

# Queensgate Foundation Primary School



**INFORMATION BOOKLET**

Dear Parents/Carers,

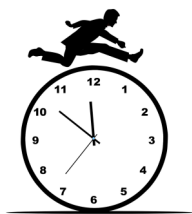
Firstly, may I take this opportunity to welcome you and your child/family to Queensgate Foundation Primary School; if at any time you have any queries please do not hesitate to contact me or Miss Rorich and we will do our best to help.

The information contained in this booklet is to help provide you with an idea of some of the procedures which operate in school in order for things to run smoothly.

**As some parents may be new to School life please bear in mind the following procedures:**



Please drop your child off at school in the morning at the correct drop-off point; please do not use the main entrance. All school doors open at 08.40am and lessons start immediately.



If your child arrives after 08.55am he/she will be marked as absent/unauthorised and will need to be signed into the late register situated in the school office. Please remember that a late arrival into class is not only unsettling for your child but also interrupts other learners. A great deal of learning time is lost when children are not ready to start their lessons on time. All children need to be in school by 08:40am.

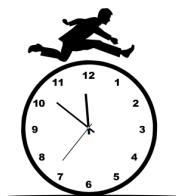


If your child is absent, please ring School on the *first* day of sickness between **08.00am – 09.00am**. **It is important that you let the office know your child will be absent.** We will advise your child's class teacher of the reason for absence.

When your child returns to School please make sure you send in a letter on the first day back giving the reason for absence. If this is not forthcoming, your child's absence will be recorded as an unauthorised absence; the Education Welfare Officer will follow this up when the registers are checked and a home visit will be made if it is felt to be necessary.



Please try to make medical/dental appointments for your child out of school time. The school appreciates that in the case of hospital appointments this is not always possible. If your child has a medical appointment during the School day you may pick him/her up early or bring him/her in late. To avoid an unauthorised attendance mark, a copy of the appointment card/letter is required in advance, as evidence for your child's absence. Such appointments should not necessitate your child being absent for the whole day, save for exceptional circumstances. Your child may be registered in the morning and then collected at the appropriate time. You should also inform the office as to whether your child will require a lunch.



If your child is going to be late, for whatever reason, but will arrive in School in time for lunch please phone School **before 09.00am** to book a school lunch. It is **important** to note that we have a number of pupils in school who have **nut allergies**; please ensure you **do not** give your child any nuts or foods containing nut ingredients. We aim to be a NUT FREE school.



Dinner money is currently £11.85 per week (£2.37 per day) although it is free for all pupils in Reception, Year 1 and Year 2. The school is cashless and operates an on-line payment system, which enables you to pay for dinners, trips, breakfast club, afterschool clubs etc. Once your child has started school you will be provided with an online code, which will allow you to register and make payments using SCOPAY. It is important that you register on SCOPAY using the code provided within 48 hours of receiving it. The on-line system also enables you to book appointments for parent consultation evenings later in the year.



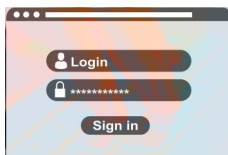
Your child will take part in P.E. etc. at various times during the week, so please make sure your child wears their **named** P.E. kit on P.E. days.



**Please ensure all uniform is named** – it is very hard to reunite unnamed lost property with owners! We do not store lost property. If items are not claimed within one week they will be disposed.



At times your child will bring home letters, which may need to be signed and returned. **PLEASE** fill in the slips and return them to the School office immediately (most only take 30 seconds to complete!); so much time is taken up supplying copies and then ‘chasing’ parents for missing letters etc.



For Health and Safety reasons if you need to enter School at times other than “drop-off/pick-up” times e.g. you have been telephoned because your child is ill, or you are picking them up for an appointment etc., **it is essential that you sign your child in or out at the main entrance** using the electronic system in the foyer. Please ensure you contact the school office if you are intending for your child to be collected by anyone other than yourself. We will **not** let your child go home with anyone else unless we have been notified.



**Medicines will only be administered to your child** if you have completed the necessary medication forms, which are available from the carousel in the foyer.



Beatrice Avenue is a busy road and used by a number of buses and coaches - you are respectfully requested **not** to park in the School car park – The car park is for **Staff ONLY** and space is very limited. Only drivers with a valid **displayed** Blue Badge can use one of the three disabled parking bays if free. Please refrain from using the car park entrance as a turning point or parking on the zigzag lines outside school. Parking is available in nearby roads.



We have three available disabled parking bays within the school car park. If you need to use one of these spaces please notify the school office of your car registration number; this will enable you to access the car park. All disabled drivers must display a valid Blue Badge.



If you visit the school at any time during the school day please ensure you sign in using the electronic system situated in the foyer and wear your badge. Please don't forget to sign out when you leave.



If you are attending any school assemblies, meetings or functions please ensure you arrive in time for the start; late arrivals are disruptive.

**Please remember, that whilst you are on the Queensgate site it is expected that, like all visitors, you will follow the Queensgate code .**



Queensgate Foundation  
Primary School



- To use good manners all day, every day.
- Listening to teachers, adults and other children
- Being polite
- Being gentle
- Being helpful
- Looking after ourselves, other people and our school, inside and outside
- To make sensible choices
- Remember to say sorry if necessary
- Always tell the truth
- Be proud of ourselves, our uniform and our school



Working Together for a Successful Future

## Online Safety



Due to increased access to numerous different technology platforms, many children are at a greater risk of online grooming, cyber bullying and exposure to inappropriate or illegal content online. At Queensgate Foundation Primary School we believe that promoting online safety plays a critical role in protecting our pupils online. We are writing to you today as we believe it is important for us to work in partnership with you as a parent, to keep pupils safe online.

Our online safety measures enable us to provide an environment for all our pupils to thrive, grow and learn, whilst staying safe online. We put these measures in place through policies and security provisions which safeguard pupils against unsuitable content and contact, and ensure they maintain appropriate conduct.

These policies include our Child Protection and Safeguarding Policy, ESafety Policy, Acceptable Use Agreement, Pupil Home School Agreement and Staff code of conduct, which outline the proper use of technology for both pupils and staff. If any incidents breaching these policies occur, they are logged and managed in accordance with the relevant policy.

We have a number of procedures in place to ensure children cannot access unsuitable websites when using school technology, including software which blocks all websites with adult, violent or age-inappropriate content.

Social media sites are also blocked, unless they are school pages used within lessons and under supervision. Online safety is taught to all pupils during IT lessons and staff are required to undertake online safety training to update their knowledge.

There are many ways you can help minimise the risks associated with children being online and increase online safety in your home – the list below provides ideas for some of the ways you can do this.

Only give your children devices or access to devices that you feel comfortable with, and not as a result of peer-pressure deriving from their classmates/friends who are also using those devices. e.g. gaming systems and mobile phones at a young age

- \* **Talk** to your children about why it is important to stay safe online. Explain that whilst the internet is a fun, exciting and knowledge-rich tool, it is also a place where people may wish to bring them into dangerous activities or expose them to unpleasant material. It is important to be clear that you are not saying your child may never use the internet again, or that everything on it is harmful – it is about teaching them to have a greater awareness and to be able to manage and report any risks.
- \* Discuss **rules** for being online and draw them up together, including which sites, games, etc., are acceptable. If certain games are off-limits, try to explain why, for example, because of excessive violence. If your child uses online gaming, consider setting rules, such as only talking to others in the same age range and having the conversation on speaker, rather than headphones, so you can monitor it.

- \* Discuss what information should be **private** and what is ok to share; for example, addresses, names of schools, and names should never be given out to strangers online, as this could allow them to identify where your child goes to school or lives.
- \* Keep an **open dialogue** with your child – letting them know they can always talk to you about anything that has made them feel uncomfortable online is key to keeping them safe.
- \* Ensure all devices used by your child are kept in a communal space, or a space where they can be supervised whilst using their devices.
- \* If your child uses a mobile device then set **parental controls** – do this as a dialogue with your child so they are aware of what they are not allowed to view; however, do not rely on parental controls on devices, as they are not always 100 percent effective and many children know how to bypass them.
- \* Make sure your child knows how to report or ‘block’ unsuitable content, messages or people online – show them how to block on the websites or games they frequently use and explain that they can always tell you, a teacher or another adult if they experience anything which makes them feel uncomfortable.

If you would like to discuss the matter of online safety in greater depth, please contact one of our Designated Safeguarding Leads:

Samantha Sillito (Headteacher),

Robin Chubb (Deputy Headteacher)

Clare Grant or Peter Tilling (Assistant Headteachers)

via [enquiries@queensgateprimary.co.uk](mailto:enquiries@queensgateprimary.co.uk) or on 01983 292872

You can find a copy of our ESafety Policy at [www.queensgateprimary.co.uk](http://www.queensgateprimary.co.uk) and our Child Protection and Safeguarding Policy at [www.queensgateprimary.co.uk](http://www.queensgateprimary.co.uk)



# Queensgate Foundation Primary School Governing Board



All schools have a Governing Board. The Governing Board establishes with the Head Teacher the aims and policies of the school and how the educational standards can be met and improved. To do this the Governing Board sets targets and reviews pupil progress. Policies are reviewed and updated as necessary.

The Governing Board is responsible for deciding how the school budget is spent and then monitors this. The Board is NOT responsible for the day to day management of the school or making judgements as to the quality of teaching. Governors are not qualified to do this and it is always the role of the Head Teacher and Senior Leadership Team.

At Queensgate we have 14 members on our Governing Board made up as follows: 3 Partnership, 3 parents, 2 staff (including the Head Teacher), 1 Local Authority and 5 co-opted members. Each has a term of office of four years.

The Full Governing Board meets twice per term, with an extra meeting in September to plan for the coming year. Sometimes there is an extra meeting of the Full Governing Board to approve the Budget. All governors are expected to attend Full Governing Board meetings. Individual governors also have a responsibility to monitor progress against targets set in the School Development Plan for a particular area of activity and to report back to the Full Governing Board.

# Queensgate Foundation Primary School Governing Board

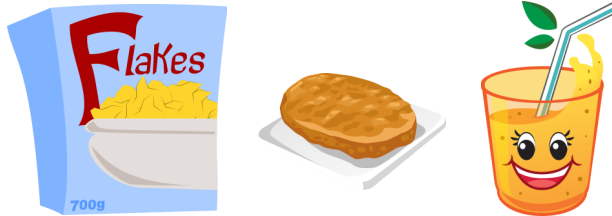
All this may sound quite daunting, but training is provided and existing governors are there for support, especially the Chair and Vice Chair of Governors. All new governors attend an Induction, or introductory, course of approx. 4-5 hours duration. This can be on a Saturday or over 2 evenings. There are many other specific training courses provided, usually of a two- hour duration.

To be a governor you need to have an interest in the progress and development of Queensgate as a whole school, and, a desire to work with the Full Governing Board and staff towards our goal of making Queensgate an Outstanding school. Queensgate has achieved three **Good** Ofsted inspections in a row—a record we would like to maintain.

If you have a particular skill you can bring, then please consider volunteering for the next Parent Governor vacancy.

Working together for a successful future

## Breakfast Club



**GOOD MORNING!**

Welcome to Queensgate Breakfast Club.

We aim to start your child's day in a friendly and relaxed environment, as well as promote healthy eating habits.

Breakfast is served at 08:00am each school weekday morning where upon your child will be offered a choice of breakfast cereals, toast and orange juice. If you wish your child to have breakfast they must arrive **before** 08:15am.

We don't often have a lot of time left when breakfast is finished but if there is any time we have various organised activities.

Our current charge is £2.00 per session, **payable in advance**, on a daily, weekly or termly basis using the school's online payment system SCOPAY. The session starts at 08.00am and will finish when school begins.

If you have any queries please do not hesitate to contact the school office.

## School Lunches



All children in Reception Class, Year 1 and Year 2 are entitled to Universal Infant Free School Meals (UIFSM).

Your child is also eligible for Free School Meals (FSM) regardless of their year group, if you are in receipt of certain benefits. The school will receive funding if you apply for FSM. An application form is included with the School Prospectus. If you are eligible, due to receipt of benefits, please complete the form and submit it to the Local Authority.

Delicious and nutritious school meals are provided on a daily basis and we urge all parents to encourage their child/ren to try them when they start school. School lunches provide your child with an opportunity to try a number of different cuisines and to widen their knowledge of different foods.; they are a preferred option to packed lunches.



Your child may bring a packed lunch into school and overleaf you can read information which may help you to provide a balanced lunch for him/her.

**We aim to be a nut free school**

## Why are healthy lunches important?

Obesity is a fast-growing public health issue; over 1 in 5 children in Reception, and over 1 in 3 in Year 6, are overweight. (NHS, 2017, p.2) Providing your children with a balanced packed lunch will contribute to the prevention of obesity as it will limit fat to less than 30 percent, and saturated fat to less than 10 percent, of their weekly calorie intake. (LiveStrong, 2017, para.3)

A healthy lunch provides children with the key nutrients needed for the day – those that eat a healthy lunch will maintain a higher nutrient intake throughout the day compared to those who don't.

When provided with these valuable nutrients, children become more attentive. Children who eat nutritious meals and are active will have a higher performance level in school. Healthy foods boost energy; children will be less tired and able to retain more information.

This is beneficial for both us and our pupils as we want them to gain as much from our lessons as possible.

Schools aim to improve the nutrition of all pupils; adapting pack lunches is a vital step towards this goal!



### Top tips for creating a healthy packed lunch:

No single food contains all the essential nutrients that your child needs; therefore, it is important that you provide a varied meal.

The following components help form a healthy and balanced packed lunch:

- \* Carbohydrates – starchy foods like bread rolls or potatoes will provide your child with energy to keep them alert during lessons.
- \* Protein – foods such as meat, fish, eggs, or beans are high in protein and will provide your child with iron, magnesium and other essential vitamins.
- \* Calcium – milk, cheese and yoghurt are all high in calcium, which is a mineral required to help build and maintain strong bones; ideal for growing children!
- \* Fruit and vegetables – packed with nutrients, vitamins and healthy sugars, fruit and vegetables can replace unhealthy snacks.
- \* Drinks – fresh water, ensures your child stays hydrated

### Government guidelines for packed lunches:

- \* One portion of fruit and one portion of vegetables or salad to be included daily
- \* Meat, fish or a non-dairy protein source should be included daily
- \* Oily fish, like salmon, should be included at least once every three weeks
- \* A starchy food, such as bread or pasta or rice, should be included every day
- \* Dairy foods such as cheese or yoghurt should be included every day
- \* Pupils should have access to free, fresh drinking water at all times
- \* Packed lunches should include water
- \* Snacks such as crisps should not be included

*Sweet treats such as chocolate bars or chocolate-coated biscuits should not be included.*

*Cakes and biscuits are allowed as part of a balanced meal.*

## How do you introduce more fruit & veg into your child's diet?



We know that children like to eat with their hands and are more likely to enjoy foods that are easy to eat. Preparing chopped vegetables or fruit, whole meal crackers or malt loaf in place of fatty, sugary foods allows your child to snack healthily.

It is important that you ensure meals are kept healthy throughout the day; we have provided suggestions on how to include more fruit and vegetables into your child's routine.

**Breakfast:** cereals can be high in sugar so try porridge or yoghurt with added fruit, or a slice of whole-meal toast.

**Lunch time:** include salad in sandwiches and carrot sticks, cherry tomatoes or seedless grapes as part of your child's packed lunch.

**Dinner:** try giving children two different vegetables with a source of protein – meat, fish or Quorn. Stews or casseroles are ideal for packing in lots of vegetables too.

## What should you avoid?

If you provide your child with a nutritious lunch, they will be less likely to reach for an unhealthy snack later in the day. Treats such as chocolate, biscuits or cakes should be allowed in moderation – they are full of sugar!



Dried fruits count towards a child's five-a-day; however, the NHS recommends that they are best given as part of a meal – since they are high in sugar they can damage teeth. (NHS, 2017, para.2)

Always opt for sugar-free or no-added sugar drink options – therefore contributing to your child's healthy lunch.

**Remember, treats are part of a balanced diet –  
providing they are given in moderation!**



## Uniform Guidelines



Please ensure **ALL** school uniform is named

**Queensgate uniform can be purchased from:**

Big Wight TShirt Company Dodnor Industrial Estate, Daish Way, Newport  
PO30 5XB - Phone: 01983 532333

Orders can be placed online at: <https://www.bigwight.com/>

### Boys Uniform:

- \* Navy blue sweatshirt with **Queensgate logo**
- \* Pale blue polo shirt (available with logo)
- \* Grey tailored trousers or shorts (not charcoal)
- \* Grey socks
- \* Black shoes (not trainers)

### Girls Uniform:

- \* Navy blue sweatshirt with **Queensgate logo** or Navy blue cardigan with **Queensgate logo**
- \* Pale blue polo shirt (available with logo)
- \* Grey tailored trousers or skirt (not charcoal) or grey pinafore dress (not charcoal)
- \* Black shoes (not trainers)
- \* Girls may also wear navy blue (not royal blue) checked dresses
- \* White Socks/white, grey or navy tights (not patterned or coloured)

### PE Kit

- \* Pale blue round neck T-Shirt with **Queensgate logo**
- \* Navy shorts/navy jogging bottoms for the winter
- \* Trainers for outside PE
- \* Navy blue PE bag
- \* Sun hat