



Transition Handbook

2025-2026



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Welcome



I am delighted that you will be attending Queen Elizabeth's in September and we look forward to welcoming you into our community. We are immensely proud of our students, our school and its heritage. Our aim is that you should thrive and enjoy your time here at QE. We will provide you with an excellent education so that you go on to lead a great life beyond school. We believe that an excellent education should develop your knowledge, character, contribution and wisdom.

We will do this by providing an academically challenging curriculum, coupled with extensive pastoral support and a wide variety of extracurricular opportunities. We want you to participate fully in all aspects of school life whether they are academic, sporting or creative. These opportunities help to build your self-confidence so that you can embrace and enjoy new challenges whenever they come along.

Starting a new school can be challenging. It is a chance for a fresh start and at the same time it is natural to feel apprehensive or anxious. Tutors and other staff are here to provide you with support and encouragement when needed. You will be attending a school that is full of committed staff who care deeply for you. Our pastoral team is experienced and caring and your teachers are passionate about the subjects you will learn.

We are looking forward to welcoming you to Queen Elizabeth's and getting to know you over the next few months and years, so that you can feel as proud of your school and achievements as we are.

Paula Smith

Paula Smith
Headteacher

We look forward to seeing you at the start of term on **Wednesday 3rd September!**



Your Head of Year



Hello Year 6

My name is Miss Pidgeon, and I am extremely excited to be your new Head of Year when you join us at Queen Elizabeth's (QE) in September.

I hope you are all looking forward to starting a new chapter at QE and participating in everything our school has to offer.

My role will be to make sure you feel safe and always supported, which will allow you to thrive both socially and academically.

Throughout your time here, I look forward to watching you grow into young adults and become positive and valued members of the community.

I look forward to seeing you all very soon.

Abigail Pidgeon

Head of Year 7



Our Missions and Values

Our mission is to bring knowledge, a sense of belonging and opportunities to young people in Mid Devon.

Our aim is to work in partnership with our community to educate our youngsters to become kind, confident and responsible citizens able to make a positive contribution in our society.

By providing opportunities to develop knowledge, character, contribution and wisdom, students at Queen Elizabeth's will flourish at school and in their future lives, living up to our historical school motto:
Floreat Schola Kyrtonensis (may the Kyrton school flourish).

Our Vision

Is for Queen Elizabeth's to be an exceptional school which enables our young people to flourish in life and make a positive difference to their community.

We will achieve this by:

Providing an excellent education that develops knowledge, character, contribution, and wisdom.

Our Values

Ambition: we work hard to be the best we can be so that we flourish in life.

Community: we take part in opportunities to make a positive difference to ourselves, each other and our wider community.
We honour being together and are proud to be part of our school.

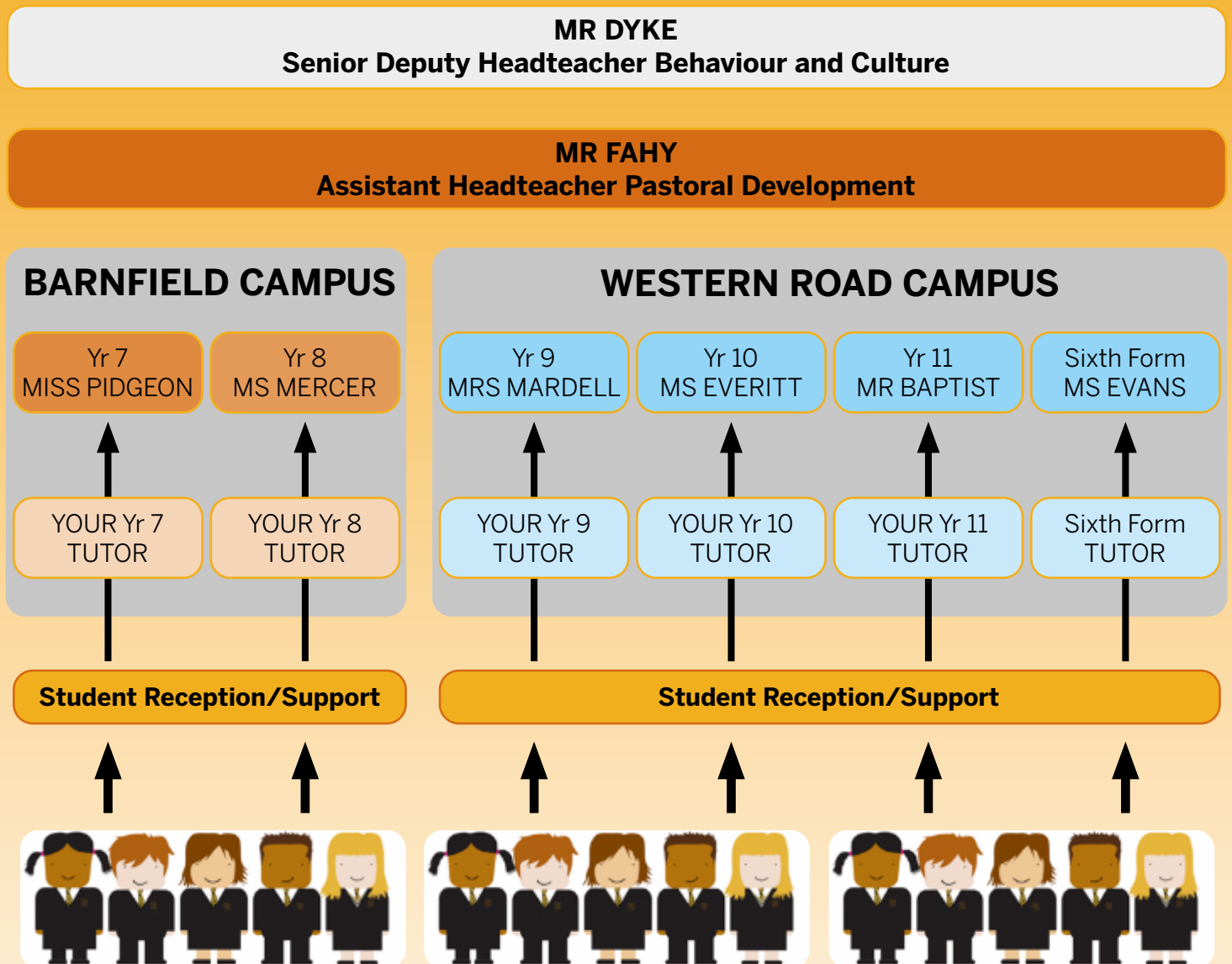
Kindness: we act with kindness so that others feel respected, valued and cared for.



Structure of Student Support

We want all of our students to get the very best out of their time here with us at QE.

The Pastoral System is a structure to support you throughout your time here at QE. This is how it works:



Your child can go to student reception for support on a day-to-day basis. Your child's tutor is also there for day-to-day support. In cases where students might need more extended and/or extensive support this will be co-ordinated by their head of year.



Our Safeguarding Officers



Mrs Toms
Student Welfare and
Safeguarding Officer

Miss Turner
Student Welfare Officer



General Safeguarding:

The safeguarding of students both in school and in the wider community will always be our priority. We welcome open conversation around the safety and wellbeing of students in our care, and rely on open and honest conversation about where students might find themselves at risk. If you have any concerns about your own safety or that of another student there are a number of ways to report your concerns.

Firstly, using our Safeguarding reporting form which can be found on the school website or via the QR code on the right.



Secondly by reporting in person to a member of the safeguarding team. These team members are easily identified as they will be wearing a blue lanyard.

If you are concerned about the safety of a child in Devon, please contact the Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gov.uk and give as much information as you can.

If it is an emergency call 999.

Online Safety:

We are aware that many of our new students will be getting mobile phones for the first time and this will be the first time they will be bringing them in to the school setting. Our rules are that phones remain Off and Away for the duration of the school day. However, we are aware that phone use outside of the school day can impact the safety, behaviour, mental wellbeing and peer relationships of our young people. Please see the following links for some advice and guidance around safe internet use for both parents and young people.

<https://www.childnet.com/>

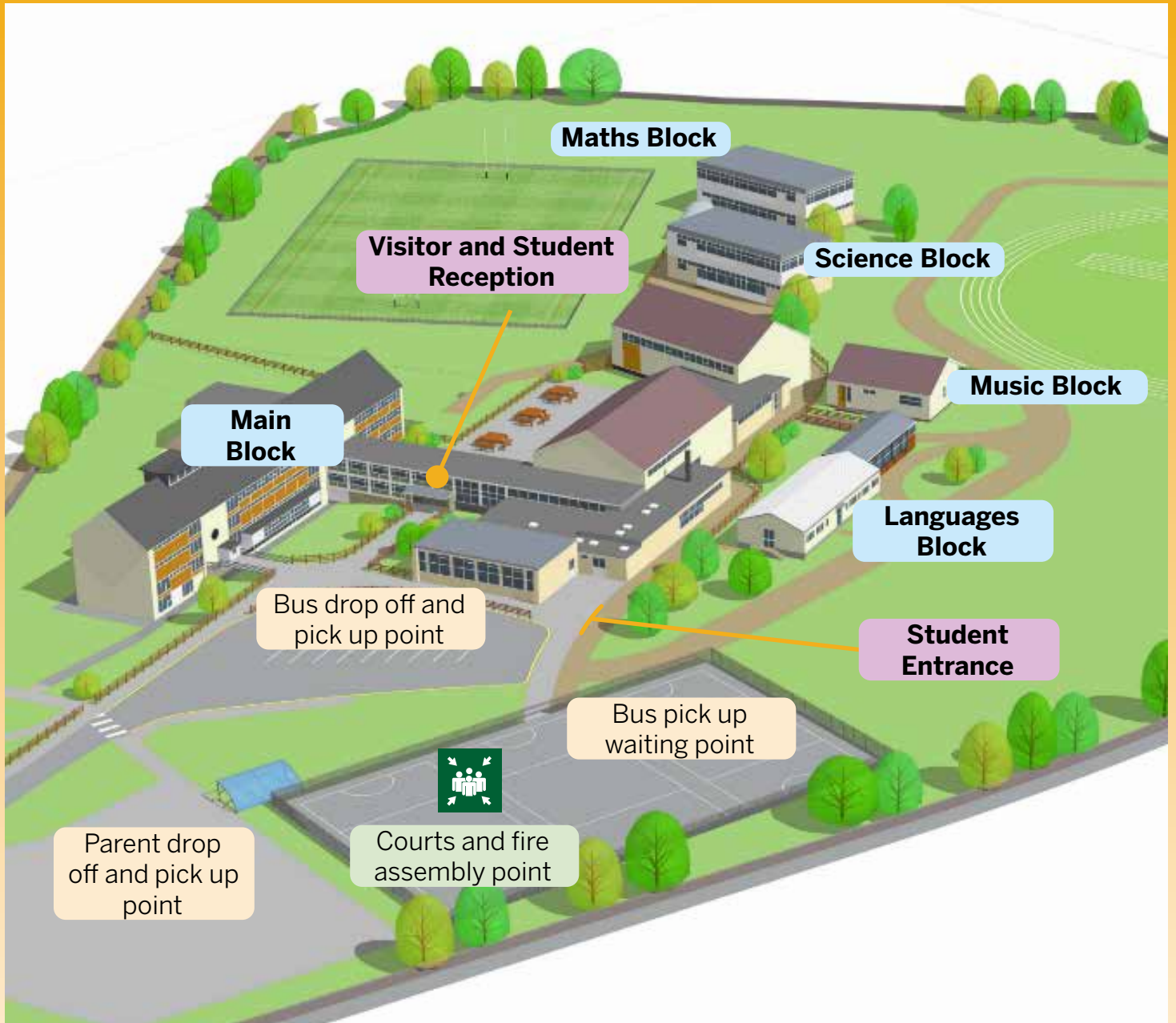
<https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

<https://saferinternet.org.uk/guide-and-resource/young-people/resources-for-11-19s>

If you are increasingly concerned about your own or another child's safety online or you would like some more bespoke guidance around online safety, please contact a member of our safeguarding team by emailing safeguarding@qe.devon.sch.uk



Barnfield Campus





The School Day



Barnfield Campus is likely to be a bigger place than your child's primary school. This might mean that they may be worried that they won't know where to be and when, but don't worry we have bells to mark:



- The start of the school day
- The end of break and lunchtime
- The end of school

...each of these (apart from the last one) also has a five minute warning bell too.

Start of School	1st Break	Lunchtime	End of School
8.40am (for 8.45am)	10.25am - 10.55am	12.55pm - 1.25pm	3.25pm
			

Tutor and Reading or Assembly	Period 1	Period 2	Period 3	Period 4	Period 5
8.45am - 9.25am	9.25am - 10.25am	10.55am - 11.55am	11.55am - 12.55pm	1.25pm - 2.25pm	2.25pm - 3.25pm



Equipment

Our students are expected to come to school with the correct equipment. Make sure you always have the following items with you...

- Black and purple pens (including spares)
- A pencil
- A rubber
- A ruler
- A Casio scientific calculator



Students can buy most of the items above from the school library using their Pick and Pay card. **If your child receives free school meals they can collect most of these items from the school library without having to pay for them.**

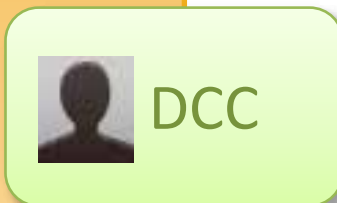
Pick and Pay Cards

We operate a cashless site. Students are issued with 'Pick and Pay' Cards. These enable them to purchase food from the canteen and learning equipment from the library.

You can top this card up via an online service called ParentPay. Instructions on how to do this will be provided.



Bus Passes



If your child uses Devon County provided school transport, they will need to make sure that they come to school each day with their bus pass.

If they lose this during the school day we can issue a temporary one.

If you have any queries or concerns about school transport, you can contact:

Devon County Transport Section
on 0345 155 1019.



Logging onto the School Network

Your child's school network username generally follows this format*:

Their
forename
followed
by .

→ **Joe.Smith** ←

↑
Their surname

The year
they
finish
Year 11
at QE

30

Their password will be given to them when they start at QE. If they ever forget it, or have been locked out, their tutor can reset it by clicking the 'reset student password' icon on their school computer desktop.

* Long names may be shortened



Unisex Uniform Policy

Here is a guide to our uniform ...

Award badges worn on blazer lapels (can be worn on ties during summer).

Black box pleat skirt, black formal trousers or black tailored shorts.



Black QE blazer.

Your tie must be neatly tied with both ends even and showing at least five black stripes.

Formal white shirt (top button done up and tucked in).

Black leather/leather effect polishable shoes.
(No motifs/badges, no high heels/stilettos).

Optional items ...

One stud earring or hoop, no bigger than a 5p coin, per ear.

One nose stud, must be clear.

No other jewellery.

No unnatural nails/eyelashes.



PE Kit

Compulsory items ...



QE Polo Top

QE Black PE Shorts or plain black shorts
(that are of a length and fit suitable for a school setting)



Football Boots,
suitable for
grass



Shin Pads



QE PE or plain black
long socks



Gum Shield,
for those choosing tag rugby



Optional items ...



QE PE Jumper
and/or
QE Rugby Top



QE PE or
plain black
tracksuit
bottoms or
leggings
(leggings to be
of a thickness
suitable for
a school
setting)





Homework Years 7 and 8



Students complete Homework weekly in Maths, English, Science and French



Sparx engages students through questioning their current and previous learning and adapting the questions to suit the learner's ability



Maths, English and Science homework is completed using SPARX Learning



French vocabulary will also be set and checked weekly



 **Sparx Learning**

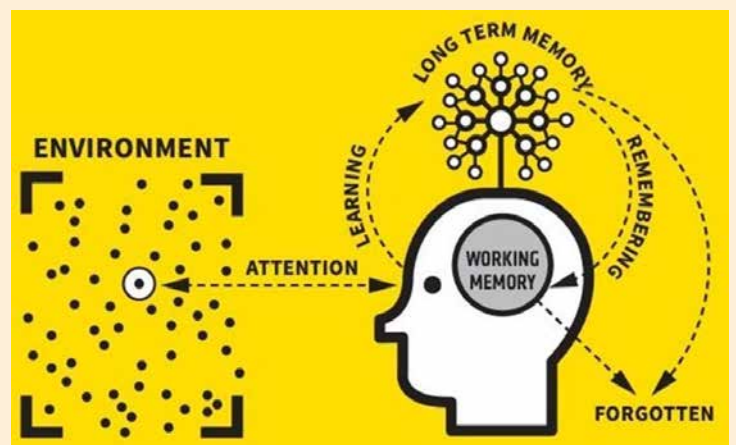


Students will be invited to support sessions during or after school if they are struggling to complete tasks set

How We Learn - QE's Learning Model

We learn best when:

1. We can focus on the teacher and actively engage with new information in the lesson
2. Our working memory has well-presented information in small chunks
3. Our new learning builds on what knowledge we already have in our long-term memory so they can be linked together
4. We think hard about what we are learning to develop new long-term memories
5. Our memories are used frequently through retrieval and challenging tasks so we remember what we have learnt



Daniel Willingham's 'Simple model of the mind'

School Productions



Sixth Form



Ten Tors



Normandy Trip



Duke of Edinburgh Award



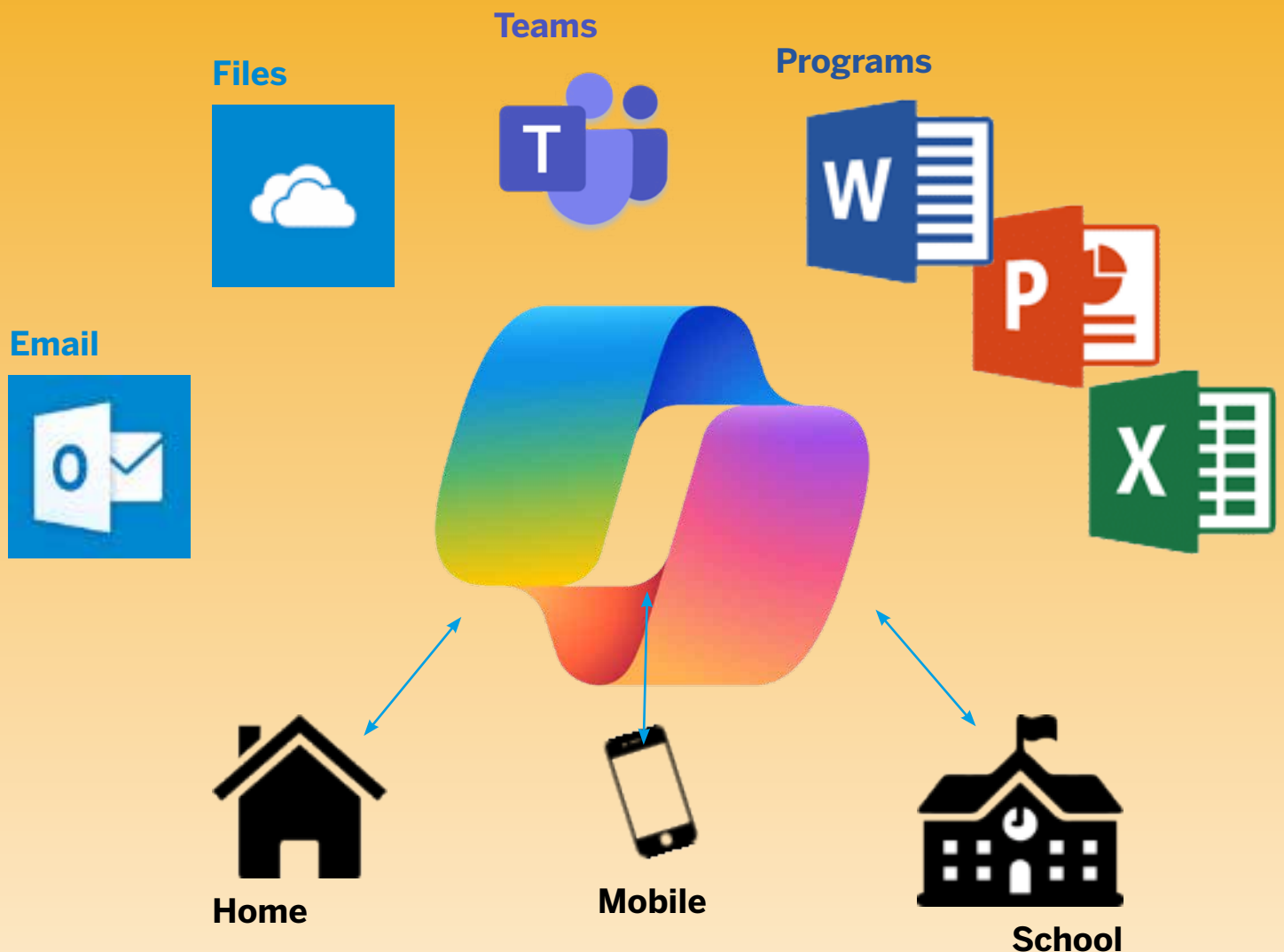
Rewards Experiences





M365 Copilot

We use **M365 Copilot** for email. This is a 'cloud' based service, which means that along with their school email, students also have access to all the basic Microsoft Office programs to use for free, on any available internet connected device. This all sits within the web browser they are using, so they can access their work at any time on any device connected to the internet.



Students can even download **M365 Copilot** apps to their phone (if they have one). They can find them in their phone's app store.



My Child At School (MCAS)

General information, newsletters and trip messages are communicated to parents and carers via email. Please add our communications email address - mcas@qe.tedwraggtrust.co.uk - to your safe sender list to help ensure messages arrive promptly in your inbox.

We also use a secure online system from Bromcom called My Child At School (MCAS) to keep you up to date.

With MCAS parents and carers can:

- Check their child's attendance
- Check their timetable
- Keep track of positives/negatives awarded
- View reports
- Send and receive messages.

If you have a smartphone, both you and the school can save money when you download the 'MCAS' app from your app store (Android and iPhone).



Parents and carers will receive an invitation to set up their MCAS account at the beginning of the school year.

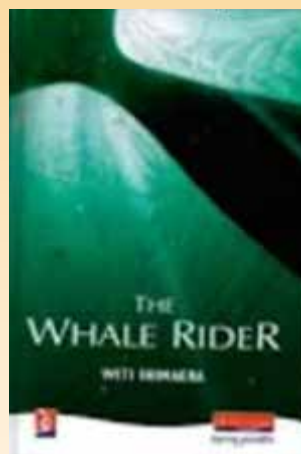
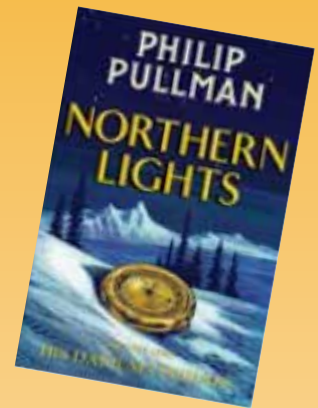


Guided Reading

At QE we value reading and how important it can be to the progress you can make across all subjects.

During morning Tutor time, you will read a book as a group with your Tutor. Your Tutor will read whilst you follow the book, you may be asked to join in with the reading and discuss your thoughts on the book.

The books we have read with Year 7 include:





Positive Behaviour

Our lesson expectations are based on the principle that we respect the rights of other people in the classroom.

We are:

1. Respectful

- a. We are polite and courteous.
- b. We respect the school environment and the property of others.

2. Committed

- a. We arrive to school on time, with the right equipment and wearing our uniform correctly.
- b. We follow all reasonable staff instructions.

3. Safe

- a. We do not engage in any behaviours or actions that endanger the safety and/or wellbeing of ourselves or others.
- b. We act as upstanders not bystanders.

In addition to our clear classroom expectations we have very high expectations with regards to our student behaviour during community times.

If a student fails to meet the 'Respectful, Committed and Safe' expectations in social time during the school day (break and lunch), before and after school, this time may be taken away from them for a period. Students issued with a 'social time detention' will be given time to eat and use the toilet, but the remainder of social time will be spent away from peers.

Rewards

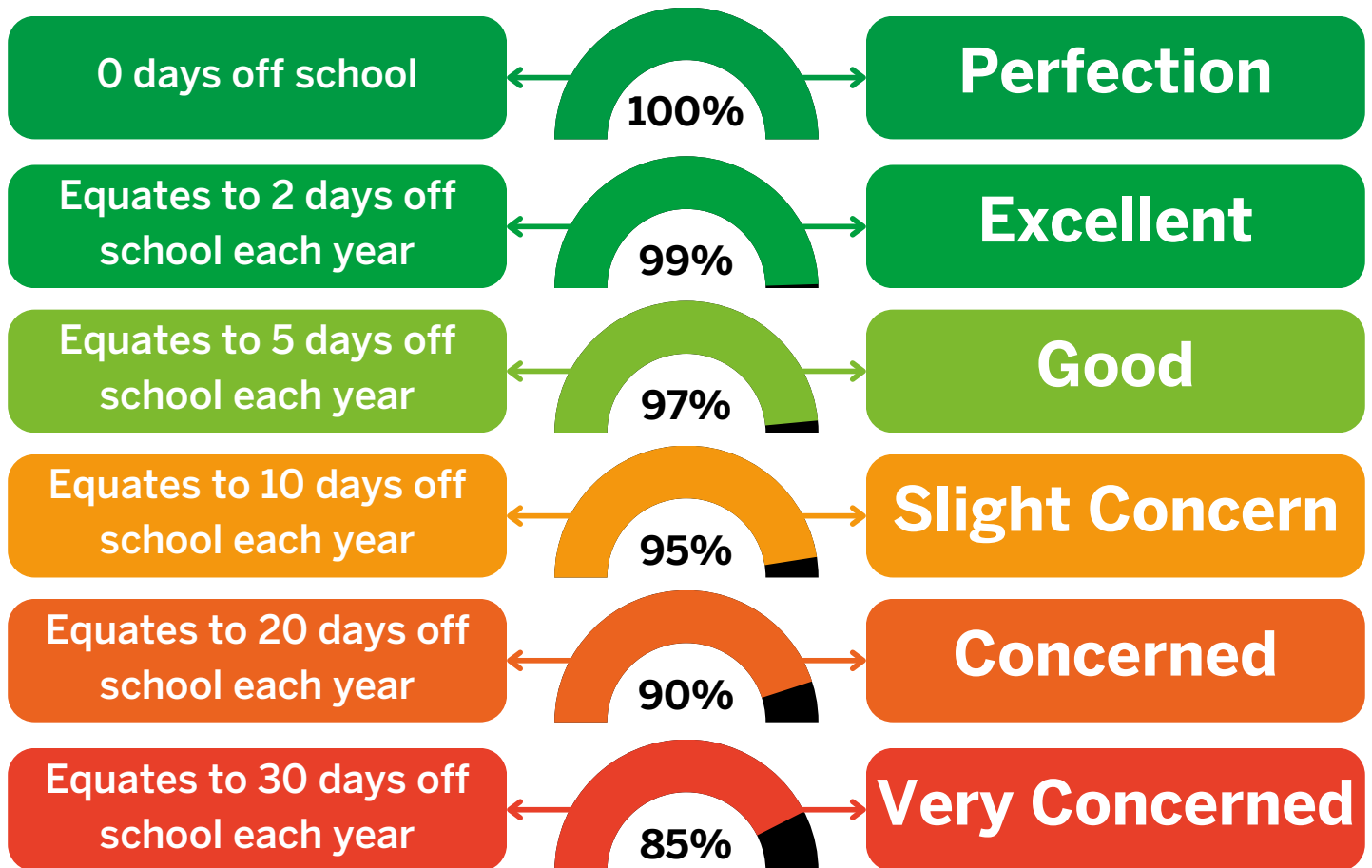
At Queen Elizabeth's, we love to celebrate your hard work, great attitude, and positive behaviour every single day!

You'll earn merit points when you meet the 'Respectful, Committed and Safe' expectations in lessons and around school. The more points you collect, the more rewards you can receive!

Every half term, students with the most amount of merit points, very few negative points, and good attendance will have the chance to be invited on our reward trips!

Show ambition in your learning, be a positive part of our community, and always act with kindness — and you could be chosen for our next rewards trip!

Every School Day Counts



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 Minutes late each day	3 Days lost!
10 Minutes late each day	6.5 Days lost!
15 Minutes late each day	10 Days lost!
20 Minutes late each day	13 Days lost!
30 Minutes late each day	19 Days lost!

Be at the
classroom on
time and ready
to learn!





Punctuality

In order to learn, our students need to be in the right place at the right time. This means learning to be punctual. They are expected to arrive at school by 8:40am and to go straight to their tutor room or line-up. Their morning registration and tutor session starts at 8:45am.



There is a five minute warning bell at 8:40am. There is another bell at 8:45am.



Attendance

Reporting an Absence

If your child is ever not able to attend school please contact us before 8:30am on every day of absence to tell us the reason.

Email: attendance@qe.devon.sch.uk or use **My Child At School (MCAS)**.

Please note sickness/diarrhoea does not require 48 hours off and students are welcome back when they are feeling better.

Our attendance team will contact parents/carers who have not informed school of any absence for safeguarding reasons.

As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, please notify us with a copy of the appointment slip prior to the day. Students must attend school before and after appointments where possible.

Requesting Leave in Term Time

If you are requesting time off, other than for medical appointments, please complete an S2 form which can be obtained from reception. Absence for holidays will not be authorised and a penalty notice may be issued by Devon County Council.

The best place for your young person to receive an education is in the classroom. Work is not provided if they are not in school.



Illness, Accidents and Signing Out



If your child feels unwell or injures themselves, they will be directed to our student reception.

If assessed as necessary, a trained First Aider will take care of them.

If they are too ill to remain at school, or if hospital treatment is necessary, then you will be contacted to make suitable arrangements. For this reason, it is essential that you update us of any

changes in address and/or emergency contact details.

Your child must never leave the school, go home, or spend time out of a lesson without permission from a member of staff.

Medicines



If it is necessary for your child to take medicine at school, please complete a green *Administration of Medicine in Schools* form, which can be obtained from Reception. Medications will be stored securely and administered by staff. The only exception is if your child uses an inhaler for asthma or an auto-injector.

Only medication that is supplied by you and has a consent form can be administered, for example, we are not permitted to provide paracetamol within school.



Keeping our Students Safe

We encourage our students to understand that if they ever feel uncomfortable or upset about anything that is happening to them either inside or outside of school, then they should talk to their Tutor, Head of Year, Student Reception or staff in our Learning Support Rooms.

Sometimes these staff may need to share information when there are concerns about a student's welfare.

We will always ensure that your child's concerns are discussed with you as their parents/carers first, unless we believe that this is not in their best interests.

Mental Wellbeing



QE knows the importance of good student wellbeing and understands the impact that mental health difficulties can have on learning. We therefore offer a variety of opportunities for young people to maintain or improve their mental wellbeing, which work across the mental health continuum.

QE's Mental Health Coach provides one-to-one support for students who are experiencing difficulties, and offers workshops series for parents and carers, which focus on specific topics of adolescent mental wellbeing. QE also works in partnership with Children and Family Health Devon to offer support through their Mental Health Support Team, including one-to-ones, group sessions and assemblies for students.

QE has a "Designated Mental Health Lead" and continues to develop its whole school approach to mental health, working to ensure our systems, practices and provisions create an environment which encourages positive wellbeing for the entire school community.

If your child is worried out of school hours, they can always ring:

Childline on 0800 1111

School Nurse



We have regular visits from a member of the school nursing team.

Referrals to the School Nursing Hub can be made by parents/carers by telephoning: 03332 341 902 or you can TextChat with a Nurse to: 07520 631 722



Supporting Students with SEND

We are committed to offering an inclusive curriculum because all children are equal.

We work with families and external agencies to ensure all students are given full opportunity to reach their potential and achieve success.

Our provision is organised under the four areas of need identified in the 2015 SEND Code of Practice:

Our **Communication and Interaction** team works with students with autism and speech and language needs, supporting them to access all areas of school life. Our Learning Support Rooms on each campus provide autism-friendly spaces.

The **Cognition and Learning** team offers targeted literacy and numeracy interventions designed around the student's individual needs, providing a boost for students where this presents a specific barrier.

Social, Emotional and Mental Health is supported by lead practitioners on both SEND and pastoral teams.

Physical and Sensory needs are met by a lead practitioner on the team.

If you would like to contact the SEND team, please email **SENDCo@qe.devon.sch.uk**



Jess Winters
SENDCo



Kathleen Radford
Senior Assistant SENDCo



Gina Powlesland
Assistant SENDCo



Fenella Evans
Cognition and
Learning Lead



Charlotte Impey
Communication and
Interaction Lead



Richard Whitehouse
Mental Health Coach/
Designated Mental
Health Lead



Ruth Hunt
Administrator for Medical/
Physical/Sensory needs and
Exams Access Arrangements



Personal Possessions and Equipment

Bringing expensive items into school should be avoided but if they are brought in should never be left unattended. The school cannot be held responsible for any loss or damage.



Mobile Phones

Students are allowed to bring their own mobile phones (if they have one) into school. Mobile phones must be turned off and away in school bags while students are on the school site.

If students are found using/viewing their mobile phone between these times, then their phone will be confiscated and can be collected from Student Reception at the end of the school day.

Mobile phones may only be used if permission is granted by a member of staff.



School Canteen

We have a great canteen at Barnfield. This is open at break and at lunchtimes.

Your child will need to use their Pick and Pay card, which will be given to them when they start at QE. As their parent or carer you can put money on this card using ParentPay, which can be accessed through the school website.



School Libraries

We have a great school library where you can look at and borrow books. You can also buy school equipment (using your Pick and Pay card) and much, much more!



Extra-Curricular Activities

At QE we believe trips and enrichment activities offer a tremendous amount to our young people. They give them opportunities they wouldn't otherwise have, take them to places they wouldn't otherwise go, enrich the curriculum and allow them to form friendships with students in other year groups.

QE offers a huge number of activities, below is a snapshot of what is on offer:

QE Jazz Band, Ten Tors, Duke of Edinburgh, Surfing, Paddle Boarding, Mountain Biking, QE Theatre Productions, Art Club, Basketball, Football, Rugby, Cricket, Athletics and Chess Club, to name a few.





Term Dates 2025-2026

AUTUMN TERM 2025	
Monday 1st September	Staff return
Wednesday 3rd September	Years 7, 9, 11 and 13 return
Thursday 4th September	Years 8 and 10 return
Monday 8th September	Year 12 return
Monday 27th October - Friday 7th November*	Half term
Monday 8th December	Non-pupil day
Friday 19th December	Last day of term

*Staff return Wednesday 5th November

SPRING TERM 2026	
Monday 5th January	Students return
Monday 16th February - Friday 20th February	Half term
Monday 23rd March	Non-pupil day
Thursday 2nd April	Last day of term

SUMMER TERM 2026	
Monday 20th April	Students return
Monday 4th May	Bank Holiday
Monday 25th May - Friday 29th May	Half term
Friday 17th July	Last day of term



Barnfield Campus, Barnfield Road, Crediton. EX17 3HX
Western Road Campus, Western Road, Crediton. EX17 3LU
 Telephone: **01363 773401**

Attendance

attendance@qe.devon.sch.uk
 My Child At School (MCAS)

Senior Leadership Team

Paula Smith - Headteacher
 Neil Dyke - Senior Deputy Headteacher: Behaviour and Culture
 Alexandra Blagden - Deputy Headteacher: Quality of Education
 Jack Fahy - Assistant Headteacher: Pastoral Development
 Jess Winters - SENDCO
 Clare Marcus-Embleton - Business and Operations Team Leader
 Richard Shotton - Assistant Head Teacher: English
 Max Wallace - Assistant Head Teacher: Maths and Computer Science
 Kate Simons - Assistant Head Teacher: Science
 Jo Cherrett - Assistant Head Teacher: French and Raising Standards
 Colin Skinner - Assistant Head Teacher: PE and Professional Learning

Heads of Subject

Lucy Welsman - Music
 Vicky Evans - Drama
 Wilf Richer - Technology

Natalie Manwaring - Geography
 Jen Kendall - History and Business
 Rosie Lee - RE, Sociology and Law

Heads of Year

Barnfield Campus
 Miss Abigail Pidgeon - Year 7
 Ms Rachel Mercer - Year 8

Western Road Campus
 Mrs Kylie Mardell - Year 9
 Ms Georgina Everitt - Year 10
 Mr Mark Baptist - Year 11
 Ms Vicky Evans - 6th Form

Assistant SENDCo

Barnfield Campus
 Gina Powlesland

Western Road Campus
 Kathleen Radford

Support Staff Officers

Sarah Steele - Finance
 Natalie Wills - Data
 Lisa Gillard - Communications

Julie Copp - Personnel
 Martin Crocker - Premises

To email a member of staff, their email will be:
 forename.surname@qe.devon.sch.uk
 for example Joe Bloggs would be: **joe.bloggs@qe.devon.sch.uk**



@QEcrediton



@QEcrediton