



Transition Handbook

2023-2024





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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 every student should thrive and enjoy their time here at QE and our mission is to deliver an excellent education so that they can go on to lead great lives beyond school. We believe that an excellent education should develop knowledge, character, contribution and wisdom.

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

Moving up to secondary school can be challenging. It is positive and exciting and at the same time it is natural to feel apprehensive or anxious. Tutors and other staff are here to provide support and encouragement when needed. I want to reassure you that your child will be attending a school that is full of passionate staff who care deeply for our students. Our pastoral team is fantastic, experienced and caring and our teachers are passionate about their subjects.

You will be based at our Barnfield Campus, which is the perfect setting for settling into secondary school life. We are looking forward to welcoming you into 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.

A handwritten signature in cursive script that reads 'Paula Smith'.

Paula Smith
Headteacher

We look forward to seeing you at the start of term on **Wednesday 6th September!**



Your Head of Year



Hello Year 6

My name is Mrs Oliver, 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 following what has been such a disruptive time for all of us.

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.

Dulcie Oliver
Head of Year 7



Our Aims

We strive to ensure that all students receive an excellent education so that they can make the most of their lives.

We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom.

Our pastoral programme is focused on developing qualities of respect, reflection and resilience in our students so that they can go on to lead great lives.



RESPECT – Our school community is built on respect, equality and tolerance, where everyone's thoughts, opinions and contributions are valued. Being kind and thoughtful and being able to imagine things from another point of view is key. Consider your words and the way you say them carefully with this in mind.

You also demonstrate respect for your school community in the way you behave and wear your uniform.



REFLECTION – Self awareness is important to our mental health and personal development. Looking back and reflecting on our learning, our relationships, our strengths/weaknesses, or a specific situation, can enable new insights to guide us forward.



RESILIENCE – Being able to embrace challenges is essential to learning, as learning can only happen by exploring new ideas and skills. The first time you try something is never going to be perfect. Mistakes are always valuable as they are the building blocks of learning itself. The magic happens when we push ourselves and step out of our comfort zones.

As a whole school community (teachers included) we promise to work to these three principles in everything we do and in every interaction we make.

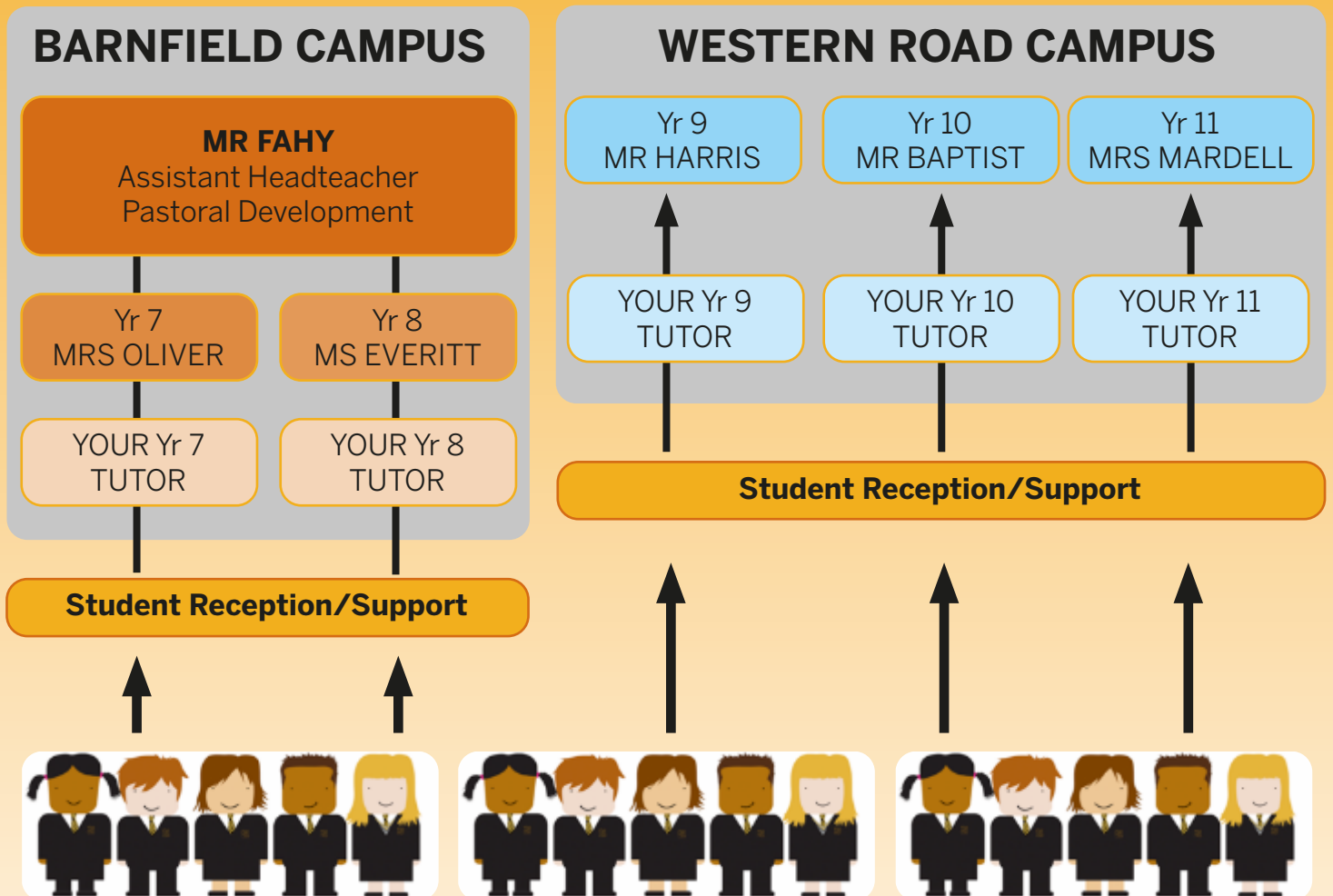


Structure of Student Support

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.

DR LIENERT
Senior Deputy Headteacher



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 year team leader.



Key Staff at BARNFIELD



Mr Fahy
Assistant Headteacher
Pastoral Development



Mrs Oliver
Head of Year 7



Ms Everitt
Head of Year 8



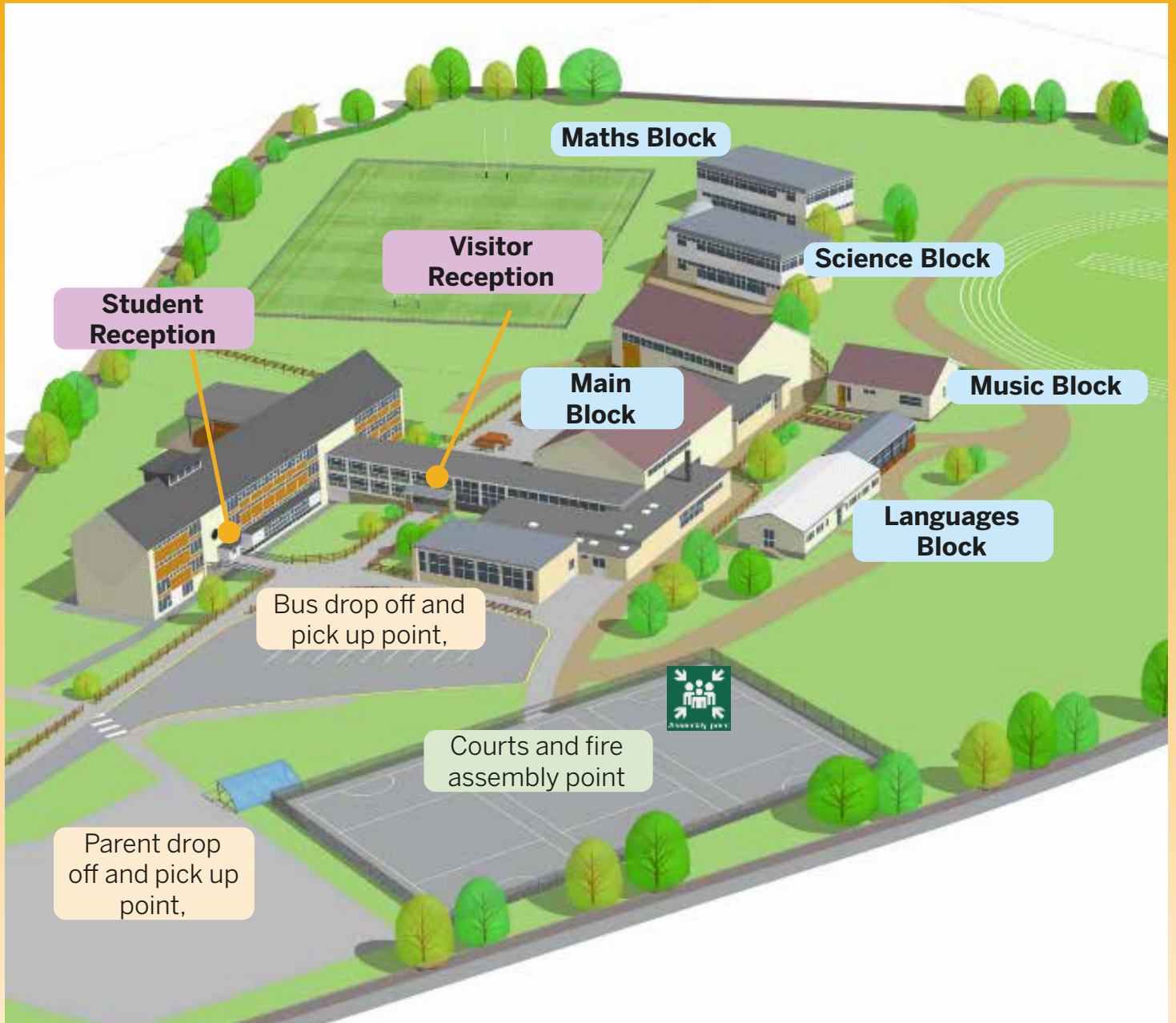
Miss Stone
Student Welfare and Safeguarding Officer



Miss Turner
Student Welfare Officer



Mrs Gale
Student Reception





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)	11.05am - 11.25am	1.25pm - 2.05pm	3.25pm
			

Tutor	Period 1	Period 2	Period 3	Period 4	Reading	Period 5
8.45am - 9.05am	9.05am - 10.05am	10.05am - 11.05am	11.25am - 12.25pm	12.25pm - 1.25pm	2.05pm - 2.25pm	2.25pm - 3.25pm

N.B. These times are subject to review.



Equipment

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

- Pens (including a spare)
- A pencil
- A rubber
- A ruler
- A sharpener

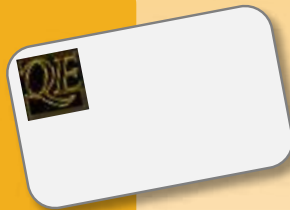


Students can buy most of the items above from the school library using their Pick and Pay card. **If your child receives free school meals they can collect most of these items from the school library without having to pay for them.**

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. Instruction on how to do this will be provided.



Bus Passes



DCC

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.



Logging onto the School Network

Your child's school network username follows this format:

The year they started at QE → 23SmithJ ← Their first initial

↑
The first five letters of their surname

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.



Uniform

Here is a guide to our uniform ...



One earring per ear, either a stud or sleeper.

Nose studs must be clear, or flesh toned.

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

Black QE blazer.

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

Black or grey socks.

Your tie must be neatly tied with both ends even.

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



Black leather/ leather effect shoes

Normandy Trip



Duke of Edinburgh Award



Ten Tors



School Productions



Sixth Form



Home Learning at Barnfield

Home Learning in Years 7, 8 and 9 is supported by **Knowledge Organisers**. At QE we have one of these for every topic or learning cycle in Year 7, 8 and 9.

Students are expected to spend **four hours per week** on these at home following the timetable set out in the knowledge organiser.

Students should also read independently for at least 15 minutes each day, which includes using SPARX Reader.

Maths homework is set and monitored using SPARX Maths. An online tool that enables students to practise what they are learning in class. It recognises when students need to work more on particular questions and when they are ready to move on to more challenging maths.

This home learning supports regular retrieval practice, which means it helps students to learn and remember key knowledge for each subject. There is a new Knowledge Organiser each term.

They are issued to students and are available to download on the school website. Students are taught how to use Knowledge Organisers and there are YouTube videos to help too so that parents/carers will be able to support students with their home learning.

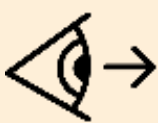


A **Knowledge Organiser**

is a document, usually no more than two sides of A4 per subject, that contains key facts and information that students need to learn to have a basic **knowledge** and understanding of a topic.



This is the basic principal method taught to maximise learning from Knowledge Organisers



Look



Cover



Write



Check

Through the regular use of knowledge organisers in this way students will become effective, independent learners.



Microsoft Office 365

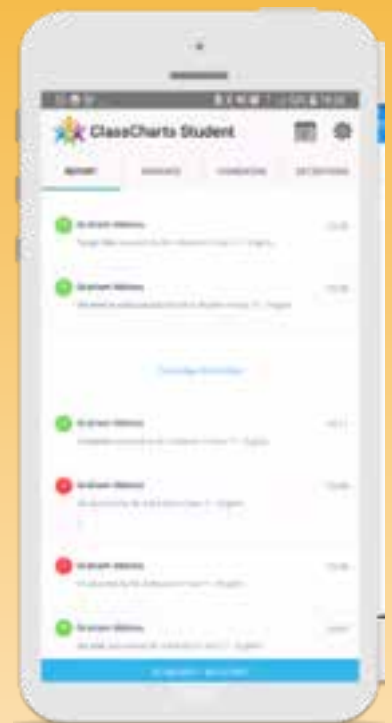
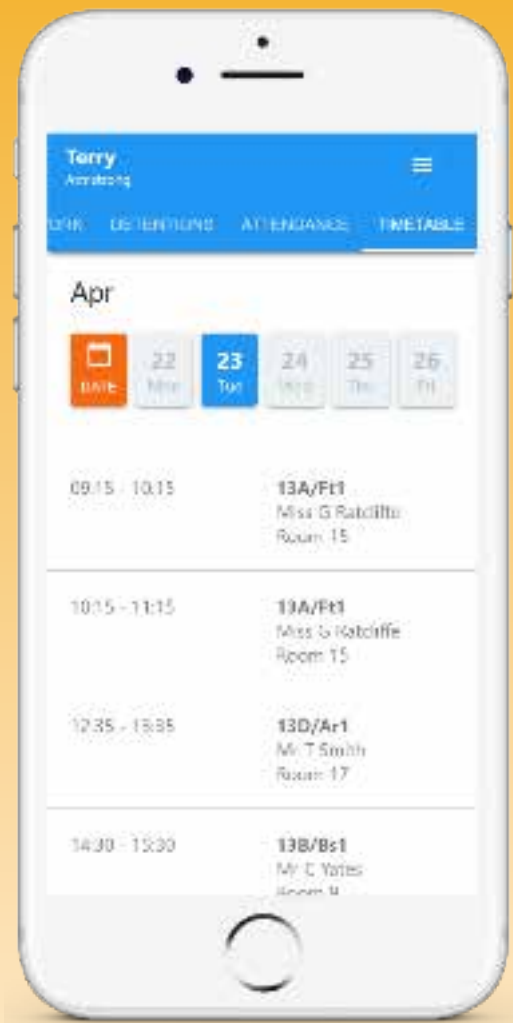
We use **Office 365** for email. This is a 'cloud' based service, which means that along with their child's school email they also have access to all the basic Microsoft Office programs to use for free, on any available internet connected device. This all sits within the web browser they are using, so they can access their work at any time on any device connected to the internet.



Students can even download **Office 365** apps to their phone (if they have one). They can find them in their phone's App Store.

ClassCharts is a web based app that allows you and your child to:

- Check their timetable
- See an overview of their subject/classes and teachers
- View and track homework (from Years 10 - 11)
- Keep track of merits/de-merits awarded



There are two apps: a **Parent** and a **Pupil** app. Both can be downloaded from your phone's app store. You and your child will be provided with instructions on how to login to your child's account when they start at QE.





Positive Behaviour in the Classroom

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 avoid distracting others from their work.



2. Committed

- a. We arrive on time, participate in the lesson positively, and try our best.
- b. We follow all reasonable staff instructions.

3. Safe

- a. We do not act in a way that endangers the safety or wellbeing of others.
- b. We act as upstanders not bystanders.

Lesson expectations are reviewed regularly with students and staff. Student, parent, and staff views are important to our school. We conduct an annual survey with all stakeholders to inform our approaches and support improvement. There are opportunities throughout the year for our community to share recommendations and reflections including through our student council, half-termly parent forums and Parent Information Evenings.



Positive Behaviour Outside the Classroom

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

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.

If a student fails to meet the 'Respectful, Committed and Safe' expectations in social time during the school day (break and lunch), 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.



Mobile Phones

Students are allowed to bring their own mobile phones (if they have one) into school. Mobile phones must be turned off and 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.



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. 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

If your child is ever not able to attend school please contact us before 8:45am on every day of absence to tell us the reason.

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



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

We are unable to approve holidays during term time, unless there are exceptional or compassionate circumstances.



Health, Safety and Welfare



We aim to make Queen Elizabeth's a safe and pleasant environment. We expect students, staff and visitors to look after each other's health, safety and welfare by:

- Reporting any dangerous incidents to a member of staff.
- Treating everyone as we like to be treated ourselves – with consideration, fairness and care.
- Taking care of our possessions and respecting those of the school and other people.
- Putting litter in dustbins and caring for our environment.
- Using school transport appropriately; queuing and waiting in safe areas, wearing seat belts and not distracting the driver's attention.

Travel Arrangements



If your child comes to school by coach, they will need to carry their bus pass with them at all times.

If you have any queries or concerns about school transport, you can contact:
Devon County Transport Section on 0345 155 1019.



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 Mr Fahy, your child's Head of Year, or our student support 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 or Student Support.

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.

Our Safeguarding Officers



Miss Stone
Student Welfare and
Safeguarding Officer

Miss Turner
Student Welfare Officer



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

Mental Health Coach



We have a Mental Health Coach, who is available by appointment.

**If your child is worried out of school hours, they can always ring:
Childline on 0800 1111**



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.



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.



ParentPay



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!





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
 Suzanne Lienert - Senior Deputy Headteacher
 Alexandra Blagden - Deputy Headteacher: Quality of Education
 Jack Fahy - Assistant Headteacher: Pastoral Development
 Clare Marcus-Embleton - Business and Operations Team Leader
 Victoria Hopkins Bond - Director of English and Performing Arts
 Max Wallace - Director of Maths and Visual Arts
 Kate Simons - Director of Science and Technology
 Jo Cherrett - Director of French and EBACC
 Colin Skinner - Director of PE and Professional Learning

Heads of Subject

Justine Morton - Visual Arts
 Lucy Welsman - Music
 Vicky Evans - Drama
 Wilf Richer - Technology

Natalie Manwaring - Geography
 Jen Kendall - History and Business
 Susan Dereza - RE, Sociology and Law

Heads of Year

Barnfield Campus
 Mrs Dulcie Oliver - Year 7
 Ms Georgina Everitt - Year 8

Western Road Campus
 Mr David Harris - Year 9
 Mr Mark Baptist - Year 10
 Mrs Kylie Mardell - Year 11
 Mrs Vicky Evans - 6th Form

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



@QEcrediton