am and After School Club finishes at 5.50pm. Sports such as netball, football, hockey, table tennis and snooker, craft activities, drama, quiet reading areas and a whole range of games form part of the wide range of activities provided. Fun is had by all at what has proved to be a very successful club.

There is a charge of £5.00 per session for breakfast club and £8.00 per session for After School's Club. Information for both clubs can be made through the school office or on [kidsclubadmin@queensdrive.lancs.sch.uk](mailto:kidsclubadmin@queensdrive.lancs.sch.uk)

### DISCLAIMER

The information supplied in this document is in accordance with information at present available to the Governors at Queen's Drive Primary School and is believed to be correct at the time of printing, September 2023. In particular nothing herein prejudices the right of the Education Committee or any of its sub-committees, the Governors or the Head of the school, to make any decision relating to the school as it sees fit, without regard to whether this will affect the accuracy of any matters contained in this publication.

Further, neither the governors nor the school, nor the Local Authority, nor any member of the authority of the school, is deemed in any way responsible for any erroneous information in this document.

