



Queen Elizabeth's *School*



Guide for Parents

Contents

Welcome	3
QE	4 - 5
Our Curriculum	6
Pastoral Care	6
Personal Development	7
QE Values	7
Day to Day Care	8
School Counsellor	9
School Nurses	9
Attendance	10 - 11
School Day	11
Celebrating Success	12
Behaviour	12
Uniform	13 - 14
PE Kit	15
Health & Fitness	16
School Meals	16 - 17
Co-curricular Activities	18
Making Payments to School	19
School Council	19
Parental Involvement	20
Reporting Progress	21
Curriculum	22
Home Learning	22
Recommended Learning Activities	23
Equipped for Learning	24 - 26
Use of the Network	27
Libraries	27
Transport Arrangements	28 - 29
Severe Weather	30
Lost Property	30
Governors of the School	30
Contacting Us	31

Welcome

Welcome to Queen Elizabeth's School. We are delighted that you have entrusted your child's education to us and we promise to do our utmost to fulfil that trust.

QE is a school with a rich and proud history of serving Crediton and the surrounding villages that stretches back over four hundred and sixty years, originally as a grammar school, then as a boarding grammar for boys and girls.

Part of that proud history is undoubtedly down to our students' academic achievements and we will be working hard with your child to ensure they reach the highest possible level. We understand the importance of excellent exam results and believe that education empowers by delivering secure knowledge, problem solving skills, deep understanding and the ability to think creatively. We also believe that education is a holistic enterprise and therefore have a rich and vibrant range of co-curricular activities, from the most fabulous theatre productions, art and music to sporting excellence and an extensive outdoor education programme.

We understand the importance of good communication between home and school; our staff are available to meet each Year Group at least once a year through our Parents' Evenings. We also send reports home regularly throughout the year.

We work hard to make it a personal experience for every child and we treat all our students as unique individuals. Our aim is to have a school full of happy students who enjoy the challenge of their learning. Please don't hesitate to contact us, we are here to help.

Rupert Poole

Principal

r.poole@qe.devon.sch.uk

Queen Elizabeth's is a co-educational state school offering a wide range of opportunities and a rich curriculum to 1400 students aged 11-18 and of all abilities.

At QE we are proud of our long history and tradition, which dates back to 1547, but we are also determined to provide the best possible preparation for our young people to become happy and successful adults in the 21st Century.

Queen Elizabeth's is an Academy, which means that we are independent from the Local Authority, but still very much a part of the family of Devon schools.

QE has two main campuses; the Western Road Campus and the Barnfield Campus.

Barnfield Campus is home for Years 7 & 8 and Years 9, 10 and 11 and our Sixth Form are taught on our Western Road Campus. The smaller numbers at Barnfield offer a gentle stepped introduction to life in a secondary school for our younger students, who often come from smaller primary schools.

The school is led by the Principal, Rupert Poole. He has a Support and Leadership Team. This comprises of the Vice Principal – Teaching and Learning: Paula Smith, Director of Finance and Resources: Ben Brook, and a team of Assistant Principals.

They are:

Alastair Smith	- AP Early Intervention & Head of Barnfield Campus
Jo McDade	- AP Curriculum, Assessment and Data
Chris Darvill	- AP Progress & Personal Development
Lucy Jones	- AP for Special Educational Needs and Disabilities

The school is organised into several Learning Areas (English, maths, science, humanities, expressive arts, modern foreign languages, physical education and technology), which all offer courses at Key Stage 3, 4 and 5.

Our Sixth Form is a crucial and very successful part of QE, which offers around thirty different subjects at Level 3 (A level or equivalent). We are particularly proud of the fact that QE Sixth Formers make significantly strong progress at A level, as noted by Ofsted and the Department for Education.

We have around 1400 students, but try to be small where it counts, in building relationships with our young people and with you as their parents and carers. To aid this, we have Year Team Leaders who work with a team of Tutors and Home School Liaison Officers to look after your sons and daughters. These are your pastoral team and the people you should contact first when you have any concerns.

The transfer from primary to secondary education, or from one secondary school to another, is an important step in the life of every child. For some, it will be a very worrying time, especially those who are coming to us from very small schools. At secondary school, your child may be taught by 15 different teachers throughout the week. This is why we have Tutors to give you a single point of contact. Most students manage the change easily and really enjoy the experience, quickly making new friends and settling in with few problems. Just ask them!

All School Policies, including those with parent rights to withdraw students from certain lessons, are available on our website - www.qe.devon.sch.uk in 'About Us' under 'Policies.' You can obtain hard copies on request.

Our Curriculum

The curriculum in Years 7, 8 and 9 teaches the National Curriculum, which builds essential foundations for successful future learning. Students study towards GCSEs and other examinations in Years 10 and 11, there is a broad range of choices accessible to all. The Sixth Form offers a wide range of A Levels and Level 3 courses as well as additional experiences that prepare students for work or Higher Education. At all stages, through the curriculum we aim to nurture students so that they:

- Develop curiosity, critical thinking and creativity.
- Develop an outward looking view, understanding the world, our role in it and in shaping it.
- Develop the skills to thrive in the 21st Century – economically, in terms of wellbeing, resilience and sense of self worth.

Pastoral Care

Each Year Group is divided into groups of around 30 students. We work hard to ensure that these groups are as mixed as possible, for example, we use a range of data provided by the Primary School to help us achieve this.

Each student is allocated a Tutor. This person will meet your son or daughter in registration and will spend time getting to know them as an individual, to understand their learning and social needs and to act as your first point of contact.

In addition to the support of a Tutor and the Head of Campus/ Assistant Head of Campus, we also provide a team of people on each campus whose job it is to support individual students and families with whatever needs arise during their time with us. This team includes the Learning Support Staff, Attendance Officer, a Counsellor, Home School Liaison Officers, a visiting School Nurse and our Educational Welfare Officer.

Personal Development

Queen Elizabeth's School is committed to empowering our students to become respectful, reflective, and resilient individuals who go on to thrive and make a valuable contribution to local, national and global communities.

Our 'Personal Development Programme' is a key part of our commitment to the student's holistic educational experience and encompasses the following four elements:

- Spiritual, moral, social and cultural learning experiences
- Personal, social, health and economic education
- Careers information, advice and guidance
- Learning Skills – to foster resilient and autonomous learners

QE Values

We are very proud that our QE student body decided the three core values that they hold to be most important as a community are:

RESPECT

REFLECTION

RESILIENCE

As a whole school community, we are all committed to working to these three principles in everything we do, and in every interaction we make. These principles are also reinforced within our Assembly and Personal Development Programme.

Day to Day Care

Every student in the school is an individual and the more we know about each other, the better we can help. Please do not hesitate to tell us anything that you feel we should know.

For example, it is essential for us to know any special medical needs that concern your child. We have trained First Aiders available on both campuses, but if you suspect that your child is unfit to attend school, please seek medical advice.

The School Nursing Service nurses are regularly on campus to provide medical advice and offer education on matters of health to students and parents.

If your child does fall ill, or has an accident at school, we shall make every effort to get in touch with you by means of the emergency telephone contact numbers that you give us. It is therefore very important that we know your mobile phone numbers and places of work so that you can be contacted if necessary. It is also vital that we have a second contact number.

If you change your employment or emergency address then please let us know immediately. For the same reason, please give changes of home address, telephone numbers or family circumstances as soon as they happen.

If your son or daughter does have an accident and our First Aiders feel they require hospital treatment, we will call an ambulance and try and contact you to meet the ambulance as it arrives. If we can't contact you, we will send a member of staff in the ambulance.

School Counsellor and School Nurses

The school employs a BACP Accredited Counsellor. The Counselling Service is confidential; students may either be referred to or may self-refer. The only exemption to the confidentiality would be if the Counsellor becomes aware of any Safeguarding or Child Protection issues. These would then be shared with our Safeguarding Team - Rupert Poole, Alastair Smith, Mark Wright and Caroline Bond - or directly to the County Safeguarding Team.

Visiting School nurses are registered nurses who are part of the NHS Public Health nursing team. They are supported in this work by Community Health Workers who are also part of the Public Health nursing team. They promote the health and wellbeing of children and families, both at home and in school, and can give specific support and health advice to young people and their families. Usually they can offer direct advice and support. Sometimes they may refer to other people with specialist knowledge who can help. They may also undertake classroom based health promotion work in areas such as healthy eating, puberty and hygiene. Parents and carers are welcome to contact them if they have any health concerns about their son or daughter.

Contact Details:

Crediton/Exeter Public Health Nursing Team

Franklyn House,

Franklyn Drive

Exeter

EX2 9HS

Email: rde-tr.exeterphnhub@nhs.net

Telephone: 03332341902

Please note that there is also a page on the QE website: 'Students' - 'Student Support', which directs you to their contact details and other information.

Attendance

It is, of course, very important that your child attends school regularly. They cannot make good progress with their learning if they are not regularly attending lessons.

We understand that on occasions absence will be unavoidable. However our minimum expectation of attendance is 96%, unless there are justifiable medical reasons, and accompanying evidence for not being able to do so. The aspiration obviously remains 100%.



If your child is unable to attend please telephone on the first day of absence to keep us informed. We have an Attendance Officer who covers both campuses. She will often telephone or text parents of children whose absence is unexplained.

To report an absence, please contact:

Years 7 - 11, telephone: **01363 778336** or email: **attendance@qe.devon.sch.uk**

Sixth Form, telephone: **01363 778364** or email: **sixthformoffice@qe.devon.sch.uk**

PLEASE NOTE: IF YOU WOULD PREFER TO SEND A TEXT MESSAGE, THE ABSENCE TEXT NUMBER FOR ALL YEAR GROUPS IS 01363 688002.

Attendance

It is a requirement that we should know why a child has been absent from school so please speak to us, leave a message, or write a signed and dated note explaining the absence. If there are personal circumstances, which make attendance difficult, please get in touch with your child's Tutor, or Year Team Leader.

Our Attendance Policy makes it clear that all requests for leave of absence or holiday must be made using the appropriate form (available from reception or the website) at least two weeks before the proposed absence. However, in line with Government Guidelines, we will only authorise absence from school in exceptional and compassionate circumstances. If a student does take time off school without authorisation, penalty notices may be imposed by the Education Welfare Service. Details explaining this process are also on the 'S2 Form'.

School Day

08.55 - 09.15	Student Briefing, Registration and Tutor Group Reading
09.15 - 10.15	Period 1
10.15 - 10.35	Break
10.35 - 11.35	Period 2
11.35 - 12.35	Period 3
12.35 - 13.15	Lunch
13.15 - 14.15	Period 4
14.15 - 15.15	Period 5

Students move between classrooms during the school day as learning areas are based in different parts of each campus. Students will have a timetable and, with help, quickly find their way around. Help is always at hand.

Celebrating Successes

We are very keen to celebrate students' successes at every opportunity. You will be notified when your son or daughter receives praise from a teacher. We have display areas around the school on both campuses where students' work is exhibited. The QE website also contains many articles about our students' successes. In addition to this we regularly issue press releases about their achievements. Year Team Leaders hold Praise and Recognition assemblies each term.

We hold Celebration Evenings annually to recognise student achievement more formally with parents and hold regular assemblies for students to highlight successes.

Behaviour

We have a Behaviour for Learning Policy, which all teachers use. This is available on our website and the aims of the policy are to:

Enable all members of the school to be self-respecting, responsible and positive individuals with an enthusiasm for learning.

Encourage respect for all members of the community, such that every individual feels valued within a culture of tolerance and creativity.

Create a happy, safe and secure learning environment where the well-being of all is paramount and within which all can learn, develop their talents and achieve their very best.

Uniform Year 7 - 11

We have a uniform in order for our students to recognise they are part of the QE community. The uniform is also their work dress - it helps our young people recognise the difference between the time they are at home and socialising and the time they are here learning.

It is a simple, smart and inexpensive uniform and we would ask you to make sure that your son or daughter is wearing it appropriately every morning. If they are not, they may well be sent home to change, or have other sanctions. Your co-operation with this is much appreciated.

Uniform Items:

- QE black school jacket/QE black school fitted jacket with pockets.
- Current QE tie, to be worn with the knot tight to the shirt collar and with ends of equal length.
- White formal shirt worn tucked in to trousers/skirt/shorts.
- **Optional** QE school grey V-neck sweater with gold/black neck stripes and logo. To be worn for additional warmth with jacket - **not instead of a jacket.**
- Black formal pressed trousers or box pleated skirt or black formal tailored shorts.
- Tights - plain black or grey.
- Socks - plain black or grey.
- All black leather or leather effect shoes (not trainers – no motifs/badges, no high heels/stilettos).
- Outside clothing - plain weatherproof coat (not a 'hoody', cardigan or pullover top).

Uniform Year 7 - 11

All items should be clearly labelled with the child's name.

These items should be purchased from Town & Countrywear, Crediton or Thomas Moore, Fore Street, Exeter. If you purchase a school skirt or trousers from another supplier they should be indistinguishable from the items supplied by Town & Countrywear or Thomas Moore.



Additional Items:

- Students are only permitted to have one earring in each ear.
- Only stud earrings and sleepers will be allowed but the sleeper must be a solid, continuous hoop no larger than a 5p coin.
- Nose studs may be worn but must be clear or flesh toned.
- All other piercings must be removed.
- All other jewellery must be discreet in style and not overly large or obvious.
- Hair must be of a broadly natural hair colour and not be of unusual design e.g. Mohicans, designs cut in, etc. Long hair may need to be tied back for Health and Safety reasons in some subjects.
- Make up and nail varnish, if worn, should be discreetly applied and not be overtly visible or colourful. Excess make up may have to be removed.
- Bags suitable for carrying school books and other essential items such as PE kits are required.

PE Kit

All students in Years 7-11 take Physical Education and Games. Not only is it a requirement of the law, but we believe that physical activity is vital to good health and actually helps you learn. If you wish your child to be excused for a medical reason, a note is necessary, but they will still be expected to bring PE Kit in and change for the session. This is due to the fact they will be expected to go the same area as their class. Therefore, should it rain, it is only their PE kit that will get wet and not their uniform. We may also ask your child to act as a leader/coach or official in which case PE kit is always necessary.

A medical note will be necessary if it is for any length of time longer than a week.

Essential Items:

- Black shorts (ideally QE branded - available from school, plain other brands with a small, insignificant logo are acceptable).
- QE branded quick dry multi-sport polo shirt (only available from school).
- Sports trainers with non-marking soles (NOT skateboard shoes).
- Plain gold long nylon socks.
- White ankle/short socks.
- Football boots and shin pads.
- Towel for showers.
- Gum shield (available from the school library).
- Optional Items available from the school library:
 - QE black tracksuit bottoms.
 - QE branded 1/4 zip fleece.
 - QE branded rugby top.
 - Black plain sports leggings are acceptable (not available from Library).

Health and Fitness

We are very keen on promoting health and fitness amongst our students. There is plenty of research to show that fit and healthy young people learn better. As parents and carers you can help by encouraging them to:

- Eat a good breakfast, preferably with plenty of fruit and non-sugary cereal.
- Eat properly at lunch time - both campuses offer a range of healthy options
- Have a varied diet with plenty of fresh vegetables.
- Drink plenty of water - we have water fountains and encourage them to bring water in bottles. A re-usable water bottle is a good idea also.
- Get plenty of exercise - either through play, informal sports or joining clubs.
- Walk or cycle to school where it is safe to do so.
- Encourage good sleeping habits. Research shows the importance of not using a screen (TV/Smartphone/Computer/Tablet/Games Console) in the hour before going to sleep.

School Meals

At QE we work in partnership with Aspens who run our catering facilities, with food all freshly cooked on both campuses by our excellent catering team. We have stringent standards to ensure the meals are healthy, nutritious and well balanced. We only use good quality ingredients, fresh and locally sourced where possible. We would therefore ask you to encourage your son or daughter to take a school meal at lunchtime.

School Meals

We run a cashless system where all students are issued with a card, which can either be topped up online via ParentPay, or by students topping them up with cash on machines at both campuses. This system can be used to pay for a variety of things around the school and eliminates the need for students to carry cash.

If you are going to supply your son or daughter with a packed lunch, please try to encourage them to eat healthily. We are particularly concerned about students consuming large quantities of snacks, sweets and sweet fizzy drinks which are directly linked to a variety of health problems. High energy drinks have also been shown to have a really negative effect on learning and behaviour, and are not permitted in school.

We have a mid-day break of 40 minutes, during which students must remain on campus.

You are entitled to Free School Meals if your family income falls below a certain level and we would encourage you to claim this entitlement; it has significant benefits for both you and the school as it means that your son or daughter will attract additional funding in the form of the Pupil Premium. Students in receipt of Free School Meals can't be identified by other students as they use the same card to purchase their meals as other students.

Pupil Premium has an element of funding which can be used towards school trips, other learning materials and uniform.

To apply for Free School Meals please go to our website:

www.qe.devon.sch.uk/parents/student-dining where you will find details of how to apply and eligibility criteria.

Co-Curricular Activities

We hope that you will encourage your child to participate fully in what the school has to offer in the way of co-curricular activities at lunchtimes, at the end of the day, at weekends, or in the holidays.

We hope to encourage our young people to lead active and healthy lifestyles, through formal sporting activities, through what they eat and through play. The PE staff run clubs in a wide variety of sports after school and take groups out to compete against other schools.

We have a large and successful Duke of Edinburgh Award programme and also enter several teams for the annual Ten Tors event. We also run a successful and diverse Outdoor Education programme, which gives our students the opportunity to regularly take part in activities such as climbing, surfing and kayaking.

The Modern Languages Learning Area places a high value on giving students opportunities to travel abroad and so get a first-hand insight into the countries whose language they are studying and often run exchange visits. Other Learning Areas organise visits, for example, field studies, as part of the Geography courses or shorter visits to places of educational interest; such as trips to the theatre.

We also provide opportunities for children to continue playing musical instruments, or take up new instruments. If you wish to arrange private tuition, please contact us for details. In addition to the normal work in music and drama lessons, children are encouraged to join in a wide range of performance activities and you will have the opportunity over the years to see your son or daughter perform in orchestras, our famous jazz band, dance pieces, drama workshops and major productions.

For more information about co-curricular activities please refer to our school website.

Making Payments for Catering and Trips

Our preferred method of payment is ParentPay, a secure online electronic method available via our website www.qe.devon.sch.uk. You will need log in details which you will be advised of. If you have any queries, please contact the School Finance office, email: **finance@qe.devon.sch.uk**

School Council

The School Council is a body made up of students elected from each Year Group and is a very important part of QE. All Year Groups have their own Councils and representatives from each of these sit on the main School Council.

The School Council meets regularly with members of the Support and Leadership Team.

It is a responsible role and Council members are regularly involved in interviews for new staff. All in all, they make a very important contribution to the running of the school.



Parent Involvement

We hold Parents' Evenings on the Barnfield Campus. You can book an appointment online to see any teacher. If you wish, you can contact individual subject teachers or your child's tutor by phone or email at any time during term time.

In addition, at the important stages in your child's education there will be subject-based Parents' Information Evenings, such as Safeguarding and E-Safety Advice and the Year 9 Subject options evening. Finally, there are many sports fixtures, expressive arts events and extended school activities where we welcome you into school to support your child.

We hold regular open parent forums on particular topics to which all parents/carers are invited and encouraged to attend to support school projects and developments. Invitations are sent out prior to the meeting.



Reporting Progress

We set academic targets for students in each subject at the start of each Key Stage, these are individual to each student based on their previous achievements. Regularly throughout the year we assess the progress the students are making against what we expect of them and report this to you in the Progress Tracker Report.

Throughout the year we report on the students' progress in Application to Learning. The report builds to give a picture of the student's progress through the year. Application to Learning grades show how students are developing their learning abilities. This approach allows you to see whether your son or daughter is on track to achieve what we expect at the end of each year and to raise any issues of concerns with their teachers and tutor.

Your child will progress best if we have good communication between home and school. We actively encourage parents to email staff direct if they have a concern. In the case of subject specific concerns, please contact the teacher directly, or for pastoral support issues, their tutor should be the first person to consult. We always aim to respond within five days to any concerns.

Our website is the place to go if you want to know what we are up to and, indeed, you will find the school diary listing events and copies of all our important documents. You will also find news stories about what is happening around QE.

The school also has a home-school communication system SchoolComms. This system enables us to communicate important information to parents and carers quickly and easily by text or email. For example, student absence or lateness, exam and coursework reminders, parents' evening/review day reminders, details of forthcoming events, rehearsals, fixtures, trips, meetings and appointments.

Home Learning

In Year 7 students complete home learning using Knowledge Organisers, which reinforce the topics being learnt in class and develop students' ability to learn independently. Students follow a timetable, which includes 45 minutes of home learning and at least 15 minutes of individual reading each school night.

For other year groups home learning is set regularly for each subject. The work is accessed via Class Charts and can be monitored by students, parents and staff.

Key Stage Three		
Yr 7	4 - 5 hours per week	
Home learning is set according to the home learning timetable and supported by knowledge organisers. Home learning is designed to support learning in lessons by students practicing learning, recall and self-testing.		
Yrs 8 and 9	4 - 5 hours per week	
Including MFL four times per half term of 30 minutes each. Written feedback by teacher - twice per half term. Other times via class/verbal feedback.		Not including PE or PDP. Twice per half term of 30 minutes each. Written feedback by teacher - once per half term. Other times via class/verbal feedback.
Key Stage Four		
For Each Single GCSE		
Three times per half term of 60 minutes each. Written feedback by teacher - twice per half term. Other times via class/verbal feedback.		
Home Learning at Key Stage Five		
Through regular contact with their Tutor, all students are monitored closely to ensure they are meeting the demands of their chosen course of study, including home learning. In most cases students should expect to be involved in one hour of independent study for each taught hour.		

Recommended Learning Activities

Anything you can do to encourage your son or daughter to learn, and particularly to read, will help us greatly. If they have no formal task set, then here is a list of recommended learning activities:

- Reading for pleasure then telling somebody about the story.
- Telling somebody about the main points learned in their favourite lesson that day.
- Creating a 'mind map' (linked diagram with the main point at the centre and sub-points leading from it) of a topic they are studying at the moment.
- Listening to a radio programme and then telling somebody about the main points.
- Background research on a current topic either in books or on the internet.
- Watching a factual TV programme and writing brief notes on it.
- Reading a newspaper, choosing one article and writing the main points as notes and then explaining it to someone else.
- Using the internet to discuss and develop their work with other students.
- Writing a story
- Crossword puzzles
- Spelling games
- Subject based quizzes or games
- Reading is particularly important - whatever it may be they are reading.

Asking children to explain what they are trying to do will often help them to sort out their thinking and makes the learning more effective. This is why it is often better to learn with someone else, as allowing them to work with a friend if they want to, may be of assistance to both children.

Equipped for Learning

A school bag is essential, as is a pen and pencil. Please also provide your child with:

- An eraser and a pencil sharpener
- A pair of compasses
- A set of coloured pencils
- A calculator (available from the school library)
- A pocket English dictionary
- A 300 mm clear ruler
- A protractor
- A reading book

Please ensure that your child leaves your house every morning with all the items of equipment they require for a working day.

You can help your child by:

- Assisting them to organise their living space at home so that they have a specific place for all items related to school. This will help make mornings and home learning much less stressful.
- Plan a quiet location and time for them to complete their home learning and agree a weekly routine.
- A box-file or stacking system is useful to help stay organised - each file can be labelled to each subject. Within these they can store books, home learning and equipment.
- A labelled A4 plastic folder for each subject to take to school. Students are given lots of worksheets which can be stored in the relevant folder.
- An office, two tier 'in-tray' is useful for home learning. One for 'Home Learning to be Done' and another 'Completed Home Learning'.

Equipped for Learning

- Teach your child the routine of emptying their bag when they come home from school. This way you can organise the equipment from that day, sort home learning and prepare for the next day.
- Ensure that the 'Completed Home Learning' is packed for school on the correct day to be handed in.
- Check the online home learning platform for due dates and specific equipment requirements for a lesson.

Calculators may be purchased in the Library, along with many other items of stationery. It is vital that every item of personal property and clothing is clearly named.

The school cannot take responsibility for valuables. On the Barnfield Campus, musical instruments can be left in the Music Store-room.

The responsibility for the safekeeping of personal belongings remains with your son or daughter. Sensible care on their part can avoid temptation being put in other people's way. Items of particular value should not be brought into school.

Mobile phones may be brought in to school. Students are expected to use all personal devices in a sensible and positive way that does not interfere with their learning and does not cause disruption or distress to others.

During lessons (including registration), students may only use personal devices if directly instructed to do so by the teacher. This must be for a clear learning purpose and not for entertainment.

Students in Years 9-13 on the Western Road Campus are allowed to use their personal devices during break and lunch time and before school until 08.55 and after school from 15.15. Personal devices

Equipped for Learning

are not permitted during lesson transitions (i.e. between periods 3 to 4 and periods 4 to 5)

Students in Years 7 – 8 on the Barnfield Campus are not allowed to use a personal device at any time during the day without the permission of a member of staff. If for any reason students need to contact home, they must gain permission to use their phone by coming to Reception.

Students will receive a Red Card Detention for any personal device seen or heard when they are not permitted outside of lesson times. During lessons the student will receive a 'Ready to Learn' warning. In all cases staff will also confiscate the personal device. The device will be confiscated until the end of the school day and must only be collected from Reception by the child's parent/carer (or a responsible adult as agreed between the parent/carer and school staff).

Persistent misuse of a personal device by a student may result in further conditions being imposed by the Year Team Leader, such as the requirement to hand in the personal device to Reception for the duration of the school day.

All personal devices must be handed over before a student enters the Ready to Learn and Internal Exclusion study room.

If parents/carers or students are concerned about either the potential confiscation or loss of a personal device during the school day, then the student may voluntarily hand in their personal device to Reception for safekeeping at the start of the school day. Under such circumstances, students may collect the device themselves at the end of the school day.

If your child does bring a mobile phone, laptop or iPad into school, please check that they are covered by your household insurance.

Use of the Network

Students will be given a User ID and password when they join us. This password is very important as it is the key to the secure use of our IT facilities. If they let other students know their password, then their work has no protection.

They will also have access to the internet, which is an essential part of learning. We teach students how to use the internet responsibly but we also make sure that we provide a safe and secure environment in which to use ICT.

Our Student ICT Acceptable Use Policy is on our Admission Form.

On-line bullying and inappropriate use of the internet and social media are an increasing problem for young people and we do everything we can to educate them to be able to deal with the risks appropriately. If you are at all concerned that your child is subject to on-line bullying or other misuse, please contact us immediately. We work closely with the police if offences are committed in this regard.

Libraries

Both the Barnfield and Western Road campuses have a well stocked and accessible Library for Staff and Students to use. We are open from 8.30am until at least 4.00pm each day. The book stock is extensive with a wide range of fiction, non-fiction and textbooks at Western Road. Daily newspapers and a selection of magazines are also available in both Libraries.

Within each Library you will also find the School Shops. We sell stationery, calculators, memory sticks, art materials and PE kit. Students can access the Libraries before school, during break and lunchtimes and after school.

Transport Arrangements

We would encourage students to walk or cycle to school if at all possible. If you have to bring your child to the Barnfield Campus by car, please use the raised tarmac area immediately on the right inside the main gate, otherwise you may interrupt the buses being able to drop off students. When collecting children, please wait at the same place.

On the Western Road Campus please use St Martins Lane as a drop off point. On either campus, please allow the school buses to have priority.

Before your child starts using school transport, it may be helpful to:

- Time the journey to QE or the bus pick up point.
- Be sure your child is clear about what time they are expected to be home and what to do if they are delayed.
- Make sure they know/have your contact numbers.
- Buy an alarm clock and make sure your child knows how it works. Test run it before the first day of school.
- Work out with your child what time they will need to get up to get to school on time. Work backwards from the time they need to be at school. Include all the things they will need to do.

Agree a routine for the mornings and after school. Will they shower/bath in the morning or the evening? Will they get their school bag ready the night before or in the morning? Who will make packed lunch (if this is your child's option) and when?

- Agree a bed time that gives your child enough sleep.
- Have a practice run.

Buses - Code of Practice

Buses - Code of Practice

Nearly 70% of our students travel to and from school on a coach. The coaches are organised and run by Devon County Council and if you have any queries about school transport then you will need to contact them on 0845 155 1019.

- As there is no direct supervision on the coaches, it is extremely important that students follow the rules and guidance we give them. Students are parents'/carers' responsibility until they board the bus in the morning. If their bus does not arrive, wait **20 minutes** and if it still hasn't turned up, then please contact Devon County Council. Agree a plan with your children about what to do if transport doesn't arrive.
- If they travel by taxi or mini-bus and do not require transport on any particular day, please telephone the contractor as soon as possible to let them know. **NOTE: this is not necessary if you travel by coach.**
- There are set routines for catching buses at the end of the school day. Students will be told what these are when they arrive.
- Buses arrive in two waves. One wave goes to the Barnfield Campus first, the other to Western Road. They will be told which wave they are on when they receive their bus pass.

No student has an absolute right to school transport. Failure to live up to the standards required will result in permission to travel being withdrawn by Devon County Council, in which case, parents will have to arrange alternative transport.



Severe Weather

In the event of severe weather requiring full or partial school closure, we will contact parents as soon as a decision has been made.

- A message will be put on the school website
- A text message will be sent to all parents/carers who have registered with us
- Local radio stations are also notified - please tune in to check their announcements.

Lost Property

All school uniform, as well as additional clothing and personal items, should be clearly labelled or marked with the student's name. This makes it easy to return any lost property promptly to its owner. Lost or mislaid items, which are handed in to the Reception on the Barnfield or Western Road Campus can be claimed from there; the Reception staff will notify the relevant students of any named items. Unnamed lost property which is not claimed is given at the end of each term to a local charity.

Governors of the School

The Governing Body has ultimate responsibility for the oversight of the school, the strategic direction we are taking and for making sure that our policies are carried out. All governors are unpaid volunteers who give considerable amounts of their time to support the school.

As a parent, you are eligible to stand for election as a Parent Governor. Training and Mentoring for this role is offered.

An up to date list of governors and our governance arrangement can be found on the website.

Contacting the School

If you need to get in touch with us quickly, our telephone number is:

Telephone: **01363 773401**

E-mail: **reception@qe.devon.sch.uk**

If you have a particular concern about your child, please contact their Tutor in the first instance. Staff emails are in this format:

initial.surname@qe.devon.sch.uk

Your child is provided with a paper copy of the timetable with their teachers' full name. Please keep a copy of their timetable to assist you in emailing staff throughout the year.



And Finally ...

Hopefully by this point you will be feeling better informed and able to support your child's transition. Don't feel daunted - all new parents feel exactly the same. At QE we are here to help.

Should you have any questions or queries please do not hesitate to contact us. We look forward to welcoming you and your child



Queen Elizabeth's *School*

Principal: Rupert Poole

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