



QUEENSMEAD
PRIMARY ACADEMY

Brochure
2023 - 2024



Together Everyone Achieving More



QUEENSMEAD PRIMARY ACADEMY

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QUEENSMEAD PRIMARY ACADEMY

Our School Aims

We want our school to be a place where we are safe: to learn, have fun and work hard.

A place where we are kind and mindful of everyone and have positive attitudes for our bright futures.

The Academy Aims

The academy aims are displayed in all classrooms, corridors and teaching spaces. Our pupils know what is expected of them.

These aims were written by pupils and staff who contributed their thoughts and ideas on making our Academy somewhere to be very proud of.



QUEENSMEAD PRIMARY ACADEMY

Principal: Mrs L Latham
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Follow us on Twitter @QueensmeadGDFT

September 2023

Dear Parent/Carer,

Thank you for requesting a copy of the Queensmead Primary Academy Brochure and having an interest in our thriving academy. This brochure outlines the aims and general organisation of the academy and provides a brief description of the curriculum.

Queensmead Primary Academy opened in November 2012 and provides a quality education for children aged from 3 to 11. We have classes from F1 (Nursery) through to Year 6.

This booklet will answer many of your questions about the academy and explains the opportunities it offers to enable our children to achieve their full potential during their years with us. It should be read in conjunction with the information on our website at www.queensmeadacademy.org which goes into much more detail and is kept up to date with the latest news and events from Queensmead Primary Academy.

I am proud that staff at our academy work closely together with parents to foster a caring and supportive environment where all children feel safe, secure and happy. Our ethos is one of 'Together Everyone Achieving More' – a TEAM. We aim to support children in developing as independent, caring, thoughtful and sociable members of the community. Something everyone can be involved in!

We endeavour to make the academy a true place of learning, involving parents and members of the community in the children's education. We value the partnership between home and school as an essential way of supporting the children in their learning.

I am proud that the children in our academy are happy and enthusiastic about learning and I'm delighted that you are interested in joining our great community at Queensmead.

Welcome to Queensmead!

Mrs Liz Latham

Principal



Part of the Greenwood Academies Trust group of Academies



Academy Information

Queensmead Primary Academy caters for pupils between the ages of 3 and 11 from the Braunstone Estate in the City of Leicester. We opened as an Academy in November 2012 sponsored by the Greenwood Academies Trust. The academy is situated just off the A47 in West Leicester in Braunstone, a large, thriving community with a wide range of facilities including the Leisure Centre, Brite Centre, modern schools and the largest park in the city. The amalgamation of the former infant and junior schools led to the building of the modern £6.5 million academy building in 2006.

We have approximately 440 pupils arranged into fifteen core classes with additional break out groups and intervention rooms. We are fundamentally a two form entry school throughout EYFS, KS1 and KS2.

The Work of the Academy

Our academy consists of three Key Stages – EYFS (Nursery/F1 and Reception/F2), Key Stage 1 (Year 1 and 2) and KS2 (Year 3, 4, 5 and 6). As well as our skilled class teachers, additional support for pupils is provided by our dedicated, trained teaching assistants and learning mentors.

We provide a broad and balanced curriculum offering children opportunities to achieve success in many different areas. Although our curriculum is based around the National Curriculum there are many other planned opportunities that make up the wider curriculum. We include learning inside and outside and promote social, moral, cultural and spiritual development throughout all areas of the Curriculum.

Preparing the children for life by developing their responsibilities, opportunities and experiences of life and society is at the heart of our successful school. We follow a theme based approach to the curriculum in the belief that children learn best when logical connections are made between different aspects of their work. We believe passionately that children should have ownership of their learning. We support them in becoming aspirational – aiming high – in order to make the most of their learning.

Queensmead is committed to a partnership approach to learning between the academy, pupil and home – ***Together Everyone Achieving More.***

Assessment is carried out regularly across the academy curriculum in all subject areas in order to monitor and track the progress of pupils and aid future progress. Formal and informal assessments are used (including national testing at Year 1 Phonics, Year 2 and Year 6) and take place on a daily, weekly, monthly and termly basis through observation, classroom interaction and guided group work.



Admissions

Places in the EYFS classes are based on the schools Planned Admissions Numbers for the year group as set out in the Queensmead Primary Academy Admissions Policy. Parents considering applying for a place at the school are welcome to visit the school at any time. Please contact the School Administrator who will arrange this.

Foundation Stage 1 (Nursery)

We take up to 30 pupils in each session (am and pm) and we aim to offer a flexible approach to the allocation of these places. We will always work with parents to try to provide opportunities to support working parents whilst giving children the best possible start.

Foundation Stage 2 (Reception)

We have a planned admission number of 60 for F2. The majority of our F1 pupils move up into our reception year (F2). Children are admitted into mainstream education in the September of the academic year in which they are five. Many children will have had Nursery, F1 or pre-school experience before starting in our F2 classes.

When you visit you will see a huge range of resources to encourage independent learning through play, as well as highly motivated friendly and dedicated staff who are committed to ensuring that our Early Years Foundation Stage (EYFS) allows children to develop and flourish. The Foundation Stage has its own playgrounds and facilities.

The academy follows the admissions policy of Leicester City LA and their co-ordinated scheme.

Equal Opportunities

At Queensmead Primary Academy it is our policy to give an education which promotes equality of opportunity and freedom from discrimination on grounds of gender, race or disability. The Academy is committed to the inclusion and education of all children and to providing equal opportunities for all children regardless of race, gender, intellectual or physical capability, social or cultural background. This statement equally applies to adults working in the Academy.

Children with Special Educational Needs & Disabilities

We recognise that certain children may have Special Educational Needs & Disabilities at some time in their educational career. We always contact parents directly whenever we have a concern regarding a child's educational development and seek their permission if there is the need to use the skills and knowledge of other agencies (Speech and Language, Behaviour Support Team, Autism Support, Educational Psychologists).

We hold regular reviews with parents to monitor children's progress. A register is kept of all pupils who need to be given help under the SEND Code of Practice. We have a specialist SEND Base, SENDCo and SEN Support Teaching Assistants working in our academy to allow all children to make progress and develop their learning.

Curriculum Details

In the *Early Years Foundation Stage* the academy follows the EYFS Statutory Framework.

The Early Learning Goals are:

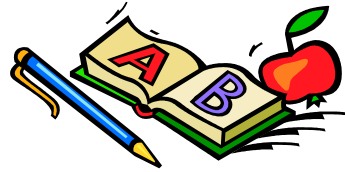
- Personal, Social & Emotional Development
- Communication and Language
- Physical Development

The Specific Areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design



In *Key Stage 1* and *Key Stage 2* our academy teaches all aspects of the National Curriculum, aiming to make the learning interesting and meaningful. The academy uses a balance of whole class, group and individual teaching strategies to ensure that children are taught in appropriate ability groups and that the teacher's time is used effectively to maximise learning.



Homework

Homework is an excellent way for you to keep up to date with what your child is studying in school and offers the chance for you to encourage them with us. Homework helps to support your child's progress and will always include daily reading at home and may include spellings/ times tables. We also set 'Queensmead Quests' every term, which are an important part of supporting your child. Not all homework will be written work: it may be a practical or creative activity for you to try with your children.

House Teams

The academy has four Houses.

- Braunstone
- Winstanley
- Western
- Rancliffe



We have House Captains from Year 6 representing each house – they are nominated by the staff and pupils of the school and they are seen as holding a responsible position in the academy. All children and staff are in a house. House groups are used throughout the year for events and house points. Children earn house points for their House Team through their good manners, learning and work. These are counted each week and a trophy is presented to the winning house at the end of the year.

Absence

The Academy is legally required to record reasons for absence. They are divided into two categories: Authorised (allowed in law) and Unauthorised (not allowed or unreasonable).

Authorised Absence includes:

- 1) Illness where we have verbal or written reason from a parent.
- 2) Appointments at the Doctor, Hospital or Dentist where the academy has written evidence and that the appointment could not be attended outside of school day.

Unauthorised Absence covers:

- 1) Keeping a child off school to go shopping/birthday treat.
- 2) Keeping a child off all day because they 'slept in'.
- 3) Keeping a child off because they 'did not want to come'.
- 4) Keeping a child off because they have head lice.
- 5) Parents are unwell.
- 6) For a house move.
- 7) Child's Birthday.
- 8) Family Holidays.
- 9) Any absence without informing Queensmead Primary Academy.



If your child is absent from school please telephone the academy on 0116 285 8518 by 9.15am on the first day of absence. If no notification is given you will receive a phone call. We hold regular reviews of attendance with parents, pupils, the Attendance Officer and our EWO. Regular attendance is rewarded with certificates and prizes.

Attendance Matters!

Our attendance target for this academic year is 96%. Attendance awards are given termly to those children who achieve 100% attendance. We are constantly striving to improve this with your support.

All absences and poor attendance will be challenged by our attendance officer. This may include seeking medical evidence (where required for prolonged or regular absences), letters and phone calls home.

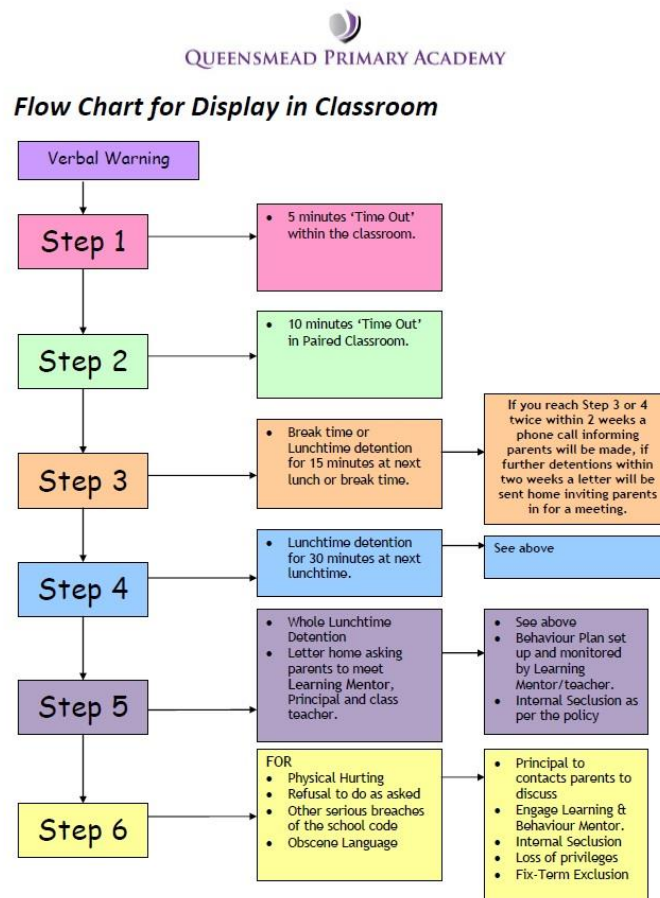
We have a strong relationship with our EWO who works closely with our academy. Our attendance officer is Miss Sewell.

Holidays – We adhere to the Government and Local Authority guidance which states that term-time holidays will not be authorised.

If your child has unauthorised absence you may either be issued with a penalty notice of £120 per parent per child (discounted if paid within 21 days), or, your case may be referred by the Local Authority directly to the Magistrate's Court.

Behaviour Policy

We have a well-developed behaviour policy in school and a copy is available upon request. In each class there are posters displaying the rules, rewards and sanctions for negative behaviour. There is a simple flow chart for the sanctions that staff and children understand and adhere to.



Queensmead Primary Academy is a community. The staff of the school believe that the personal and social development of pupils is as important as their academic progress. Our behaviour policy, together with our work on the Personal, Social, Citizenship and Health Education (PSHCE) curriculum, is designed to help pupils understand how the membership of a community confer duties, rights and responsibilities upon the individual. The aims of our Behaviour Policy are to:

- Promote Good Behaviour
- Promote Positive Attitudes
- Develop Moral Codes and Values
- Prepare Pupils for Citizenship

The ethos of the school and the community: close working relationships are developed between all members of the school community which are founded on mutual respect, trust, care, consideration and tolerance.

High Standards of Teaching and Learning: Pupils are given a clear sense of purpose and achievable targets in their learning.

The active involvement of pupils in the life of the academy: we offer pupils numerous opportunities to be involved in the decision making in the academy through:

- School Council
- PSHCE Curriculum
- Peace Keepers

- Routes to Resilience Representatives
- Eco Warriors
- Purple Pounds System

We believe our academy is a happy and secure place in which all individuals learn to respect themselves, others and the environment in which they work and play.

Safeguarding

Queensmead Primary Academy fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance and we have certain responsibilities set out under:

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002
- The children and Families Act 2014
- Working together to Safeguard Children 2018 (with updates)
- The Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance on safeguarding children
- Leicester City Council, Education Child Protection Procedures
- Keeping Children Safe in Education – annually updated version

There are four main elements to our Safeguarding Policy.

- Prevention (e.g. positive school atmosphere, teaching and pastoral support to pupils, preventing unsuitable people working with children).
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
- Support (to pupils and school staff and to children who may have been abused).
- Working with Parents (to ensure appropriate communications and actions are undertaken).

This policy applies to all staff (including all adults working with children paid or unpaid as a volunteer), members of the Academy Advisory Council, and visitors to the academy. We recognise that child protection is the responsibility of all staff within our academy. We will ensure that all parents and other working partners are aware of our child protection policy by displaying appropriate information in our reception and by raising awareness at initial meetings with parents of new pupils as well as at regular parent-teacher meetings and through the fortnightly newsletters.

The academy has a Safeguarding Policy and procedures in place, and the policy is made available to parents on request. All agencies, including the academy, work together as a team to protect children.

Ofsted

Our last Ofsted inspection took place on 3rd – 4th July 2018. As with the previous inspection we continue to be a 'Good school.'

What do Ofsted say about our wonderful academy?

- ‘The school’s curriculum is well-designed to inspire pupils to learn and broaden their knowledge and skills.’
- ‘Children in the Nursery year make a good start to their school life. Good teaching and nurturing help children to make good progress.’
- ‘Pupils are proud of their school.’
- ‘In lessons, pupils collaborate well and show mutual respect for one and another’
- ‘The school is a calm and welcoming place to learn.’

Collection of Children



The safety and well-being of the pupils at our Academy is a priority and this includes procedures to ensure this is the case at the end of the day. Classes from F1 up to Year 4 have a Class Collection List of all responsible adults that you have given permission to collect your child. We ask ALL parents to inform the academy office or the teacher in the morning of ANY changes in the collection of children.

Staff WILL NOT release children into the custody of unknown people, even if they are a parent of another child. Please also note it is the academy policy not to release children into the care of siblings under the age of 16 (parental permission is required for those over 16 years of age in any circumstance).

Children in Year 5 and 6 are allowed to leave the academy at the end of the school day on their own unless you have notified the academy office or class teacher otherwise.

ParentPay

We are a ‘cashless school’. We use ParentPay, a secure online payment management system to collect payments for meals, clubs, trip permissions etc. Each child is given a unique activation code and details of how to set up this secure service when they start.



Ordering School Meals

Alongside paying for school meals, parents use ParentPay to pre-order their child’s school meals via CYPAD. This helps to cut down on waste as well as ensuring allergies and dietary requirements are catered for. Meals must be booked in advance. If you would like further information, please contact the office.

Morning Club

We provide a supervised morning club from 8am until the start of the school day. Children must be dropped off by 8:15am. This is primarily used to support parents who need to drop off their children to get to work. Educational activities and breakfast are provided for a small daily charge. Places must be booked and paid for in advance by the Thursday lunchtime of the week before the provision is required. Late payment may result in your place being offered to another family.

For further information on this service, or to book your child in please contact the academy office.

Aftercare

We offer an After Care service for working parents to enable them to collect their children from school later than the normal school day. There is a small charge for this service.

Aftercare runs from 3:20pm until 4:30pm. You can collect your child before the end time however the full fee would remain payable.

As places are limited you need to book and pay in advance to reserve your child's place. Places must be booked and paid for in advance by the Thursday lunchtime of the week before the provision is required. Late payment may result in your place being offered to another family.

For further information or to book your child in please contact the school office or take a look on our website.

Pupil Academy Council

The Academy Council is an important way for children to have their voices heard and play an active role in the decision-making process in school. It meets every week with a teacher and senior leaders to discuss the important issues that matter to our children. Central to our Peace Keepers and supporting the work of anti-bullying, the council is involved in making choices for the academy and includes dialogue with their own class council and teachers.

A typical Day in the Academy

A typical day in the Academy starts at 8:50am, the classroom doors will open at 8:45am to allow time for the children to hang up their coats and bags and also give parents / carers time to speak to the class teacher.

Children will begin their learning immediately. Any children that arrive after this time will be marked as late and will need to be taken to the office to be signed in.

Break time for Year 1, 2 and 3 is from 10:25am until 10:40am and for Year 4, 5 and 6 10:45am until 11:00am

We have staggered lunchtimes in the academy which start as follows:

- 11:40am for EYFS
- 11:45am for Year 1
- 12pm for Year 2 and 3
- 12:20pm for Year 4 – 6



All of the children have an hour lunch break.

The Academy day ends at 3:15pm for EYFS and 3:20pm for the rest of the Academy.

Children in Year 5 and 6 are allowed to walk home alone at the end of the day. Children in Year 4 and below need to be collected by an adult over the age of 16 who is on the class collection list. Please ensure that any changes to who can collect your child are reported to the office as soon as possible.

If your child is not collected by 3:30pm they will be taken to the office and a telephone call will be made to determine when they will be collected. Children that are collected late will be placed into aftercare which will incur a fee.

Dottie our Therapy Dog

Dottie is a Cockapoo, which are bred to be sociable dogs and are often used as therapy dogs as they are known to be good with children. Dottie lives in the main office area for most of the day but on occasion she is taken around the academy to visit the children. Dottie is under adult control at all times and only children with parental permission will be allowed to have close interaction with Dottie. Look out for the permission letter in your prospectus pack.



Parental Involvement

Working together with parents is important to us.

- We hold parent consultation evenings in the autumn and spring terms. Parents are invited to discuss on an individual basis, the work their child is involved with.
- An annual written report comes home in July.
- Parents are invited to regular events in the academy through the year such as Christmas Performances, other concerts, celebration assemblies, sports days, curriculum events and theme days.
- We are always grateful for parental help which supports the teaching in school.
- There are many ways parents can support us in the academy from hearing readers to looking after resources. Please do talk to a member of staff if you wish to be involved.
- Our academy organises family learning events on a regular basis. Details are provided in the newsletter, via Twitter and on the academy website.
- Fortnightly newsletters and termly class newsletters keep you informed about life in school as well as notices in the boards outside classrooms.

If you have any concerns or questions, please come and speak to a member of staff.

Parental Feedback

We welcome feedback from parents and carers as this gives us ideas and suggestions on the type of things that you and your child want from the Academy.

Once a year we ask parents to complete a questionnaire which covers a range of topics, these answers then help us with our Academy Improvement Plan. Alongside this we regularly send home short surveys with specific topic related questions.

We also have a suggestion box in Reception for anyone to put their suggestions in.

Below you can see some results from the latest questionnaire:

100% of parents agreed that their child is happy at this school.

99% of parents agreed that their child feels safe at this school.

99% of parents agreed that their child is taught well at this school.

100% of parents agreed that this school is well led and managed.

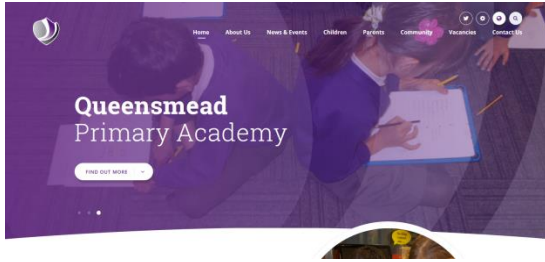
100% of parents agreed that this is a good school.

98% of parents agreed that they would recommend this school to other parents.



Academy Website & Twitter

Take a look at our website, www.queensmeadacademy.org it's a comprehensive resource for parents and pupils!



Also follow us on twitter for the latest news.



@QueensmeadGDFT

Communication

If you wish to contact your child's teacher or make an appointment to see a member of academy staff there are several ways contact can be made:

- You can talk directly to the teacher at the start or end of the day.
- You can send in a letter to the teacher requesting an appointment.
- You can e-mail the office to pass on a request.
- You can telephone the academy office and the staff will pass on a message to the teacher.

If you wish to e-mail the Principal, Deputy Principal, SENDCo, Advisory Council or the Academy Office please email the academy office on admin@queensmeadacademy.org your enquiry will then be passed onto the relevant person.

Our Response Times

A telephone Call – any telephone calls, which cannot be answered immediately, will be responded to within two days. We will make two attempts to call back and on third attempt will leave a message, if this is an option.

An e-mail – we will reply to any e-mails sent within a maximum of five working days. We treat e-mails like a letter coming into school.

An appointment request – we will respond within two days (apart from the SENDCo which may take longer owing to her part time working schedule).

URGENT CHILD WELFARE ISSUES WILL BE DEALT WITH WITHIN THE ACADEMY DURING THE SAME DAY BY A SENIOR MEMBER OF STAFF.

Please remember that not all staff are in school every day. They will answer any query within the recognised time scales.

General Data Protection Regulation 2018

If you would like to know how we use your information and what we use it for you can find a copy of our Privacy Notice on the academy website www.queensmeadacademy.org/GDPR

And Finally...



Staff and Pupils at Queensmead Primary Academy are very proud of our academy and we welcome you to come and visit us!

If you would like to make an appointment please contact the main office on 0116 285 8518.