



Queen Elizabeth High School, Hexham School Information Guide 2024



**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, June 2024

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

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Key Information 2024–25

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

Ms A Vellinga, PA to the Executive Headteacher and Heads of School: 01434 610 300 (email: avellinga@qehs.net).

Absence Line

Absence Line – 01434 610 354. This number can be used from 8.00am to speak to a member of staff. Outside of school hours you are able to leave a voicemail.

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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 |
| Ms H Curry | Assistant Headteacher | Student standards and support (years 9 -11)/ designated safeguarding lead |
| Ms A Fletcher-Woods | Assistant Headteacher | Achievement and progression (years 9 -11) |
| Mr A Hedley | Assistant Headteacher | Personal development |
| Ms A Lloyd | Assistant Headteacher | Curriculum, teaching and learning |
| Ms R Platts | Assistant Headteacher | Sixth form provision |
| Ms E Simpson | Business Manager | Facilities management, health & safety, school catering, and HR management |
| Mr J Riley | Chief Financial Officer | Budget planning, finance procedures and systems, and capital bids/projects |
| Mr D Todd | Assistant Headteacher | Digital learning, technology systems, operational logistics and online safety |
| Ms J Wood | Assistant Headteacher | Inclusion and SENDCo |

Term Dates and Holidays

| | |
|-----------------------------|---|
| Start of Autumn term | Year 9 Wednesday 4 September 2024 Year 10 & 11 Thursday 5 September 2024 |
| Last day of half-term | Thursday 24 October 2024 |
| Return to school | Monday 4 November 2024 |
| Last day of term | Friday 20 December 2024 (school closes 1:30pm) |
| Start of Spring term | Monday 6 January 2025 |
| Last day of half-term | Thursday 20 February 2025 |
| Return to school | Monday 3 March 2025 |
| Last day of term | Friday 11 April 2025 |
| Start of Summer term | Monday 28 April 2025 |
| Last day of half-term | Friday 23 May 2025 |
| Return to school | Monday 2 June 2025 |
| Last day of term | Friday 18 July 2025 (school closes 1:30pm) |

| Staff Training Days |
|--------------------------|
| Monday 2 September 2024 |
| Tuesday 3 September 2024 |
| Friday 25 October 2024 |
| Friday 21 February 2025 |

| Public Holiday |
|-------------------|
| Monday 5 May 2025 |

Dates correct at June 2024

School Life

Timing of the School Day

| | |
|--------------------------|----------------|
| Arrival on site | 8.40am |
| Form time | 8.45am |
| Period 1 | 9.10am |
| Period 2 | 10.10am |
| Break | 11.10am |
| 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 Ms A 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 | Ms A Shotton | Maths | Mr J Blair |
| Business Studies | Ms L Conley | Music | Ms L Tindall |
| Drama and Dance | Ms L Pollock | PE and Health & Social Care | Ms G Scott |
| English | Ms H Howard | PSHE | Mr A Hedley |
| Geography | Ms R Booth | Psychology & Sociology | Ms C Haigh |
| History | Ms L Hodgson | Religious Studies | Mr B Collins |
| IT | Mr O Williams | Science | Ms J Fraser |
| Languages | Ms L Hall | Technology | Mr M 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.

Curriculum, Learning and Teaching

Led by Ms A Lloyd

The assistant headteacher for curriculum, learning and teaching is responsible for:

- the quality of education in the high school, this includes learning and teaching
- the sequencing of the curriculum and the curriculum rationale in different subjects
- developing effective learning and study strategies for students
- the programme of professional development for teaching staff
- the induction of new teachers
- oversight of the early careers framework for newly qualified teachers
- quality of remote learning provision.

To speak to the assistant headteacher in charge of curriculum, learning and teaching, please telephone 01434 610 300 or email: admin@qehs.net.

Student Support Team (Years 9-11)

Led by Ms H 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, to 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 comprising the head of year and deputy head of year. The year team will work

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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 A Robson | arobson@qehs.net | Ms K Khan | kkhan@qehs.net |
| 10 | Mr I Vasey | ivasey@qehs.net | Ms C Campbell | ccampbell@qehs.net |
| 11 | Mr P Main | pmain@qehs.net | Ms C Murphy | cmurphy@qehs.net |

Sixth Form

The head of year for Year 12 & 13 is Mr E Brown: email ebrown@qehs.net.

The assistant headteacher in charge of sixth form is Ms R Platts: email rplatts@qehs.net.

Mentors

A team of mentors is 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 limited to, 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 and Disabilities

Led by Ms J Wood

We have a fantastic SEND department, members of which 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.

Ms Wood and her team oversee provisions for students with special educational needs. They are responsible for:

- responding to internal referral, assessments, and external referrals for students with special educational needs
- overseeing special exam arrangements
- co-ordination and implementation of Education Health Care Plans
- communicating a student's SEND information to staff
- providing training to staff on supporting students with additional needs
- oversight and co-ordination of EAL provision.

Our special educational needs and disabilities co-ordinator (SENDCo) is Ms J Wood: email: jwood@qehs.net.

Our assistant special needs and disabilities co-ordinators are Ms D Cunningham and Ms L MacKenzie, email: send@qehs.net

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Personal Development

Led by Mr A 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.

Business Services

Led by Mr J Riley, Chief Financial Officer, and Ms E Simpson, Trust Business Manager & HR Manager

The business 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.gehs.net

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

- news
- the school calendar
- publications including options brochures
- examination information
- school policies

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Social Media

QEHS has Facebook and Instagram pages that are updated regularly:

- Facebook: <https://www.facebook.com/QEHSHexham/>
- Instagram: https://www.instagram.com/qehs_sixth_form/

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

Bromcom

Queen Elizabeth High School uses Bromcom, to help us communicate more effectively with home. It allows you to receive information about your child via the My Child at School parent portal. Communication from school can be sent directly through the parent portal, via email or text, directly to your chosen email and mobile account.

You can use the My Child at School parent portal to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions and view announcements.

Full details of the My Child at School parent portal will be sent to all parents.

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 guide on the next page to help you.

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| 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@gehs.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 Ms H Curry, Assistant Headteacher - Student Standards and Support, Ms R Platts, Assistant Headteacher - Sixth Form or Ms A 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.gehs.net/policies/>

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 Bromcom student portal. 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 Key Stage 3 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.gehs.net/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 on 01434 610 354. This number can be used from 8.00am to speak to a member of staff. Outside of school hours you are able to leave a voicemail.

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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.

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.gehs.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. If reasonable adjustments relating to school uniform are required for your child, please contact the SEND team who can help you with any queries. Please note, evidence of a sensory need must be supported by a medical report or diagnosis.

General:

| Item | Description | Notes |
|------------------------|--|---|
| V-neck jumper | QEHS dark blue with green stripe | <ul style="list-style-type: none"> Only from approved uniform supplier |
| White shirt | Plain white long- or short-sleeve shirt | <ul style="list-style-type: none"> Tucked in and fastened at the neck |
| Tie | QEHS blue, green and white clip on tie | <ul style="list-style-type: none"> Only from approved uniform supplier |
| Trousers/shorts | Grey formal trousers/shorts | <ul style="list-style-type: none"> No leggings, jeans or jean like trousers or shorts. No tight cycling style type shorts or similar Knee-length shorts, not unduly short No logos, studs or obvious zips |
| Skirt | Grey pleated skirt | <ul style="list-style-type: none"> Not unduly short |
| Hosiery / Socks | Plain black tights or plain black, grey or white socks | <ul style="list-style-type: none"> No visible logos or patterns |
| Shoes * | Plain black leather/leather effect, polishable shoes or low-heeled boots | <ul style="list-style-type: none"> No patent or suede No trainers or sports shoes No obvious logos or branding No adornments |

Accessories:

| Item | Description | Notes |
|-------------------|---|---|
| Belts | Plain black | |
| Hairstyles | Natural hair colour | <ul style="list-style-type: none"> No extreme hairstyles Long hair must be tied back for all PE lessons |
| Jewellery | Watches and a single stud in each ear are permitted | <ul style="list-style-type: none"> All piercings and retainers must be removed for all PE lessons Watches must be removed for all PE lessons Ears studs must be removed for PE** No earrings or other piercings |

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| Item | Description | Notes |
|-----------|---|---|
| Make-up | A reasonable amount may be worn | <ul style="list-style-type: none">False nails are not permittedDiscrete nail varnish |
| Equipment | All students must carry a bag containing a pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator | <ul style="list-style-type: none">Pencil cases, stationery and scientific calculators are available in school from the learning resource centre |

If there are issues with a student's uniform we will work with the family to support in resolving the issue.

* For health and safety reasons students will be expected to change their footwear for PE lessons.

**Please time ear piercing to be at the start of the summer holidays so that it does not prevent removing studs in PE lessons. In September, students will be expected to remove all piercings for PE lessons. They may not be covered by plasters or tape.

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/schools/queen-elizabeth-high-school-hexham/>

Grey Trousers, Shorts 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, shorts and skirts from other retailers, provided they meet the requirements of our uniform policy.

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.

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 the 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.cognitofirms.com/HadrianLearningTrust/QEHSUniformRequest>

On some occasions we may be able to subsidise the cost of new uniform. Each request will be reviewed individually. We also have second hand uniform available for parents on request. Please see our website for more details.

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School PE Uniform and Equipment Guidance

PE Uniform: Compulsory Items

| Item | Description | Notes |
|--|--|--|
| Polo shirt | Navy Blue QEHS logo short sleeved T-shirt | Purchased from Michael Sehgal: https://www.michaelsehgal.co.uk/schools/queen-elizabeth-high-school-hexham/ |
| Shorts OR sports leggings OR training track pants | Either QEHS branded shorts, QEHS branded full-length leggings or QEHS branded training track pants. Branding can be old or new | Purchased from Michael Sehgal: https://www.michaelsehgal.co.uk/schools/queen-elizabeth-high-school-hexham/ |
| Socks | Recommend 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/ Please see page 14 for purchase information | | |

Additional non-compulsory school logo items (e.g. additional items of PE kit) can also be purchased from our uniform provider, Michael Sehgal & Sons.

PE: Compulsory Footwear

| Item | Description | Notes |
|---|---|---|
| Studded football or rugby boots | For use on 3G Astroturf | <ul style="list-style-type: none"> No bladed boots Moulded boots are the cheapest and most comfortable choice School shoes are not permitted for any PE lesson. This includes Nike Air Force One shoes or similar style shoes/trainers. |
| Astroturf trainers or running shoes | For use in indoor halls or outdoor hard courts (sand-dressed Astro turf and MUGA) | <ul style="list-style-type: none"> 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. This includes Nike Air Force One shoes or similar style shoes/trainers. |
| 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 QEHS teams |
| Mouth guard | Self-moulding mouth guard | <u>Strongly recommended</u> for hockey and rugby <u>Essential</u> for playing on QEHS teams |
| Hair bobble | Keeps vision clear | <u>Essential</u> - long hair must be tied back during PE lessons and for participation in all curriculum and extra-curricular activities |

PE: Additional Optional Items

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

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PE Tips

- PE bags should be large enough to accommodate all kit, boots and trainers.
- Include a carrier bag for wet and muddy footwear.
- Write the student'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, students will be expected to change their footwear for PE lessons.

PE Department Procedures and Expectations

In line with health and safety guidelines for sport and physical activity, prior to PE lessons students must do the following:

- remove all earrings and jewellery
- tie back hair
- nails should be kept short/no false nails (in line with the school policy)
- this is especially relevant in units of work such as netball and basketball.

Top tips for looking after your belongings in PE:



- Please write the student's name in all their items for PE clothing; this will make it a lot easier to find if it goes missing.

Please note: In PE, we adopt a 'no-notes' policy. All students attending school are expected to bring their PE kit to lessons. If a student has recently returned to school following an illness, we still expect that they bring their PE kit and participate, but we'd like the student to have a conversation with their PE teacher if they feel too unwell to participate fully. The PE staff will then ensure that the student can participate in their planned programme, but in an alternative role within the lesson; we want all students to be involved whether this be as a participant, coach, official or leader. We will not expect students who have recently had or are recently recovering from a serious injury or illness to follow this procedure. Please continue to communicate with the PE department regarding any serious injuries or illnesses that will require non-participation for a specific period of time.

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

Additional requirements:

- 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 the 3G pitch.

| 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. |

Boot Bank - Physical Education

All students are required to have a pair of moulded studded boots for various units of work in their physical education lessons. At several times throughout the academic year, students will use the 3G pitch for their lessons, and it is compulsory to only wear studded boots on this playing surface. We hold a 'boot bank' within school. If a student wishes to borrow studded boots for a set period of time, they just need to give a £5 deposit to the PE department for a pair of studded boots to keep as their own and to take home. If the boots become too small or a student no longer needs them, they just need to return them to the PE department and they will receive their £5 deposit back, or collect a larger size.

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
- 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. Stationery items are available to purchase in the Learning Resource Centre (see page 31).

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 earbuds/headphones 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 Learning Resource Centre (LRC). 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 be found on the school's website: <https://www.qehs.net/index.php/curriculum-by-subject/>

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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.qebs.net/policies/>. 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.

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 of homework each day as follows:

| Subject | Approx. Time | When Set? |
|---|-----------------------------|--|
| Maths | Up to 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 | Up to 1 hour per week | |
| Science | Up to 1 hour per week | |
| Art, Geography, History, Languages | Up to 1 hour per fortnight | |
| Computing, Drama, Music, RE, Technology | Up to 1 piece per fortnight | |

Key Stage 4 (Years 10 and 11)

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

| Subject | Approx. Time | When Set? |
|----------------------------|--|--|
| Maths | Up to 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 | Up to 2 hours per week | |
| Combined Science | Up to 3 hours across all sciences per week | |
| Triple Science | Up to 4 hours across all 3 sciences per week | |
| Art, Textiles and Graphics | Up to 2 hours per week | |
| All Other Subjects | Up to 1 hour per week per subject | |

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 My Child at School Portal (see page 10) and a copy will also be emailed home.

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:

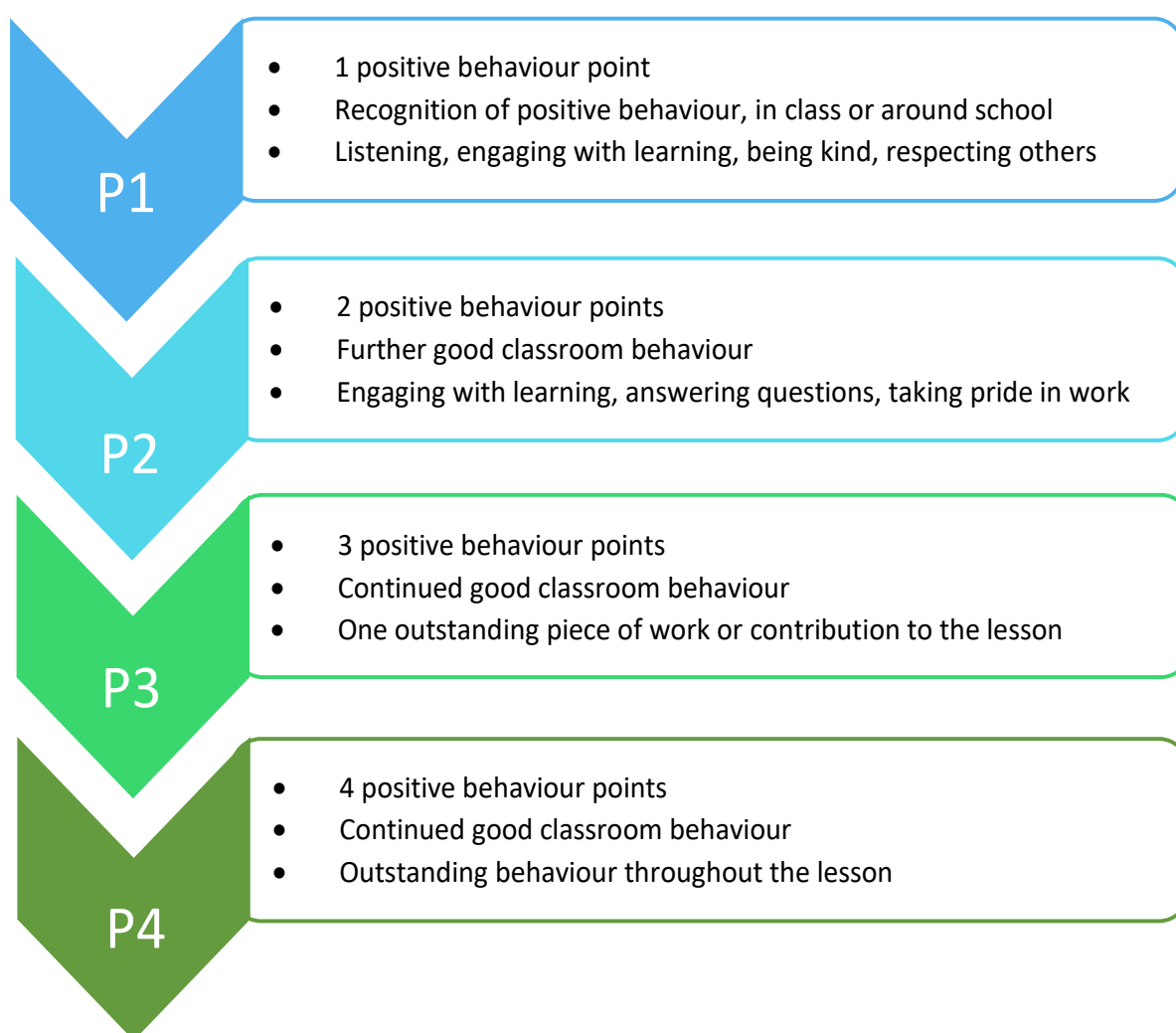
- We hold two annual celebration evenings (one for Years 9 and 10, and one for older students), where students are nominated for prizes by their subject teachers and heads of year.
- We provide showcases for students to demonstrate their talents to a wider audience, for example:
 - sports fixtures and teams
 - an annual art show at the Queen's Hall in Hexham and one held in school
 - youth theatre shows
 - QEHS rowing club competes in regional and national competitions
 - 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 students 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.qehs.net/policies/>

The S & P System

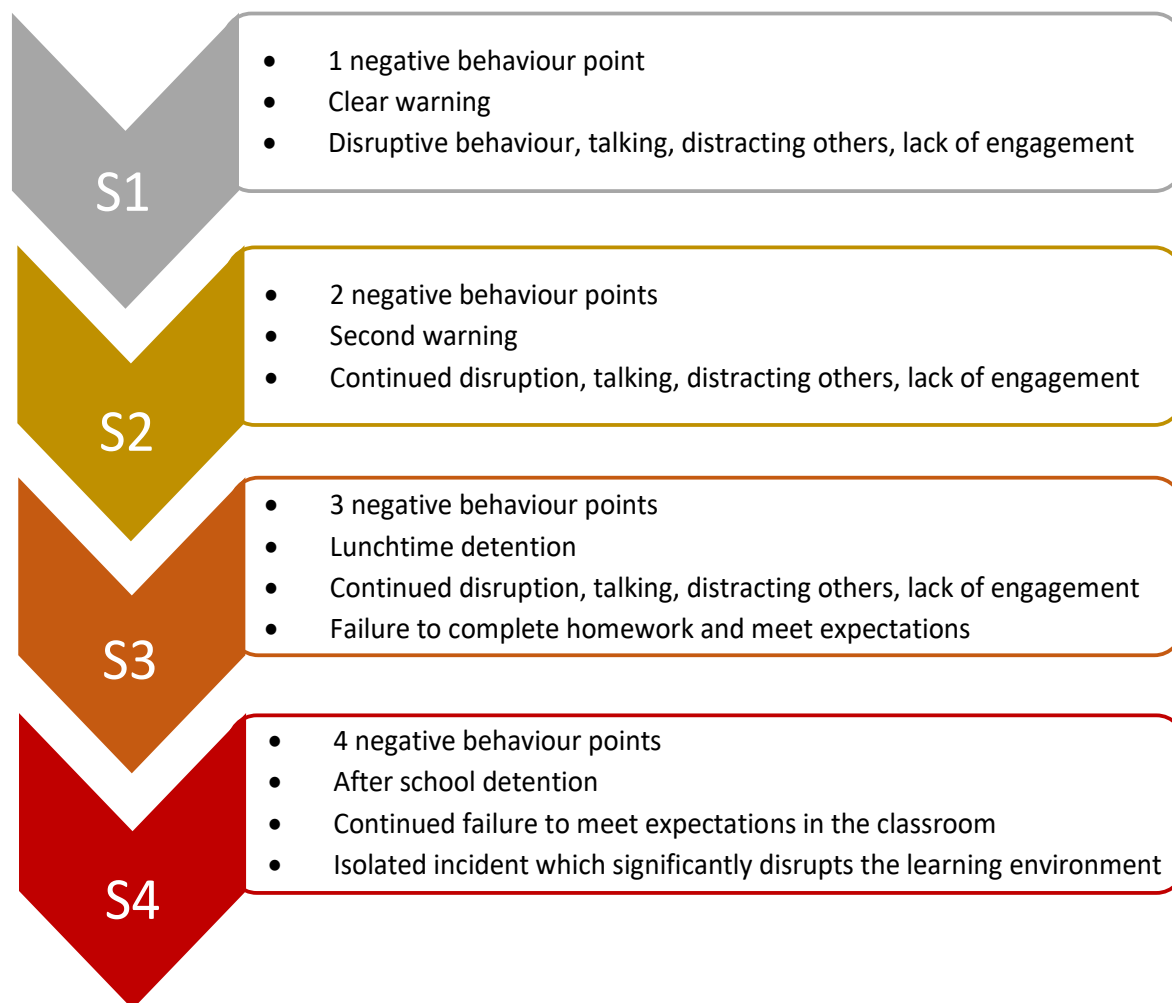
During the school day, we use the S (sanction) & P (positive) system to monitor, sanction and reward student' behaviour.



Students' reward points accumulate over time and can be redeemed for rewards.

Reward afternoons run each term and students can attend a variety of activities using their P points.

P point totals are recognised weekly in assemblies and tutor group and individual awards are offered.



S3 detentions run daily at lunchtimes from 12.30 - 12.55pm in LC7/8.

S4 detentions run every night, except Tuesdays, from 3.20 - 4.15pm in the dining hall.

Failure to attend these detentions will result in an escalation to a day seclusion plus two hours' detention.

Making Payments

We use the My Child at School parent portal for payments for school meals, trips and other resources and activities.

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.

Full details of the My Child at School parent portal will be sent to all parents.

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.

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 (11.10 - 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 - 1.20pm)

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.

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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.

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.

Account Balance

It would be appreciated if students' accounts maintain a credit balance at all times. Students can check their account balance on the cashless loading machine in the dining hall 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.

Daily Spend Limit

If you require a daily expenditure limit to be added to a student's account, please indicate the amount on the form. It would be very helpful if you inform your child of the daily limit. If you wish to add a daily limit at a later date or change the limit, please contact our Catering Manager jsatow@qehs.net.

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Free School Meals

If a student qualifies for free school meals the monetary value of £3.20 per day is automatically added to their account, and students can be assured of total anonymity with the system. Please be aware the allowance is applied across the day and students need to manage their FSM account balance. Students are allocated £3.20 to enable them to make a purchase at morning break and have enough money to buy a meal at lunchtime. We recommend they spend no more than £1 at break so they can still get a main course at lunch time for £2.20.

Parents of students with a free meal allowance may also add money to their child's account by the My Child at School parent portal to enable their child to purchase additional items above the free school meal allocation of £3.20.

If you wish to have a spend limit applied to the account to ensure your child does not spend above the FSM allowance or limit the amount they can spend above the FSM, please contact our Catering Manager, email jsatow@qehs.net or telephone 01434 610330.

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. Buses will drop off and collect students from the bus park at the front of school. School taxis will drop off and collect students at the top of the school car park.

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. Student support staff will work closely with each middle school to talk to students and colleagues and ensure the process is as smooth as possible. Parents/carers will have opportunities to find out about the transition process, the curriculum and the support systems.

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.

We are an inclusive school and want to ensure that all our students feel welcome and safe here at QEHS. We have a number of students who are making changes so they can live in their gender identity and work hard to offer bespoke support to each of them individually.

Within school we have male and female toilets available throughout the building. We also have one gender neutral set of toilets within the hydro building. All toilets are cubicles with floor to ceiling doors with a shared sink area. There are also a number of individual toilets throughout the school. Transgender students can choose which toilets they prefer to use.

Safeguarding and Online Safety

Ms H Curry, Assistant Headteacher, is the designated person for child protection. The deputies are Mr E Brown, Head of Year 12 & 13 and Ms S Albert Head of Year 11 (currently on maternity leave). Ms H 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.

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If you, as parents/carers, have any concerns you feel are a child protection issue then you can contact Ms H 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/policies/>

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/policies/> that covers all aspects of electronic safety.

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 need 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/policies/>

Emergency Contacts

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. The parents/carers of new Year 9 students should have already been sent an emergency contact information form to complete.

Vape/Smoke Free Site

Smoking and vaping are not permitted anywhere on the school site. In addition, any students in school uniform beyond the school gates e.g. within the community, walking to and from school, or on a school trip are not permitted to smoke/vape. Any issues associated with smoking/vaping will be dealt with by the Student Support Team.

This is also a chewing gum free site and chewing gum should be disposed of before entering the school site.

Public Health School Nurses

Our Public Health School Nurse provides an additional support service for students in school. The School Nurse service operates a regular drop-in session that is advertised to students. 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 the nurse (tel: 01434 636939) or via their tutor/mentor.

The School Nurse service also operates a text service called Chat Health, where young people can text the nurse in confidence for advice and support. The text number is 07507 332258. More information about the School Nurse service can be found at <https://www.northumbria.nhs.uk/our-services/childrens-services/school-nursing-service/>

Special Educational Needs and Disabilities (SEND)

Our school promotes high standards and all students, regardless of their particular needs, are offered inclusive teaching, which enables them to make the best possible progress and develop as valued members of our school community. We offer a range of provision to support children with all SEND, such as difficulties in the following areas:

- communication and social interaction
- cognition and learning difficulties,
- mental health problems
- physical difficulties that affect learning
- sensory impairments

We have high expectations of all students and staff and we believe that it is the entitlement of all to have the opportunity to achieve their full potential. Our learning support assistants (LSAs) work in lessons alongside teaching staff to support learners' academic progression as well as in our Base with individual students and small groups. We aim to support students' individual needs, helping them prepare for adulthood and have a happy, safe experience at school. As well as supporting and monitoring students who have been identified to us at time of transfer, we also assess students referred to us by teaching staff as well as by parents/carers.

The school's Special Educational Needs and Disabilities Co-ordinator (SENDCo) is Ms J Wood. Our assistant SENDCos are Ms L MacKenzie and Ms D Cunningham. The behavior support workers are Ms E Urwin and Ms K Allen.

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Autistic Spectrum Disorder Provision

In response to an increase in the number of students identified as being on the autistic spectrum, the department now incorporates provision for these students. A relaxed and supportive environment is offered in the Base at break and lunchtime as well as small group or individual sessions to help students access and cope with the demands of the mainstream curriculum.

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 disabilities. 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 equalities information and our accessibility plan are available on our website.

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, the 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 you as 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 Student Support Team and Special Educational Needs and Disability Co-ordinator (SENDCo) to ensure effective working across the organisations and professionals involved. Prevention and early intervention is a key focus of this work.

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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.

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

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 before and after school and during break and lunchtime as well as 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 six 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 stationery items students may need. These can be purchased with cash or by card.

Students are actively encouraged to borrow books from the LRC. There is an array of age-appropriate texts and recommended reads. Students in Year 9 will visit the library during form time and students are encouraged to use the space for quiet reading and study. The LRC also has a fully stocked shop with stationery items students may need. These can be purchased with cash, by card or with P points.

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 welcomes student volunteers and anyone who is interested should speak to the library assistant, Carole Brown.

Careers Advice

The school is committed to providing students with appropriate careers information, advice and guidance. We recognise and celebrate the wide variety of opportunities available to students after school. The LRC has a careers section which holds information on opportunities for employment, training, further and higher education. We provide independent careers advice to support students with progression, college applications, work-based training and apprenticeship opportunities. They will work primarily with Year 11 and Year 13 students and will contribute to the careers aspect of the PSHE programme. All Year 11 students considering leaving school will automatically receive a careers meeting.

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, Whitley Chapel Church of England First, 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 <https://www.qehs.net/policies/>

Alternatively, please contact the school directly:

The Admin Team, 01434 610 300 (email: admin@qehs.net).

Notes



Queen Elizabeth
High School

spes durat avorum