

Prospectus for Parents

2011 - 2012

**Queen Eleanor Primary
School**

Galley Hill

Stony Stratford

Milton Keynes

MK11 1PA



**Chair of Governors:
Paul Critchley**

**Headteacher:
Liz Lockhart**

Aims of our School

- ❖ **To ensure we meet the needs of each child and help them to become responsible for developing to the full extent of their potential**
- ❖ **To ensure each child is challenged to achieve high standards, make good progress and to the best of their ability:**
 - **is literate**
 - **is numerate**
 - **has a knowledge of science**
 - **has knowledge of their place in the world and their origins**
 - **has a knowledge and appreciation of art**
 - **has a knowledge and appreciation of music and drama**
 - **has an appropriate range of behaviour patterns**
 - **appreciates the value of a healthy body.**
- ❖ **To ensure adults and children:**
 - **value each other and foster mutual care**
 - **have respect for everyone**
 - **make our school a safe and happy place to work and learn**
 - **know that there is equality of opportunity for all**

VALUING CHILDREN - ACHIEVING RESULTS



GENERAL INFORMATION

Queen Eleanor Primary School opened in September 2001 to cater for children aged 3+ to 11+. The school serves families living in the North West of Milton Keynes. Specifically our area includes the Fullers Slade and Galley Hill estates and that part of Stony Stratford south east of a line from the junction of Calverton Road and Augustus Road across London Road to the Loop Road and including The Limes, Coronation Road and Hale Avenue.

Parents of children living out of the area who may wish their children to attend the school should contact us to make arrangements to visit the school. Full details of the procedures are given in the Information Booklet issued by the Education Authority; these are available from the school office.



Children are expected to wear school uniform which consists of a white or red polo shirt, a red sweatshirt and black or grey bottoms and plimsolls as indoor shoes. In addition children should be provided with suitable clothing and footwear for physical education.

ADMISSION TO NURSERY



We have a 26 place nursery that caters for children from 3+ years. The nursery is organised as an integral part of the school so that the transition into full-time education is smooth and stress free. Places are allocated according to the following criteria, in order of priority :

1. Children with Special Education Needs identified in a statement of special education needs or special education needs assessment
2. Children for whom the nursery class is their first preference
3. Children with exceptional medical or social needs, supported by written evidence, from a doctor, social worker, education welfare officer or other appropriate person
4. Children living in the area normally served by the school.
5. In the event of under-subscription, remaining places will be allocated to children living nearest to the school measured by the nearest available route (walking or roadway). This is measured from the front door of the child's home to the nearest gate of the school.

Staff visit the family at their home before the start of term. There is a staggered start over the first weeks of the term so that staff have time to spend with the new children and their parents.

Parents are expected to stay with their children until they are confident enough to be left with the staff. This can vary from child to child as some children take longer to settle than others; therefore parents should not feel anxious if they have to stay for a few sessions. Children in the Nursery Department have access to the 15 hour free entitlement; this will consist of a 2¹/₂ hour 'teaching' session in the morning together with 30 minutes of pre-session attendance at our Breakfast Club.

Those children who are four during the school year ie born between **1st September 2008** and **31st August 2009** will be admitted to Nursery from **September 2012**.

Details of the application process to our nursery is available from the school office.

ADMISSION TO FULL TIME SCHOOL

Milton Keynes Council has a policy of a single point of entry. This means all children who are four during the school year i.e. born between **1st September 2007 and 31st August 2008** will be admitted to school in **September 2012**. Children attaining the age of 4 during the year beginning 1st September 2008 will be admitted in September 2013.

The admission number for the year **2012 is 30** at 5 years. In the event of the school being oversubscribed, after reserving places for the children living in the area served by the school, priority will be given to children with brothers and sisters already attending the school. After that Governors will consider each case on its merits.

ADMISSION AT YEAR 3

Children who attend an Infant School, live in the area served by the school and were born between **1st September 2004 and 31st August 2005** may be admitted to Year 3 in September 2012 subject to the same criteria as outlined above. The admission number for the year **2012 is 30** at 7 years.

GENERAL FACILITIES



The school is set in large and attractive grounds.

Outside, the facilities include a large tarmac playground with recently installed play equipment, extensive fields and shrub/forest areas. One of the fields is set aside as an environmental area.

The Foundation Stage, that is, Nursery and Reception Classes, have their own separate enclosed area with a covered, tarmac playground, an open tarmac playground, a growing area and a grassed area. This space also includes a memorial seat.



COMMUNITY LINKS

Queen Eleanor Primary School is a member of the Radcliffe Community of Schools. We work closely with the Radcliffe School and neighbouring Primary Schools to ensure consistency and continuity of provision. We also work with other schools within Milton Keynes to provide extra opportunities of learning for our children.

We are an open, friendly school and value the partnership which exists between children, parents and staff. We are happy to talk to you about any matter, large or small, at any time. We welcome parents in school, to help in the classroom, library or with after-school clubs.

TIMES OF THE SCHOOL DAY

Breakfast Club	08.10
Gates and doors open at	08.35
School starts at	08.45
Nursery closes	11.15
Lunch time	12.00 to 1.00 (Reception & KS1) 12.30 – 1.30 (KS2)
School closes	3.00

We request that parents of Foundation Stage and Key Stage 1 children collect their children at the end of the day, or inform the school if such arrangements cannot be made. The school must be notified in advance of any changes in such arrangements.

TEACHING ARRANGEMENTS

Our children are taught in classes according to their year group. Our average class size is approximately 25 children - smaller than found in similar schools. Class teachers have additional support from teaching assistants to ensure that children get the maximum individual attention. The Nursery, staffed by fully qualified personnel, caters for 26 children in one daily session. Teachers use a balance of teaching methods, including 'whole-class' teaching, group and individual work.



YOUR CHILD'S LEARNING

Our curriculum aims to offer all the children high-quality learning experiences that are balanced, challenging and enjoyable. Our teaching is carefully planned to ensure that we cover all subjects and skills of the National Curriculum within a creative curriculum and take account of the full range of our children's abilities.



EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage makes a crucial contribution to children's early development and learning. The Early Years Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others. We provide children with a rich variety of learning experiences that are appropriate to their needs.

The six areas of learning that make up the Early Years Foundation Stage curriculum are:

- Personal and social development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development



KEY STAGE 1 (ages 5 to 6); KEY STAGE 2 (ages 7 to 11)

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science
- Information Communication Technology (ICT)



Children study the following foundation subjects within a creative curriculum:

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education
- Personal, Social, Health and Citizenship Education.



RELIGIOUS EDUCATION AND DAILY ACT OF WORSHIP

All children take part in Religious Education and a daily act of worship unless their parent specifically requests that children be excluded from lessons. This exclusion can only be in consultation with the Headteacher and parents should make arrangements for their children to be supervised during these lessons and sessions.

TEACHING METHODS



We use a wide variety of teaching methods according to the needs of the children and the nature of the activity. They include whole class, small group and individual teaching. Children will usually be grouped according to ability and experience. The groups may be different for each subject and will be continually assessed.

INDIVIDUAL TARGETS

From the earliest stages of education we set individual targets each year for all children and carefully monitor their progress to ensure achievement, continuity and smooth progression. These are prepared in close liaison with the teachers in your child's previous and current year group and are discussed at the first parents' consultation meeting of the school year.



SPECIAL EDUCATIONAL NEEDS

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. In this case parents are consulted and appropriate steps are taken to support the child.

Specialists may be called upon for extra support. After further consultation with parents, the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up a Statement of Special Educational Needs. This describes all of the child's needs and all the special help that should be provided. Parents will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

Our assessment procedures will identify children of very high academic ability and work will be planned to meet the learning requirements of these children.

The school has full disabled access.

HEALTH EDUCATION, SEX EDUCATION and CITIZENSHIP



Personal, Social and Health Education (PSHE) helps to give children the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens.

Specific sex education is part of our curriculum, as appropriate, in all year groups. Issues related to the use of drugs, including tobacco and alcohol, are discussed in all our year groups.

SPORT



Swimming for children in Year 5 takes place at the indoor pool which is situated next to the school.

We have regular coaching sessions led by MK Dons Football Club, The National Badminton Centre and MK Lions Basketball Team.

We join in the local schools' badminton, cross country, rugby, rounders and athletics matches.

PEP:mk/INCLUSION

As a member of PEP:mk the school is able to devote time and attention to specific groups of children. We have a Gifted and Talented Co-ordinator who ensures children receive appropriate provision to enable them to develop their special skills. We also benefit from a Learning Mentor and Inclusion manager who are responsible for settling children new to our school, encouraging good attendance, working with children and families to help remove barriers to learning and ensuring that all children have access to the full curriculum.

TOYS AND VALUABLES

Children should not bring toys into school as they may be lost or broken. The exception to this is items for playground play i.e. small balls, skipping ropes etc. At lunchtimes equipment is available for the children to play with. In addition children must not bring mobile phones, i-Pods or other valuable items into school.

ANTI-BULLYING STATEMENT

Under no circumstances will bullying be tolerated in school. Any instances will be dealt with immediately and appropriate measures to prevent reoccurrence will be put into place.

SAFEGUARDING STATEMENT

The Headteacher, Staff and Governing Body take seriously their responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. We recognise that all staff and Governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. All staff believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

CONTACTS

QUEEN ELEANOR PRIMARY SCHOOL

Galley Hill
Stony Stratford
Milton Keynes
MK11 1PA

Headteacher: Ms E Lockhart
Deputy Head: Mr M Reetz
Tel: 01908 562955
Fax: 01908 569889
E-mail: Queen.Eleanor.School@milton-keynes.gov.uk
Website: www.geps.org.uk

GOVERNING BODY

Paul Critchley	(Chair) (MKC)
Emmeline Willis	(Vice chair) (Parent)
Liz Lockhart	(Headteacher)
Matthew Reetz	(Teaching staff)
Marion Corbetta	(Non teaching staff)
Janine Blackburn	(Community Governor)
Michelle Mackintosh	(Parent)
Vacant	(Parent)
Gemma Patey	(Parent)
Brenda Mosedale	(Community Governor)
Mandy Sleight	(LA)
Janet Bradley	(Community Governor)



MILTON KEYNES LOCAL AUTHORITY

Queen Eleanor Primary School is part of Milton Keynes Council's Education Service and is a member of the Radcliffe Community of Schools

Director of Children and Young Peoples' Services :

Gail Tolley
Milton Keynes Council
Saxon Court
502 Avebury Boulevard
MK9 3HS
Tel: 01908 253254

* * * * *

If you would like any further information about Queen Eleanor Primary School or would like to arrange a visit, please contact the Headteacher.

While the information in this booklet is correct at the time of printing (October 2011), staffing and financial policies could alter and affect the curriculum provided at the school.

ADDITIONAL INFORMATION

The following information will be given to parents on registration or is available on request.

Daily routines	Breakfast Club
Lunchtime arrangements	Homework and Home Learning
Documents available in school	Health and Safety
Complaints Procedure	Charging and Remissions Policy
Illness and Accidents at school	Behaviour Policy
Bullying Policy	Medicines
Child Protection	School Milk
Clothing including Uniform and Jewellery	

FINANCIAL MANAGEMENT

To demonstrate good financial management and proper governance of resources, at the end of each financial year the following documents will be available for parents to view by prior request:
Consistent Financial Reporting (C.F.R.)

ATTENDANCE AND ABSENCE

It is the right of all children to attend school regularly and punctually and the duty of parents to ensure that this takes place. Parents of children who are absent are expected to notify the school on the first day of absence. Reasons for absence will be recorded in the register. The school will contact parents of children absent without notification during the morning of the first absence.

In cases of repeated absence, or those cases which cause concern, the Headteacher will contact the Education Welfare Officer.

Children who are leaving school during the day must be signed out in the school office.

A note is necessary if a child needs to be excused from PE or swimming for any medical reason.

In the school year 2010 / 2011 there were:
(previous year also shown for reference)

	2009 – 2010 (31 st May)	2010 – 2011 (31 st May)
Full Time Children on Roll	157	155
Total Possible attendances	40362	43302
Percentage of authorised absences	5.5%	5.7%
Percentage of unauthorised absences	1.8%	0.7%

Holiday Dates for 2011 / 2012

	Open on the morning of:	Close on the afternoon of:
AUTUMN TERM	Wednesday 5 th September	Friday 21 st October
	Monday 31 st October	Friday 16 th December
SPRING TERM	Wednesday 4 th January	Friday 10 th February
	Monday 20 th February	Friday 30 th March
SUMMER TERM	Monday 16 th April	Thursday 31 st May
	Monday 11 th June	Friday 20 th July

Please note:

School will be closed on Monday 7th May for the May Bank Holiday.

RESULTS

FOUNDATION STAGE 2010/11

This table shows the percentage of children achieving 78+ points at the end of Foundation Stage and the percentage within the LA.

	School	LA
No of pupils	19	3297
% achieving at least 78 points across the FS	84	83
% achieving 6+ in Personal, Social & Emotional Development	84	84
% achieving 6+ in Communication, Language & Literacy	63	63
% achieving 6+ in PSE and CLL	58	61
Average total EYFSP score	91	89

KEY STAGE 1 2011

This table shows the percentage of eligible children at the end of Key Stage 1 achieving each level in the school in 2011.

The number of eligible children is: 22

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENT									
	Percentage at each level								
	W	1	2	2C	2B	2A	3 or above	Disapplied children	Absent children
Speaking and listening*	0	18	55				27	0	0
Reading	5	18		23	27	5	23	0	0
Writing	0	32		14	46	9	0	0	0
Maths	5	23		27	18	14	14	0	0
Science*	0	55	46				0	0	

W Represents children who are working towards but have not yet achieved the standards needed for level 1

* Results for speaking and listening and science are based on teacher assessment only

2010 KEY STAGE 1 NATIONAL RESULTS

This table shows the percentage of eligible children at the end of Key Stage 1 achieving each level nationally in 2010.

Figures may not total 100 per cent because of rounding.

	W	1	2+	2B+	3 or above	Disapplied children	Absent children
Reading	N/A	N/A	85	72	26	0	0
Writing	N/A	N/A	81	60	12	0	0
Mathematics	N/A	N/A	89	73	20	0	0

W Represents children who are working towards but have not yet achieved the standards needed for level 1

KEY STAGE 2 2011 (SCHOOL) / 2010 (NATIONAL)

This table shows the percentage of pupils at the end of Key Stage 2 achieving each level in the school in 2011 and the percentage of Year 6 pupils achieving each level nationally in 2010.

The number of pupils at the end of key stage 2: 21

Figures may not total 100 per cent because of rounding.

	Below level 3	3	4	5
English - School	14 (3)	29 (6)	52 (11)	5 (1)
English - National			48.1	32.2
Maths - School	14 (3)	14 (3)	62 (13)	10 (2)
Maths - National			46	34.1
English & Maths - School			57 (12)	0
English & Maths - National			50.5	23