

Sixth Form Guide 2018-19

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Aims, Ethos and Values

“Outstanding eagerness to promote good learning” *

This is a friendly, welcoming school, built on foundations of mutual respect and care for others. We work together to become all we can be.

We share a love of learning and believe in the highest academic standards for everyone. We value education in its broadest sense, knowing that the arts, sport and other opportunities help shape us as individuals and as citizens of the wider world.

We are committed to enabling all of our students to develop their knowledge and understanding, skills and mindset, so that they can take their next steps with confidence. Our aim is that every child will grow into a happy, fulfilled and successful adult.

*From the Charter granted to the people of Hexham by Queen Elizabeth I, 1599.

Structure of the School and Contacts

General Enquiries

Queen Elizabeth High School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Reception: 01434 610300 (opening times: 8.00am – 4.00pm Monday to Thursday, 8.15am – 3.45pm Friday)

Email: admin@qehs.net

Appointments with the Executive Headteacher or Head of School

Charlotte Gaines, PA to Executive Headteacher: 01434 610301

Email: cgaines@qehs.net

Absence Line

01434 610310

This number may be used between 8.30am and 9.00am for all year groups including Sixth Form.

The school is organised into three teams: Pastoral, Curriculum, and Support Services.

Pastoral Team

Led by Dave Todd and Richard Zabrocki

The Pastoral Team is concerned with the support and guidance of young people and their general wellbeing. Members of this team are here to work with students and parents/carers as we try to remove barriers to learning.

If you have any general enquiries about your son/daughter's wellbeing and/or anything that may affect their learning, then you should contact the Sixth Form Pastoral Leader or Mentor. They will be able to discuss more complex issues with you and advise you with regard to appropriate strategies to support your son/daughter.

Pastoral Leader

Year 12 and Year 13: Emerson Brown (01434 610357, email: ebrown@qehs.net)

Mentor

Year 12 and Year 13: Steve Wilson (01434 610357, email: swilson@qehs.net)

Special Educational Needs

Special Educational Needs and Disabilities Co-ordinator (SENDCo): Richard Zabrocki (01434 610313, email: rzabrocki@qehs.net)

Curriculum Team

Led by Ruth Platts and Katie Innes

The Curriculum Team is responsible for the effectiveness of the school's curriculum and for all academic events in school relating to achievement and progression including:

- Quality of teaching
- Transition from Middle School
- Options (Year 9 to Year 10 and Year 11 to Year 12)
- Reviewing and organising the curriculum and timetable
- Monitoring and evaluating student performance
- Assessment and target setting
- Monitoring the academic performance of departments
- Intervention to raise achievement
- Curriculum enrichment activities
- Providing support for students in their application for higher education/employment

If you have a general enquiry about your son/daughter's progress in lessons it should be directed, in the first instance, to their subject teacher via a note in the planner or a telephone call/letter. More complex subject-based issues can be dealt with by contacting the Curriculum or Subject Leader.

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Curriculum/Subject Leaders are listed below:

Art	Amanda Shotton	Languages	Lindsey Bevan
Biology	Amanda Fletcher-Woods	Maths	Jim Donaghy
Business Studies	Sharon Platt	Music	Pete Seago
Chemistry	Simon Mawson	PE and Health & Social Care	Chris Scott
Drama and Dance	Emily Macdonald	Physics	Cat Wright
English	Heather Howard	PSHE	Andy Hedley
Geography	Rebecca Booth	Psychology & Sociology	Claire Haigh
History	Leanne Hodgson	Religious Studies & Philosophy	Dave Jones
IT	Oliver Williams	Technology	Michael Wilde

The Curriculum Team deal with enquiries relating to the curriculum, options and higher education applications, and complex academic issues which cannot be resolved by Curriculum Leaders.

To speak to a member of the Curriculum Team, contact Joanne Smeatom, Curriculum Team Admin Assistant, on 01434 610312 or email curriculum@qehs.net

Support Services

Led by Sarah Sparke and Eleanor Simpson

The Support Services team manages resources such as school catering, site and facilities management, finance, and human resources.

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Timing of the School Day

Period 1	8.55am
Assembly: Year 12: Wednesdays Year 13: Tuesdays	9.55am
Period 2	10.15am
Break	11.20am
Period 3	11.40am
Lunch	12.40pm
Period 4	1.20pm
Period 5	2.20pm
End of school day	3.20pm

Break and lunch time

Students are not allowed to leave the premises at break time but are at lunch time.

Term Dates and Holidays

Start of Autumn term	Tuesday 4 September 2018 (Enrolment Day for Year 12)
Last day of half-term	Thursday 25 October 2018
Return to school	Monday 5 November 2018
Last day of term	Friday 21 December 2018
Start of Spring term	Monday 7 January 2019
Last day of half-term	Thursday 14 February 2019
Return to school	Monday 25 February 2019
Last day of term	Friday 5 April 2019
Start of Summer term	Tuesday 23 April 2019
Last day of half-term	Friday 24 May 2019
Return to school	Monday 3 June 2019
Last day of term	Friday 19 July 2019

Staff Training Days
Monday 3 September 2018
Friday 26 October 2018
Friday 15 February 2019

Public Holiday
Monday 6 May 2019

Dates correct at September 2018

Communication with Parents/Carers

The staff and trustees of our school wish to work co-operatively with parents/carers and other members of the community to ensure the school provides a high quality service and meets the needs of all students.

Information from the school

The school provides information to parents/carers in the following ways:

The school website: www.qehs.net

This provides up-to-date information which includes:

- News
- Publications including options brochures
- School policies
- The school calendar
- Examination information

Facebook and Twitter

QEHS has Facebook and Twitter pages, which are updated regularly.

- Facebook: <https://www.facebook.com/QEHSHexham/>
- Twitter: @QEHSHexham <https://twitter.com/QEHSHexham>

SIMS SLG

Parents/carers can log on to their own personal page and see confidential details about their child which includes their timetable, attendance record, academic progress reports, and achievement/behaviour records. The system can be accessed via the school website. Log on details are provided direct to parents/carers.

Schoolcomms/School Gateway

QEHS uses a communication system called Schoolcomms to help us to communicate more effectively with home. It allows you to receive letters and reminders from school, by email or text, direct to your chosen e-mail and mobile account.

Schoolcomms has a free app that parents/carers can download called School Gateway. The app allows you to get messages in a quick and easy format to your mobile and helps the school save money as all texts sent to the app are free.

Schoolcomms has a lot of extra features and allows you to make online payments for dinner money, school trips, etc. (see page 23).

You do not need to register for Schoolcomms as it links directly with our school system (SIMS). Once we have students registered on SIMS, and we have your correct email and mobile number, you will automatically receive the messages we send out.

If you have any queries regarding access to SIMS SLG or Schoolcomms please contact:
Susan Boath, Data and Exams Manager, on 01434 610338 (email: sboath@qehs.net) or
James Rainford, Data Assistant, on 01434 610359 (email: jrainford@qehs.net)

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Letters, publications and other documents

From time to time we will write to you with further information, or invitations to parents' evenings, events or progression interviews. Details of parents' evenings can be found on page 11.

Marking and feedback

Providing good quality, regular feedback to students is essential in helping them to improve their work and reach their potential. We would encourage all parents/carers to look at their son/daughter's work regularly. If you wish to ask any questions about marking or feedback in a particular subject then please contact the subject teacher in the first instance followed by the Curriculum or Subject Leader if your issue has not been addressed.

Contacting the school

We would encourage you to contact us with any issues, questions or concerns that cannot be addressed through the channels of communication noted previously. As you will appreciate, in a school of 1300 students, it is not possible for one person to deal with all enquiries so it is important for us to direct you to the most appropriate person. Please use the following guide to help you.

Nature of Enquiry	Contact	Phone/Email
General questions about your son/daughter's work, progress or homework.	Subject teachers.	By note via your son/daughter or by contacting the main switchboard on 01434 610300.
A concern about your son/daughter's progress or experience in a particular subject.	Curriculum/Subject Leaders (see page 7).	Contact the main switchboard on 01434 610300.
A concern about your son/daughter's general welfare.	Mentor or Pastoral Leader (see page 6).	Contact the Pastoral Office (phone numbers and email addresses are on page 6).
General enquiries relating to the curriculum, options, higher education applications or complex academic issues involving more than one subject.	The Curriculum Team.	Telephone the Curriculum Office on 01434 610312 or email curriculum@qehs.net
Other matters not listed above.	Main Office.	Please phone 01434 610300 and we will direct your enquiry to the appropriate person.

If you have followed the procedure above and a concern still exists then please contact:

- Pastoral concerns: Dave Todd, Assistant Headteacher (Personal Development, Behaviour and Welfare)
- SEND concerns: Richard Zabrocki, Assistant Headteacher (Student Support)
- KS4 curriculum-based concerns: Ruth Platts, Assistant Headteacher (Achievement & Progress KS4)
- KS5 curriculum-based concerns: Katie Innes, Assistant Headteacher (Achievement & Progress KS5)

If you wish to make a complaint, you can find our complaints procedure on our website.

Year 12 Achievement and Progress

In addition to an annual Parents' Evening with subject teachers, parents/carers will receive a written report and monitoring data from each subject teacher every year. The reports and data will help students and their parents/carers to track progress over time, and are intended to supplement the day-to-day conversations and formative assessment processes which take place in lessons. The academic progress data we collect and share with parents/carers helps teachers and other staff intervene and support students who are falling below target and to provide appropriate advice and guidance for students who are making decisions on higher education, apprenticeships and training.

Date	Event
w/c 5 November 2018	Assessment Week
w/c 26 November 2018	Data to Parents/Carers
w/c 3 December 2018	Parents' Evening
w/c 14 January 2019	Assessment Week
w/c 11 February 2019	Year 12 Work Experience Week Reports to Parents/Carers
w/c 22 April 2019	Year 12 Exams
w/c 20 May 2019	Data/UCAS Predictions to Parents/Carers

Dates correct at September 2018

Data and reports are available to view online on the SIMS Learning Gateway (see page 9) and all parents/carers will receive a username and password to allow them to log in and access their son/daughter's information.

Careers Advice

The school is proud of the advice and guidance offered to our students. Our Curriculum Advisors support students with advice on option choices and applications to higher education and alternatives to university.

We also have an independent Careers Advisor, Elaine McStravick, who works in school predominantly on Wednesdays. Her role is to support students with advice on work-based training and apprenticeship opportunities. She has a desk in the Learning Resource Centre and is available for "drop-in" appointments on request; she can be contacted via email at emcstravick@qehs.net

In February, Year 12 students undertake a week of work experience to give a greater understanding of the world of work in their chosen area and help build links for future employment opportunities.

Transition and Progression

Transition refers to the movement of students from Year 11 into Year 12 and from Year 12 into Year 13.

Progression is the movement of students out of the Sixth Form – for a few students this will be at the end of Year 12 and for the majority at the end of Year 13.

At each of these stages it is vital that students make appropriate choices and all of our support is geared to ensuring that both students and parents/carers are well informed and have the opportunity for individual support and advice.

The Move Up into Sixth Form

Students in Sixth Form will be studying fewer subjects than they did in the lower school, but the workload and academic level at which they will be working will be significantly higher. Students will be expected to do a lot more independent learning than they have done in the past. It is recommended that students should spend the same amount of time working outside lessons as they spend inside lessons: approximately five hours per subject per week. This time should be used for completing specific homework tasks set by subject teachers, as well as unprompted independent study such as wider reading, research and revision of lesson notes.

Many students find this change difficult and take a while to adjust. It is really important to be prepared for this change. To make this adjustment successfully it is important to:

- Quickly establish a routine of time set aside in the evenings for school work.
- Make sure that the space for work at home is quiet and free from distractions.
- Make effective use of the student planner to record homework tasks, coursework deadlines, etc.
- Limit paid employment to a maximum of ten hours per week; evidence has shown that anything more than this has a significant impact on academic performance.
- Make effective use of study periods and the study facilities available in school.

There is an expectation that homework will be set at the end of most Sixth Form lessons. Sixth Form students always have work that they could be doing.

To support students who are finding the transition to Sixth Form difficult, we have created the role of intervention supervisor. Supervisors are subject-based and have two main roles:

- Supporting underachieving Year 12 students.
- Supporting Year 13 students with their higher education applications.

Following the first round of data in Year 12 (see page 11) we will identify students who require support and place them in appropriate Supervision groups. This process will happen throughout the year.

In addition, all students attend Welcome to Sixth Form Day on Wednesday 12 September 2018 and Study Skills and Well-being Day (date TBC) to help them with the step up to Sixth Form.

Curriculum Enhancement and Enrichment

As universities and employers are finding it increasingly difficult to distinguish between candidates based on academic qualifications, it is vitally important that students participate in activities in addition to their main programmes of study in order to enhance and enrich their profile. In addition to this we want to help students to have a well-rounded Sixth Form experience, from which they gain more than just qualifications.

All students will be expected to enhance their three A Level or BTEC courses. Students will choose one enhancement from the following:

- EPQ (Extended Project Qualification)
- Further Maths
- HSLA (Higher Sports Leadership Award)
- Arts Award

All students will also be expected to do some enrichment activity, something in addition to their studies and formal qualifications. This might be volunteering, taking part in sporting, musical or drama activities, or mentoring younger students in the school.

Freshers' Fair, held on Thursday 13 September 2018 in the Main School Hall, is designed to help students find an enrichment activity.

Students who make the most of this enhancement and enrichment time will greatly increase their chances of securing employment or a university place.

Student Guidance and Days Off Timetable

Student Guidance days will be scheduled at appropriate times during the year. Attendance at these sessions is compulsory for all students, unless stated otherwise.

During Year 12 and 13 the programme aims to offer guidance on:

- Wider personal, social and moral issues; helping students become responsible adults.
- Progression.

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Curriculum Framework

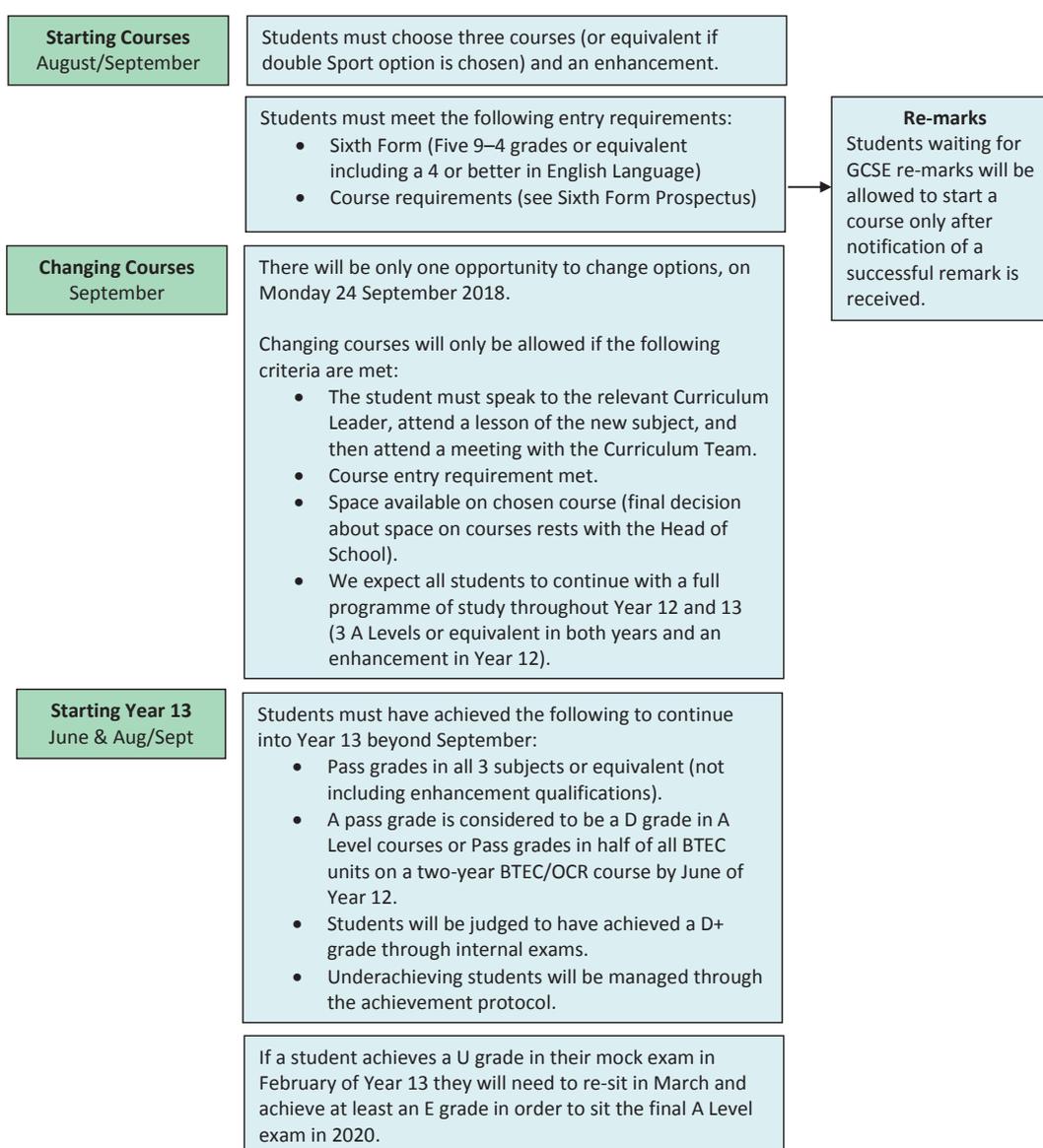
The following protocol provides a framework for student option choice in Years 12 and 13 at QEHS. The Curriculum Team will provide advice and guidance consistent with this protocol.

Our Sixth Form

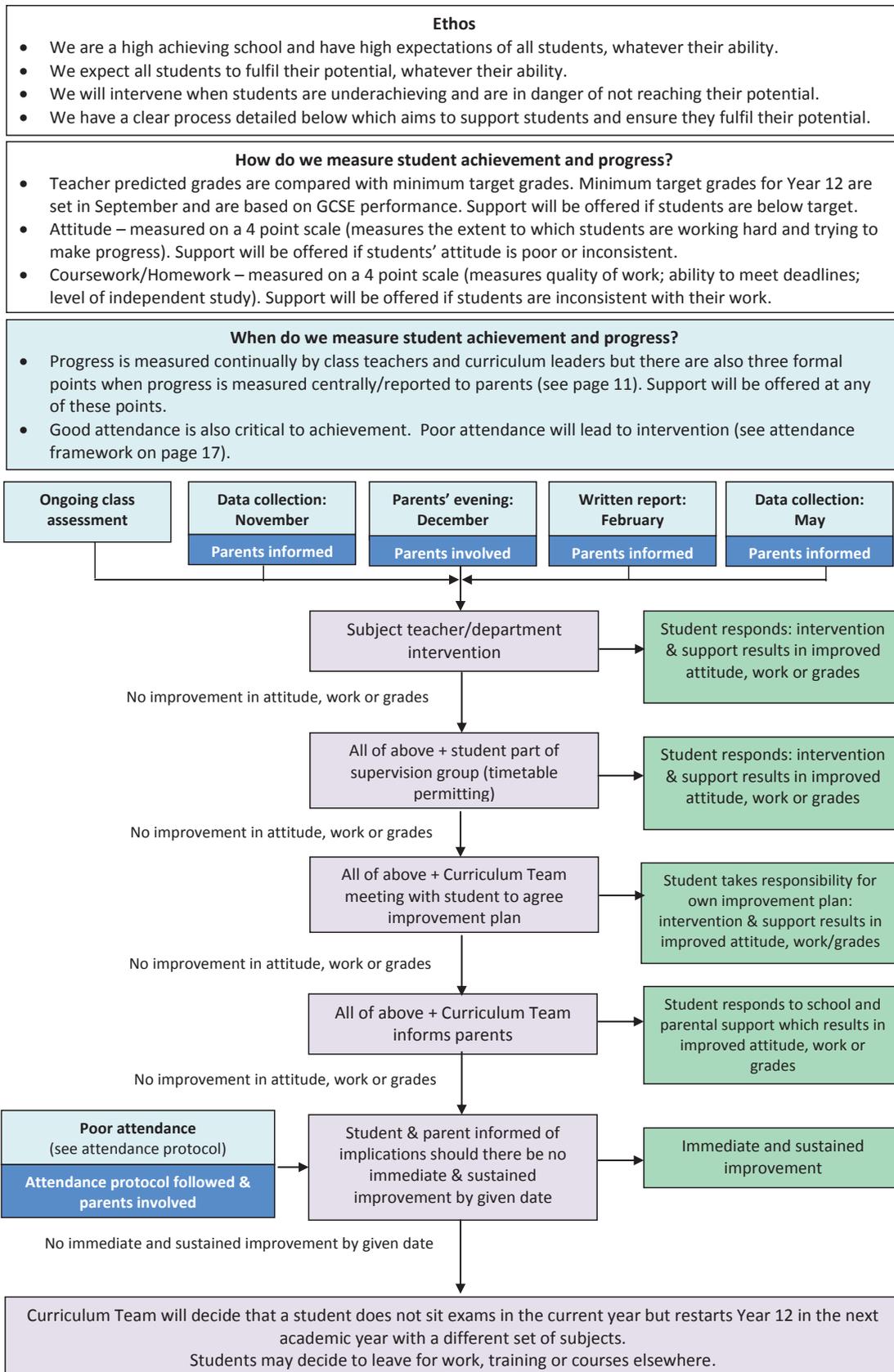
- We have high expectations of all students, whatever their ability.
- Making the right curriculum choice is essential to allow students to fulfil their potential.
- Our Sixth Form students are full time students and are expected to follow a complete programme of study except where stated.

Who manages the curriculum?

- The Curriculum Team is responsible for managing the curriculum. Those members of the team with specific responsibility for managing the curriculum in the Sixth Form are:
 - Katie Innes – Assistant Headteacher (KS5 Achievement & Progress)
 - Rebecca Ruddick – Curriculum Advisor
 - Michelle van den Berg – Curriculum Advisor
- All members of the Curriculum Team will manage the curriculum fairly, in accordance with the protocol below.



Achievement Framework



Attendance and Absence

Planned absence (e.g. university open days, medical appointments): Please inform the Pastoral Office in advance, telephone: 01434 610310. Students should also inform their teachers and collect work.

Unplanned absence: Please telephone the Pastoral Office as soon as possible, preferably before 9.00am on the first day of absence (tel: 01434 610310). When calling please provide as much information as possible including: the student's full name, the nature of the illness, name of the person calling. Please remember, the school is responsible for authorising the absence, not parents, so there may be follow up calls from Pastoral staff.

All students, including Sixth Form, have an assembly once a week: attendance is compulsory.

Sixth Form Study Hours: we have many study areas on site for students to use, however, if students have free periods they can choose to study off-site.

Good attendance is vital to student achievement and academic success. For the Absence Management Process see page 17.

Leave of Absence During Term Time

Students who are registered in QEHS Sixth Form must attend school regularly. There will be occasions when a student has to miss school, for example, if she or he is unwell and parents/carers are expected to exercise their judgement on whether their son/daughter is fit to attend school if there are signs and symptoms of illness. Any other absences should be kept to an absolute minimum. In particular, parents/carers do not have the right to take their children out of school during term time in order to go on holiday.

The Hexham Partnership of Schools discourages parents/carers from arranging any events during term time and will, as a rule, state that leave of absence will not be granted unless there are exceptional circumstances that might justify it. All applications for leave of absence will be considered on a case by case basis by the Head of School.

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance. A leave of absence request form and the Hexham Partnership of Schools' Policy for Leave of Absence during Term Time are available from the school office or can be downloaded from our website.

Absence Management Process

To report an absence, please telephone the school absence line: 01434 610310, before 9.00am if possible. Sixth Form students cannot authorise their own absence. Students can report known absence (e.g. medical appointments) in advance to the Pastoral Office on A Floor or by telephone.

Absences which are reported to us in advance or on the day are recorded on our attendance system (SIMS) with an appropriate code. Unreported absences are registered as an "unknown reason" (code N). The process below summarises the steps we take in dealing with unexplained absences, or where the frequency of notified absences becomes a serious concern.

If a student is recorded as having an unexplained absence (code 'N') from lessons, their parent/carer will be informed by text the next day. The text will ask the parent/carer to telephone the absence line to give a reason for the absence.

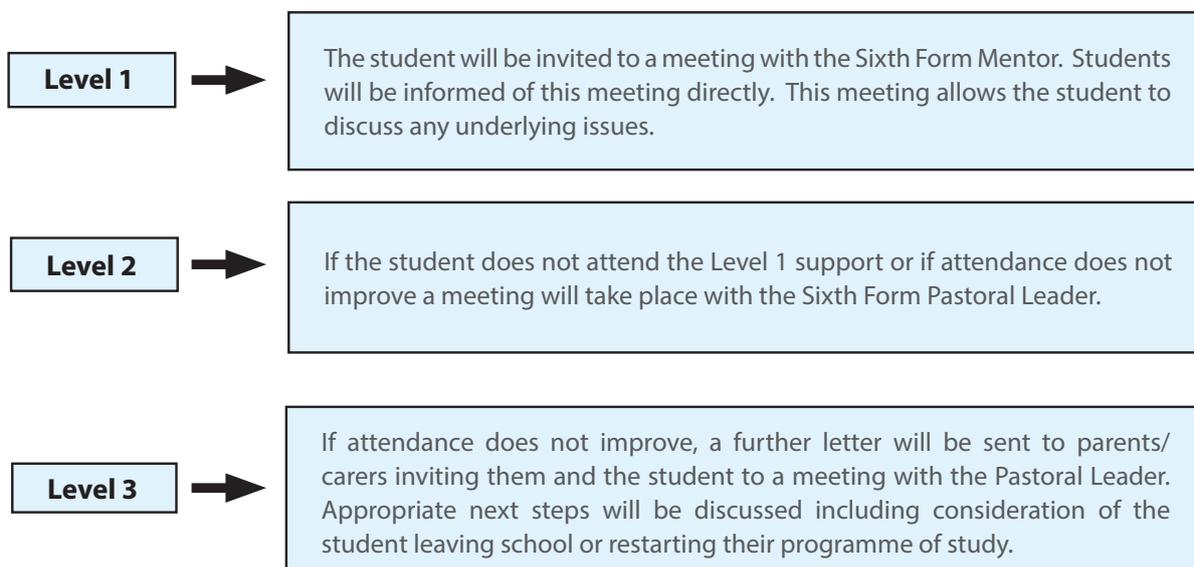


If it is thought the school has made a mistake in the absence recording the student should come to the Pastoral Office the next day. This allows school related absence to be corrected e.g. school trips or visits. Absences that remain unexplained after one week will be changed to unauthorised (code O).

In addition we would encourage parents/carers to monitor attendance using SIMS SLG (see page 9). The previous week's attendance will be available online every Monday.

The following staged process will be followed if either:

- Absences remain unauthorised; or
- The student's level of authorised absence (including illness, appointments etc.) results in them becoming an academic concern.



Conduct

Sixth Form students are expected to behave appropriately and set a good example to other students, especially those younger than themselves. The full Behaviour Policy is available on the school website.

Smoking is not allowed on site or in the immediate vicinity of the school. The school's Smoke Free Policy is available on the QEHS website. Any issues associated with smoking will be dealt with by the Pastoral Team.

Dress Code

Sixth Form students are not required to wear uniform but are expected to be suitably dressed for the school environment. 'Suitably dressed' is at the discretion of the Senior Leadership Team. For example, bare midriffs, offensive slogans, low cut tops, and very short skirts/shorts are not appropriate. Hats and caps should only be worn outside.

Anti-Bullying

We have an Anti-Bullying Policy that provides effective procedures for dealing with problems. The full Anti-Bullying policy is available on the QEHS website, and students also have more information and advice regarding bullying in their student planners. We encourage students themselves to be vigilant and to talk to us about any concerns they may have.

Please inform Mr Brown, Sixth Form Pastoral Leader, if you have any concerns regarding bullying.

e-Safety

QEHS takes e-Safety very seriously. We have a detailed e-Safety policy (available via the school website) that covers all aspects of electronic safety and it is reviewed at least annually.

We aim to educate everyone connected with our school community. In order to maximise the extent of this education, we:

- have annual training for all staff;
- deliver education to the students through assemblies and student guidance days;
- have a dedicated section on the school website which includes the ability to report suspicious online behaviour direct to CEOPs (Child Exploitation and Online Protection Centre);
- have an e-Safety page which is updated weekly with the latest advice and guidance from leading professional organisations;
- conduct an annual parental e-Safety awareness survey;
- offer parental briefing/training sessions.

All internet access and usage is filtered, monitored, and logged. Policy Central Enterprise (PCE) software monitors use of devices by students and provides reports to senior staff on a weekly basis. All students, parents/carers and staff are required to sign and abide by the Acceptable Use Policy. This covers aspects such

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as internet use and equipment use within the school. Should school equipment and systems be abused, students are met and dealt with according to the Behaviour Policy. Parents/carers will be contacted as appropriate.

Students can bring laptops/tablets into school, which can only be used in lessons with permission from the subject teacher. They are subject to monitoring and filtering via Untangle/PCE software. Where use of this facility falls short of expectation network access may be removed.

Students also have guidance notes on e-Safety in their planners which they are required to sign. This contains information on the Acceptable Use Policy and the use of mobile technology. If you have any questions, please do not hesitate to contact the school e-Safety lead, Dave Todd.

Students can access the school Wi-Fi by speaking to the LRC Assistant, Carole Brown.

Personal Belongings

Personal belongings are the responsibility of students. Outdoor clothing should be removed in all lessons. Hats should be removed before entering school.

Students should not bring valuables or large amounts of money into school. Mobile phones and music players are allowed in school but must be switched off and stored in school bags during lessons. Sixth Form students must not use mobile phones in corridors or in view of lower school students. If an item is confiscated, it can only be collected at the end of the school day.

Please note that the school is not responsible for any personal belongings that are lost or stolen on the premises.

Lost Property

It is easier to trace the owner of lost property if it is clearly labelled. However, lost property is stored in the main school office. We cannot take responsibility for the loss or damage of any items.

The Learning Resource Centre

The Learning Resource Centre (LRC) is situated on B Floor in the lower school building. The LRC supports teaching and learning within the school by offering access to a range of relevant printed and electronic resources. The LRC encourages the development of independent learning as well as promoting reading for pleasure. Sixth Form students may use the LRC in their study periods.

Resources and Facilities

There are approximately ten thousand books in the LRC. The fiction books are shelved in alphabetical order of author's surname and the non-fiction books are arranged in subject order using the Dewey Decimal Classification system. The LRC also holds a range of magazines and newspapers, DVDs and Study Packs.

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There are one hundred study spaces in the LRC. In addition, there are PCs and laptops which are available to book. There is a black and white printer, a colour printer and a photocopier.

The LRC shop has a large stock of stationary including exams sets, as well as revision guides and work books for some subjects.

The LRC has a careers section which holds information on opportunities for employment, training, further and higher education.

Staff are available to help at all times. The LRC welcomes student volunteers and anyone who is interested should speak to the LRC Assistant, Carole Brown.

Independent Learning Facilities

In addition to the LRC, Sixth Form students have access to an independent study room (A10). This room is equipped with ICT facilities and students can bring in their own electronic devices for study purposes.

Student Voice

The student body is represented by an elected executive committee, made up of a President, Vice-President, Social Secretary, Treasurer, and Secretary. This group has regular meetings to discuss issues of importance to the student body, represent their views to the staff, and co-ordinate social events.

Sixth Form Café

Sixth Form students have their own café area which is open from 8.00am to 3.20pm, staffed by Catering Assistants Deborah Boldon and Caroline Hawke. All of our meals are freshly prepared on a daily basis, using good quality ingredients.

We like to offer students a more flexible and informal service, including:

- Light, informal and friendly dining environment.
- A pre-order system which means less queuing at lunchtime; students can place an order any time during the morning and collect it from the dedicated point at lunchtime.
- Vending machines available to purchase a variety of food and drinks throughout the day and for after school activities.

Breakfast service

A variety of breakfast items are available throughout the morning, individually priced or as a breakfast meal deal:

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- A selection of cereals.
- A selection of savoury items including toast, toasted sandwiches, breakfast muffins, crumpets and breakfast sandwiches.
- A range of sandwiches and wraps.
- A variety of fresh fruit and yoghurts.
- A selection of drinks including water, juices and flavoured water; hot drinks are available from the vending machines.

Lunchtime service

There is a widespread choice to encourage the students to eat a well-balanced diet throughout the day.

We offer a varied healthy menu, from a two-course set meal of the day for £2.55 to individually priced menu items including:

- Daily specials including vegetarian options.
- Filled jacket potatoes.
- Paninis and pizza.
- Hot wraps.
- Pasta pots with a selection of sauces.
- Curry pots with a selection of sauces and mini naan bread.
- Selection of sandwiches and wraps with a variety of fillings.
- Salad bowls.
- Hot and cold dessert plus fruit pots, yoghurts, fresh fruit.
- Selection of fruit juices, milk, milkshakes, smoothies, water and flavoured water.

Also available are the sandwich, pizza or jacket potato meal deals: three items for only £2.55.

The menus and a price list are available on the school website.

Special diets and allergies

If a student has a special diet or an allergy to any food we would appreciate if parents/carers could inform the school. Should you require any further information please contact the School Office and our Catering Manager will be happy to discuss this with you.

Payment system for school meals

The school operates a biometric cashless school meals system. The biometric system is based on fingertip recognition technology. Every student will be issued with an account which allows students to buy food and drink throughout the day using their fingertip or pin number. Money can be added to this account by online payments via the School Gateway app/website, or alternatively by cheque or cash.

Online Payments

Parents/carers can make online payments via the School Gateway app or website (see page 23 for full details). Within School Gateway parents/carers can also view school meal balances and purchases, and top up school meals money at any time.

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The payment is set up as a direct debit. Direct debits are used so that School Gateway can instruct your bank to make payments, but this is only ever done when you make a request on either the School Gateway website or the app. Unlike many other direct debits that are in place, this is not a regular monthly payment – you are completely in control of how much is taken and when it is taken, and are able to cancel the arrangement at any time.

Once you have paid online and the payment has been processed you will receive an email confirming this. Payment will be received through School Gateway to your son/daughter's school meals account the day you make the payment, however your bank account may not have the money taken out of it for a few days.

Cheque Payments

Cheques should be made payable to Queen Elizabeth High School. Cheques should be placed in an envelope and clearly marked with your son/daughter's name, year group, and amount. Cheque deposit boxes are located in the Lower School foyer by the kitchen door and the Hydro foyer.

Cash Payments

Cash may be added to the account by using one of the cash loading machines situated in the Lower School or Hydro building.

Account Balance

It would be appreciated if students' accounts maintain a credit balance at all times. Students can check their account balance on the cash loading machines located in school or they may ask at the till point. We will however endeavour to notify students if their balance is low or the account has insufficient funds. Contact will be made with parents/carers where insufficient funds are available or there is money owing on the students' account.

Free School Meals

If a student qualifies for free school meals the monetary value of £2.55 per day is automatically added to the student's account, and students can be assured of total anonymity with this system. Students with a free meal allowance may also add money to their account by the School Gateway app/website, cash or cheque to enable them to purchase additional items above the free school meal allocation of £2.55.

If you think you may be entitled to free school meals you can apply online (<http://www.northumberland.gov.uk/Education/Schools/Meals.aspx>) or by telephone (01670 623592).

Data Handling

Certain data will be held on the system to enable accurate operation. This will include the student's name, photo, account balance, and meal entitlement. This data is handled under the guidelines of the General Data Protection Regulation (GDPR) and only used by parties directly involved with the implementation of the system. If you have any concerns please contact the School Office on 01434 610300.

Making Payments

Our preference is for you to make online payment for school meals and a range of other resources and activities through the School Gateway website and/or online app. We would encourage you to use online payments where possible as it provides additional security as well as saving the school administration time. You will be able to view school meal balances and purchase information which is updated on a daily basis.

Online payments

You will need to activate your School Gateway account using your email address and mobile number that the school holds on record for you:

- Download the app: if you have a smartphone, please download School Gateway from your app store (Android and Apple only). The app shows the same information as the website plus it saves the school money when we send you a text message; **or**
- Visit the website: www.schoolgateway.com and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you have trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please contact the school and we will update your details on our system.

You will need to use the School Gateway website to complete the initial set up for payments using your bank account number and sort code. After this set up, payments can be made on either the website or the app.

To minimise costs, we have set a minimum payment for school meals of £12.75, equivalent to a week's worth of meal deals, but there is no maximum payment.

Other payments

Please see page 22 for cash/cheque payments for school meals. Other cash and cheque payments should be made as follows.

- Payments for resources or educational visits should be placed in the box outside the Finance Office on D Floor of the Hydro building. All payments should be in a sealed envelope with the student's name, year group, and what the payment is for clearly marked.
- Show tickets can be purchased in person at the Lower School Office and students will be informed when tickets are available.

All cheque payments should be made payable to Queen Elizabeth High School.

Financial Support for Students

The Queen Elizabeth High School 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education. Eligible students must be under the age of 19 on 31 August 2018. Students may be entitled to a bursary if they:

- are in care or are care leavers
- are in receipt of certain benefits
- are eligible for free school meals
- received pupil premium funding in Year 11
- have a family income under £25,000

Additional financial support can also be given for exceptional circumstances to contribute towards expenditure on books and equipment or school activities and visits.

The policy document and agreement form are available on the school website, and these set out the conditions which must be met. Please contact Mr Brown if you wish to make a claim.

Travelling to/from School

If you live in an area served by public transport, you need to make your own travel arrangements and purchase the appropriate travel pass through a commercial operator such as Arriva, Go North East or Stagecoach.

Students in the following categories may receive assistance:

- i. Students from Low Income Households
- ii. Students with a Statement of Special Educational Needs or an Education, Health and Care Plan
- iii. Students with a Medical Conditions/Disability
- iv. Students who live in areas without access to public transport

All students who fall into one of the four categories above will be required to make an application for transport assistance using the link below to Northumberland County Council's School Transport webpage:

<http://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

For students who fall only into category (iv), "Students who live in areas without access to public transport and who use council contracted school transport", the cost will be £600 per year.

We have agreed with Northumberland County Council that we will use our Post-16 Bursary to help students not eligible for assistance under categories (i), (ii), and (iii), and where there is a financial need. For our Post-16 Bursary Policy please see the QEHS website. Payments would come under the category Discretionary Bursary Funds – Additional Financial Support (Exceptional Circumstances). The Post-16 Bursary is limited in size and we will need to ascertain the numbers of claims before deciding how much support we will be able to provide.

If parents/carers and students wish to discuss these matters further they should ring 0345 600 6400 and ask to speak to a member of the Post-16 School Transport team.

Sixth Form Guide 2018-19

Sixth Form cars on site

Students are not allowed to park their cars on school premises. Students parking their cars in the neighbourhood of the school must take care not to block access to roads or houses.

The police will be informed immediately if any student is seen to be speeding or driving without sufficient care or attention.

Students must drive with extreme caution within the vicinity of the school. The speed limit is 20mph on the roads around the school.

Other modes of transport

Students can cycle to school. A covered bike shelter is available. Students are responsible for their bike security and it is left at their own risk.

Road Safety

Whetstone Bridge Road and Allendale Road can become very congested at the start and the end of the school day. Help us to ensure the safety of students entering and leaving school by dropping off or collecting your son/daughter a short distance from school. Please note that additional restrictions to parking and speed on Whetstone Bridge Road have been put in place by Northumberland County Council, and this area is regularly patrolled by traffic wardens.

Emergency Contact Details

It is vital that we have an up-to-date contact number for parents/carers and an emergency contact for those occasions when a parent/carer cannot be reached.

To change your details please contact the Pastoral Office on 01434 610323.

Medical Information and Medication

If a student has a medical condition or if they require to take medication during school hours (e.g. prescription tablets, asthma inhaler), please ensure that the school is informed so a medical plan can be put in place and appropriate forms are completed. Our Medical Needs Policy is on our website and contains examples of all the forms that may need to be completed.

Public Health School Nurses

Our Public Health School Nurse provides an additional support service for students in school. The nurse is in school every Wednesday. If students are worried about their own physical, mental or emotional health, or about someone else, or would like information about any aspect of health then they can book an appointment with Julie (tel: 01434 636939) or via the Sixth Form Mentor.

There is a Sexual Health drop-in session every Thursday lunchtime at the Health Project (near the Hydro building).

Northumbria Healthcare also runs a service where students can text their school nurse on 07507 332258 for confidential advice and support.

Multi-Agency Working

We aim to provide exceptional support for students and their families/carers. We work in partnership with other schools and agencies, including voluntary and community organisations, signposting to existing services where appropriate. We consult widely with all our stakeholders including students, families, our staff and the wider community to identify priorities and needs.

We have close working relationships with a wide variety of agencies including Educational Psychologists, Behaviour Support Workers, Inclusion Support Workers and Communication Support staff. We also work closely with the Early Help team who can provide Early Help Family Workers, Education Welfare Service (attendance), Public Health School Nurses, Children and Young People's Service (CYPS), the Youth Service, the local police, the Children's Centre, Children's Services (social workers) and voluntary and community sector organisations e.g. Hexham Youth Initiative, Tynedale Hospice, and Northumberland Domestic Abuse Service (NDAS), to co-ordinate support for our students and their families/carers depending on their needs.

We will work with parents/carers to make referrals for support via the West Northumberland multi-agency HUB to ensure the appropriate help is provided.

We firmly believe the school is part of the community and our student support work reflects the needs of the community. Regular multi-agency meetings take place with the Pastoral Team and SENDCo to ensure effective working across the organisations and professionals involved. Prevention and early intervention is a key focus of this work.

Parents/carers will be contacted when it is felt a multi-agency approach may be beneficial to their son/daughter. An early help assessment may be undertaken to ensure this work is fully co-ordinated and the young person supported appropriately. Parents/carers can contact the Sixth Form Pastoral Leader or Mentor should they wish to discuss any issue where they feel additional support may be required.

Special Educational Needs

The school's Special Educational Needs and Disabilities Co-ordinator (SENDCo) is Richard Zabrocki. Students who have had special exam arrangements up to the end of Key Stage 4 need to bring these to the attention of Richard in the first instance and then to the attention of the Exams Officers, Catherine Michael and Heather Morgan (exams@qehs.net).

Accessibility

The school is committed to equality of opportunity. We intend that every member of the school community feels a sense of belonging and is valued.

QEHS produces a number of publications which are posted on our website. These publications are available in alternative formats on request. Our website has a high visibility version available.

There is access to the school for those with physical disability. Should anyone require assistance they should ask at Reception. Alternative venues in school can be found for visitors if there is a problem with accessibility to certain floors of the building.

We are fully committed to discharging our equalities duties for students, staff and visitors to the school site.

We continue to strive for a curriculum that is inclusive to all students; our Equality Policy is available on our website.

Policies

Many of the school policies are available on the QEHS website. Alternatively, please contact Charlotte Gaines, PA to Executive Headteacher, on 01434 610301 (email: cgaines@qehs.net).

Senior Members of Staff

Graeme Atkins	Executive Headteacher
James Andriot	Head of School
Ruth Platts	Assistant Headteacher – Achievement and Progress KS3/4
Katie Innes	Assistant Headteacher – Achievement and Progress KS5
Dave Todd	Assistant Headteacher – Personal Development, Behaviour and Welfare
Richard Zabrocki	Assistant Headteacher – Student Support
Judith Minto	Assistant Headteacher – Teaching and Learning
Eleanor Simpson	Business Manager
Sarah Sparke	Chief Financial Officer