



Queen Elizabeth High School, Hexham

School Information Guide 2023



**Queen Elizabeth
High School**
spes durat avorum

Ethos

“Outstanding eagerness to promote good learning”*

Respect

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.

Engage

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.

Aspire

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*

Produced by Queen Elizabeth High School, March 2023

Further copies are available from:

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

Tel: 01434 610 300

Email: admin@qehs.net

Or in PDF format downloadable from the QEHS website: www.qehs.net

School Information Guide 2023

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Key Information 2023–24

Contact Us

General Enquiries

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

Reception: 01434 610 300

Email: admin@qehs.net

Executive Headteacher: Mr G Atkins

Head of School: Mr N Seaton

Appointments with the Executive Headteacher

PA to the Executive Headteacher and Heads of School: 01434 610 300 (email: admin@qehs.org.uk)

Absence Line

01434 610 310

This number may be used between 8.30am and 9.00am for all year groups, 9–13. Before 8.30am, parents/carers may call Reception (open from 8.00am on Monday to Thursday and 8.15am on Friday) to report an absence.

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Senior Leadership Team

Name	Role	Responsibilities
Mr G Atkins	Executive Headteacher	Overall strategic leadership
Mr N Seaton	Head of School (QEHS)	Operational leadership of QEHS
Mrs H Curry	Assistant Headteacher	Student standards and support (years 9 -11) / Designated Safeguarding Lead
Mr D Todd	Assistant Headteacher	Digital learning, technology systems, operational logistics and online safety
Ms J Wood	Assistant Headteacher	Inclusion and SENDCo
Miss R Platts	Assistant Headteacher	Sixth form provision
Ms A Lloyd	Assistant Headteacher	Curriculum, teaching and learning
Mrs A Fletcher-Woods	Assistant Headteacher	Achievement and progression (years 9 -11)
Mr A Hedley	Assistant Headteacher	Personal development
Ms S Sparke	Chief Financial Officer	Budget planning, finance procedures and systems, and capital bids/projects
Ms E Simpson	Business Manager	Facilities management, health & safety, school catering, and HR management

Term Dates and Holidays

Start of Autumn term	Tuesday 5 September 2023
Last day of half-term	Thursday 26 October 2023
Return to school	Monday 6 November 2023
Last day of term	Friday 22 December 2023
Start of Spring term	Monday 8 January 2024
Last day of half-term	Thursday 15 February 2024
Return to school	Monday 26 February 2024
Last day of term	Thursday 28 March 2024
Start of Summer term	Monday 15 April 2024
Last day of half-term	Friday 24 May 2024
Return to school	Monday 3 June 2024
Last day of term	Friday 19 July 2024

Staff Training Days
Monday 4 September 2023
Friday 27 October 2023
Friday 16 February 2024

Public Holiday
Monday 6 May 2024

Dates correct at March 2023

School Life

Timing of the School Day

Arrival on site	8.40am
Form time	8.45am
Period 1	9.15am
Period 2	10.15am
Break	11.15am
Period 3	11.30am
Lunch	12.30pm
Period 4	1.20pm
Period 5	2.20pm
End of school day	3.20pm

Structure of the School

Achievement and Progression Team

Led by Ruth Platts and Amanda Fletcher-Woods

The Achievement and Progression Team is responsible for all academic events in school relating to achievement and progression including:

- 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 child'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.

Curriculum/Subject Leaders are listed on the following page.

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Art	Amanda Shotton	Maths	Jason Blair
Business Studies	Lisa Conley	Music	Pete Seago
Drama and Dance	Emily Macdonald	PE and Health & Social Care	Gayle Scott
English	Heather Howard	PSHE	Andy Hedley
Geography	Rebecca Booth	Psychology & Sociology	Claire Haigh
History	Leanne Hodgson	Religious Studies	Dave Jones
IT	Oliver Williams	Science	Jenny Fraser
Languages	Lindsey Bevan	Technology	Michael Wilde

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

To speak to a member of the Achievement and Progression Team about issues relating to subject choices, progression and sixth form queries, please telephone 01434 610 300 or email: admin@qehs.net

Student Support Team (Years 9-11)

Led by Hattie Curry

At QEHS, we pride ourselves on having high expectations for all our students in all areas. However, we acknowledge that for some students more support will be needed to enable them to achieve their full potential.

We try to tailor all our support to be bespoke and appropriate for each and every individual. Support is geared to help students to be respectful, engage with their learning and ultimately to aspire to do their best. Branches of support are offered in a range of different areas, all with the same goal of removing any barriers to learning.

Day to day, students will see their form tutor each morning who will act as a first point of contact for both students and parents. **If you have a concern about your child, in the first instance you should contact their tutor.**

Each year group is overseen by a year team: Head of Year and Deputy Head of Year. The year team will work closely with tutors and parents to support students in all areas including behaviour and attendance. If a student requires more specific support, then a referral will be made to our Student Support Co-ordinator who will identify the appropriate strand of support for them.

Student Support Leaders

QEHS				
Year	Head of Year	Email	Deputy Head of Year	Email
9	Mr P Main	pmain@qehs.net	Ms C Dolan	cdolan@qehs.net
10	Ms S Albert	salbert@qehs.net	Mr A Robson	arobson@qehs.net
11	Mr I Vasey	ivasey@qehs.net	Ms C Campbell	ccampbell@qehs.net

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Sixth Form

The Head of Year for Year 12 & 13 is Emerson Brown: email ebrown@qehs.net

Mentors

A team of mentors are available to support students with their social and emotional needs. Mentors operate on an appointment system and will work with students on a wide range of issues including but not exclusively anxiety, anger management, self-confidence, self-esteem and social skills.

Behaviour Support: RESTORE

RESTORE is our intervention space where students who are struggling to manage their behaviour may be given the opportunity to complete some lessons, whilst also being given support to understand and address their behaviour. Our full time Behaviour Support Workers will explore issues with students and liaise with staff to try and create the best possible environment for success for all students.

Special Educational Needs

We have a fantastic SEND department who will work closely with students and parents to understand the student's need and ensure that the best possible provision is made for them in all lessons.

Our Special Educational Needs and Disabilities Co-ordinator (SENDCo) is Jill Wood: email: jwood@qehs.net

Our Assistant Special Needs and Disabilities Co-ordinators are Ann-Marie Pick and Di Cunningham.

Personal Development

Led by Andy Hedley

The wider curriculum is enriching and stimulating, and we truly believe there are opportunities for each and every student. Staff at Queen Elizabeth High School believe in providing rich and fulfilling experiences across all curriculum areas. Our approach to students' personal development encompasses character building, cultural experiences, careers and further education, keeping safe and positive well-being, whilst also promoting British values and social cohesion. We understand the local context and ensure that learning focuses on the world around us – both locally within the community and internationally. The six strands of personal development are woven through the school curriculum:

1. Promoting health and wellbeing
2. Promoting British values and social cohesion
3. Getting ready for the world of work
4. Knowing how to stay safe
5. Developing character
6. Encountering meaningful cultural experiences

The wide range of extra-curricular opportunities can be found on the school website, and we encourage all children to get involved in both in-school and after-school activities.

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Support Services

Led by Sarah Sparke, Chief Financial Officer, and Eleanor Simpson, Trust Business Manager

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

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

Our website provides up-to-date information that includes:

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

Social Media

QEHS has Facebook and Twitter pages that are updated regularly:

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

Our Art Department also has an Instagram account that showcases students' work: <https://instagram.com/qehsart>

Schoolcomms/School Gateway

Queen Elizabeth High School 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 also has a Parent App called School Gateway, which is free to download. In the app you can see student timetables, behaviour and where we store school reports and monitoring data, as well as your own contact details. The app allows you to get text 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. You can also access School Gateway via the website if you don't want to use the app.

Schoolcomms has a lot of extra features and allows you to make online payments for dinner money, school trips, etc. 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 (see page 22).

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. You will need to register on the School Gateway app or website using the email and mobile number we have in school for you.

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If you have any queries regarding access to Schoolcomms, please contact:

- Susan Boath, Data and Exams Manager, email: sboath@qehs.net or
- James Rainford, Data Assistant, email: jrainford@qehs.net

Class Charts

You can use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements. More information about Class Charts can be found on page 21.

Letters, Publications and Other Documents

From time to time we will contact you with further information, or invitations to parents' evenings, events or progression interviews. This will be electronically with occasional paper letters. If you would like paper copies instead of email, please contact the office.

Contacting the School

We would encourage you to contact us with any issues, questions or concerns that cannot be addressed through the normal channels of communication noted above. 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 child's work, progress or homework	Subject teachers	By note via your child or by contacting the main switchboard on 01434 610 300
A concern about your child's progress or experience in a particular subject	Curriculum/Subject Leaders (see page 7)	Contact the main switchboard on 01434 610 300
A concern about your child's general welfare	Form tutor or, for more serious concerns, Mentor or Head of Year (see pages 7-8)	Contact the main switchboard or, for the Mentor or Head of Year, email or telephone the main office (contact details are on page 4)
General enquiries relating to the curriculum, options, higher education applications or complex academic issues involving more than one subject	Achievement and Progression Team	Telephone the Achievement and Progression Team on 01434 610 300 or email admin@qehs.net
Other matters not listed above	Main Office	Please phone 01434 610 300 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 Hattie Curry, Assistant Headteacher - Student Standards and Support, Ruth Platts, Assistant Headteacher - Sixth Form, or Anne Lloyd, Assistant Headteacher - Teaching and Learning.

If you wish to make a complaint, you can find our complaints procedure on this page of our website:

<https://www.qehs.net/index.php/policies/>

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Attendance

Full attendance is a vital part of academic success. Students are able to keep track of their own attendance using the attendance chart in their student planners and on the Classcharts app. Attendance should be as close to 100% as possible and students should rarely miss a day of school; our intervention will begin when attendance falls to 96%.

Missing lessons can have a big impact on KS3 achievement and GCSE grades; excellent attendance improves learning and success. If a student's attendance falls to a level of concern, you will be contacted and a meeting at school may be necessary; we will intervene quickly when attendance is in danger of falling to unacceptable levels. A doctor's note may be requested if there is persistent absence due to illness.

Our Attendance Officer will work closely with families to support with good attendance, alongside the local authority. Our Attendance Policy is on the school website on our Policies Page <https://www.qehs.net/index.php/policies/> and gives further information on all our procedures and our expectations regarding attendance.

Absence

If your child is too ill to attend school, please contact the Absence Line (01434 610 310) between 8.30am and 9.00am. Before 8.30am, parents/carers may call Reception (open from 8.00am Monday to Thursday and 8.15am on Friday) to report an absence.

When calling, please provide as much information as possible including: the student's full name, the nature of the illness, and the name of the person calling. Please remember, the school is responsible for authorising the absence, not parents/carers, so there may be follow up calls from Year Team staff.

We aim to contact all parents/carers of students on the first day of absence if no contact has been made. This is done via a text message asking parents/carers to confirm the reason for absence.

Please make appointments for the dentist and doctor out of school hours.

Leave of Absence During Term Time

Children of school-age who are registered at a school must, by law, attend that school regularly. Regular school attendance for a child is a legal requirement of all parents/carers.

There will be occasions when a child has to miss school, for example if they are unwell, and parents/carers are expected to exercise their judgement on whether their child 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.

Government regulations state that a headteacher "may not grant any leave of absence during term time unless there are exceptional circumstances". 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, e.g. forces personnel on leave from a foreign posting, or evidence provided by an employer that states leave cannot be accommodated during school holidays without significant consequence.

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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:

<https://www.qehs.net/index.php/attendance-and-absence/>

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School Uniform

Uniform should be appropriate in regard to both the policy and the judgement of the Student Support and Senior Leadership Teams. The school believes that being smart and appropriately dressed for school demonstrates students' engagement and belonging to school:

Girls:

Item	Description	Notes
V-neck Jumper	QEHS dark blue with green stripe	Only from approved uniform supplier
White Shirt	Plain white long or short sleeved shirt	Tucked in and fastened to the neck
Tie	QEHS blue, green and white clip on tie	Only from approved uniform supplier
Trousers	Grey formal trousers	Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Skirt	Grey pleated skirts	Skirts should not be unduly short
Tights	Plain black	No patterns
Shoes	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

Boys:

Item	Description	Notes
V-neck Jumper	QEHS dark blue with green stripe	Only from approved uniform supplier
White Shirt	Plain white long or short sleeved shirt	Tucked in and fastened to the neck
Tie	QEHS blue, green and white clip on tie	Only from approved uniform supplier
Trousers	Grey formal trousers	Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Shoes	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

General:

Item	Description	Notes
Belts	Plain black	
Hairstyles	Natural hair colour	Extreme hairstyles are not permitted
Jewellery	Watches and ear studs are permitted	Earrings or other piercings are not permitted
Make-up	A reasonable amount may be worn	False nails are not permitted
Equipment	All students must bring a school bag, pencil case, black pen, blue pen, red pen, pencil, ruler, rubber and scientific calculator	Pencil cases, stationery and scientific calculators are available in school from the learning resource centre

Students not wearing the correct uniform to school will work in isolation and will return to regular lessons only when the issue has been addressed. Students are not permitted to wear hooded sweat tops that do not have a zip over uniform PE kit should only be worn in place of uniform when students have permission.

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This information is also available on the uniform page of our website: <https://www.qehs.net/index.php/school-uniform/>

Buying Uniform

Sweatshirt, PE kit and Other items with the QEHS Logo

All uniform with the QEHS logo can be purchased from Michael Sehgal & Sons online. Details of the items available can be seen online at <https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25>

Grey Trousers and Skirts

We have identified lines from Michael Sehgal & Sons that meet our uniform policy and we recommend that parents/carers buy all uniform from here. However, parents/carers have the flexibility to buy trousers and skirts from other retailers, provided they meet the requirements of our uniform policy.

Online Purchases

Items can be purchased by using the link above.

In-store Appointments

New starters are offered the opportunity to try on all required uniform within a 15 minute time slot at the store in Newcastle. Bookings can be made online.

The Michael Sehgal sales team is available to help with any queries (email: sales@michaelsehgal.co.uk). Sizing guides are available on their website and there are no time limits for exchanges. They also offer refunds on unworn items. If items are unavailable for a protracted time, the Michael Sehgal's sales team will get in touch to advise you.

Uniform Recycling

We also have second hand uniform available for parents on request. Please see our website for more details.

Pre-loved Uniform

We understand that uniform is a significant additional cost and want to ensure that we support students and families. We have tried to minimise the number of branded items required.

At QEHS we are keen to promote reuse and recycling of uniform. Our PTA volunteers work hard to keep on top of supplies and work with our year teams to distribute according to need.

If you require support with uniform, please complete this form:
<https://www.cognitofrms.com/HadrianLearningTrust/QEHSUniformRequest>

On some occasions we may be able to subsidise with the cost of new uniform. Each request will be reviewed individually.

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School PE Uniform and Equipment Guidance

PE Uniform: Compulsory Items

Item	Description	Notes
Polo shirt	QEHS Sport polo shirt	This must be a <u>QEHS branded top</u> purchased from Michael Sehgal & Sons
Shorts OR sports leggings OR stadium track pants	Either QEHS branded shorts, QEHS branded full-length leggings or QEHS branded stadium track pants	These must be the <u>QEHS branded shorts, leggings or stadium track pants</u> purchased from Michael Sehgal & Sons
Sports socks	QEHS rugby socks or black or white sports-style socks	Rugby socks will need to be purchased for competitive fixtures in rugby and football
Link to Michael Sehgal & Son's website: https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25 Please see page 13 for purchase information		

PE: Footwear

Item	Description	Notes
Studded football or rugby boots	For use on 3G Astro turf	No bladed boots Moulded boots are the cheapest and most comfortable choice School shoes are not permitted for any PE lesson
Astroturf trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-based Astro turf and MUGA)	Soles need to have a good tread design to ensure excellent grip. Worn soles are a slip hazard. School shoes are not permitted for any PE lesson
Please follow this link for more details: https://www.qehs.net/index.php/school-uniform/		

PE: Personal Protection Equipment

Item	Description	Notes
Shin pads	Age appropriate shin pads, with or without ankle guards	<u>Strongly recommended</u> for football and hockey <u>Essential</u> for playing on HMS teams
Mouth guard	Self-moulding mouth guard	<u>Strongly recommended</u> for hockey and rugby
Hair bobble	Keeps vision clear	<u>Essential</u> for participation in all curriculum and extra-curricular activities Hair <u>must</u> be tied back during PE lessons

PE: Additional Optional Items

Item	Description	Notes
Base layer	Plain black, blue or white base layer	Can be worn under the T-shirt for extra warmth
Outdoor top	QEHS Mid layer - 1/4 zip jacket - Navy Blue	<u>Highly recommended</u> as students will regularly take part in outdoor activities throughout the year

PE Tips

- PE bag should be large enough to accommodate all kit, boots and trainers.
- Include a carrier bag for wet and muddy footwear.
- Write the pupil's surname along the foot of PE socks in permanent pen.
- Write names on the inside of hems as well as on labels.
- Choose shorts with a white label rather than a black label, as it is easier to write on a white label.
- For health and safety reasons, pupils will be expected to change their footwear for PE lessons.

PE Department Procedures and Expectations

The aim of the PE Department Expectations is to ensure consistent and safe participation in physical education for all students in all PE lessons. Appropriate clothing is essential for safe participation in physical education and the QEHS PE kit is part of a student's uniform for their physical education lessons.

While students are taking part in PE lessons, we expect them to wear the school PE kit. Compulsory items must be purchased from our designated uniform suppliers and appropriate footwear is available from various sports retailers. Where a student arrives to their lesson without the correct PE kit, they will be expected wear spare kit supplied by the department. The department will keep spare kit and ensure it is clean and ready for use. Where a student fails to comply with this, sanctions will be applied.

- All jewellery is to be removed for lessons.
- Long hair should be tied back at all times.

Where a student has an injury/illness or any other reason why they are not able to take part in lessons they must provide a note from their parent/carer to explain the reason behind their non-participation. **Students are expected to still bring appropriate PE kit and footwear even if they have a note excusing them from taking part physically in lessons.** Students are expected to take part in lessons in some form (referee, coach or umpire) and as such should be suitably dressed in PE kit to do so. Being in full kit will prevent school uniform from getting damaged in inclement weather and in cases of illness it can prevent conditions from worsening as students have dry uniform to get changed into if it is raining during the lesson.



In line with the department policy, 'excused' students who do not bring appropriate kit will be expected to borrow some from the PE department. Where a student fails to comply with this, sanctions will be applied. Where an injury or illness prevents students from being able to get changed easily, PE staff will use their discretion to allow that student to stay in their uniform and contribute to the lesson in an appropriate manner.

Please note – when representing the school rugby teams, students are required to wear the pro rugby shirt, pro rugby shorts and pro rugby socks.

The additional requirement later in the year:

- One pair of football boots. Boots must have either a moulded stud or a screw in stud (note screw in studs must be kite marked for safety reasons) for use on 3G pitch (date required TBC).

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Image	Legal
	Provided the moulded stud is greater than or equal to 10mm diameter, and there are no sharp edges or burring.
	Provided no sharp edges or burring. These are the default standard stud against which all others are measured.

Equipment Required for School

It is expected that students should have the appropriate equipment to carry out their lessons at school or activities after school. This includes:

- A bag
 - large enough to carry an A4 file and other books, etc. not a handbag.
 - the bag should be brought to school every day.
- The bag should contain:
 - planner
 - pens
 - pencils
 - ruler
 - rubber
 - calculator
 - any other equipment necessary for students' option subjects

This equipment is essential for students to learn effectively. Tutors will check if students have equipment and follow up with sanctions should there be a persistent problem.

Personal Belongings and Lost Property

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 iPods/MP3 players are allowed in school but must be switched off and stored in school bags at all times. These items are not allowed to be used in corridors/social areas and may be confiscated if they are used in school. If this is the case they can be collected only at the end of the school day.

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.

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We cannot take responsibility for the loss or damage of any personal belongings (including mobile phones, etc.).

Student Planners

Students are given a planner at the start of each academic year. The planner is an important way of communicating between home and school. Students should use the planner to record homework and parents/carers should read and sign it on a weekly basis. The planner will also be signed by the form tutor.

The planner contains a lot of very important information and it would be helpful if parents/carers took time to go through it with their child. Form tutors will also explain the sections of the planner to their tutor group.

Curriculum

At Queen Elizabeth High School we offer a curriculum which reflects our commitment 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. By having high expectations of all learners as they are guided through well-sequenced programmes of study, students are enabled to know more and remember more.

We value education in its broadest sense and it is by a holistic approach that we ensure that we prepare students to take the next steps in their academic journey alongside nurturing them to be thoughtful and responsible citizens of the wider world.

The curriculum is planned in conjunction with the high school's main feeder middle schools, to afford students the best opportunity to build on prior learning as they begin their studies in Year 9.

Across all subjects, teachers translate and impart the curriculum expertly to students in manageable steps, adapted to each student's starting points in the topic. A detailed overview of each subject can found on the school's website: <https://www.qehs.net/index.php/curriculum-by-subject/>

Homework

Studying and working independently outside of normal lesson times supports students to consolidate their learning in the classroom as well as developing independent study skills that are crucial for academic success. All students at Queen Elizabeth High School must complete regular homework in accordance with the school's policy, a copy of which may be found here: <https://www.qehs.net/wp-content/uploads/2023/01/Homework-Policy-QEHS-1.pdf>. Students will record all homework tasks set by teachers in their student planner. We value the dialogue with parents as we jointly support students to develop their independence through home study and would encourage you to contact your son/daughter's subject teacher or form teacher if you have any questions or concerns around homework.

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The student planner helps students manage and organise their homework. Homework timetables will be issued at the start of the autumn term but will follow the guidelines below:

Key Stage 3 (Year 9)

Students will receive between 60 and 90 minutes homework each day as follows:

Subject	Approx. Time	When Set?
Maths	1 hour per week	The exact timing of this homework will be determined by class timetables and through discussion with curriculum leaders. Students will be notified at the beginning of the year.
English	1 hour per week	
Science	1 hour per week	
Option subjects: Design Technology, Art, Drama, Music, Geography, RE, History, French	1 x 1 hour per fortnight	

Key Stage 4 (Years 10 and 11)

Students will receive between 90 and 120 minutes homework each day as follows:

Subject	Approx. Time	When Set?
Maths	2 hours per week	The exact timing of this homework will be determined by class timetables and through discussion with curriculum leaders. Students will be notified at the beginning of the year.
English	2 hours per week	
Science	2 hours per week	
Modern Foreign Languages	2 hours per week	
All Other Subjects	1 hour per week	

Key Stage 5 (Years 12 and 13)

There is an expectation that homework will be set at the end of most post-16 lessons. Students should spend at least five hours per subject per week on out-of-lesson study.

Year 9 Achievement and Progress Information

In addition to an annual Parents' Evening with subject teachers, parents/carers will receive progress reports from each subject teacher throughout the year. These reports 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 that 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 option choices for Year 10 or Year 12, or decisions on higher education, apprenticeships and training. Reports are available to view in the School Gateway app or website (see page 9) and a copy will also be emailed home via Schoolcomms.

Achievement and Behaviour

Achievement

Achievement events are recorded to report on positive actions, such as good work, progress, taking responsibility and positive contributions. They are recorded electronically and the student's aim is to build up as many of these as possible. Rewards can be achieved depending upon the number of positive events that students attain.

Celebrating Achievement

We aim to celebrate the achievement of all our students, not only for their academic attainment and progress, but also for their contribution to the life of the school.

On a day-to-day basis, teachers will praise the work of students by recognising their achievement through marking work and giving verbal feedback. Our written reports also seek to highlight the strengths of students.

We also celebrate achievement in more formal ways:

- We hold two annual celebration evenings (one for Years 9 and 10, and one for older students), where students are nominated for prizes by their subject teachers and Heads of Year.
- We provide showcases for students to demonstrate their talents to a wider audience, for example:
 - Sports fixtures and teams
 - An annual Art Show at the Queen's Hall in Hexham and one held in school
 - Youth Theatre shows
 - Youth Dance Tynedale (YDT) performances in school and at the Queen's Hall
 - Music concerts
 - Entry into a variety of regional and national competitions (e.g. maths, engineering, and science)
- We recognise achievement and give awards to students in assemblies.
- We place articles in the local press to celebrate the achievement of our students.

Behaviour Management

We pride ourselves on outstanding standards of behaviour throughout the school. We aim to create an environment which consistently supports all pupils to behave in the best way that they can so that they can succeed at school.

Full details of our Behaviour Policy can be found on our Policies page <https://www.qebs.net/index.php/policies/>

The S & P System

During the school day, we use the S & P system to monitor, sanction and reward pupils' behaviour.

STAGE	Behaviour	What will happen
S1	Silliness Talking Not listening Distracting others	Your teacher will give you a warning. You will get one negative behaviour point.

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S2	You continue to behave poorly after your teacher has spoken to you.	Your teacher will give you another warning and may move your seat. You will get two negative behaviour points.
S3	You continue to make poor behaviour choices.	Your teacher will ask you to stand outside the classroom and then come and talk to you about your behaviour. You will be given some time to think before you come back into the lesson. You will get three negative behaviour points and a breaktime detention for the next day.
S4	You make poor behaviour choices after returning to the lesson. OR you behave in a way that is unacceptable/refuse to listen to staff.	Your teacher will ask you to stand outside the classroom. A member of senior staff will come and collect you from the lesson. You will get four negative behaviour points and an after school detention for the next Tuesday.

Stage	Behaviour	What will happen
P1	Listening well Answering a question Helping others Working hard	Your teacher will encourage you. You will get one positive behaviour point.
P2	You continue to do well in the lesson.	Your teacher will encourage you again. You will get two positive behaviour points.
P3	You continue to do really well in the lesson.	Your teacher will encourage you again. You will get three positive behaviour points. Your parents/carers will receive a message.
P4	Your behaviour/work is exceptional.	Your teacher will encourage you/let you know. You will get four positive behaviour points. A member of the senior team will come and see you to say well done! Your teacher will give your parents/carers a call!

Class Charts

We use this software to support the monitoring of our students' behaviour. All positive and negative behaviour points are recorded by all staff and both parents and pupils are able to access the system through their own unique accounts.

You can also use Class Charts to view attendance records, access their weekly timetable, view assigned homework tasks and track scheduled detentions. If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account. Class Charts for parents can be accessed iOS and Android apps or by visiting: <https://www.classcharts.com/parent/login>

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We operate a very successful reward system which recognises good effort and attitude and encourages all pupils to do their best. Pupils can accrue 'spendable' positive points which they can use to purchase rewards from our bespoke QEHS Rewards Store.

There is a helpful guide for parents/carers on the Class Charts website.

Please note - In order to access Class Charts you will need a unique access code which will be emailed to you in September. Please ensure we have an accurate email address on file.

Making Payments

We use School Gateway for all payments for school meals, trips and other resources and activities, which can be accessed through the School Gateway website and/or online app (see below). Using online payments provides additional security as well as saving the school significant administration time. You will also be able to view school meal balances and purchase details, which are updated daily.

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 iPhone). 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'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you are having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please contact the school and we'll update your details on our system.

Please note - 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.

Other Payments

If it is not possible for you to use the School Gateway website or app, please contact the Finance Office finance@qehs.net and we will arrange for you to be sent a PayPoint barcode voucher to enable you to make payment at one of the many PayPoint terminals sited in shops in the local area.

School Meals

All of our meals are freshly prepared on a daily basis using good quality ingredients. It is our aim to ensure that all students can choose from a wide range of healthy, tasty and nutritious meals and products. There are vegetarian options available every day and we can cater for special diets if required.

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At QEHS we like to offer students a more flexible and informal service, including:

- A 'grab and go' provision for students who do sports and other activities on a lunchtime.
- A pre-order system which means less queuing at lunchtime; students can place an order at breakfast time or morning break and it will be ready for collection at lunchtime.
- Satellite service points to reduce queuing.
- Vending machines located in the main school to purchase a variety of food and drinks throughout the day and for after school activities.

Breakfast, Break and Lunchtime

Breakfast service (8.00am – 8.45am)

We offer a breakfast service for all year groups in the dining hall which is situated in the main school building. A selection of breakfast items are available individually priced or as a breakfast meal deal.

Mid-morning break (11.15 - 11:30am)

We offer a variety of individually priced items:

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

Lunchtime service (12.30 - 1.15pm)

We have a wide choice of different foods to encourage a well-balanced diet. Students can choose either one of our meal deal offers for £2.65 or individually priced menu items including:

- Filled jacket potatoes
- Paninis and pizza
- Hot wraps
- Pasta pots with selection of sauces
- Curry pots with selection of sauces and mini naan bread
- Fresh soups
- Selection of sandwiches with a variety of fillings
- Salad bowls
- Hot and cold desserts plus fruit pots, yogurts, fresh fruit
- Home baked items i.e. scones, flapjack
- Selection of fruit juices, milk, milkshakes, smoothies, water and flavoured water

Our meal deal offers include three items for £2.65. Students can choose from the daily special, sandwich, pizza or jacket potato meal deals.

Our menus and a price list are available on the school website. Our menu is produced in line with the Government's food standards. For those students who bring a packed lunch to school we ask parents/carers to refrain from including confectionery, crisps or fizzy drinks.

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Food Allergies and Intolerances

Parents/carers are expected to inform the school about any food allergies or special dietary requirements that their child may have. Information relating to individual needs should be discussed with the school and the Catering Manager prior to your child starting school.

Please note - it is recommended that parent/carers supply a medical/dietitian letter to support the special diet requirements as self-diagnosed or personal food preferences are not able to be accommodated.

Payment System for School Meals

The school operates a biometric cashless school meals system. The biometric system is based on fingertip recognition technology. If you do not give permission for your son/daughter to use fingertip recognition they will be issued with a PIN number. If you require a daily expenditure limit to be added to your child's account please indicate the amount on the form.

Payments can be made through the School Gateway website or smart phone app, either by bank transfer or credit/debit card payment. If it is not possible for you to use one of these methods, please contact the finance office on finance@gehs.net. Once your child starts with us, you can create a School Gateway account. You can register either via the School Gateway app or their website (www.schoolgateway.com). Click 'New User' and enter the email address and mobile number that we hold for you in school. Further information is on our website: <https://www.gehs.net/index.php/parents/>.

Online Payments

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

The payment can be set up as either a card payment, which requires you to enter your card details each time you use School Gateway, or a direct debit. Unlike other direct debits, this is not a regular monthly payment; you are in control of how much is taken and when it is taken from your account. Direct debits are used so that School Gateway can instruct your bank to make payments. You 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 child'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.

If it is not possible for you to use the School Gateway website or app, please contact the Finance Office on finance@gehs.net and we will arrange for you to be sent a PayPoint barcode voucher to enable you to make payment at one of the many PayPoint terminals sited in shops in the local area.

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 £2.65 per day is automatically added to the student's

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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 £2.65.

If you think you may be entitled to free school meals you can apply online <https://www.northumberland.gov.uk/Education/Schools/Meals.aspx> or by telephone 0345 6006400.

Data Handling

Certain data will be held on the system to enable accurate operation. This will include the student's name, registration class, 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 610 300.

Travelling to/from School

School Buses

All students travelling to school by bus organised by the Integrated Transport Section of Northumberland County Council will receive a bus pass which must be shown to the driver. At the moment, all buses drop off and pick up from Whetstone Bridge Road on a phased system.

Other Modes of Transport

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

Student Well-being

Transfer

The transition between Year 8 and Year 9 is very important. Senior staff, the Pastoral Team and Curriculum Team will work with each middle school to talk to students and colleagues to ensure the process is as smooth as possible. Parents/carers will have opportunities to find out about the transition process, the curriculum and the pastoral support systems. Students will be given opportunities to experience aspects of school life to enable them to make option choices for Year 9.

Mid-Year Admissions

Once a successful application to Northumberland County Council has been made, you will receive a 'Mid-year admission' pack from the school containing all relevant documents.

You will be invited into school, along with your child, for an informal tour which will also give you the opportunity to ask any questions. If your son or daughter is in Year 10 or Year 11, we will endeavour to provide a curriculum that is as close as possible to the one studied previously. However, please be aware that we may not be able to offer the same courses.

Also, please be aware that new timetables for all year groups, except students starting in Years 9 and 12, begin after summer half-term, rather than September.

Anti-Bullying

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

Safeguarding and Online Safety

Hattie Curry, Assistant Headteacher, is the designated person for child protection. The deputy is Emerson Brown, Head of Year 12 & 13. Hattie Curry leads training for all staff on a regular basis and undertakes regular training herself. All issues regarding child protection are referred to the designated lead who organises follow-up action where appropriate. Students are encouraged to share information with staff if they feel unsafe or if they are concerned about the safety of someone they know.

If you, as parents/carers, have any concerns you feel are a child protection issue then you can contact Hattie Curry directly or, if you prefer, your child's Head of Year and they will liaise with her. Our Child Protection Policy is available on our website: <https://www.qehs.net/wp-content/uploads/2023/04/HLT-Safeguarding-Child-Protection-Policy-December-2022-3.pdf>

Online Safety

QEHS takes Online Safety very seriously. We have a detailed Online Safety Policy, available via the school website at <https://www.qehs.net/index.php/policies/>, 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 and regular updates for all staff;
- deliver education to the students through the PSHE/assembly programme;
- access to a comprehensive online safety programme for students and parents/carers through NationalOnlineSafety.com
- have a dedicated section on the school website which includes the ability to report suspicious online behaviour direct to CEOP (Child Exploitation and Online Protection Centre);
- conduct an annual parental Online 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 the Acceptable Use Policy. This covers aspects such as internet use and equipment use within the school. Should school equipment and systems be abused, students are seen and parents/carers contacted as appropriate.

Students also have guidance notes on Online 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 Online Safety lead.

Medical Information and Medication

If your child 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 an appropriate 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: <https://www.qehs.net/wp-content/uploads/2023/03/Supporting-pupils-and-students-with-medical-conditions-March-2023.pdf>

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Co-ordinator (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 child. 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 their child's Head of Year or a Mentor should they wish to discuss any issue where they feel additional support may be required.

Student Voice

Student views are taken throughout the year. This takes place in various forms including student panels, student voice forums and surveys.

Various issues have been a focus in the past including developing school lunch menus, fundraising events for charity and work in the local community.

The Learning Resource Centre

The Learning Resource Centre (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.

All students at QEHS can use the LRC. Sixth Form students can use it in their study periods. Students in Years 9, 10 and 11 may use the LRC in class with their teachers or individually with permission from their teacher. All students receive an induction into the LRC at the beginning of Year 9.

Resources and Facilities

There are approximately seven thousand books in the LRC. These are divided into fiction and non-fiction. 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 has a fully stocked shop with stationary items students may need. These can be purchased with cash or by card.

There are a number of PCs in the LRC which are available to book. Year 9, 10 and 11 students may book a computer before school, during lunch and after school. There is a black and white printer, a colour printer and a photocopier in the LRC.

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 Library Assistant, Carole Brown. Our Curriculum Advisers support students with advice on option choices and applications to higher education and alternatives to university. We also have an independent Careers Adviser, whose role is to support students with advice on progression, college applications, work-based training and apprenticeship opportunities.

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They will work primarily with Year 11 and Year 13 students and will contribute to the careers aspect of the PSHE programme. The Careers Adviser has a desk in the LRC and is available for “drop-in” appointments on request. All Year 11 students considering leaving school will receive an appointment automatically.

Other Information

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.

The Hexham Partnership

The school's official catchment area is a large one, extending north/south from Humshaugh to Blanchland and east/west from Riding Mill to Hexham. A significant number of students from outside this area also attend the school. The Hexham Partnership is a strong one.

The Partnership consists of the following schools:

First Schools (Years 0-4):

The Sele First, Hexham First, Acomb First, Beaufront First, Broomhaugh Church of England First, Chollerton Church of England First, Corbridge Church of England First, Humshaugh Church of England First, Slaley First, St Mary's RC First School, Whitley Chapel Church of England First School, Whittonstall First.

Middle Schools (Years 5-8):

Hexham Middle School, Corbridge Middle School, St Joseph's RC Voluntary Aided Middle School.

High School (Years 9-13):

Queen Elizabeth High School

QEHS and Hexham Middle School are in a Multi-Academy Trust: Hadrian Learning Trust. Both schools are led by Graeme Atkins, Executive Headteacher. There is one Trust Board for both schools.

Policies

Many of the school policies are available on the QEHS website. Alternatively, please contact the school directly: The Admin Team, 01434 610 300 (email: admin@qehs.net)

Notes



**Queen Elizabeth
High School**

spes durat avorum