



School Prospectus

2022—2023



Dear Parents and Carers,

We are delighted to welcome you to Queen's Hill Primary and Nursery School. We hope that the time your child spends at our school is a happy and rewarding one.

We are passionate about learning and work hard to provide a stimulating curriculum in a secure, safe environment - giving all children the opportunity to reach their full potential.

The relationships we have with you, as parents and carers is very important to us. We hold many events to help parents and carers to support their child's learning and we have an open door policy should you have any queries we can help you with.

We hope this booklet provides you with the essential information you need about our school. However, if you still have any questions, then please do not hesitate to contact the school office.

We look forward to welcoming you.

Mr. Matthew Cross

Headteacher

September 2022

Our School Values



Arrival

Unless attending breakfast club, children should arrive at school at 8.30am and go straight to their classrooms where they will be welcomed by their class teacher.

Children in EYFS and KS1 will enter through the Fieldfare Way entrance
Children in KS2 will enter through the Stockwell Road gate.

Any arrivals after 8.40am will be marked as late.

Our School Day

Nursery:

8.30 – 11.30am (Morning Session)

12:00 - 3pm (Afternoon Session)

Main School:

7:45am Breakfast Club

8:30am Morning drop-off

11:40-12.40am Reception lunchtime

12 - 1pm Main school lunchtime

12.30-1.30pm Year 6 Lunchtime

15:00 End of the school day



Wraparound care

Breakfast Club

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 Club

Our afterschool club is provided by 'Set Your Sights' and takes place in the school studio. It runs from the end of school until 6.00pm every day during term time. Children have the opportunity to choose from a range of exciting activities.

Half sessions from 3.00pm - 5.00pm - £7

Full sessions from 3.00pm - 6.00pm - £10

Prices correct as of April 2022

www.setyoursights.net



School Uniform

We are proud of our school uniform and we expect all children to wear it with pride.

KS1 and KS2

Uniform	PE Kit
<ul style="list-style-type: none">• Purple sweatshirt / cardigan (with or without logo)• White shirt/polo shirt• Grey trousers/skirt/pinafore/shorts• Dark coloured flat sensible shoes	<ul style="list-style-type: none">• Shorts and T-shirt or purple polo shirt/tracksuit• Trainers for outdoor PE <p><i>Waterproof coat and wellington boots for outdoor learning sessions</i></p>

Early Years Foundation Stage

In the Early Years Foundation Stage the children spend at least half of their time at school outside in our secure Foundation Stage Outdoor Area. Our children get wet, muddy and messy so clothes that can be easily washed and dried are best.

Uniform EYFS	PE / Outdoor Learning EYFS
<ul style="list-style-type: none">• Purple sweatshirt / cardigan (with or without logo)• Jogging bottoms/shorts• T-shirt• Trainers /flat sensible shoes	<ul style="list-style-type: none">• T-shirt and shorts for PE• Wellington Boots• Waterproof coat

Jewellery

For safety reasons, children should **not** wear any jewellery in school, apart from studded earrings (which should be covered during PE and swimming).

Where to purchase it

Parents and carers can purchase specific branded items online from:

Birds of Dereham: birdsofdereham.com

For free delivery to the school please use this password QH2008.

You can also purchase our uniform from many high-street retailers including **Asda** and **M&S**

Second-hand uniform can be purchased from the Friends of Queen's Hill during their sale events throughout the year or from contacting the school office.



Lunches and Snacks

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

Lunch

We have a staggered lunchbreak, to ensure our dining experience is a positive one for every child. Our school lunch costs £2.30 per day. Lunches are paid in advance using your online account. Children in Years Reception, 1 and 2 are eligible for Universal Free School Meals and do not have to pay, but you will still be able to pre-select meal choices using your on-line account.

Packed Lunches

Children may bring a healthy packed lunch in to school; this is eaten in the school hall with the other children. As a 'healthy school' we do not permit fizzy drinks or sweets.

Mid-morning Break

Children in Reception, Year 1 and Year 2 get free fruit and Reception children also receive milk.

Children in KS2 are encouraged to bring a healthy snack into school for their mid-morning break. This could be fruit, yoghurt or cheese. Please do not supply chocolate, sweets or crisps for mid-morning snack.

Water Bottles

Children should bring in a 'named' water bottle for use during the school day. This should be filled with water only - no squash, juices or fizzy drinks in school.

Supporting Children With Allergies

There are children and staff in our school with allergies. We want to do everything we can to support our parents/carers in keeping these children safe at school. Therefore, we request that no nuts, peanuts and other nut or peanut products are brought into school. This includes peanut butter and other chocolate spreads, which may contain hidden nuts.



Getting to and from School

Walking, cycling and scootering

We try to encourage children to walk, cycle or use scooters to get to school. Your child may cycle to school if he or she is proficient enough to do so and wears a protective helmet. We strongly advise your child to wear a hi-visibility vest.

We have a cycle rack & scooter park, where cycles and scooters may be stored during the day. These should be locked, and please note that we cannot accept responsibility for any loss of or damage to these whilst at school.

By car

We would prefer your child to walk to school, at least part of the way. If you do need to drop off or collect your child by car, please park away from the school. Wherever you do park, park legally and considerately. Parents cannot use either of the staff car parks for drop off or collection.

Going home

Children in Year 3, 4, 5 and 6, can either be collected from their classroom door, be met at the KS2 Stockwell gate or walk home with the agreement of parents/carers. Please see the school office to complete a collection form.

For children in Year R, 1 and 2, parents/carers should collect children from their individual classroom doors. Outside normal hours, we expect you to collect your child from either the School Office, or from our after-school club, which runs in the school studio.

Valuables

Valuables should not be brought to school. We can not accept liability for any loss or damage.

We discourage children from bringing mobile phones into school. When this is deemed essential, phones must be handed in to the class teacher, and locked away until the end of the school day.

Phones must not be accessed or used in the playground before or after school.

Toys are also not permitted in school.

Medicines

If it is essential for your child to have medication during the school day, we require a completed 'Administration of Medicines' form which you can obtain from the school office

If your child has any allergies/ asthma, please make the school office aware.

Attendance

We aim for all pupils to be in school every day 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 8.40am.

Sickness Absence

If your child is not well enough to attend school, please let us know before registration. We require an email or phone call from you explaining the absence. You can leave a message on our absence line.

Sickness and diarrhoea requires a 48 hour absence from school from the time of the last stomach upset. Persistent or frequent unexplained absences will be passed to the Attendance Lead for investigation.

Holidays

Parents/Carers are reminded that regular attendance helps improve your child's success at school. Requests to take holidays during term-time will not be authorised. Other term-time absences will only be authorised in exceptional circumstances, but this must be with prior agreement. Absences of 9 consecutive sessions (4.5 days) or more can lead to a penalty notice and fine being issued to anybody with parental responsibility. A leave of absence form can be collected from the school office.



Safeguarding

At Queen's Hill Primary School we take our responsibilities in keeping children safe and detecting and preventing child abuse very seriously. Every member of staff and all governors undertake safeguarding training.

Our staff are able to recognise the signs and symptoms of significant harm and are aware of the school's Safeguarding Policy and procedures. If we see signs or symptoms which suggest significant harm, we will follow the Norfolk Local Safeguarding Board procedures.

We are an 'Operation Encompass' school. We will be informed of any domestic violence incidents where police have been called so that we can support children and families where appropriate.



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.



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. 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.



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. 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. Children also have access to the outdoor area where they access practical activities based on all areas of learning.



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. You can find more about our curriculum on our school website.

Reading

Children are exposed to high quality texts across the curriculum and reading skills are taught explicitly in all year groups. We have two well-stocked and organised school libraries which children access both within the timetable and in their own time.



Home Learning

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 a week. 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.



Special Educational Needs and Disabilities

Children and adults learn in different ways. At Queen's Hill Primary School we ensure all children flourish in their learning through quality first teaching and targeted provision. Class teachers work alongside parents/carers to understand and meet the children's individual needs. Support is implemented to achieve this, including adapting the environment, providing additional resources and running interventions. Our school Inclusion Leaders oversee provision for pupils on the school's SEND and EAL (English as an Additional Language) registers.

Nurture

We have two nurture spaces in our school, offering a warm and inviting place where the children, in small groups, can feel safe and receive focused support.

Our nurture sessions help develop a range of key social and emotional skills and support children that are experiencing difficulties in their lives. These may include low self esteem, having difficulty sharing/taking turns, transition from another school, bereavement or friendship difficulties.

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!



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!



Ready,
Respectful,
Safe

FyotatEducation.com

Communication

Website

Our website is a great source of information about our school. We regularly update the site with useful dates, and essential information for parents and pupils.

Home School Communication

Most school communication comes via email or text. It is important the school is informed of any changes to e-mail addresses or phone numbers so we can keep you up to date.

If you have any worries/questions, please do not hesitate to contact your child's teacher.

Data Collection

Each year we will ask you to confirm that the information we hold about you and your family is accurate and up to date.

Newsletters

Our monthly newsletter will keep you informed about what has been happening in school, forthcoming events and dates for your diaries. This is sent out to parents via e-mail. If you would like a hard copy, please let the school office know.

Social Media

You can keep up to date with all that is going at Queen's Hill Primary on our school Facebook and twitter.

Admissions and Contact

Register Reception children at admissions@norfolk.gov.uk

Register current Reception to Year 6 at admissions@norfolk.gov.uk

Register three year olds for our nursery at office@queenshill.norfolk.sch.uk

Queen's Hill Primary and Nursery School

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