

School Prospectus

2020 - 2021



Welcome from the Headteacher

Dear Parents and Carers

On behalf of the governors and staff, I would like to welcome you and your child/ren to Queen's Hill Primary and Nursery School.

Our school is a growing one and this does mean that our policies and procedures change as the school evolves. The one thing that never changes is our aim to give your child the best education that we possibly can. At Queen's Hills that's not just about reading, writing and maths - we care about the whole child. Our aim is that your child leaves us with a love of life and learning and the confidence to move onto their next stage of learning whatever their academic ability.



Community values are central to our curriculum; our children learn to care for others, make decisions about their own learning and begin to understand their role within the school, wider community, country and the world.

We can't achieve this on our own. Education is a partnership between parents and school. We hold many events to help parents to support their child's learning and we have an open door policy should you have any queries we can help you with.

If you would like to visit our school please give us a call.

Yours sincerely

Penny Sheppard



The Leadership Team



Mrs Penny Sheppard
Headteacher



Mr Matthew Cross
Assistant Headteacher



Mrs Jennifer Sims
Assistant Headteacher

The **Headteacher** is accountable to our **governing body** which is comprised of representatives from the community, the local authority, parents of children in the school and staff. The Headteacher reports to governors on the day-to-day running of the school.

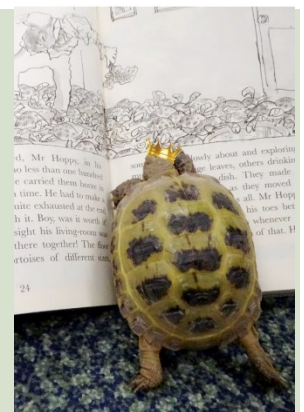
The Headteacher is supported by the **Leadership Team** which is made up of two Assistant Headteachers, the Inclusion Leader and Phase Leaders. The **teachers** in each phase are supported by **teaching assistants** (TAs). The TAs work within the classroom and with individuals and small groups. There are also a number of **support** staff who work within and outside of the school day to help the school to run efficiently.

School Pets



We have lots of wonderful pets at Queen's Hill Primary, who support us with our learning.

The busiest of the animals are Seb, Molly and Jasper, our three school dogs. Molly and Jasper are primarily used for nurture and rewards. Seb is our school reading dog and supports pupils to gain confidence when reading aloud. Our dogs have helped to support many children in developing positive relationships with animals.



How do I register?

There are separate admission arrangements for Nursery and main school places.

Nursery

Places are allocated up to the half term before your child is due to start. Usually we are only able to accept September admissions. Please contact the school office if you would like your child to be considered for a place. The Nursery Admission policy is on our school website.

Reception

For places for Reception for the next academic year, please contact the Admissions Department at the Local Authority at www.admissionsonline.norfolk.gov.uk—please note that if your child gains a place in our Nursery, this does not guarantee a place in our Reception. Children must be offered a full time primary school place in the school year that they turn five. Parents are entitled to defer admission or request their child to attend on a part time basis. The school staff make the final decision whether this is appropriate for each individual case. This will be determined by any special needs or medical conditions. By law, children must start statutory education full-time no later than the beginning of the term following their fifth birthday.

For more information, please follow the link to the parents' guide on Norfolk County Council's website www.norfolk.gov.uk/education-and-learning/schools/school-admissions/admission-to-reception-classes.

New to the area

If you are looking for places in our current Reception Classes through to Year 6, please contact the Local Authority on www.admissionsonline.norfolk.gov.uk.

Year 6 children will have details sent out to them concerning Secondary Transfer in the Autumn Term. We work with a number of High Schools to ensure a smooth transition for our children.

For further details, please see our admissions policy on our school website.

Our mission and aims

We share a passion for learning!

The school will strive to provide equal opportunities for the whole community in helping children to maximise their potential and become successful and happy learners.

To provide a safe and secure environment in which we can value and care for each other.

To develop trusting, tolerant attitudes with respect for others' beliefs.

To think of others, recognising that we are all different and can all contribute to a happy, friendly school.

Our Aims

To provide an environment where pupils will achieve highly in knowledge and skills, thereby enabling them to offer a lifelong contribution to society.

To promote self-control and self-discipline

To offer a broad, balanced curriculum which excites the imagination and desire to learn.

Learning Together

Young Leaders

Pupils in Years 5 and 6 are given the opportunity to apply for a leadership role within the school. We have School Ambassadors, House Captains, School Librarians and Sports Ambassadors who support with the organisation of many day to day events in the school. In this role, children act as the voice of their peers and help to shape the future of our school by evaluating development areas.



Each class also has a **school council representative**. The school council meet regularly and perform tasks requested by school staff and governors as well as responding to requests and comments from the pupils. They have an annual budget to

Volunteers

We always welcome volunteers to come into school to support children, hear them read or offer general assistance on a voluntary basis. We wish to celebrate the diversity of our local community and seek to meet the needs of each individual child by welcoming adults in to share their cultural and life experiences.

Friends of QHPS

Queen's Hill Primary School has a Parent, Teacher and Friends Association called "Friends of QHPS". The Friends organise social events and develop fundraising ideas. They meet regularly at the school, usually each half-term, and always welcome new members!

CLEVES - YELLOW



HOWARD - ORANGE



PARR - PURPLE



ARAGON - RED



BOLEYN - BLUE



SEYMOUR - GREEN



Our six school **house teams** are named after Henry VIII's wives as in 1546 Henry VIII granted Costessey Manor to Anne of Cleves. House teams are used to organise our lunch sittings, team events and curriculum days.

Our School Day

Our School Day

Nursery:

8.30 – 11.30am (Morning Session)

12:00 - 3pm (Afternoon Session)

Main School:

7:45 Breakfast Club

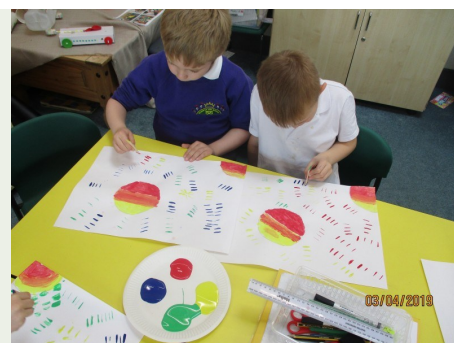
8:30 Gates Open

8:40 Morning starts

11:40-12.40 Reception lunchtime

12:00-13:00 KS1 and KS2 lunchtime

15:00 End of the school day



School Clubs

We have a wide selection of clubs which run daily at Queen's Hill Primary School.

Many pupils attend breakfast club which runs from 7:45 to 8:30 daily. It is a wonderful chance for children to spend time with their peers and have a positive start to the school day!

After school there are a variety of clubs that change on a termly basis. These run from 3pm to 4pm. A clubs timetable is emailed on the last week of term and parents are able to sign up for their child on our school-parent online system. We also have Set Your Sights an after-school club which runs daily until 6pm.



Lunches and Snacks

Healthy eating is important to us and gives our children the confidence, skills and understanding to make healthy food choices.

Lunchtime is a fun and stimulating time of the day at Queen's Hill. Pupils eat in their house



groups, alongside other pupils and members of school staff. Many pupils choose to eat a healthy school dinner cooked on site (vegetarian and other dietary options are always available). We encourage pupils to drink water throughout the day and to eat **healthy snacks** (this is provided by the government for EYFS and KS1 pupils).

School Uniform

Queen's Hill pupils are proud to wear their school uniform. Pupils from Nursery to Year 6 are encouraged to wear school uniform daily. Pupils need a PE kit in school everyday and should have clothes suitable for working outside (no jeans) as we encourage all teachers to provide outdoor learning activities for pupils.



All pupils

Purple school sweatshirt (optional for Nursery)

White polo shirt (optional for Nursery)

Flat, sensible school shoes

Purple fleece jacket (optional)

Purple reversible jacket (optional)

Grey trousers/shorts/grey skirt/ pinafore

Purple gingham dress in summer

Purple school cardigan

PE Kit

Purple school polo shirt (KS2)

White t-shirt (EYFS & KS1)

Black shorts and black plimsolls

Hooded school sweatshirt (KS2)

Swimming costume and hat (KS2)

Outdoor trainers and tracksuit bottoms

Outdoors

Wellies and waterproof clothing essential in Nursery and Reception

Accessories

Purple School Book bag

Rucksack with school logo

Baseball cap with school logo

Behaviour, attendance and safety

Our School Rules

Ask any member of our school community and we all know our three school rules: ready, respectful and safe. These underpin everything in our school! We are currently working with Pivotal Education to further develop behaviours for learning in our school.



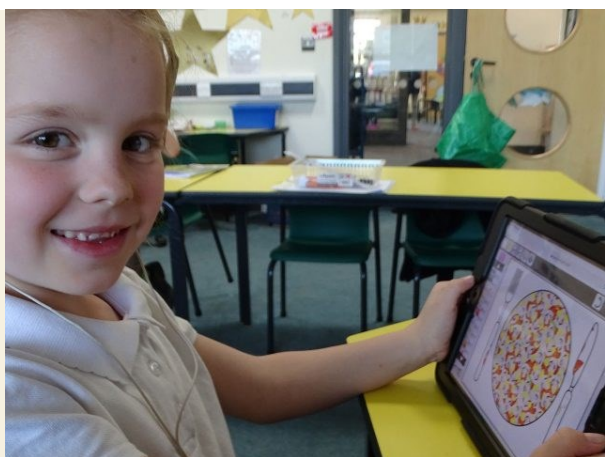
EVERY SCHOOL DAY COUNTS

Attendance

We aim for all pupils to be in school everyday to ensure that they make good progress in their learning and develop positive relationships with their peers weekly. We recognise those classes who have 100% attendance and recognise individual pupils with 100% attendance termly. However, we do understand that sometimes pupils may be too unwell to come into school; we ask that parents phone our absence line to inform us of these cases by 9am.

Safety

At Queen's Hill Primary School we take our responsibilities in keeping children safe and detecting and preventing child abuse very seriously. We have five designated safeguarding leads: Mrs Sheppard (Headteacher), Mrs Sims (Assistant Headteacher), Mr Cross (Assistant Headteacher), Miss Compton (EYFS lead) and Mrs Eastaugh (Nurture HLTA). Our safeguarding policy is available on our website. Parents should be aware that the school will take any reasonable action to ensure the safety of its children; a leaflet explaining our legal responsibilities is distributed as part of our Induction Pack. We also take part in a jointly run operation between Norfolk County Council, Norfolk Police and our school, called Operation Encompass. This has been set-up to help schools to provide support to children who have been present at incidents of domestic violence.



Equal opportunities

Children and adults learn in different ways. At Queen's Hill Primary School we use teaching strategies which allow all of our pupils to succeed in their own way, in their own time and often 'child-led'. Our school Inclusion Leader oversees provision for pupils on the school's SEND, Gifted and Talented and EAL (English as an Additional Language) registers. Pupil progress is monitored closely and children are encouraged to assess their own performance and set future targets.



Special Educational Needs and Disabilities



A wide range of difficulties may affect a child's progress and achievements in school- academic, emotional, behavioural and medical, these aspects are acknowledged within our school's Pupil Support provision.

The early identification of children with SEN or Additional Needs allows us to offer them support from the initial stages of their school life and this is maintained, monitored and reviewed, in cooperation with parents, for as long as deemed necessary.

Gifted and Talented

Children who demonstrate outstanding artistic, musical or creative talent, sporting talent or particular leadership qualities are recognised as much as those who have academic excellence. We track these pupils' progress throughout their time with us, providing them with opportunities to thrive.

English as an Additional Language

An initial meeting is held with parents to establish how we can provide additional support should it be needed.

We teach children to recognise and respect people's differences as well as their similarities, to accept and to treat everyone in a way that we too would like to be treated. All children are encouraged to celebrate and respect each others' cultures and traditions.



Curriculum

At Queen's Hill Primary the curriculum is designed to recognise and build on children's prior learning, provide first hand learning experiences, allow children to develop interpersonal skills, build resilience and become creative, critical thinkers.

We constantly provide enhancement opportunities to engage learning and believe that childhood should be a happy, investigative and enquiring time in our lives where there are no limits to curiosity and there is a thirst for new experiences and knowledge. Community involvement is an essential part of our curriculum as we celebrate local traditions, learning new skills to enable the children to take an active role in events throughout the year.

Children leave the school with a sense of belonging to a community where they have the confidence and skills to make decisions, self-evaluate, make connections and become lifelong learners.



Nursery Classes

When children start in our nursery, each child is allocated a key worker, to work with parents to provide a settling in programme that is individual to each child. Our experienced staff provide a supportive environment and work hard to develop a bond with each child to ensure that they are happy and settled at nursery.



Children learn through carefully planned play and practical activities. There are daily opportunities for children to practise their communication, language, counting and physical skills. The nursery classes are introduced to introductory phonic activities such as rhymes, listening games and stories. These activities are developed over the year providing children with a sound basis for developing their language and literacy skills.

Children enjoy visiting the school library where they select a book to take home each week. Children have free flow access to our secure outside area where they enjoy our climbing trail, wheeled toys, sand, mark making and lots of other fun activities.

Reception Classes

Children in Reception Classes are quickly settled in and provided with an exciting and fast-paced introduction to phonics through the 'Read Write Inc' programme. This quickly opens up the world of reading and writing and children are given sound boxes to practise at home, followed by reading games and books.



Maths is also practised daily in class and all formal learning is followed up by adult led small group activities and independent play-based learning.

Writing activities are planned to teach children correct pencil grip and letter formation. Our aim is to inspire children to enjoy writing and it takes many forms such as using chalk outside, writing lists in our role play areas and using clipboards in the building area.

Children have free flow access to the outdoor area where they access practical activities based on all areas of learning. We gradually introduce children in reception to whole school activities, where they are encouraged to join in with older children and siblings. Through the year they attend assemblies, whole school events and curriculum days.

Years 1-6

From Year 1 to Year 6 pupils follow a topic based curriculum which incorporates all National Curriculum subjects. Maths, English and reading are generally taught discretely in years 1 and 2.

Maths is taught through 'Maths No Problem', a programme which supports a teaching for mastery approach. Lessons and activities are designed to be taught using problem-solving approaches to encourage pupils' higher-level thinking. The focus is on working with pupils' core competencies, building on what they know to develop their relational understanding.



Writing is taught through a range of exciting stimuli which includes books, film clips, artefacts, visitors and real life experiences. We strive to equip children to develop a rich vocabulary which can help them bring their writing to life. Basic skills and non-negotiables underpin writing in all areas of the curriculum. Teachers model the writing process and demonstrate the ambitious high standards expected of all children.

Curriculum

Reading

Reading is a fundamental part of everything we do at Queen's Hill School.

Children are exposed to high quality texts across the curriculum and reading skills are taught explicitly in all year groups. Alongside the skills of decoding and comprehension, book talk encourages children to think as a reader and discuss their preferences, likes and dislikes. Reading for pleasure is a cornerstone of our approach, with two well-stocked and well organised school libraries which children access both within the timetable and in their own time.



Music

We are very proud of our singing at Queen's Hill Primary School and have achieved the Sing Up Platinum Award. Throughout the year the children get the opportunity to sing at lots of different local and community events. In addition to this, we work alongside musicians to ensure that every child during their time at Queen's Hill gets the opportunity to learn to play at least one musical instrument. We also have a growing new school orchestra.



Curriculum

Curriculum Days

Over the course of each academic year pupils from Reception to year 5 get to participate in a range of curriculum days. These days focus on a specific skill or topic area and children rotate around the school in house teams. Recent curriculum days have included composition, empathy and problem solving.



Activity cafes

We regard communication and developing a partnership with parents as key in supporting children in making progress in reading. One way that we do this is by organising regular reading/ activity cafés in every phase. Parents/ carers are welcomed into a relaxed atmosphere, where the teacher reads a story and children then complete a creative follow up activity with their adult. The cafes help to promote a love of reading and immersion in different texts. They also encourage adults and children to talk about books, helping to further develop their understanding.



Trips and visits

Passport of Entitlement

We believe it is important that children have the chance to try things out, to get a taste of the world around them, to see and do things that they wouldn't normally do, or go to places they wouldn't normally go. From year 1 onwards, each year group has a minimum of 3 trips or visits a year, which link to and enhance current learning. The programme of trips is mapped out through our 'Passport of Entitlement'.



Learning outside of school

We recognise the importance of learning both in school and out of school and work hard to develop relationships with parents and carers to support them to continue their child's learning at home.

Home Learning Diaries

Every pupil at Queen's Hill Primary School has their own Home Learning Diary which we ask to be in school every day. As part of our Home-School agreement, we ask that pupils read and complete a maths activity at home with their family at least four times and for this to be recorded in their diaries. Pupils have their diary stamped weekly if they have achieved this and aim to gain *Read for a Star* and *Marvellous Maths* certificates to recognise their hard work at home.



Home Learning

Home Learning expectations are different across the school.

In Key Stage 1, children are encouraged to complete termly home learning projects. These may include writing, artwork and topic-based activities.



In Key Stage 2, Year Leaders will set expectations for Home Learning termly. Information about this can be found on our school website and teachers will be happy to chat this through with you as well.