

Year 12 Welcome Pack

2020 - 2021



Interim Head Teacher: Mr Chris Wilson

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QUEENSBURY SCHOOL 2020-2021

Interim Head Teacher

Chris Wilson

Deputy Head Teacher – Key Stage 4

Mrs Sherree Watkins-McGill

Assistant Head Teacher - Key Stage 3

Mrs Julie Fitzpatrick

Assistant Head Teacher Upper School – Key Stage 5

Mrs Bushra Adnan

Pastoral Manager

Mr Nisar Khan

School Business Manager

Mrs Louise Hackett

Senior Office Manager

Mrs Jackie Keach

Building Services Manager

Mr Stewart Barr



WELCOME TO QUEENSBURY SCHOOL

Please find enclosed your Welcome pack and Admissions pack to include helpful information with regards to your family's transition into Queensbury School.

To assist us with the enrolment process may we please request that you email enquiry@queensbury.bham.sch.uk to confirm your school place. This will assist us in preparing your child's arrival with us at the Sixth Form in September and planning for a possible transition day in the late Summer.

Please be assured that, in line with the Data Protection Act 1998, the information that you share will be kept on the office computer under restricted access and is subject to the provisions of the Data Protection Act 1998. The information will be disclosed only to the Education Authority, Health and Welfare Agencies or where a law or emergency necessitates a disclosure.

Your welcome pack includes:

- Times of our school day and the 2020-21 term dates
- A guide to our uniform
- Privacy notice of information

Your Admissions pack includes information for you to complete and return to us include:

- Acceptance form
- Home – school agreement
- Medical information
- Medication Consent
- Media/Social/Behavioural Information
- Permissions
- Off Site Visit Consent/Response slip
- School Closure Arrangements

Please be advised that a copy of this welcome pack is available on the home page of our website www.queensburysch.com

Please return your completed forms to our school Reception by post. You can also scan your completed forms and email to our office team enquiry@queensbury.bham.sch.uk

Should you require any further assistance, please do not hesitate to contact any of our friendly office team who are happy to help.



INFORMATION ABOUT THE FIRST DAY

Tuesday, 1st September 2020 – TRAINING DAY – no students in school

Wednesday, 2nd September 2020 – TRAINING DAY – no students in school

Thursday, 3rd September 2020 – All students in school (Subject to possible changes due to COVID-19)

Our Sixth Form operates on a four day timetable and we will confirm with your prior to the start date which group they are in and what their study day will be.

School starts at **8.45am** and all Year 12 students, in their uniform, will be welcomed by Mrs Adnan, Assistant Head Teacher and Sixth form lead. Following this, students will go with their Tutor to their form rooms.

Students will be in school all day, along with the rest of the school. They will go to their Tutor groups, meet some of their Teachers and be issued with planners and timetables. Normal lessons will start after Tutor period. Lesson times are detailed overleaf, in their planner and on our school website.

Students settle in very quickly as many of them are already familiar with our school. Our staff and students will help your son/daughter to settle in.

USEFUL INFORMATION

The school day comprises of nine teaching periods and a Key Stage specific lunchtime. A bell rings at the end of each period. Details of our school day may be found overleaf.



Our School Day

8.45am	School begins and registration taken. All student absences to be reported by 9.00am
8.45am to 9.15am	Lesson 1
9.15am to 9.50am	Lesson 2
9.50am to 10.25am	Lesson 3
10.25am to 10.40am	BREAK
10.40am to 11.15am	Lesson 4
11.15am to 11.50am	Lesson 5
11.50am to 12.25pm	Lesson 6
12.25pm to 1.00pm	Lesson 7 – FIRST LUNCH – Key Stage 3
1.00pm to 1.35pm	Lesson 8 – SECOND LUNCH – Key Stage 4 and 5
1.35pm to 2.10pm	Lesson 9
2.10pm to 2.45pm	Lesson 10
2.45pm to 3.05pm	Afternoon registration
3.05pm	Independent, parent collected and public transport students leave school
3.10pm	Minibus students leave school



Students should not be on the school premises before 8.15am

TERM DATES 2020/2021

AUTUMN TERM 2020

Term starts	Tuesday, 1st September 2020 – Training Day Wednesday, 2nd September 2020 – Training Day Thursday, 3 rd September 2020 – All students to attend (if this is not their personal development day)
Half term	Monday 26 th October 2020 to Friday 30 th October 2020 Monday, 2nd November 2020 – Training Day Tuesday, 3 rd November 2020 – All students to attend (if this is not their personal development day)
Term ends	Friday 18 th December 2020

SPRING TERM 2021

Terms starts	Monday 4th January 2021 – Training Day Tuesday, 5 th January 2021 – All students to attend (if this is not their personal development day)
Half term	Monday 15 th February 2021 to Friday 19 th February 2021 Monday, 22nd February 2021 – Training Day Tuesday, 23 rd February 2021 – All students to attend (if this is not their personal development day)
Term ends	Thursday 1 st April 2021



SUMMER TERM 2021

Term starts **Monday 19th April 2021 – Training Day**
Tuesday, 20th April 2021 – **All students to attend (if this is not their personal development day)**

Half term Monday 31st May 2021 to Friday 4th June 2021

Term ends Wednesday 21st July 2021

OTHER DATES

Good Friday Friday, 2nd April 2021

Easter Monday Monday, 5th April 2021

May Day Monday, 3rd May 2021

BREAKFAST CLUB

Breakfast is the most important meal of the day. It provides students with the energy for a long and busy day ahead.

At Queensbury we offer a wraparound breakfast club from 8.15am every morning until 8.45am. Whilst no charge is made to attend breakfast club, we do ask for contributions to help cover our costs, 10p per slice of toast, fruit, hot chocolate, tea and squash are all 20p. As well as our wraparound breakfast club, Queensbury is part of the National Magic Breakfast Project, which ensures "No child should be too hungry to learn". At Queensbury, during our registration period, we offer every student the chance to have a bagel for breakfast. This is currently funded through Magic Breakfast, but will continue to be provided once the funding has ceased.

MENU – 10p toast – rest of items 20p



Toast – 10p



Fruit squash



Fruit



Hot drinks

BREAKTIME AND LUNCHTIME

There is a break in the morning for 15 minutes when your child can enjoy a well-deserved rest. Break is from **10.25am to 10.40am**.

Lunchtime is in two sittings for specific Key Stages;

12.25pm to 1.00pm for Key Stage 3 and **1.00pm to 1.35pm** for Key Stage 4 and 5

We have Lunchtime Supervisors to ensure your child is looked after. Students are NOT allowed to go off premises for any reason during the day.

Staff are on lunchtime and break time duty outside to support the wellbeing of your child. Lunchtime is an important social time for students when they meet new friends and catch up with old friends. We have a supervised quiet room for those students who need this facility.

SCHOOL UNIFORM

At Queensbury School we believe that the reputation of the school and the students is enhanced by wearing school uniform. There are a number of reasons why we have school uniform at Queensbury;

- To protect and reflect the shared identity of the school
- To create an ethos of equality between all students in the school
- To provide a common standard of smart dress for all students
- To accustom students to meeting dress requirements which many will meet in the world of workplace



- To assist Parents/Carers by avoiding competitiveness in terms of fashion and expense

Uniform

Navy Jersey / sweatshirt
Blue/white shirt or Polo shirt
Navy/Black trousers or Black/Navy skirt
Grey/Navy/Black socks
Dark shoes / trainers
School Tie (optional)
Navy Blue fleece jacket

Students may wear a plain sweater with a Queensbury badge sewn on if preferred.

PE KIT

Navy or White polo or t-shirt
Navy, Black or White shorts
Navy socks
Trainers (no restriction on colour)

SCHOOL UNIFORM





Additional requirements – we ask that;

- No jewellery to be worn at school other than ONE pair of ear studs
- No make-up or nail varnish or nail extensions

Equipment needed for school;

- Pen
- Pencil
- Pencil sharpener
- Ruler
- Eraser



MOBILE PHONES



Mobile phones must NOT be switched on or used during school times

NOTICE

NO PHONES, TABLETS, IWATCHES OR ANY OTHER PORTABLE, ELECTRONIC RECORDING DEVICE OF ANY KIND IS ALLOWED IN DESIGNATED AREAS WITHIN THE SCHOOL

WHAT HAPPENS WHEN MY CHILD IS LATE TO SCHOOL

If a student arrives late to Registration without a valid reason a late mark will be given by their Tutor. If they arrive after the normal registration period, then the student must go to Reception and pick up a 'late' slip.



WHAT HAPPENS WHEN MY CHILD IS ABSENT FROM SCHOOL

Parents are requested to contact the school on the first day of absence (before 9.00am). This procedure must be followed on each day of absence.

Telephone; 0121 373 5731





WHAT HAPPENS IF MY CHILD IS TAKEN ILL AT SCHOOL



I'm not
feeling good

Any students who feel unwell during the school day should inform their Teacher who will send the student to the office with their Teaching Assistant. Staff will assess what needs to be done. If necessary, Parents/Carers will be contacted to collect their child and, if necessary, take them for treatment. This also happens when a child suffers a minor injury.

HOMEWORK



Students will be set homework. This can be recorded in their planner which provides a record of homework set as well as other useful information. On an everyday basis, the planner is also a useful means of communicating between Teachers and Parents/Carers and vice versa as there is space available for comments/messages. A homework timetable will be provided in September.

AFTER SCHOOL CLUB

We have an After School Midland Mencap Club, which runs on a weekly basis.



Further information will be provided



once the new term begins.

BEHAVIOUR/EXPECTATIONS/GOLDEN RULES

Student Behaviour/Expectations

All students are expected to behave in a responsible manner at all times. They are also expected to act with courtesy and consideration at all times. We all care for each other and want you to help us care for all our students. A home/school agreement is included in the New Starter pack for you to read, sign and return.



Our 5 Golden Rules

1. We listen to each other
2. We respect each other and each other's property
3. We follow instructions
4. We keep our hands and our feet to ourselves
5. We look after our school and each other

OUR REWARD SYSTEM

Queensbury School has just launched a new reward system called 'Go for Green'



Green tokens are awarded for learning, improved general citizenship or actions that go above and beyond. exceptional behaviour for behaviour, homework, excellent

The green tokens are displayed in each Form room and may be exchanged for rewards at key points throughout the year.

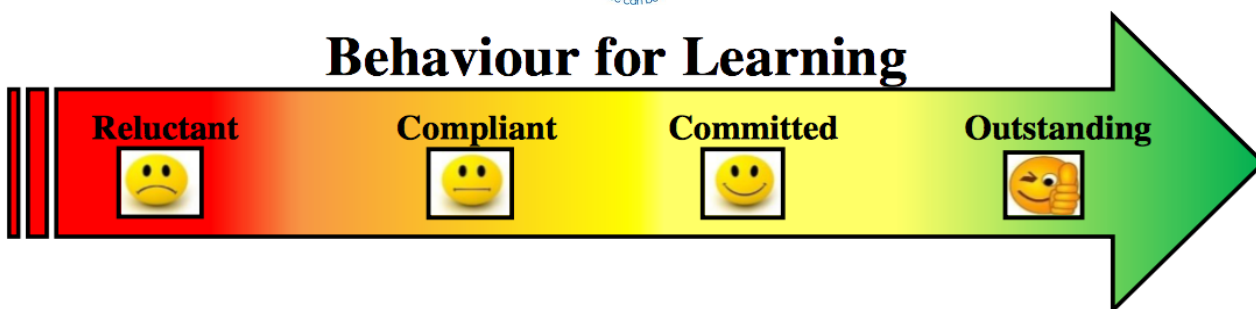
We also use praise cards, phone calls and texts home to acknowledge effort and achievement.

Each key stage assembly also recognises student achievement by awarding certificates for 'Star of the week' nominations.

We encourage outstanding behaviour for learning. All of our students have the right to be taught well and the right to learn.

Our Behaviour for Learning grid can be seen below;

Behaviour for Learning



Reluctant	Compliant	Committed	Outstanding
Avoids work, needs reminders to be brought back on task regularly. Makes poor choices.	Does what is asked and to a standard appropriate to ability.	Hard-working and fully engaged.	Drives own learning, showing independence of thought.
Can have a negative impact on others.	Follows instructions and does what is told. Does not have a negative influence on others.	Has a positive impact on others.	Has a sustained positive impact on the learning of others e.g. leadership in lessons and positive role-modelling.
Lacks homework and has work missing in books.	Homework activities completed adequately but often fall short of full potential. Does what is expected but does not <i>go the extra mile</i> .	Notable effort put into work relative to ability. Homework tasks completed fully.	Homework tasks display evidence of wider reading and research <i>Goes the extra mile</i> by consistently displaying curiosity and a love of learning.
Displays a lack of aspiration and motivation.	Shows insufficient desire/confidence to achieve full potential.	Demonstrates a desire to do well, taking some responsibility for their own learning.	Highly aspirational with an appreciation of the value and bigger picture associated with learning.
Reluctant to engage with feedback or in positive dialogue. Limited response to support.	Accepts support but does not seek it.	Responds well to teacher/parent/peer support and challenge.	Proactive in responding to targets/feedback, demonstrating the capacity to take the next step in learning without the teacher.

QUEENSBURY HOUSE SYSTEM

At Queensbury we operate a House system. Our four Houses are named after Hogwart's Houses;

Slytherin



Griffendor



Ravenclaw



Hufflepuff



Students may be awarded House Points for contributing to House activities. They will then receive a certificate recognising their achievement.

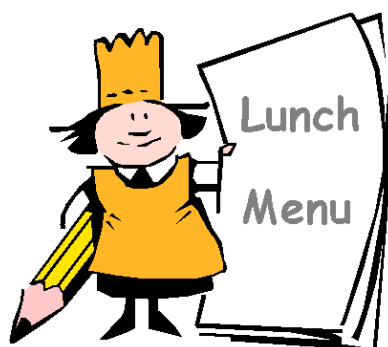
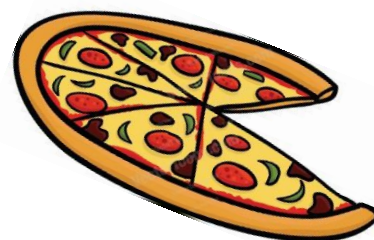
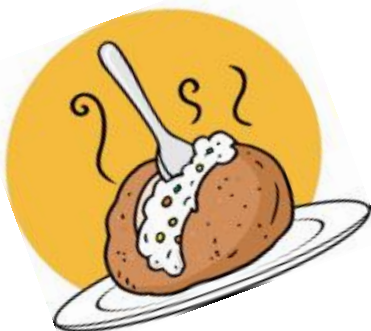
SCHOOL MEALS

School meals are available at a cost of £2.70 per day. Money should be brought into school in an envelope clearly marked with your child's name and the amount of



money enclosed. If you feel you Meals, then please contact the assist you.

may be entitled to Free School Finance Office who will be happy to



STAFF AND CONTACT INFORMATION

Senior Leadership Team

Interim Head Teacher

Mr Wilson



Deputy Head Teacher - Key Stage 4

Mrs Watkins-McGill

Assistant Head – Key Stage 3

Mrs Fitzpatrick

Assistant Head – Key Stage 5

Mrs Adnan

Heads of House

Gryffindor

Mrs Jameson

Slytherin

Ms Khatoon

Hufflepuff

Mr Field

Ravenclaw

Ms Murphy

Pastoral Staff

Pastoral Manager

Mr Khan

Senior Learning Mentor

Mrs Swain

Learning Mentor

Mr Whitson

Learning Mentor

Laura Murphy

Learning Mentor

Mrs Richards

Work Related Advisor

Vacancy

Home School Linkworker

Ms Cartwright

Administration Team

School Business Manager

Mrs Hackett

Senior Office Manager

Mrs Keach

Building Services Manager

Mr Barr

Finance Assistant

Ms Prince

Administrative Assistant

Ms McGaughey

Reception

Ms Isaac/Mr Bradford

Your child's Form Tutor and Pastoral Manager are initial points of contact for matters relating to Year 7 students. We place a great emphasis on home/school links and if you need to contact the school please telephone on 0121 373 5731.