



Tuesday, 12th September 2017

Dear Parents and Carers,

Primary Phase: Welcome Back!

Welcome back to all of our pupils throughout the Primary Phase! It has been delightful chatting with your children and learning about the exciting adventures that many of you had over the holidays. It has been particularly interesting to see how confident our very youngest pupils in Reception were when entering their classrooms for the first time and when making new friends. We would also like to send out a warm welcome to the new pupils throughout our Primary Phase and their parents/ carers; they appear to be settling in well to life here at QEGS. The pupils have come back eager to learn and I hope that they will continue to aim high to be the very best that they can be.

Staffing in the Primary Phase

At the start of June, Mrs Southworth and I wrote to all parents about the staffing arrangements in the Primary Phase. Our pupils spent time with their new Form Teacher at the end of last term during the Transition Day; I do hope that this opportunity helped them to feel reassured and prepared for the year ahead. Please find a reminder below of the teaching staff list for this academic year.

Form	Form Teachers
RA	Miss E Armstrong
RP	Miss A Pearson
1GC	Miss H Tiffany (Mrs G Crane – maternity)
1KP	Miss K Presho
2CB	Miss C Byrne
2JR	Miss J Rushin
3EP	Miss E Pearson
3HS	Miss H Singleton
4CA	Miss C Airey
4IJ	Mr I Jardine
5PF	Miss P Fox
5AR	Miss A Rashid
6LC	Miss L Cookson
6SC	Mrs S Courtney

We also welcome Mrs Riley to the Key Stage 2 Department. Mrs Riley is a qualified teacher and will be working as an HLTA on Thursdays and Fridays in Key Stage 2. Mrs Riley will be teaching some classes Computing, Art, Spelling and Mental Mathematics. In addition to this, she will offer classroom assistance to our teaching staff when not directly teaching a class. Miss Whiteside and Miss Waddicor will also be new to our team, assisting Mrs Bamber in delivering and coaching Swimming and Physical Education lessons across the Primary Phase.

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Dates for your Diary

Please find below some dates for your diary for the Michaelmas Term.

September

Wednesday, 13th September

New Parents' Meeting Key Stage 2 (16:00 – 16:30)

Tuesday, 19th September

New Parents' Meeting Key Stage 1 (16:00 – 16:30)

Thursday, 21st September

No buses [Senior School Prize Giving.]

Friday, 29th September

School Photographs (All day)

October

Saturday, 7th October

Whole School Open Morning (09:30 – 13:30)

Thursday, 19th October

KS2 Harvest Celebration (PM)

Monday, 23rd October
– Friday, 3rd November

Half-term holidays

November

Monday, 6th November

INSET [School not in session for pupils.]

Wednesday, 8th November

Primary Phase Parents' Evening (16:00 – 18:30)

Thursday, 9th November

Primary Phase Parents' Evening (16:00 – 18:30)

December

Monday, 11th December

KS2 trip to Octagon Theatre, Bolton: A Christmas Carol.
(AM)
EYFS & KS1 trip to King George's Hall: Beauty and the
Beast.
(AM)

Tuesday, 12th December

EYFS – Yr 3 Christingle (09:00 – 10:00)

Thursday, 14th December

EYFS & KS1 Nativity Performance (17:30 – 19:00)

Tuesday, 19th December

KS2 Christmas Concert (18:30 – 20:00)

Thursday, 21st December
– Wednesday, 3rd January

End of term holidays



The School Day

Please be reminded that children should not be left unattended in the morning before 8.30am. If you need to leave your child before this time, please use the Q-Plus service which operates from 7.45am. If you are interested in childcare before or after school, please visit our Primary Reception for further details; there is a charge for this service.

We would also be grateful if you could ensure that your child is at school promptly: school begins at 8.40am and all late absences are recorded. If your child arrives at school late it could have a detrimental effect on their learning for the whole day and is disturbing to all other pupils in the class.

Please also be prompt when collecting your child at the end of the day: school finishes at 3.30pm for EYFS and Key Stage 1, and 3.40pm for Key Stage 2. The teaching staff will wait for 10 minutes with your child and then ask the staff from Q-Plus to take any pupils who have not been collected to the Q-Plus rooms, where you will incur a small charge for this service.

The Key Stage 2 timetable has altered to six slightly longer periods per day. These longer sessions will help with even greater immersion in the subjects. Mathematics and English will be taught in classes; these will be differentiated accordingly. Please do take some time to go through your child's timetable to ensure that you are aware of the days when Physical Education, Games and Swimming kit are required. Timetables will be finalised and given to pupils at the end of the week.

For EYFS and Key Stage 1 pupils, please note that there have been some amendments to the swimming lessons for this academic year. RP, 1GC and 2CB will be swimming during Michaelmas 1 and Lent 1. RA, 1KP and 2JR will be swimming during Michaelmas 2 and Lent 2. There will be no swimming in the Trinity term for EYFS and Key Stage 1 pupils. Miss Pearson and Miss Armstrong will ensure that the Reception pupils are aware of their swimming day in the interim period before their permanent classes are confirmed.

Menus

There is a vast selection of hot and cold food available for the pupils to eat at lunchtime. The pupils are expected to eat using a knife and fork. They will also be actively encouraged to use good manners when communicating with the Lunchtime Supervisors. You can help your child achieve a balanced diet by selecting what they would like for lunch by viewing the menus online. Weekly lunch menus are available to view on the school website: qegsblackburn.com/school-life/catering

Dress

Our pupils are expected to take pride in their appearance. Hair must be clean and tidy. It must be of a reasonable and generally even length and retain an even, natural colour. Boys' hair must not be on or below the collar or obscure vision. Girls' hair below the collar must be fastened back with a school scrunchie. Necessary hairbands or slides should be plain navy, black or ones that tone in with the colour of the hair.

No jewellery is permitted other than a wrist watch. Earrings are also not allowed. Ears should not be pierced just prior to or during term-time.

Please ensure that every item of your child's uniform is clearly labelled with their name. If items are named we can quickly return them to their rightful owner; if not, then we are afraid we cannot guarantee their safe return.

During particularly adverse weather conditions, the pupils may wear boots or wellington boots when travelling to and from school. They must then change into their black shoes for the school day.



Should you require further clarification as to correct uniform, please refer to the uniform lists provided in your child's Pupil Planner on page 3. In addition, your child will require a blue overall for Art, Design Technology and some lunchtime clubs. Grays of Blackburn supply all the uniform that your child needs.

Personal Equipment

In Key Stage 2 it is important that your child has a small pencil case containing the following equipment:

- 2 x blue handwriting pens (Year 5 & 6 only)
- 2 x HB pencils
- a ruler
- a rubber
- scissors
- a glue stick
- a blue, yellow, pink and green highlighter
- a small whiteboard pen
- a sharpener (preferably with a compartment for shavings)
- coloured pencils
- felt tips

We advise that all stationery items are named. Please avoid placing items in large pencil cases as we will be unable to store these in the classroom. Pencil cases will be stored in their tray under the desk that they work at.

Equipment for school should be carried in a small school bag that can hold their pencil cases, planner, reading book and their homework. Our school bag is the Queen Elizabeth's Grammar School bag which displays the school logo. An alternative option, however, is a plain navy or black school bag. Patterned and brightly coloured bags are not permitted.

Necessary equipment in EYFS and Key Stage 1 will be provided by the Form Teacher.

Snacks and Hydration

To ensure that our pupils remain alert during their morning lessons, we actively encourage them to bring a small, healthy snack to eat at playtime, for example vegetable sticks, fresh or dried fruit. In addition, we also receive free fruit and vegetables from The School Fruit and Vegetable Scheme; this is available to all pupils in EYFS and Key Stage 1. A further letter will follow in this regard listing other permitted examples of healthy snacks. In order for your child to remain adequately hydrated, we ask for our pupils to bring a small, named water bottle (a sports cap is preferred) of pure, still water, which they can regularly take sips from. Please note that nuts are not allowed due to those with allergies.

EYFS and KS1 Pupil Planner

Following on from the introduction of planners in Key Stage 2 last year, we have introduced planners in EYFS and Key Stage 1 from this September. Do take time to read through the new planner with your child. Your child's Form Teacher will also explain how to use the planner with your child. Should you require further clarification on the use of the planners then please do not hesitate to speak with your child's Form Teacher. Included are useful inserts with regards to uniform, equipment reminders and answers to common questions that your child might have whilst at school.

To ensure efficient and prompt communication between parents, staff and pupils, we ask that planners are signed by a parent or guardian at the end of each week in Key Stage 2.

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We expect that the pupils will take great pride in looking after these and that very few, if any, will be lost. Should this happen though, we do have a small number of spare planners. In the unfortunate event of their planner being permanently lost, a replacement will be available at a cost of £5.

In Key Stage 2, please ensure that you discuss your child's homework diary entry with them each day.

Throughout the Primary Phase, reading undertaken daily at home with your child should also be noted in the Reading Log section of their planner.

Swimming

If a pupil forgets their swimming kit we do have a spare set in school for them to use, or we may telephone home to request parents bring in their child's swimming kit. Please note that if your child is well enough to be in school they will be expected to swim. A medical note from the doctor will be required if your child is in school but unable to swim. Please include a named towel in your child's swimming bag on swimming day.

Medicine

We are unable to administer non-prescribed medicine to pupils. If your child needs to take any doctor prescribed medication during the school day, please ensure that you complete a Medicine Consent Form obtained from Primary Reception. A qualified member of staff will administer the medicine to your child as per your instruction, detailed on the form. Please remember to collect your child's medication from Primary Reception at the end of the school day.

Absence

To ensure the smooth running of the Primary Phase and the safety of all children, parents are asked to inform school before 10:00am if their child is to be absent. Please telephone Primary Reception on 01254 686311 each day your child is absent. On return to school, the child should bring a signed note from their parent or guardian explaining the cause of absence.

For the welfare of all children, parents should notify school immediately if their child is suffering from an infectious illness, or has been in contact with a serious infection. Absence from school for any reason other than illness is not allowed without obtaining prior written permission from the Head, Mrs Gammon. Failure to report a child's absence will result in an unauthorised absence being recorded.

Appointments with Form Teachers

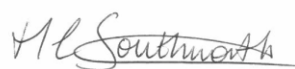
For the safety of our pupils, please be reminded that entrance to the Primary Phase buildings is for our pupils and staff only. Should you wish to speak with a member of staff, please visit Primary Reception where you will be able to leave a message, or make an appointment before or after school.

Thank you for your continued support. Our aim is to provide a safe and stimulating environment where your child is happy, healthy, productive and strives to be the best that they can be.

Yours sincerely,



Mrs K O'Donoghue
Joint Head of Primary (Teaching and Learning)



Mrs H Southworth
Joint Head of Primary (Pastoral)