

Welcome Pack

2022 - 2023



Executive Head Teacher: Mr Chris Wilson

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QUEENSBURY SCHOOL 2022-2023

Executive Head Teacher

Chris Wilson

Head of School – Key Stage 4

Mrs Sherree Watkins

Associate Head of School - Key Stage 3

Mr Adam Kearns

Associate Head of 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 complete a number of documents and return them to us within two weeks of receiving them. This will assist us in preparing your child's arrival with us in September and planning for their transition day in July.

Please be assured that, in line with the Data Protection Act 2018, 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 2018. 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 2022-23 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.eiat.org.uk

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

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

8.30am	Students arrive in, School begins and registration taken. All student absences to be reported by 9.00am
9:00am to 9.30am	Lesson 1
9.30am to 10.00am	Lesson 2
10.00am to 10.30am	Lesson 3
10:30am to 10.45am	BREAK
10.45am to 11.15am	Lesson 4
11.15am to 11.45am	Lesson 5
11:45am to 12:15pm	Lesson 6
12.15pm to 12.45pm	Lesson 7 – FIRST LUNCH – Key Stage 3
12.45pm to 1.15pm	Lesson 8 – SECOND LUNCH – Key Stage 4
1.15pm to 1.45pm	Lesson 9 – THIRD LUNCH – Key Stage 5
1.45pm to 2.15pm	Lesson 10
2.15pm to 2.45pm	Lesson 11
2.45pm to 3.15pm	Afternoon registration
	Independent, parent collected, public transport and mini bus students leave school: KS3 STUDENTS LEAVE AT – 3:10pm KS4 STUDENTS LEAVE AT – 3:05pm KS5 STUDENTS LEAVE AT – 3:00pm
Students should not be on the school premises before 8.30am	

TERM DATES 2022/2023

School Year 2022 to 2023**Autumn Term 2022****Term Begins:** Monday, 5th September 2022 – **Training Day**Tuesday, 6th September 2022 – **Training Day**Wednesday, 7th September 2022 – **Transition Day; New Year 7 only**Thursday, 8th September 2022 – **whole school attends****Half Term:** Monday, 24th October 2022 to Friday, 28th October 2022**Term Begins:** Monday, 31st October 2022**Term ends:** Friday, 16th December 2022

Term Begins: Tuesday, 3rd January 2023 – **Training Day****Half Term:** Monday, 20th February 2023 to Friday, 24th February 2023**Term Begins:** Monday, 27th February 2023 – **Training Day****Term ends:** Friday, 31st March 2023

Summer Term 2022**Term Begins:** Monday, 17th April 2023 – **Training Day****Half-term:** Monday 29th May 2023 to Friday, 2nd June 2023**Term ends:** Tuesday, 25th July 2023

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 **10.30am to 10.45am**.

Lunchtime is in three sittings for specific Key Stages;

12:15 to 12:45pm for Key Stage 3, **12.45pm to 1.15pm** for Key Stage 4 and **1.15pm to 1.45pm** for Key Stage 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

Our school uniform supplier is:

Trutex Erdington, 73 The High Street, Erdington, B23 6SA, Tel: 0121 350 8444.

Additionally, by accessing;

<https://www.crestedschoolwear.co.uk> where you can choose the school emblem.

Uniform

Navy Jersey / sweatshirt

Blue/white shirt or Polo shirt

Navy/Black trousers or Black/Navy skirt

Grey/Navy/Black socks

Dark shoes / trainers

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)



SIXTH FORM UNIFORM

Sixth form students will no longer be required to wear school uniform on a daily basis, this is to prepare them for adulthood. We want students to be able to show that they can make appropriate choices in terms of clothing. The dress code will be smart casual.

When going out on community access and or other events students **will be** required to wear a teal coloured hoodie or polo shirt with the Queensbury Logo. Both will be available to purchase from Trutex Erdington (73 high Street).

Additional requirements – we ask that;

- No jewelry 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/Ipods/Ipads/tablets must NOT be switched on or used during school times

NOTICE

Electronic Devices and Phones

Mobile phones must NOT be switched on or used during school times. Phones, tablets, smart watches or any other portable, electronic recording device of any kind are not allowed on the school site.

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 for their core subjects. Students will be mainly set homework using our learning platform called 'PurpleMash'. Their homework 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 currently offer after school Art Therapy for students and in the future we hope to offer more clubs such as Midland Mencap Club.



Further information will be provided once the new term begins.

BEHAVIOUR/EXPECTATIONS/GOLDEN RULES

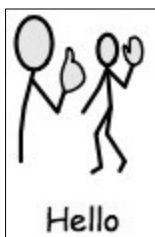
Student Behaviour/Expectations

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.

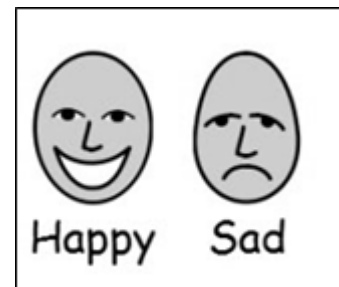
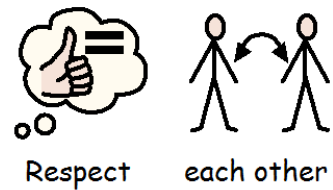
5 Golden Rules

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



Good morning



OUR REWARD SYSTEM

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

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

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.

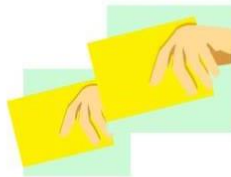
We encourage outstanding behaviour for learning. All of our students have the right to be taught well and the right to learn.

Our Behaviour for Learning grid can be seen below;

Behaviour & Detentions



**1 Yellow
Card =
WARNING!**



**2 Yellow Cards =
10 Minutes
Detention at
Breaktime**



**1 Red Card =
Lunchtime/
After School
Detention**

**IF BEHAVIOUR CONTINUES TO ESCALATE AFTER RED CARDS AND
LUNCHTIME DETENTIONS - STUDENTS SHOULD BE KEPT FOR
AFTER SCHOOL DETENTION ON WEDNESDAYS!**

OUR LEARNING MENTORS and FAMILY SUPPORT WORKER



Mrs Swain
Senior Learning Mentor
& KS3 Behaviour Lead



Mr Whitson
Learning Mentor
& KS4 Behaviour Lead



Miss Murphy
Learning Mentor
& KS5 Behaviour Lead

We have a Learning Mentor team at Queensbury School and they are here to support all our students with any barriers they have to their learning.

Come and see us at any time if you need to talk about any worries you might have at school, or even at home.

We are always available to support you with your behaviour and making the right choices.

If you take any medication in school, it will be given to you by us. We also support students with personal care.

The Learning Mentors' room is open at break and lunch times if you want to go somewhere a little quieter.

We work with agencies such as the School Doctor and Forward Thinking Birmingham to make sure you get the help you need.

Parents and carers can also get in touch with us if they have any questions or concerns.



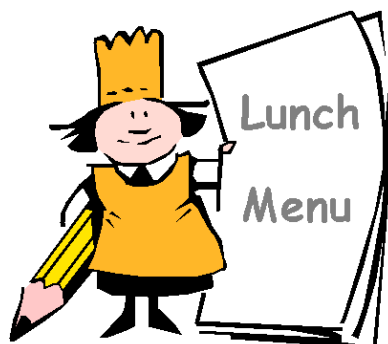
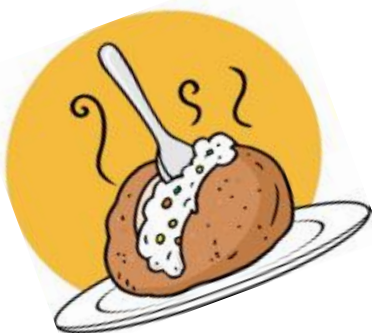
Family Support Worker

Miss Cartwright is our Family Support Worker at Queensbury School. She is here to support all our students and their families.

Miss Cartwright does this by meeting with parents or carers at home or school to talk about what they would like help with. She can help by filling out forms like DLA, PIP, Family Fund or finding out information about groups or other support agencies outside school, or working with families in an Early Help Assessment to get the support you may need.

SCHOOL MEALS

School meals are available at a cost of £2.75 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 may be entitled to Free School Meals, then please see the link on the school website.



STAFF AND CONTACT INFORMATION

Senior Leadership Team

Executive Head Teacher	Mr Wilson
Head of School - Key Stage 4	Mrs Watkins
Associate Head of School – Key Stage 3	Mrs Kearns
Associate Head of School – Key Stage 5	Mrs Adnan

Pastoral Staff

Pastoral Manager	Mr Khan
Senior Learning Mentor KS3 Behaviour lead	Mrs Swain
Learning Mentor KS4 Behaviour lead	Mr Whitson
Learning Mentor KS5 Behaviour lead	Miss Murphy
Learning Mentor/Travel Trainer	Mrs Richards
Work Related Advisor	Mr A Mitchell
Family Support Officer	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. We place a great emphasis on home/school links and if you need to contact the school please telephone on 0121 373 5731.

