

QUEEN VICTORIA PRIMARY SCHOOL



Bilston Street
Sedgley
Dudley
West Midlands
DY3 1JB
Telephone: 01384 812545
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Email: info@queen-vic.dudley.sch.uk

Times of Opening

Years 1 & 2	8.50am - 12.00pm	1.00pm - 3.20pm
Years 3, 4, 5 & 6	8.50am - 12.30pm	1.30pm - 3.20pm
Foundation Stage:		
Nursery	8.40am - 11.40am (am session)	12.25pm - 3.25pm (pm session)
Reception	8.50am - 11.50am	12.50pm - 3.10pm

Headteacher

Mrs W Rawlinson

Chair of Governors

Mr S Crane

Education Authority

Dudley MBC
Education Services
Westox House
1 Trinity Road
Dudley
West Midlands
DY1 1JB

Interim Director of Children's Services

Deanne Fishbourne

WELCOME TO QUEEN VICTORIA PRIMARY SCHOOL

Hopefully this prospectus should provide you with enough information to give you a flavour of what our school is like, what we do and how we do it. Please also visit our website on www.queen-vic.dudley.sch.uk if you have internet access or you are welcome to visit our Cyber-café before or after school to access the internet.

There is much more to find out as your child goes through school that cannot be written here and what this prospectus does not do is tell us about you and your child. The only way we find out these things is by talking to each other.....the words that are written here are the first steps to the words that we shall speak to each other during the next few years.

As Headteacher of Queen Victoria Primary, I am proud of the good relationships we have with one another. Come and share your worries and concerns, your achievements and your laughter, together we can build a future for our children.



Mrs W Rawlinson
Headteacher

Our school vision is:

- ❖ to provide a happy, safe and caring environment at the heart of the community which allows everyone to reach their full potential and make a positive difference.
- ❖ To ensure children lead their own learning via the Creative Curriculum.
- ❖ Children are actively encouraged to take risks in their learning to master and fully embed their own skills and learning for the rest of their life.

Our children have said that our school will achieve this if:

- ❖ 'we are shown what steps to take so that we can be the best that we can'
- ❖ 'we can enjoy and achieve everyday, to become caring, safe and healthy members of our community'
- ❖ 'we can learn new exciting things in all our lessons by working on our own or with others, so that we can improve'
- ❖ 'we successfully work with everyone both in and out of our school'

Our staff have said:

- ❖ 'we will try to do what the children have asked of us'
- ❖ 'we encourage our children to become independent learners'
- ❖ 'we always ensure the children have 'a voice' that they say what they want to learn when they want to learn it'
- ❖ 'we provide a friendly, nurturing approach to all of our children'
- ❖ 'we actively encourage and engage parents and carers to join in with school life'
- ❖ 'Queen Victoria is a fun place for children to learn'
- ❖ we are an inclusive school; we believe all children should be treated equally with respect and dignity'
- ❖ 'we broaden our children's horizons by providing links with the community, visiting places of interest such as; museums, art galleries, places of worship and providing opportunities for many trips, excursions and residential holidays'.

ADMISSIONS TO SCHOOL AND NURSERY

SCHOOL

The school follows the Local Education Authority (LEA) policy for admissions. Registration forms for school are available at the school office or you can register on-line at www.dudley.gov.uk/admissions between September - January.

TIME FOR TWOS AND RISING THREES

As part of our Early Years provision, Queen Victoria Primary School offer Time for Twos sessions for children, who are eligible. Please go to the website above to find out if you are entitled to this provision. If your application is successful your child can attend for either 5 morning sessions or 5 afternoon sessions every week, free of charge.

For those children who do not qualify from Time for Twos we offer Rising 3s; this is available at the beginning of the term that your child turns 3. For example, if you child's birthday is the 20 October; they are eligible to start Rising 3s in September. There is a nominal fee for this provision until the Monday after your child's 3rd birthday. Again, your child can attend for up to 5 morning or 5 afternoon sessions each week. The number of sessions your child attends is at your discretion; there is an expectation that when your child turns 3, they will attend for 5 sessions every week.

Session times for Time for Twos and Rising 3s are:

Morning	8.40am	-	11.40am
Afternoon	12.25pm	-	3.25pm

For further information on admissions into any stage of the Early Years unit or if you would like to view the setting, please contact the school office.

NURSERY

You can register your child at the main school office any time during school hours. Please bring his/her birth certificate with you.

Children usually start Nursery the term after their third birthday, but we are hoping to be able to offer a place as soon as a child turns three. The children can start in the Barn for a nominal fee at the beginning of the term that they turn three and then their place becomes funded the Monday following their third birthday.

We follow very clear admission criteria devised by the LA for school and by the school governors for nursery

Parents are welcome to look around both school and nursery by making an appointment at the school office.

We offer Wrap Care for nursery children.

THE CURRICULUM

GROUPINGS

There are 21 classes in school and children are taught in their classes for all areas of the curriculum except Phonic groups and Interventions.

DELIVERING THE CURRICULUM

The foundation stage curriculum (Nursery, Reception and Year 1) is delivered through a mixture of structured activities and child initiated play in keeping with Government guidelines.

The 2014 National Curriculum for Key Stages 1 & 2 (5-11 year olds), is delivered across the school when appropriate. Careful and detailed planning takes place which ensures continuity and progression. Close and continuous liaison takes place between teachers in each year group and the work is monitored to ensure the requirements of the National Curriculum are met.

Consideration is always given to the spiritual, moral, social and cultural development of pupils. Appropriate cross curricular links are made whenever possible

Our learning is through a creative curriculum.

The following subjects are taught through a skills based and cross curricular approach. Topics can be viewed on the website but as the learning is a partnership between children and teachers they are subject to change - Geography, History, PE, Music, Art & Craft and DT. The requirements of the National Curriculum are met for all of these subjects. At Queen Victoria Primary School we develop these subjects through a set of skills which we believe our children need to learn in order to be successful in their adult lives. They are:-

- Communication skills
- Application of Mathematics
- Application of ICT
- Problem solving
- Developing curiosity and imagination
- Thinking outside of the box
- Taking risks, evaluating and reflecting upon our learning.

We operate all of our lessons through Choice, Challenge and Collaboration, to achieve independent learners, resourceful thinkers, and successful citizens.

English and Maths is taught separately as explained. However for application it is also run through all of the "Learning Irresistible" Topics.

ENGLISH

We follow the letters and sound phonics programme (www.letters-and-sounds.com/phase-2-games.html) (www.letters-and-sounds.com/phase-3-games.html). Mr Thorne does Phonics letters and sounds for ipad £1.99.

Key Stage 1 will be using the “Kinetic Letters’ writing programme from September 2016.

We follow Letters and Sounds phonic based intervention. Once children are fluent readers they follow the 2014 National Curriculum which incorporates aspects of reading, writing, plus speaking and listening.

Children have a spelling test every week from the Rising Starts Programme.

MATHEMATICS (NUMERACY)

We follow Maths No Problem (Singapore maths) which is class taught.

In Years 1 and 2 this is delivered in small groups. Each year group operate carousel maths lessons for application and gap filling.

SCIENCE

Our Science work is carefully planned with children being given opportunities for scientific investigation, together with direct teaching activities. They learn about life and living processes such as energy, electricity, forces etc. At all times children are encouraged to ask questions and discuss possible outcomes.

COMPUTING

The school is following the requirements of the National Curriculum for ICT. Children are taught ICT skills through a wide variety of hardware that have available from computers in our ICT suite, to wireless laptops, interactive whiteboard, ipads etc.

BLP (Building Learning Power) is used throughout school to help the children understand the skills of learning.

PSHE AND CIRCLE TIME

Personal, Social, Health Education cover all aspects of development for a full and active life. Children work on how to be a good citizen by discussing role playing, observing and interacting and practically such as serving lunches at St Andrews Church and playing games with senior citizens. Health issues are tackled as are any social or moral dilemmas.

During Circle Time all members of the group are given the opportunity to air their views and make comments about issues which affect them – such as bullying, racism and discrimination.

RELIGIOUS EDUCATION (RE)

The Religious Education programme at Queen Victoria Primary is based on the Dudley Agreed Syllabus and the requirements of the National Curriculum for the subject. It contributes to the spiritual, moral, social and cultural development of children at school and to their preparation for adult life. It encourages respect towards other people through developing their knowledge and understanding of practices and values of religious traditions, cultures, faiths and communities. Collective worship takes place daily. Parents have a right to withdraw their children from RE lessons and collective worship if they so wish.

SCHOOL COUNCIL

One child from each class in Years 3, 4, 5 and 6 is voted on to the School Council by his/her peers. The School Council meets regularly with a designated member of staff to discuss issues relevant to the children in the school. This is the children's opportunity to voice their views and concerns on the running of the school. It is seen as an important involvement in school life.

SCHOOL LEADERSHIP TEAM

Members are appointed by the Head Boy and Girl from Years 5 and 6 to work with the Head Teacher on issues in education today and from the School Development Plan.

SPECIAL EDUCATIONAL NEEDS (SEN)

Some children may have additional needs including special needs, a disability, a medical condition, sensory, physical, emotional and behavioural difficulties. At Queen Victoria our children will be fully included and supported by the Specialist Inclusion Team. This is all in line with the SEND Code of Practice's Graduated response. A full copy of the school's SEND/Inclusion Policy and School's Local Offer is available on the website and from the main office.

SEX EDUCATION

The Governors have agreed to a policy which is sensitive to the needs of all children and which is delivered as part of health education and the science curriculum. As with all aspects of health education, sex education will be approached when appropriate, dependent on the age and maturity of the children. Older children have lessons on growing up and puberty. The school nurse supports us in this teaching.

A complaint can also be made directly to the LEA by contacting the Director of Children's Services - the telephone number is available at school.

COMPLAINTS

The Headteacher is available for consultation with parents at any time. All staff are usually available to see parents after the end of the school day. you may have other matters about which you wish to complain. If so, you should make an appointment with the Headteacher first (or the Deputy in her absence). If you should wish to make a complaint to the Governing Body, this should be done in writing to the Chair of Governors and addressed to school.

A complaint can also be made directly to the LEA by contacting the Director of Children's Services - the telephone number is available at school.

PARENT CONSULTATIONS

An open evening is usually arranged each term during the school year for parents to discuss children's progress with staff. You are invited to bring your child to share in these consultations if you so wish. During the consultation held in the Spring Term, children's individual targets in reading, writing and mathematics and SEND targets where appropriate, are shared with parents. Parents are welcomed on many opportunities in school for Open Days, Inspire Days, Parents Workshops, Parent meetings with the Headteacher, Stunning Starts and Fabulous finishes.

A STATEMENT ON THE SCHOOL'S ART POLICY AND PROVISION

Art and Design stimulates creativity and imagination. It provides visual, tactile and sensory experiences. Pupils use colour, form, texture, pattern and different materials and processes to communicate what they see, feel and think. ICT is an important media for creative expression. Pupils explore ideas and meanings in the work of artists, craftspeople and designers. They learn about the diverse roles and functions of art, craft and design in contemporary life, and in different times and cultures.

Pupils follow the programmes of study for art and design. The work provided is challenging for children of different abilities and aptitudes. Stimulating activities, high quality resources and celebration of success, assist in motivating pupils in art and design.

As part of a rich and diverse experience in art and design, pupils visit art galleries, work alongside artists and designers, exhibit their work in galleries and public places and participate in competitions., as part of the Queen Victoria Arts Entitlement.

PHYSICAL EDUCATION

Physical Education is an important part of the total education process. At Queen Victoria we aim to give all the children the opportunity to develop skills in a range of physical activities.

The school offers 2 hours of physical education lessons in dance, gymnastics and outdoor games. .

Year 4 have the opportunity for swimming for one term during the Autumn, Spring or Summer terms. Tuition is offered by a qualified instructor at Dudley Swimming Pool.

The school has two halls, one that is used for gymnastics and the other that is used for dance lessons. The school also has two playgrounds and a field area for outdoor games.

The school offers a range of out-of-school sporting activities, led by staff and qualified coaches. We have a specialist PE teacher two days a week to support staff and children. She also develops out of school activities and wellbeing.

BEHAVIOUR

At Queen Victoria all children have a right to learn in, and a responsibility to contribute towards, a safe and secure school environment. One in which they have the confidence and security to take learning risks.

A positive emphasis is placed upon good behaviour, with children being encouraged to be responsible and make the right choices during their time at school.

Positive and negative consequences are used throughout the school to reinforce these choices. For instance, children are rewarded for good behaviour with stickers, memos and VIP awards. Unacceptable behaviour and poor choices are dealt with through a progression of warnings; serious breaches of discipline resulting in the issuing of a red card. This may result in the involvement of parents to discuss the behaviour of their child.

At lunchtimes it is expected that all children will show good behaviour, with positive rewards and negative consequences being used, including red cards. All children will show courtesy and respect each other and lunchtime staff.

It is the responsibility of all adults within school to fairly implement the School Behaviour Policy.

Our School Behaviour Policy is available from the school office for any parents who would like a copy.

CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that the wider range of additional activities, including clubs, educational visits, exchange visits and residential visits can make towards pupils' personal and social education.

The Governing Body aims to promote such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities Outside School Hours

The full cost to each child of the activities deemed to be optional extras taking place outside school hours.

Charging for Ingredients and Materials

The cost of ingredients for cooking and certain materials for DT.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational activities for pupils.

REMISSIONS

There may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. When arranging chargeable activities the Governing Body invites parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

EDUCATIONAL VISITS

Educational visits are arranged in connection with projects on which the children are working. Parents are informed in good time regarding departure and return times. The children are always carefully supervised, every visit being planned for maximum educational benefit. Children will only be allowed to take part in off site activities if a General Consent form has been completed at the beginning of every school year.

CHILD PROTECTION

The school's first priority, over and above all its responsibilities, is the welfare of the pupils. If staff are concerned about the welfare of any pupil's parents are usually the first to be contacted. If the concerns are sufficient to suggest that there is a possibility of abuse, then staff are legally obliged to contact the appropriate Child Protection agency, usually Social Services. Failure to do this could result in the school being held responsible for contributing to the problem.

The school is aware that this occasionally causes problems in relationships with parents, but if the school is concerned about a child there are set procedures which must be followed.

All matters of concern regarding the welfare of the children are recorded in the school files, and these are available to be seen by parents. In accordance with the Data Protection Act this information is completely confidential and cannot be shared with other professionals or agencies unless concerns have become sufficient to initiate a child protection referral under Section 47 of the Children's Act (1989).

UNIFORM

All the following items should be clearly named:

1. Winter Wear
White shirt or blouse or school yellow polo shirt
Grey trousers or skirt
Green cardigan, jumper or school sweatshirt
School tie

2. Summer Wear
School yellow polo shirts may be worn with grey trousers, shorts or skirts. Green/white checked dresses may be worn with/without green jumpers or cardigans.

Foundation Stage (Nursery and Reception) uniform is as follows:

- ❖ School sweatshirts
- ❖ School yellow polo shirts (school logo not essential)
- ❖ Grey skirts/trousers /shorts for Summer term.
- ❖ Green & white gingham summer dresses

Sensible flat heeled shoes must be worn as part of uniform. Children should not wear trainers to school.

All uniform can be purchased from many outlets. School logo uniform can be purchased at A Oakes Limited, 27 Churchill Shopping Centre, Dudley at Team Sport in Bilston Street (Opposite school) or online at tesco.com.ues

PE KIT

This should be marked clearly and kept in a suitable bag. Children will not be allowed to do PE whilst wearing any jewellery, particularly the wearing of earrings; taping earrings will not be permitted at any time.

Indoor

White T-shirt
Blue or black shorts (or leotard)
White socks and black pumps

Outdoor Games

Warm, long-sleeved tops may be worn.

Track suits are allowed, where appropriate.

For safety reasons, training shoes are not allowed for indoor activities but may be worn for outdoor games activities, where appropriate.

Other outdoor activities may require suitable clothing.

Many indoor lessons are better suited to bare feet and, where desirable, children are encouraged to participate in this way.

JEWELLERY

No jewellery is allowed except a watch and children may wear one pair of sensible studs, but not dangling or hooped earrings. It is advisable that ears are pierced at the start of the Summer holiday. (Please remember that pierced ears in school can be dangerous.) **NO** jewellery is allowed to be worn during PE activities for safety reasons.

MAKE-UP

Children are not allowed to wear any type of make-up in school (even on mufti days), this includes nail varnish and in particular false or acrylic nails. Children will be asked to remove all make-up.

HAIR STYLES

We do like our children to be individual, however in keeping with a positive image and representing the school, hair styles should be of a sensible nature. We do not allow patterns in hair, extreme cuts or hair extensions.

SCHOOL HEALTH

Parents are responsible for checking for head lice, but free advice is available at Ladies Walk Centre. Please encourage your child to tie back their long hair to avoid spreading.

There is a children's chiropodist available in the Sedgley area. If you are worried about your child's feet, please contact 01902 575957 (term time only.)

WELFARE

As a rule, all accidents and other health needs are dealt with by a trained first aider.

If a child has a serious medical condition that requires emergency first aid such as, Anaphylaxis, Diabetes and Epilepsy, a care plan and risk assessments will be in place. This is done with parents/carers, the Inclusion Manager and where possible the School Health Advisor.

Minor accidents will often be referred to one of a number of other trained personnel. Any child who has minor head injury is given a "bumped head" letter to take home.

A medical room is available should your child be taken ill or require treatment.

If necessary, when parents cannot be contacted, children who have an incident resulting in injury or are taken ill during the day will be escorted to hospital. An emergency contact address and phone number will be required if different from your first emergency contact given to the office, please let us know of any changes immediately.

If your child has an appointment during school time, please inform his/her teacher in writing or by telephone, as no child will be allowed out of school alone. For security reasons they must be collected from the front entrance and signed out by a responsible adult.

MEDICINES IN SCHOOL

Should your child require administration of regular medication over a long period of time, please contact the school to discuss this. If the school agrees to administer the medicine, a consent form will need to be completed.

The school is not able to give medicines to children and those children who require antibiotics, cough mixtures etc. are better kept at home until they have recovered from their illness. Parents can, however, if they wish come to school to administer such medicines.

SCHOOL HEALTH SERVICE

The aim of the School Health Service is to promote the health and well-being of the school child and young person so that they may reach their full potential and not be disadvantaged through ill-health.

Shortly after starting school, routine Health Assessments take place at school with the school nurse. Parents are asked to give consent and attend.

Dental screening is carried out by dental officers each year. No treatment or further inspection will be offered without the signed consent of a parent or guardian.

The following checks are included:

Reception age 5 plus: Initial Health Care Assessment by School Health Advisers.

The school nurse for Queen Victoria is Mrs Tracey Smith; she is based at The Dormston School

Please contact the nurse direct with any queries.

COLLECTING YOUR CHILD LATE FEES

If you are unexpectedly late collecting your child and you have informed us we will support you on these exceptional circumstances.

If you are late on more than one occasion or we are seeing a regular pattern your child will initially be placed in the Nurture Room until 4pm, this will be at a cost of £5 per child. After 4pm if we have been unable to contact you and you have not collected your child, they will then go into our regular afterschool club, this will be a further cost of £3.50 per hour per child.

EXTENDED SCHOOLS ACTIVITIES

The school offers wrap around care from 8am until 6pm in the evening.

The school runs a breakfast club from 8am until the start of the school day providing breakfast, games and activities.

The school also offers an action packed holiday club which runs at half term and the summer holiday.

The school also runs an after school club from 3.20pm until 6pm.

During the school year we offer various bespoke after school clubs/activities for children to attend. These can range from sports to arts and crafts. Letters will be sent to parents advising of what clubs are available. Please note however that places are limited, due to the size of our school.

PARENT HELPERS

We have a team of parents who regularly offer help in school by working in classrooms. There is a wealth of experience amongst our parents and we are always in need of extra help. If you feel that you would like to come into school for an hour or so each week, please could you see Mr Lautman who organises this support.

ATTENDANCE ABSENCE PROCEDURES

If your child is absent you must:

- Contact us as soon as possible on the first day of absence, in person or by telephone
- Send a note in on the first day they return with an explanation of the absence.
- Or, you can call into school and report to the school office.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Write to you if attendance falls below 95%, as this is well below primary school targets, and ask for medical evidence to be provided for any absences if attendance falls below 93%

- Refer the matter to our Attendance Consultant if there is persistent unauthorised attendance.
- Invite you in to discuss the situation with our Attendance Consultant or Assistant Head Teacher if absences persist;

Term-time holiday:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There are no automatic entitlement in law to time off in school time to go on holiday and the government have amended the Education (Pupil Registration) (England) Regulations 2006 as of September 2013 to reflect this.

Queen Victoria Primary School will only grant leave where parents can prove exceptional circumstances.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice or Prosecution in the Magistrate's Court.

There is a more detailed attendance policy available on request or on the school website.

POSSESSIONS

No compensation can be made for anything which is lost, stolen or damaged. Parents are advised that children should not bring expensive toys, games, mobile phones or large sums of money into school. It is essential that **all** clothing is clearly marked. There is a lost property area in school, which parents have access to via the school office.

Children are encouraged to be responsible for their own money. It is desirable to bring money in a named container.

SCHOOL MEALS

All school meals are served on a set meal basis, with a choice of:

- One hot main course, including a vegetarian option, with either a hot or cold dessert.
- A jacket potato, with a choice of fillings, accompanied by a cold dessert.
- A flavoured chicken wrap, with a choice of hot or cold dessert.

Special meals can be made available for any child who has specific dietary requirements.

All children in Reception, Year One and Year Two receive a daily free lunch and we like to encourage every child to take up this option. In addition to the meal and not part of the scheme the school will provide your child with a free carton of juice on a daily basis as well as water being available on tables. There will be no need for your child to bring any money into school.

Children in Years Three, Four, Five and Six - If children purchase a school lunch every day of the week the **cost for the week will be £10.00**, this means that the children will be getting their juice for free as the price being set by Dudley for the meal is £2.00 per day not including a drink.

If children wish to stay on certain days only, the cost per day will be £2.20 and will include a carton of juice.

All meals will come with a carton of juice, there **will not** be the opportunity to purchase additional drinks but water will be available on the dining tables.

The current system of free school meals for those eligible will continue as it currently operates.

To accommodate an increase in the number of school lunches, the office will become responsible for collecting the money for those children who are required to pay.

Dinner money should be sent in to your child's class in a named envelope or purse and **not** brought in to the school office.

The children will place a named envelope (available at school office), or named purse, in a money tin in their classroom on a Monday morning (or the first day they are stopping for lunch that week). If children are stopping for lunch every day, we will need the **£10.00 payment in full on Monday morning**. If children are staying on specific days we will need the correct money (£2.20) on that morning. ***Please ensure that all monies sent in to school are in a named envelope or purse as all money will be sent to the office to be counted and marked off on the register.*** Please be aware that if you do not send in the correct money no change will be sent home it will be carried forward on your child's account.

Facilities are available for those children who wish to bring a packed lunch. Please send this in a suitable container which has your child's name written on it. Cold drinks may also be brought from home, only in an unbreakable container. Canned and fizzy drinks are **not** allowed. A drink is always available as part of the normal daily practice.

There is a Senior Lunchtime Supervisor in charge of supervision and under their charge are an adequate number of supervisory assistants to help the smooth organisation of lunchtime arrangements.

A "tuck shop" provides snacks for Upper School children at morning break-time. They are able to buy healthy snacks, as well as there being 'Milk Bar' providing milk and milk shakes.

Advice about free meals may be obtained by telephoning 01384 818181 and asking for Free School Meals Section.

HEALTHY EATING

We are committed to being a Health Promoting School and are now providing healthy options for the children at break & lunchtime. The salt, fat and sugar content of foods are monitored by Dudley Catering Services and are within Nutritional Standards.

Children are allowed to bring plain, still water into lessons, in a suitable plastic bottle.