
QUEEN ELIZABETH'S GRAMMAR SCHOOL PRIMARY PHASE

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A HANDBOOK FOR PARENTS



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INTRODUCTION

June 2020

Dear Parents and Carers,

Welcome to Primary Phase at Queen Elizabeth's Grammar School and we are delighted you have chosen Queen Elizabeth's for your child's education. We understand that this is a big step for your child and a major decision for you. On behalf of the Staff and Governors we wish you a very warm welcome to our 'QEGS Family.'

The highly motivated staff in the Primary Phase work hard to provide rich and varied educational experiences, which are both fun and challenging for our children. Pupils are constantly challenged and encouraged to achieve their maximum academic potential. The wider horizons of the curriculum are well catered for too: our Primary Phase pupils excel on the sports field and in the swimming pool. Throughout the school year the children take part in musical events and dramatic productions. Extra-curricular activities are numerous and enjoyed by all.

We aim to develop the whole child and to celebrate every pupil's many and varied accomplishments. Our boys and girls also use many Senior School resources. This familiarity is a real advantage when the time comes for transfer at 11 plus, which is automatic to our Senior School. Above all we want everyone to be happy and safe in our school, feel valued in their uniqueness and to "be the best they can be!"

This handbook is to be read in conjunction with the school website to cover all areas of school life. While we make every effort to provide in this handbook information we believe to be of use to you, there is no substitute for personal contact so if, at any stage, you have concerns about your child or questions you wish to have answered please do not hesitate to get in touch. We hope that it will help you and your child with the transition to school and to gain an understanding and insight into our school.

Finally, we would encourage you to be involved as much as possible with the school. Your child will greatly benefit by knowing you are interested in their progress, so we warmly invite you to involve yourself in your child's learning and to ensure that your child's schooling is a partnership in their learning journey in which we are all involved.

Yours sincerely

Mrs Heather Southworth
Head of Primary Phase

OUR BELIEFS ABOUT PRIMARY PHASE EDUCATION

AIMS OF THE PRIMARY PHASE

Queen Elizabeth's Grammar School Primary Phase retains the same independent-school ethos as the Senior School. We believe that every child is unique, each having their own special qualities that makes him or her stand out from the crowd. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives, becoming responsible citizens, who make a positive contribution to society.

Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices. We have the very highest expectations of our pupils in all aspects of school life, helping them to reach their full potential. We aim high, we believe in ourselves, we stand together, we are kind and we are responsible.

We encourage respect for others, self-respect, self-discipline and the basic virtues of honesty, kindness, fairness and politeness. Our pupils are very respectful and considerate of the feelings of others, supporting each other with kind words or gestures, caring for their environment and consequently creating a happy family atmosphere throughout the school.

PARTNERSHIP WITH PARENTS

As the initial educator in the life of their child, parents are considered essential partners in the educational process and are encouraged to be fully involved in all aspects of their child's development. We actively encourage dialogue between home and school. We work together to bring out the best in your child.

At the start of each year pupils are given a pupil planner which have a home-school agreement for both pupils and parents to sign. Once signed, they are a record of joint responsibility for the education of your child.

We expect our parents

- To ensure that their child has the best attendance record possible
- To ensure that their child is equipped for school with the correct uniform, PE kit etc.
- To do their best to keep their child healthy and fit to attend school
- To inform school if there are matters outside school that are likely to affect a child's performance or behaviour
- To promote a positive attitude towards school and learning in general

In return you can expect us

- To welcome you and your concerns
- To act in the best interest of your child
- To tell you of concerns when we have them
- To work hard, plan our lessons carefully and mark work regularly
- To report back to you at the appropriate times

We really value the involvement of our parents and carers and we ask you to support the school in a number of ways which include; helpers on school trips, stay and play sessions and parental workshops.

We will be holding a number of parental workshops throughout the year to help parents and carers with reading at home, guided reading, phonics, outdoor learning, mathematics and assessments. These will be beneficial when supporting children's learning at home.

PRIMARY PHASE STAFF

Head of Primary Phase: Mrs H Southworth

Deputy Head of Primary Phase: Miss K Presho
Mr O Halliwell

Reception Teachers: Miss E Armstrong
Miss L Holden

Year 1 Teachers: Miss A Pearson
Miss E Harris

Year 2 Teachers: Miss E Pearson
Miss C Ryan

Year 3 Teachers: Miss A Dwyer
Miss J Tattersall

Year 4 Teachers: Mr S Cooper
Miss K Presho
Mr O Halliwell

Year 5 Teachers: Miss N Jennings
Miss M Akhtar

Year 6 Teachers: Mrs L Bryant
Mrs Z Ebrahim

Part time teacher: Mrs A Rashid

Support Staff: Mrs L Taylor
Mrs S Daji
Mrs N Dutton
Mrs A Isap
Mrs M Patel
Mrs S Mitha
Mrs A Adam
Miss H Lodhi
Mr R Aslam
Mrs M Robinson
Miss J Whitelaw
Mrs A Vohra
Miss A Lohar

Office Manager: Mrs V Tighe

Additional specialist teachers: Mrs A Bamber – Sports and Swimming
Mrs L Mitchell – Music
Miss J Waddicor – Swimming
Mrs R Davison – Speech and Language Therapist

CURRICULUM PROVISION IN THE PRIMARY SCHOOL

The Early Years Foundation Stage (EYFS) (age 4 to 5 years)

Reception Classes

The Reception Unit accepts boys and girls from age four. All children must be toilet trained as they enter school. The Reception classrooms, at the very heart of the Key stage 1 building, are bright and spacious rooms where our very youngest children are offered exciting, enriching and stimulating activities to stretch them to their full potential. Well qualified, warm and caring Early Years trained staff ensure children gain the attention they need to make rapid progress but also to develop the close relationships with other children that make them happy to come to school. Reception children develop the skills outlined within the “Early Years Foundation Stage (EYFS)”. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through seven areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child’s healthy development and future learning. As children grow, the prime areas will help them to develop skills in four specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These seven areas are used to plan your child’s learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child’s unique needs. This is a little bit like a curriculum in primary and secondary schools, but it’s suitable for very young children, and it’s designed to be flexible so that staff can follow your child’s unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. The small, structured development steps in these areas ensure a solid foundation on which to build in Year 1. All activities are delivered through carefully structured play; through exploration and first-hand experiences with a true emphasis on building children’s self-esteem.

If parents wish to know more about the EYFS curriculum, then information is available on the DfE (Department for Education) website:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Key Stage 1 and 2 (Key Stage 1 ages 5 to 7 years, Key Stage 2 ages 7 - 11)

In Key Stage 1, the children learn through an exciting curriculum, which is planned and organised in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the range of additional exciting and creative activities to enrich the experience for the children. It also includes the 'hidden curriculum', in which children learn from the way they are treated and expected to behave. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true individual potential. Our timetable is flexible where possible, thus ensuring teachers have the ability to integrate lessons, allowing children to become immersed into learning and achieve the highest understanding. Some specialist teaching is undertaken in subjects such as French, Music, Physical Education (PE) and Swimming.

Throughout Key Stage 1 the learning begins to become more formal in readiness for a smooth transition into the Key Stage 2 curriculum and comprehensive transition activities are planned into the Summer Term of Year 2. Similarly at the end of Key Stage 2, we aim to prepare our oldest pupils for the transition into Key Stage 3 and again a full range of transition activities are planned into Years 5 and 6.

For both Key Stage 1 and Key Stage 2 we have a long term curriculum plans. These indicate the topics to be taught in each year group and when; it also shows the key texts to be taught in English. We build on the learning and experiences our children bring from their education in EYFS and the prior year; the plans are reviewed on an annual basis. With our medium-term plans, key skills are identified that underpin objectives and teaching strategies used when teaching each subject area. Our short-term plans are written on a weekly basis. The curriculum is designed to provide access and opportunity and stretch and challenge for all children. The curriculum is therefore tailored to be more personalised and is adapted to children's special educational needs.

We treat children as unique individuals and understand that they develop at different rates. We encourage them to work to their maximum capabilities, to "be the best they can...!" At a time of constant change in education, it is important that teachers keep abreast of new developments and initiatives by seeking and sharing best practice. Through courses organised by the Local Authority and a variety of other training providers, schools joining together to share skills and experiences, we know that the teachers at QEGS will always be fully prepared to meet the needs of our children and community.

Home Learning

Our pupils work very hard and the school day is packed with activities that leave many of our pupils quite tired at the end of the day! Pupils often have a busy programme of events outside school, which may include religious commitments, music, or sporting activities and events, which take up time after school. Pupils also need relaxation time with friends and family to widen their experiences beyond the classroom.

There are, nonetheless, some aspects of schoolwork, which can be reinforced purposefully at home. The main emphasis placed upon home learning in the Primary Phase is to allow our pupils the opportunity to apply their knowledge and skills beyond the classroom context.

Pupils in Years 1 to 6 will receive a homework grid with multiple tasks each half term linked to the learning in their class. These tasks will be varied and should be worked around pupil's activities and family commitments. We fully appreciate how important pupils home life is to their overall development and we do not want families struggling to complete homework at the expense of family time. As some tasks involve the use of resources, a weekly homework club will be held to

help pupils access materials for their activities or help them create their homework. Pupils can drop in to this club if and when they would like the support.

We will also hold a 'Homework Share' showcase once a half term where parents and carers will be invited into classrooms to share their child's/children's learning and homework. The dates will be shared via KKS, Class Charts and Class Dojo each half term. To read about the latest Homework Share, please click [here](#).

In addition to the homework grid, weekly spellings will be sent home for pupils to learn to then be tested on the following week and their scores for each test will be recorded in their planners. Daily reading is also vitally important to develop pupil's vocabulary and imagination. We would like our KS1 pupils to spend 10 minutes each day reading a book and pupils in KS2 to read for at least 20 minutes.

EYFS homework differs slightly. EYFS pupils are expected to read with an adult at home for 10 minutes each day. 'Home learning challenges' will be sent home or shared via Class Dojo to complete at home linked to the topic. Additionally, phonics sounds and work will be sent home to complement the sounds that the pupils will have been learning when the staff feel this would benefit the pupils.

If you would like any additional homework for your child/children please do not hesitate to contact your child's teacher and they will be more than happy to share further activities that would benefit your child/children.

OUR SCHOOL DAY

The Timetable

Reception - Year 2	
08:40-08:50	Registration
08:50-10:10	1
10:10-10:30	Break
10:30-11:45	2
11:45-12:50	Lunch/Break
12:50-13:00	Registration & Form Time
13:00-15:20	3 & 4
14:00- 15:20	Flexible break for KS1
15:20-15:30	Preparation for home/ Story Time
15:30	End of Day
Mon 15:10-15:30 Wednesday 15:10-15:25	Primary Phase Assembly Primary Phase Singing Assembly
Fri	KS1 Celebration Assembly

Years 3 – 6	
08:40-08:50	Registration
08:50-09:40	1
09:40-10:30	2
10:30-10:45	Break
10:45-11:30	3
12:15-13:25	Lunch
13:25-13:40	Registration & Form Time
13:40-14:25	5
14:25-15:10	6
15:10-15:30	Assembly
Mon 15:10-15:30 Wednesday 15:10-15:25	Primary Phase Assembly Primary Phase Singing Assembly
Fri 15:40	KS2 Celebration Assembly End of Day

Playtimes

EYFS pupils have access to the outdoors within their unit throughout the day, including the adventure playground and other outdoor areas too. Key Stage One pupils have two break times. Key Stage Two pupils have a morning break time. We have a selection of play equipment for children to use during playtimes. Please do not allow your child to bring toys into school, to avoid any damage, loss and subsequent upset. We will play outside in all weathers, therefore please ensure your child brings a **suitable coat** to school **every day**.

Healthy Snacks

The school is part of the School Fruit and Vegetable Scheme (SFVS) through the Children's Food Trust for EYFS and KS1 pupils. The fruit is available daily and is rotated on a weekly basis. EYFS pupils are able to have a warm snack during the morning. KS2 pupils are encouraged to bring a healthy snack such as cheese, yoghurt, wrap, small sandwich, fruit. Please ensure that all of the snacks are low or no sugar and do not contain any nuts.

Milk

Up until the day that the Reception children turn 5, they are entitled to free school milk. After this date parents have the option of continuing to receive milk for their child, throughout Reception and Key Stage 1, at a cost. This will be a chargeable service through 'www.coolmilk.com'. Whether your child is eligible for free milk or you wish to purchase milk, you must register your child with the Cool Milk Company.

Water Bottles

Children are actively encouraged to drink water at school. This helps to keep children adequately hydrated, alert and ready to learn. We have water fountains and coolers for the children to use any time they wish. We also advise that children may bring either a 250ml or 500ml water bottle to school. These bottles should be clear plastic, named and have sports tops to avoid spills. Whilst we allow children to top up and refresh their bottles during the day at the water fountain, we ask parents to be responsible for replacing and refreshing the bottles.

Lunchtimes

All pupils eat in the splendid dining hall in the Senior School known as Big School. A three week rotational menu, accessible via the school website, provides a wide selection of meals (both hot and cold) is offered (including vegetarian options each day) and special dietary requirements can be catered for, for medical reasons. Meals are prepared on the school site and healthy eating is encouraged and promoted.

For KS2 pupils, the cost for lunches is payable in advance through the school's secure online payment system, Scopay, which is accessible via the website www.qegsblackburn.com and for which you will be given login details.

There is always a hot meat and a vegetarian option, alongside sandwiches, jacket potatoes and hot or cold dessert or fresh fruit. We encourage children to be adventurous (obviously within any dietary requirements they may have!) and to try new things without forcing children to eat. We try very hard to give mealtimes a pleasant, family atmosphere. If we do encounter any problems or worrying patterns of behaviour with your child during lunchtimes, you will be informed immediately.

We have special Welfare staff assigned to the pupil's/year groups during lunchtimes.

Wrap-around Care

QEGS operates an extended hours service called Q-Plus, to help working parents.

We are able to offer a “Breakfast Club”, which offers a warm and friendly drop off point from 7.45 am. After breakfast they will be escorted to the Primary Phase, replenished and ready to start the day. This service is currently only available for children aged 4 – 12.

As part of Q-Plus, the School also offers an “After School Club” which provides flexible collection arrangements for parents who need to work late or find that meeting their children from school to be too much of a rush. The children are picked up from the relevant class by club staff and escorted back to Q-Plus where they can enjoy a snack, a range of activities and/or commence their homework.

If this is something that you may be interested in, please follow the link to our website for more information <https://www.qegsblackburn.com/primary/qplus/>

PRIMARY PHASE ASSESSMENT OF PROGRESS

Assessment

Effective assessment provides information to improve teaching and learning. The Primary Phase undertake two different but complementary types of assessment: assessment for learning and assessment of learning. The assessment of learning takes place at 3 main points throughout the year.

EYFS Assessment

In Reception, the staff plan exciting learning opportunities for the pupils based on the specific areas of learning outlined in the EYFS guidance. At the start of Reception, pupils will all complete a Baseline Assessment in line with the Government guidelines and this progress will be used as a starting point to their learning. Staff constantly observe and assess pupil's development and progress. Pupils are taught through a combination of whole class sessions, targeted groups activities or on an individual basis personalised to the pupil's ability. Progress is recorded and evidenced where possible using the Tapestry and next steps are generated for each pupil. This progress towards the Early Learning Goals is then collated in individual pupil Learning Journeys at our termly assessment points.

KS1 Assessment

In KS1 (Year 1 and Year 2), we have developed a comprehensive summative assessment program, conducted on a half termly and termly basis throughout the year (depending on the subject). Thus enabling us to track and set challenging targets for our learners. The core subjects of English and Mathematics assessments are moderated, analysed and used to set individual pupil/cohort targets. Interventions are then implemented where appropriate and reviewed on a regular basis. In Year 1, Phonics Screening tests are conducted during June. Our Year 2 pupils also complete the STA End of Key Stage 1 assessments in May. Parental meetings will be held prior to the assessments in Year 1 and Year 2 to give further details to parents.

KS2 Assessment

In KS2 (Years 3, 4, 5 and 6) assessment is very similar to KS1, building upon the assessments that have been undertaken in KS1 and again conducted on a half termly and termly basis throughout the year (depending on the subject). Again, the core subjects of English and Mathematics assessments are moderated, analysed and used to set individual pupil/cohort targets. Interventions are then implemented where appropriate and reviewed on a regular basis. In Year 4, Multiplication Tables Check (MTC) assessment is conducted during June. At the end of the school year Year 6, complete the Key Stage 2 National Curriculum Assessments in May. Parental meetings will be held prior to the assessments in Year 4 and Year 6 to give further details to parents.

Reporting to parents

Parents and carers receive a written report on their child's progress at the end of the school year. In the Michaelmas and Lent terms, parents are invited to a Parents' Evening to discuss progress with the form teacher. There are also Open Days, 'Stay and Play' sessions, 'Stay and Learn' sessions where parents and carers are welcome to come and take part in activities with their child and speak to members of staff within the Primary Phase.

School and home links

In the Primary Phase, we like to foster strong links between home and school. At this stage in a child's school career this is often done informally, on a day to day basis, usually by phone, e-mail or chatting to the form teacher at the end of the day. Most queries can be answered quickly by form teachers who are the most important person in your child's school day and have responsibility for your child's pastoral care.

If a parent or carer is concerned about any aspect of their child's education or indeed wishes to discuss their education in more detail, they should feel free to arrange a mutually convenient appointment with the form teacher, in the first instance via Mrs Tighe in the Primary Phase office to arrange a mutually convenient time. Occasionally a more formal conversation may be necessary: then an appointment can easily be made with the form teacher or the Head of Primary Phase as appropriate, again via Mrs Tighe.

Every child in the Primary Phase should have a school book bag to carry reading and library books, stationary equipment in Key Stage 2 and small items needed to and from school. Staff may also send home any school letters in book bags. Therefore, it is important that children bring their book bag to school every day and parents and carers check this each evening.

Children also have a pupil planner which must be brought to school each day and has essential agreements, code of conduct, pupil passwords and other useful information. These can also be used for easy communication between home and school. Please write anything in the diary which you wish the form teacher to know, and we will use it likewise.

SCHOOL POLICIES, PRIMARY PHASE PRACTICES AND WAY OF LIFE

The school has policies on a broad range of issues approved by the Governors. Among others, these include:

- *Admissions policy*
- *Behaviour policy*
- *Curriculum policy*
- *Health and Safety policy*
- *Health and Safety policy*
- *EYFS policy*

All of our policies are available via our school website and they are continually updated and added to the website.

Hard copies of policies are available on request by emailing the Director of Business & Finance patkinson@qegsblackburn.com:

We also report to parents about academic performance in the Head's beginning-of-term letter, the Primary Phase letters, via our media platforms and our school website and detailed information on academic results is available if requested. There is a complete staff list on the school website and also a list of current governors.

We have some nominated governors in key areas who liaise with the School on these areas and report back to the Board of Governors.

These are:

- Mr David Peat (Safeguarding/Child protection)
- Dr Kathleen Whyte (Special Educational Needs)

Our Chairman of Governors is Mr David Peat

Assemblies

All children participate in departmental assemblies, which are an important part of the life of the school. Once each week, there will be a 'Celebration' assembly, where the emphasis is placed upon personal achievement. Each member of staff will nominate a child from their class to become 'Star of the Week', announcing the reasons in assembly. The children will be given a signed certificate to take home. All the children's House Points are collected and tallied from the previous week. The winning House is revealed during this assembly.

During our assemblies the children gain confidence through their participation in singing, reading aloud, dancing and celebrating each other's achievements and all children take part in our annual Christmas Production which is showcased to our parents

There is also a specified departmental assembly with a focused theme each week. Although there is a British Values, PSHE foundation to them, we happily reflect the importance of the major faiths and special or cultural celebrations throughout the year.

Charities

The Primary Phase pupils, families and staff undertake several activities during the school year to support charities. We try wherever possible to support a variety of children's charity projects to help children who are not as fortunate as our own children and those in our care in the Primary Phase. Particular favourites are charities pertinent to the lives of the children in the department. Two such charities supported recently have been "Cancer Research" and "Children In Need".

Child Protection

The school has a well-established child protection policy (please see the school website for the full school policy) and staff regularly receive safeguarding training. The Head of Primary Phase is responsible for all aspects of the pastoral care of Primary pupils. Any serious concerns will be reported to Mr N Vyse, Deputy Head or Mrs R Cox, Deputy Head (who are the designated persons for Safeguarding and Child Protection issues in the QEGS community).

Complaints

For Primary Phase:

The Head of Primary Phase will make a written record of all complaints and the date on which they were received. This record will be kept for at least three years. Should the matter not be resolved within 10 working days or in the event of failure to reach a satisfactory resolution then

parents will be advised to proceed with their complaint in accordance with the school complaints policy and procedure (please see the school website for more details).

Emergency Contact Details

Parents and Carers of children starting in the Primary Phase are asked to provide specific information which is recorded on both our Application Form and Emergency Contact Form, including:

- ◆ Home address and home telephone number
- ◆ Work telephone numbers of both parents/carers (if applicable)
- ◆ Mobile telephone numbers of both parents/carers (if applicable)
- ◆ An e-mail address
- ◆ Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the Primary Phase in case of emergency, for example, a childminder or grandparent (who will be named as the first and second emergency contacts)
- ◆ Information about any person who does not have legal access to the child.

We ask all parents and carers to inform school immediately of any change of address or contact details. This information is updated each year at the start of the school year where new emergency contact forms are issued.

We provide parents and carers with several contact telephone numbers for school for the occasions when parents and/or emergency contacts are not able to collect the child. They should inform the Primary Phase office or main office of the name and telephone number of the person who will be collecting their child. The authorised person must know the parental password for staff to release the child in to their care.

We also inform parents that in the event that their children are not collected from the Primary Phase by an authorised adult and the Primary Phase staff can no longer supervise the child, we will contact the Q-Plus staff. Parents and carers understand that additional costs will be incurred once their child has been taken down to use the Q-Plus Extended Hours Service.

Times of all late collections will be noted in the Q-Plus register and the Bursar's office will charge for the provision as appropriate.

Extra-Curricular Activities

Primary Phase staff will run a club each week during one lunchtime: 12:15 – 12:45 for KS1 and 12:50 – 13:20 for KS2. Children will be given a list of activities they can choose from and these will be offered each half term or term depending on the club. There are also a range of sporting clubs throughout the year that will take place between 15:50 – 16:40.

Lost Property

This should never be an issue if all children's belongings are clearly named as requested.

We encourage children to feel responsible for their belongings and provided that all items are named, it is easy to return the occasional item that has strayed to its rightful owner.

There is a box next to the Primary Phase office containing any items which are unclaimed. If your child has lost an item, please check here first if an item is missing.

Absences from school

It is vital that children are in school every day. However, we know that children can be ill, on these occasions please ensure you inform **Mrs Tighe** in the Primary Phase Office **before 9:00am on 01254 686311** if your child is absent. On return to school, the child should bring a signed note from their parent explaining the cause of absence.

Please note that if you feel that your child is well enough to be in school then they should be able to participate in the full curriculum including our weekly Swimming and PE lessons.

Absence from school for any reason other than illness is not allowed without obtaining prior written permission well in advance from the Head, Mrs C Gammon. This must come in the form of an email request. Also try to ensure medical and dental appointments are outside the school day, however if this is unavoidable we will require evidence of the appointment card to record the absence correctly on the registers. Absences are recorded and regular absences are reported to the Local Authority. If your child has unacceptable number of absences a letter will be sent home requesting you to attend a meeting with the Head of Primary Phase to explain your child's absence.

Medical Matters

Many members of the Primary Phase Staff are qualified first aiders. If your child becomes ill or injured whilst at school, every effort will be made to contact you or your emergency contact if you are not available. Therefore, **it is essential that all emergency contact numbers are kept up to date.**

To protect all our children, we rely heavily on all parents accepting and adhering to the guidelines below:

Children should NOT attend school if they have:

- An infectious illness
 - A particularly heavy cold and/or sore throat
 - An infectious skin condition
 - Been sick overnight
 - Had diarrhoea overnight
- } They must stay off for 48 hours, as they must if they have had a temperature.

If your child has been in contact with an infectious disease s/he has not had, s/he should not return to school until they are no longer infectious.

Head lice are an unfortunate fact of school life! We have a particularly stringent policy regarding head lice and fortunately, occurrences within the department have been rare. If you do notice eggs or lice in your child's hair, please treat them immediately and inform your child's class teacher. A standard note will go home to all Key Stage children, advising all parents to check their own child and treat if necessary. Please consult with your local chemist as to the current medication advisable, as this changes regularly.

Medicines

Although it is often appropriate for children to remain at home whilst they are taking any medicines, from time to time children may be in school whilst still receiving a course of medication from the doctors. It is always preferable for parents to administer medication. If it is not possible to do this, the prescribed medicine must be handed into the Primary Phase office and there must be a medicine form completed and the medication to be in its original packaging and be clearly labelled with the child's name and form and have accurate dosage instructions attached. This is observed as given consent for a trained member of staff to administer medication as per the instructions. **We will not administer any medication unless the above guidelines are adhered to.**

For asthma sufferers, one spare, labelled ventilator must be kept in school. Similarly, for EpiPen users (for children with acute risk of anaphylaxis), the school will require a detailed meeting with parents to assess risk factors and medication to be kept in school.

Legally, schools are not bound to administer medication to children and although every effort will be made to carry out such administration of medicines via a trained member of staff, we cannot make any guarantee regarding such requests.

Infectious Diseases, Skin Conditions and Minor Ailments		
Disease	Incubation Period	Exclusion Period from School
Chicken Pox	11 – 21 days	10 days
Diphtheria	2 – 5	Until diagnosed fit by the GP
German Measles (Rubella)	14 – 21	7 days
Glandular Fever	33 – 49	Until diagnosed fit by the GP
Hepatitis A	15 – 50	7 days
Impetigo		Until treatment has started
Measles	10 – 15	7 days
Meningococcal Infection	2 – 10	Until diagnosed fit by the GP
Mumps	12 – 21	Until diagnosed fit by the GP
Pediculosis (Lice)		Until treatment has started
Scabies		Until treatment has started
Scarlet Fever	2 – 5	Until diagnosed fit by the GP
Shingles		7 days
Tuberculosis	4 – 6 weeks	Until declared to be non-infectious

Lateness and Non-collection of Children

In the event that a child is not collected by an authorised adult at the end of the school day, the Department puts into practice agreed procedures.

If a child is not collected at the end of the School Day, we use the following procedures:

- ◆ The child's class teacher will check with both the Primary Phase office and Main office for any information about changes to the normal collection routine of the remaining child.
- ◆ If no messages have been left and no information is available, parents are contacted at home or at work immediately.
- ◆ If trying to contact parents proves unsuccessful, the adults named as emergency contacts who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the Emergency Contact Form are contacted. The adult collecting the children must have the family confidential password before being allowed to collect the child.
- ◆ If no-one can be contacted to collect the child, the child will be taken to Q-Plus Extended Hours Service. Parents will be charged for this service. Q-Plus and/or a member of staff will continue to try to contact the child's parents and emergency contact numbers. In the unlikely event that the child has still not been collected by the time Q-Plus is closing at

6pm, or staff are no longer available to care for the child, we will contact the local authority Children's Assessment Team.

- ◆ At this point, a full written report of the incident will be recorded.
- ◆ At no time will a member of staff take a child home or leave a child alone in the building.

Late arrival to school

Please ensure that your child arrives to school on time. School begins at 8.40am and children begin lessons after registration at 8.45am. If your child arrives late to school it will have a serious impact on their learning for the rest of the day. If your child arrives late a letter will be sent home to remind you of the importance of arriving to school on time. If your child continues to arrive at school late, you will be requested to attend a meeting with the Head of Primary Phase and the Headmaster, Mrs CY Gammon You will be asked to explain why you are unable to ensure your child arrives at school on time.

Pastoral care and Discipline

Our school motto for 2020/21 is 'show kindness in everything that you do'

The Primary Phase has five key values. These values are displayed in the Pupil Planners, in every classroom and in communal areas of the Primary Phase buildings. These Values are reinforced by teaching and learning in all areas of our curriculum, through our programme of assemblies and by the expectations we set in all of our day-to-day interactions.

The Values are:

- We aim high
- We believe in ourselves
- We stand together
- We are kind
- We are responsible

The Primary Phase expectations are outlined in the Pupil Planner, through the Primary Phase Values and the Home/School Agreement and we expect parents and pupils to read and support these values. We believe that pupils develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the school as a whole and in order to promote good relations between the school and the community.

- Pupils will be polite and respectful at all times to members of the whole school community and visitors.
- Pupils will be punctual in their attendance at registration, lessons, assemblies and other organised activities.
- Pupils will not take another's property.
- Pupils will care for the school environment and not drop litter.
- Pupils will not bring expensive items into school.
- Pupils will be respectful and quiet when moving around the school site.
- Pupils arriving late at school will report to Main School Reception and their Form Teachers.
- Absence from school for any reason other than illness is not allowed without obtaining prior written permission from the Head.
- Pupils must comply with the specific rules of behaviour on school coaches. Compliance of our rules of behaviour also includes school trips and events, where every pupil serves as a representative of Queen Elizabeth's Grammar School.
- Correct school uniform must be worn including specified kit for PE, Games and Swimming. (No extreme hair styles or jewellery permitted.)

In order to appropriately reward and sanction pupils, staff in KS2 will use the Positive and Negative Behaviour Charts displayed in all teaching rooms alongside Class Charts; in EYFS and KS1, staff will use 'Traffic Lights'. Misbehaviour will be handled quickly and calmly so that the pace of a lesson is not lost and further disruption is minimised.

House System

All children are allocated into one of six Houses on arrival into school. They are: **Drake, Frobisher, Grenville, Hawkins, Howard and Raleigh.**

Throughout the school, this develops a family atmosphere in and between children of all ages, developing loyalty and team spirit.

To promote an inclusive and friendly environment we also allocate each child a rainbow colour group. These mixed aged groups meet on a half termly basis to take part in friendship, charity and whole school themed events.

Responsible Internet Use for Children

The school has computers and internet access to help our pupils' learning. The following code of practice will keep everyone safe and help us be fair to others. Parents and carers are asked to go through this code with their child, as these are taught and reviewed regularly in lessons.

- ◆ I will access PCs and programs with my own login and password, which I will keep secret
- ◆ I will not access other people's files
- ◆ I will only use the computers for school work
- ◆ I will not bring CDs, DVDs or a memory stick into school
- ◆ I will ask permission from a member of staff before using the internet
- ◆ The messages I send will be polite and sensible
- ◆ I will not give my home address, telephone number, e-mail address or personal website details, or arrange to meet someone, unless my parent, carer or teacher has given permission
- ◆ To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like
- ◆ I understand that the school may check my computer files and may monitor the internet sites I visit.

Safety and security

The whole school has a carefully monitored Health and Safety policy. The Primary Phase is enclosed and all doors are fitted with appropriate locks to ensure security. Playtimes and lunchtimes are always supervised. All children receive regular drills and practices in fire safety. For reasons of safety, children are not allowed to wear jewellery of any kind. All staff and visitors will wear a visible identity badge when on the school premises or on trips.

Sun Protection

We believe that developing a '**SunSmart**' sun protection policy is an important step towards encouraging good health now and in the future for our children and plays a vital role in our firm

belief in the 'Every Child Matters' principles which underpin the aims of the Primary Phase in keeping all our children safe and healthy.

'SunSmart' is the national skin cancer prevention campaign run by Cancer Research UK. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public. The five key prevention messages are:

Spend time in the shade between 11am and 3pm

Make sure you never burn

Aim to cover up with a t-shirt, hat and sunglasses

Remember children burn more easily

Then use high factor sunscreen.

Transport Arrangements, Traffic and Parking

Primary Phase children enter school via the entrance on Dukes Brow. For reasons of safety, cars are not permitted on school premises.

For safety and security, school gates are locked after 8:50am and only unlocked for 3:25pm. Please take full responsibility for your child once you have collected them from the Primary Phase, as the school drive accesses directly onto Dukes Brow – which is effectively a main road.

We realise that parking is difficult owing to the size of the school. It is therefore vital that all parents drive and park with care and consideration for others and our immediate neighbours. The safety of our children is paramount.

Uniform

We want our pupils to take pride in their appearance and in being instantly recognisable as part of the Queen Elizabeth's family. The uniform colours at Queen Elizabeth's are royal blue and grey with red and white trim. A detailed list of uniform requirements is set out below and can also be found in the Pupil Planners. The official outfitter for school uniform supplies is "Grays", which has a store in Blackburn, on Northgate (tel: 01254-51425).

The school has a 'nearly new' uniform shop for parents to donate items of uniform that have had very little wear which in turn are sold to raise funds. Please contact school for details.

All items of school uniform are compulsory.

All items of school uniform must be clearly labelled with your child's name.

Uniform for School Girls

Winter:

- ❖ SKIRT: Pleated check skirt with elasticated waist.
- ❖ BLOUSE: White blouse
- ❖ BLAZER: Royal blue school blazer with school badge.
- ❖ TIE: elasticated house tie for EYFS and KS1 pupils and non-elasticated house tie for KS2.
- ❖ JUMPER: school long sleeved, v-necked pullover/ cardigan (grey with red/royal blue trim).
- ❖ SHOES: black, flat heel, polished shoes with appropriate fastenings. No boots, trainers, open toed sandals, or high/block heels.
- ❖ SOCKS: light grey knee socks or grey tights.
- ❖ COAT: school plain navy or dark coloured, waterproof outdoor coat
- ❖ HAIR ACCESSORIES: School red/royal blue scrunchie or plain black, navy or tone in with hair colour **Please note** – this is compulsory for all hair below shoulder length.

- ❖ HATS/GLOVES/SCARVES: school red fleece hat /gloves /scarf or plain red/blue or black.
- ❖ BOOKBAG/RUCKSACK: royal blue bookbag (EYFS and KS1) Rucksack (KS2) bearing the school logo.
- ❖ UNDERWEAR – Spare pair of underwear in school in case of accidents.
- ❖ WELLIES – pair of wellies and waterproofs in school to enable children to go outside in all weathers. (EYFS)

Summer:

As for winter but with the following:

- ❖ DRESS: **optional** school summer dress instead of skirt and blouse.
- ❖ SOCKS: **optional** white socks.
- ❖ CAP: **optional** royal blue school baseball cap bearing the school logo for sun protection.

Uniform for School Boys

Winter:

- ❖ TROUSERS: grey school trousers with elasticated waist OR grey school shorts with elasticated waist.
- ❖ SHIRT: White shirt.
- ❖ BLAZER: Royal blue school blazer with school badge.
- ❖ TIE: elasticated house tie for EYFS and KS1 pupils and non-elasticated house tie for KS2.
- ❖ JUMPER: school long sleeved, v-necked pullover (grey with red/royal blue trim).
- ❖ SHOES: black, polished shoes with appropriate fastenings. No boots, trainers, open toed sandals.
- ❖ SOCKS: light grey socks. (light grey knee socks with school colours to be worn with shorts).
- ❖ COAT: school plain navy or dark coloured, waterproof outdoor coat
- ❖ HATS/GLOVES/SCARVES: school blue fleece hat /gloves /scarf or plain red/blue or black.
- ❖ BOOKBAG/RUCKSACK: royal blue bookbag (EYFS and KS1) Rucksack (KS2) bearing the school logo.
- ❖ UNDERWEAR – Spare pair of underwear in school in case of accidents.
- ❖ WELLIES – pair of wellies and waterproofs in school to enable children to go outside in all weathers. (EYFS)

Summer:

As for winter but with the following:

- ❖ CAP: **optional** royal blue baseball cap for sun protection only.
- ❖ SHIRT: **optional** short sleeved shirt

Uniform for Physical Education and Games:

All children will have a weekly swimming lesson and all pupils will take part in PE/Games sessions each week. Children sometimes use their full PE kit as an alternative uniform on trip days. Please see details below.

All items of PE kit are compulsory.

Every item of PE uniform must be clearly named.

The full PE kit should be brought to school each **Monday** in a school royal blue drawstring bag for EYFS & KS1 and KS2 sports bag (any style). This will hang on a hook with the child's coat in the classroom.

Swimming kit should be brought on the appropriate day as advised by your child's form teacher, in a school red drawstring bag.

For reasons of safety, children should not wear religious emblems, watches and jewellery.

PE and Games Uniform for Children

- ❖ TOP: white polo shirt with school logo and **optional** rugby top for KS2
- ❖ SHORTS: red shorts with royal blue panel for boys; red skirt for girls.
- ❖ SOCKS: short white PE socks.
- ❖ SHOES: light trainers with a light coloured sole (white is preferable)
- ❖ TRACKSUIT TOP: **optional** royal blue with red stripe.
- ❖ TRACKSUIT BOTTOMS: **optional** royal blue with red stripe (same as the junior tracksuit)
- ❖ SWIMMING COSTUME: plain black swimming trunks; one piece swimming costume for girls.
- ❖ SWIMMING CAP: white swimming cap bearing school logo.
- ❖ P.E. BAG: Royal blue school drawstring PE bag with school logo (EYFS & KS1) any larger sports bag (KS2)
- ❖ SWIMMING BAG: small red school drawstring swimming bag with school logo.
- ❖ SHIN PADS for KS2 pupils

TIPS TO HELP YOUR CHILD BE A HAPPY, SUCCESSFUL LEARNER

Whilst most of the following tips are common sense, you may wish to use the list as a handy checklist to help your child make the most of their time at school:

General

- ✓ Take an active interest in your child's school life.
- ✓ Encourage your child to eat a variety of foods.
- ✓ Always inform the school about things which may affect your child.
- ✓ Find time to visit the classroom every now and then to see what your child is doing.
- ✓ Play games with your child.
- ✓ Be on time to collect your child.
- ✓ Ensure your child can use the toilet independently.
- ✓ Help your child to un/dress themselves with minimum help.
- ✓ Teach your child to tie a bow and do shoe laces.
- ✓ Teach your child to tie a Junior school tie – ready for Year 3

Readiness to learn

- ✓ Ensure your child has enough sleep (10-12 hours).
- ✓ Try to make sure your child is calm before coming into school.
- ✓ Ensure they have breakfast before school.
- ✓ Ensure they have a drink before school.
- ✓ Bring a water bottle to school. (250/500ml with sports top)
- ✓ Take your child out and about. (A lot of education presumes they have been to the beach, a zoo, the park etc.)
- ✓ Let them shop using real coins.
- ✓ Cook with them at home.
- ✓ Support children to use a pair of (blunt ended) scissors
- ✓ Support children to hold a pencil using a tripod grip (pencil resting on the middle finger and gripped lightly by the thumb and first finger)
- ✓ Help children recognise/write their name
- ✓ Encourage children to be able to distinguish some letter sounds and recognise some numbers.
- ✓ Encourage children to play co-operatively

Daily routines

- ✓ Stick to a routine each morning and evening.
- ✓ Have a calm morning routine.
- ✓ Greet your child warmly at the end of the day with a positive comment and smile.

Homework and diaries

- ✓ Develop a good home learning routine.
- ✓ Support your child's home learning so you are learning and sharing together. (It should not be done in the car or done for them!)
- ✓ Inform teachers if someone different is collecting your child.
- ✓ Check the calendar and newsletters for important events, dates trips etc.
- ✓ Check the book bag daily for letters and respond promptly, if necessary.
- ✓ Read all the school letters carefully.

Reading

- ✓ Find 10 minutes to sit quietly with your child and hear them read.
- ✓ First thing in the morning is a very good time.
- ✓ Put in a comment and sign the reading diary each day.
- ✓ Recite nursery rhymes with them.
- ✓ Practise letter sounds.
- ✓ Read fairy stories from books. Many children only know the video Disney version.

Skills to learn at home which make a difference

- ✓ Teach your child to use a knife and fork properly.
- ✓ Teach a comfortable pencil grip. (Pencil resting on middle finger and pinched lightly between thumb and finger.)
- ✓ Check letter and number formation used at school so they can be reinforced at home.
- ✓ Involve your child in writing at home – lists, notes, letters and reminders.
- ✓ Count and recite numbers as part of everyday life – e.g. count going up the stairs, count place settings, count in twos pairing up socks etc.

Uniform

- ✓ Name all clothing and footwear.
- ✓ Tie girls' hair back with scrunchie, plain navy/black bobbles or tone in with hair colour if below shoulder length.
- ✓ Remember the correct uniform and PE kit.
- ✓ Check your child's hair for head lice regularly.
- ✓ No jewellery or nail varnish

Universal truths which count

- ✓ Let your child be a child.
- ✓ Work with the school – we are a partnership working together for your child.
- ✓ Trust the staff – we have your child's best interests at heart.
- ✓ Do not pressurise children into trying to perform beyond their ability.
- ✓ Be encouraging!
- ✓ Be positive!
- ✓ Be happy!
- ✓ Praise them!
- ✓ Enjoy your child, every day is special!