



Queen Elizabeth High School, Hexham

School Information Guide 2025-2026



**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, May 2025

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

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
SENDCo:	Ms L Warland
Designated Safeguarding Lead:	Ms A Lloyd

Appointments with the Executive Headteacher and Senior Staff

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.

Communicating with School Staff

We want to maintain regular communication with parents and carers.

You can contact us with general enquiries by:

- Calling the main office on 01434 610 300
- Emailing admin@qehs.net

The school address is Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB.

Staff are committed to returning contact within 24 hours. If this is not possible, alternative contact will be made with you.

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Senior Leadership Team

Name	Role	Responsibilities
Mr G Atkins	Executive Headteacher	Overall strategic leadership of Hadrian Learning Trust
Mr N Seaton	Head of School (QEHS)	Operational leadership of QEHS
Ms A Lloyd	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
Mr J Blair	Assistant Headteacher	Curriculum, teaching and learning
Ms R Platts	Assistant Headteacher	Sixth form provision
Ms E Simpson	Trust 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 L Warland	Assistant Headteacher	SENDCo

Term Dates and Holidays

Start of Autumn term	Year 9 & 13 Tuesday 2 September 2025 Year 10 & 11 Wednesday 3 September 2025 Year 12 Thursday 4 September 2025	Staff Training Day
Last day of half-term	Thursday 23 October 2025	Monday 1 September 2025
Return to school	Monday 3 November 2025	Friday 24 October 2025
Last day of term	Friday 19 December 2025 (school closes 1:30pm)	Friday 13 February 2026
Start of Spring term	Monday 5 January 2026	
Last day of half-term	Thursday 12 February 2026	
Return to school	Monday 23 February 2026	
Last day of term	Thursday 2 April 2026	
Start of Summer term	Monday 20 April 2026	Public Holidays
Last day of half-term	Friday 22 May 2026	Monday 4 May 2026
Return to school	Monday 1 June 2026	
Last day of term	Friday 17 July 2026 (school closes 1:30pm)	

Dates correct at May 2025

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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

Attendance

Full attendance is a vital part of success at school. By attending, students learn more and participate fully in the life of the school. There is a direct impact on student performance in exams based on attendance, with students performing one grade lower for every 5% of school missed. Families and students can track attendance on the MCAS and Bromcom Student apps. The school will also report on attendance to parents/carers. 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%.

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 quickly intervene 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 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.

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

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.

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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.

Any 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: www.qehs.net/attendance-and-absence

School House System

We have a school house system to support and foster a sense of community across the year groups. The houses are denoted by the following names: Beech, Sycamore, Oak, Ash and Birch. All students will be allocated to one of the houses when they join school in year 9. Their whole form class will all be in the same house. Students will participate in house assemblies and will have opportunities throughout the year to take part in events representing their house.

House Symbols and Leaders

Ash		Beech	
	Ms B Buxton Collins		Mr T Jesper
Birch		Oak	
	Ms L Coleman		Ms R Fraser
Sycamore			
	Ms R Macken & Ms S Snowden		

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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 telephone call/letter. More complex subject-based issues can be dealt with by contacting the curriculum or subject leader.

Curriculum Subject Leads

Subject	Curriculum Lead	Subject	Curriculum Lead
Art	Ms A Shotton	Maths	Mr J Blair
Business Studies	Ms Z Farthing	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	Philosophy & RE	Ms B Buxton Collins
IT	Mr O Williams	Science	Mr M Brown
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@gehs.net

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Curriculum, Learning and Teaching

led by Mr J Blair

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 A Lloyd

At QEHS, we pride ourselves on having high expectations for all our students across all areas, and recognise that some students will need more support than others 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 closely with tutors and parents to support students in all areas, including behaviour and attendance.

Student Support Leaders

QEHS				
Year	Head of Year	Email	Deputy Head of Year	Email
9	Mr P Main	pmain@qehs.net	Ms R Savage	rsavage@qehs.net
10	Ms S Albrey	salbrey@qehs.net	Mr A Robson	arobson@qehs.net
11	Mr I Vasey	ivasey@qehs.net	Ms C Campbell	ccampbell@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.

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Behaviour Support: Reflection

Reflection 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 worker will explore issues with students and liaise with staff to try and create the best possible environment for success for all students.

Sixth Form

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

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

Special Educational Needs and Disabilities (SEND)

Led by Ms L Warland

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

The SEND team is 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 L Warland.

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

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 having 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 – locally within the community, nationally 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

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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. For more information, please see our website: www.qehs.net/extra-curricular-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:

My Child at School (MCAS)

Queen Elizabeth High School uses the My Child at School app/website to help us communicate more effectively with home. Communications from school may be sent as an email to your chosen email account, MCAS Message, which will appear in the MCAS app/website or as a text message to your mobile phone.

Within MCAS you will also be able 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. As well as pay for school meals, trips, events and equipment.

Further information about how you can manage and use your MCAS account can be found on the school website www.qehs.net/parents

The School Website

Our website, www.qehs.net 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 Instagram pages that are updated regularly:

- Facebook: www.facebook.com/QEHSHexham
- Instagram: www.instagram.com/qehs_sixth_form and (QEHS art dept) www.instagram.com/qehsart

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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 School 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 below 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 8)	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 page 9)	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 Ms A Lloyd Assistant Headteacher - Student Standards and Support, Ms R Platts, Assistant Headteacher - Sixth Form or Mr J Blair, Assistant Headteacher - Teaching and Learning.

If you wish to make a complaint, you can find our complaints procedure at www.qehs.net/policies

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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.

The QEHS approved uniform supplier is Michael Sehgal & Sons www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25

For more information about purchasing uniform please see pages 16-17.

General:

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 at the neck
Tie	QEHS blue, green and white	Only from approved uniform supplier
Trousers/shorts	Grey formal trousers/shorts	- 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	Not unduly short
Hosiery / Socks	Plain black tights or plain black, grey or white socks	No visible logos or patterns
Shoes *	Plain black leather/leather effect, polishable shoes or low-heeled boots	- 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	- No extreme hairstyles - Long hair must be tied back for all PE lessons
Jewellery	Watches and a single stud in each ear are permitted	- 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
Make-up	A reasonable amount may be worn	- False nails are not permitted - Discrete nail varnish
Equipment	All students must carry a bag containing a pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator	Pencil cases, stationery and scientific calculators are available in school from the learning resource centre

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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: www.qehs.net/school-uniform

PE Uniform and Equipment Guidance

The QEHS approved uniform supplier is Michael Sehgal & Sons, www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25

PE Uniform: Compulsory Items

Item	Description	Notes
Polo shirt	Navy Blue short sleeved T-shirt with QEHS logo	Purchased from Michael Sehgal & Sons
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 & Sons
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

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

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

PE: Compulsory Footwear: School shoes are not permitted for any PE lesson. This includes Nike Air Force One shoes or similar style shoes/trainers.

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
Astro turf trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-dressed Astro turf and MUGA)	- Soles need to have a good tread design to ensure excellent grip - Worn soles are a slip hazard

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Students will use the 3G pitch for their lessons, and it is compulsory to only wear studded boots on this playing surface. Football 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. See below.

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

As students are required to have a pair of moulded studded boots for various units of work in their physical education lessons several times throughout the academic year 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 £10 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. They can receive their £10 deposit back, or collect a larger size.

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 lesson

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

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 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.

School Uniform Purchase Information

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 on page 17 and online at:

www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25

Grey Trousers and Skirts

We have identified lines from Michael Sehgal 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 that they meet the requirements of our uniform policy.

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QEHS Uniform Price List

Compulsory Uniform



School Jumper
£18.99



School Tie
£5.99



PE Polo Shirt
Navy Blue with Sky
£13.99

Choose at least one type of PE trousers or shorts



PE shorts Navy Blue
with Sky
£10.99



Girls Power Stretch
Navy Leggings
£16.99



Navy Training Pants
£19.99 *

*Students can now buy a new design of tracksuit bottoms called the training pant. Students can still wear the old style stadium tracksuit pants if they have them from older siblings.

Optional Uniform



Mid Layer 1/4 Zip Jacket Navy
Blue with Sky
£24.99

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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. 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.

Each request will be reviewed individually. If you require support with uniform, please complete this form: www.cognitoforms.com/HadrianLearningTrust/QEHSUniformRequest

On some occasions we may be able to help with the cost of new uniform. For more information please see Student Support Fund information, page 36.

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 (not a handbag):
 - large enough to carry an A4 file, books and other equipment
 - the bag should be brought to school every day
- should contain:
 - 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 35).

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.

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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).

Making Payments

We use the MCAS 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.

Once your child starts with us, payments can be made through the (MCAS) website www.mychildatschool.com/MCAS/MCSParentLogin or the MCAS smart phone app.

School Meals

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

We offer a selection of meal deals which consists of either a daily main course special, vegetarian special, jacket potato with filling or a selected sandwich, plus a home bake or piece of fruit or yoghurt. We also have individually priced items, please see our website for the current price list, www.qebs.net/school-meals

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

- a light and informal dining environment
- a grab and go provision for students who do sports and activities on a lunchtime

Timings for meal service:

- breakfast service (8.00am – 8.45am)
- mid-morning break (11.10 - 11.30am)
- lunchtime service (12.30 - 1.20pm)

Payment System for School Meals

The school operates a biometric cashless system. This is based on fingertip recognition technology. Authorisation is required if you wish your child to use fingertip recognition. Alternatively, they will be issued with a PIN number. Money can be added to your child's dinner account through MCAS. You will also be able to view school meal balances and purchase details, which are updated daily. If it is not possible for you to use one of these methods, please contact the finance office on finance@qebs.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.

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Daily Spend Limit

A daily spend limit can be applied to a student's account through the cashless system this cannot be set through MCAS. If you require a daily expenditure limit to be added to your child's account please indicate the amount on the admissions form. If you wish to change the limit later in the year, please contact our Catering Manager jsatow@qehs.net or telephone 01434 610 300.

Food Allergies and Intolerances

If your child has a food allergy or special diet, please inform the school and complete a Food Allergen/Special Diet Form.

The form can be found on our school website, www.qehs.net/school-meals and copies are also available from the school office. If your child would normally have a packed lunch, we would still like this form to be completed for our records.

Free School Meals (FSM)

If a student is in receipt of free school meals the monetary value of £3.35 per day is automatically added to their account, and students can be assured of total anonymity with the system. Students need to manage their FSM allowance across morning break and lunchtime. We recommend they spend no more than £1 at morning break if they wish to buy a main course at lunchtime for £2.35, otherwise, they will only be able to buy snack items such as flapjack, rice cakes, fresh fruit pot, yoghurt & drinks, unless additional money has been credited to your child's account. If you wish your child to spend above the free school meal allowance please credit their account through MCAS. Any items purchased on the account are initially taken from the FSM allowance, up to the value of £3.35 per day. Anything above £3.35 is then charged to the account.

Please note: if students choose to use most of their allowance at break time they will be left with very little to spend at lunchtime and they will not be able to buy a main course unless they have additional money on their account to cover the cost of the meal.

Spend limits can be applied to your child's account

If you wish to have a spend limit applied to your child's account please contact the Catering Manager, email jsatow@qehs.net or telephone 01434 610330.

This may be required if:

- you do not want your child to spend above the free school meal allowance
- you would like to limit the allowance so that it can only be used at lunchtime to ensure your child gets a meal every day.
- you wish to credit your child's account to allow them to spend above the FSM allowance you may also wish to set a daily limit e.g. £4.35. This would be the £3.35 FSM allowance and £1.00 cash to spend each day.

If you apply a daily spend limit it would be advisable to let your child know that they have a daily spend limit to avoid confusion at the till. Unspent free school meal money cannot be carried forward to the next day.

If you think you may be entitled to free school meals you can apply online at:

https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free_School_Meals

or by telephone 0345 6006400.

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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.

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: www.gehs.net/curriculum-by-subject

Homework

Studying and working independently outside of normal lesson times helps 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: www.gehs.net/policies. 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 child's subject teacher or form teacher if you have any questions or concerns around 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, Design & Technology, Geography, History, Languages, Music	Up to 1 hour per fortnight	
Computing, Drama, RE	Up to 1 piece per half term	

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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	

*Students who study Music GCSE will be required to practice frequently in addition to set homework.

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 to 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 via MCAS 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

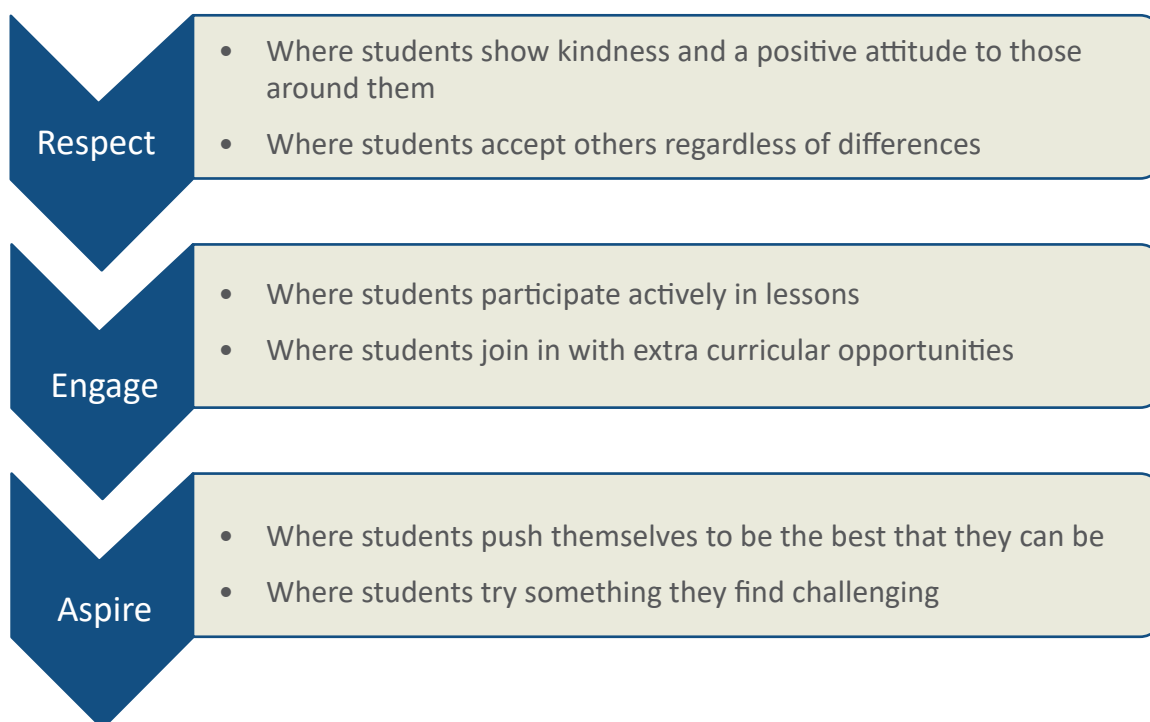
We pride ourselves on outstanding standards of behaviour throughout the school. We aim to create an environment which consistently supports all students to behave in the best way that they can so they can flourish at school.

Full details of our Behaviour Policy can be found on our policies page www.gehs.net/policies

Rewards and Sanctions

Positive Recognition

We want to promote the values of our ethos through positive recognition. Throughout the school day, staff will acknowledge and reward behaviours which demonstrate particular Respect, Engagement and Aspiration. These positive points will be collated weekly by Heads of Year and students will be celebrated as part of their year group. Reward afternoons also run each term and students can attend a variety of activities using their positive points.

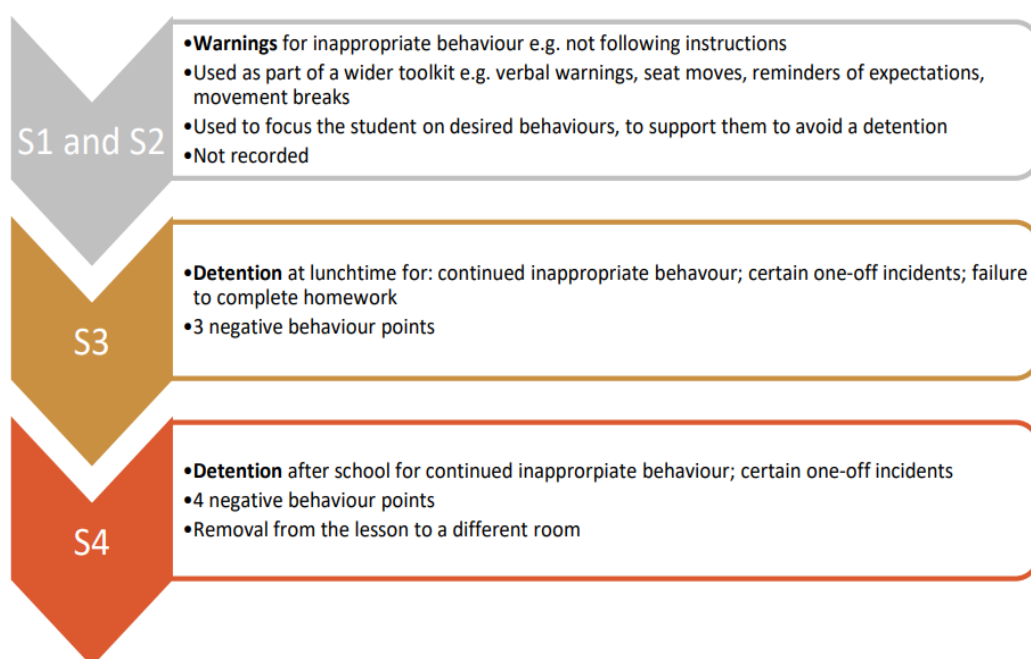


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Consequences

The Staged Process

Teachers will use a range of techniques to promote positive behaviour choices before escalating through the staged process, taking into consideration the individual needs of each student and adapting accordingly. The staged process is as follows.



Stages 1 and 2 are given as warnings to support students in making the right choices to avoid a detention. They are designed to be used as part of the staff's wider toolkit of strategies e.g. verbal reminders, seat moves and movement breaks. These are not recorded on our electronic system. However, they may be used to inform supportive interventions. Depending on the nature of the poor behaviour, teachers may move straight to issuing an S3 or 4 detention, including for certain poor behaviours outside of lessons.

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

S4 detentions run Monday, Wednesday and Friday, from 3.20 - 4.15pm in the dining hall.

Detentions for late minutes run on Thursday from 3.20pm in the dining hall.

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

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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 QR code which must be shown to the driver.

The Northumberland County Council ShuttleID pass works on non-smartphones – for more details please see shuttleid.uk/brickets-school-bus-tickets-on-brick-phone. They have also advised that they can make physical cards available to users on request, with users also able to print out their QR code for use. For more information, please contact schooltransport@northumberland.gov.uk

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.

Road Safety

Whetstone Bridge Road and Allendale Road can become very congested at the start and the end of the school day. Please help us to ensure the safety of students entering and leaving school by dropping off or collecting your child 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. For those parents or carers who do need access to the car park we have the following restrictions in place:

- Before school, students should be dropped off in the designated drop off zone at the top of the car park. This minimises pedestrian movement when the car park is busy.
- At the end of the day the car park is closed from 3.15pm -3.25pm. There will be no vehicle movement in the top part of the car park between 3.15pm and 3.25pm.
- If you wish to pick your child up from the car park you need to arrive before 3.15pm or after 3.30pm. Once in the car park you are requested to stay on the outer loop and turn your engine off until the barriers are moved.
- The lower part of the car park is not a waiting area.

School Trips and Visits

Your child will have the opportunity to participate in a range of visits away from school. These visits may include sporting fixtures, enrichment activities, immersion events, residentials, music festivals, or other such activities, to a range of locations within the North East of England and beyond.

Permission for your child to attend most events is given by parents when enrolling in the school, as a general consent, within your information submission to school. This covers all trips other than residential or adventurous activities. We will always notify you when your child is leaving site for an activity, and you will at that time have the ability to withdraw consent. At this time you will be notified of extended journeys, timings and any expense.

Specific permission will be sought for any visit that involves higher risk or adventurous activities, as well as for all

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residential. All reasonable care will be taken of your child during the visit.

Your child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit.

All young people are covered by Hadrian Learning Trust's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Trust or one of its employees. Please note this insurance policy does not include personal belongings cover for your child.

Parent Teacher and Friends Association (PTFA)

The QEHS PTFA is an organisation run by volunteers to help raise funds for school to enable enrichment opportunities for all of the QEHS students. The PTFA do excellent work in fundraising for the school community, supporting events and creating opportunities for parents/carers to come together. If you can offer any particular skills or can help out in any small way, they would love to hear from you. You can contact the PTFA at gehs.ptfa@gmail.com They are also active on Facebook and Instagram.

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Home School Agreement

- We aim to develop positive relationships and to achieve an atmosphere of mutual respect
- We have high expectations for all our students
- We believe extra-curricular activities are an essential part of school life
- We believe that creative and performing arts make a unique contribution to the education of young people
- We aim to promote the intellectual, aesthetic, moral, physical and social development of all our students
- We believe that equality of opportunity is an entitlement necessary for our school community to thrive and flourish
- We aim to produce excellent results in all we do and to ensure students are happy and successful

SCHOOL WILL	PARENTS/CARERS WILL	STUDENTS WILL
QUALITY OF EDUCATION		
Provide a broad, ambitious and balanced curriculum which is carefully planned and matched to the needs and aspirations of individual students.	Make sure that my child brings the equipment needed every day.	Bring all the equipment needed every day and try my best to do as well as I can in all that I do.
ETHOS OF THE SCHOOL		
Work hard to ensure students are happy, safe in school and achieve their potential in all they do – both within the curriculum and via extra-curricular activities. Make sure students and families are treated with respect and sensitivity.	Encourage my child to get fully involved in the life of the school and support him/her in achieving his/her full potential in all that he/she does.	Work hard to get involved in the life of the school and treat other students, staff and the school premises with respect. Remember that if I have any problems/ concerns I can discuss them with my tutor, or Head of Year.
REGULAR AND PUNCTUAL ATTENDANCE		
Motivate students to attend school regularly and punctually. Ensure students are aware of how poor attendance affects learning. Contact parents on the first day of absence and if there are any concerns.	Make sure my child attends school regularly and punctually. Contact school to provide a reason for absence, discuss any concerns and come to attendance meetings when requested.	Attend school regularly and be on time each day and to lessons. Attend any meetings regarding my attendance.
BEHAVIOUR AND STANDARDS		
Provide clear guidelines about our expectations of students' behaviour, school uniform requirements and appropriate equipment required for school, placing value upon positive relationships between staff and students.	Work with the school to ensure my child behaves well, wears full school uniform and comes to school with the appropriate equipment.	Follow the guidelines for: • behaviour, both in school and whilst travelling to and from school • school uniform requirements and equipment Comply with the additional guidance on uniform.

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HOMEWORK		
Set, mark and monitor homework regularly.	Make every effort to support my child's learning at home.	Complete all homework to the best of my ability and ensure work is handed in on time.
SCHOOL WILL	PARENTS/CARERS	STUDENTS WILL
INFORMATION SCHOOL AND PARENTS/CARERS WILL GIVE TO ONE ANOTHER		
Regular updates on school life and information at transition points about option choices and post-16 provisions. Contact parents when there are any concerns about progress or behaviour.	Maintain communication with school regarding any concerns/problems that may affect my child and attend parents' evenings/meetings about my child's progress/support for their learning wherever possible.	

Additional Information

Our policies include those in relation to Drugs and Substance Abuse, Child Protection, SEND, Health and Safety, Behaviour, Anti-Bullying. Our policies are available on our www.gehs.net/policies or from the School Office.

Please Note: Mobile phones and audio devices should be switched off and stored either on their person or in a small shoulder bag throughout the school day. They are not allowed to be used on the school premises without staff permission. If your child needs to contact you, they should come to the school office. If a student is seen using their mobile phone during the school day then it will be confiscated and stored securely until the end of the day.

Illegal substances: the following are indicative consequences for certain specific offences under the Trust's Drugs and Substance Abuse policy.

Issue	Sanction
Vaping/smoking: In possession of or using a vape or cigarette in school or going to and from school	1st offence: 1 day suspension 2nd offence: 3 day suspension 3rd offence: 5 day suspension and a meeting of the Trustees' - Disciplinary Committee with student and parents/carers - Further offences: possible permanent exclusion
Alcohol: Consumption/possession of alcohol in school or going to and from school	1st offence: 5 day suspension 2nd offence: 5 day suspension and a meeting of the Trustees' - Disciplinary Committee with student and parents/carers 3rd offence: permanent exclusion
Drugs/Illegal substances: Being in possession of drugs or any associated paraphernalia in school or going to and from school	1st offence: 5 day suspension 2nd offence: Permanent exclusion
Dealing/supply in school or going to and from school	Permanent exclusion

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

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.

In-Year Admissions

Once a successful application to Northumberland County Council has been made 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 child 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, www.qebs.net/policies. 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. There are also a number of individual toilets throughout the school.

Safeguarding and Online Safety

Safeguarding and Child Protection

Ms A Lloyd Assistant Headteacher is the designated DSL. The deputies are Mr E Brown, Head of Year 12 & 13 and Mr A Robson Deputy Head of Year 10. The DSL 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 Ms A Lloyd directly or, if you prefer, your child's head of year and they will liaise with her. Our Safeguarding & Child

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Protection Policy is available on our website: 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 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 will also read and sign the ICT and Acceptable Use Agreement below.

Student ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The school will try to ensure that students have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

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Student ICT Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. It is my responsibility to keep myself and others safe online and be aware of the risks posed by emerging technologies.

When I use the school's ICT systems (e.g. computers) and access the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Any use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number or email address to anyone online without the permission of my teacher or parent/carer
- Tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off a computer when I've finished working on it

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Access, create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Eat or drink in computer rooms
- Attempt to fix or move equipment or peripherals myself

If I bring a personal mobile phone or another personal electronic device into school:

- I will not use it during the school day without a teacher's permission
- If given permission, I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that there will be consequences if I do not follow the rules.

Photography and Media

It is important that we protect your child's interests, respect your wishes and comply with the General Data Protection Regulation 2018. Photographs of your child may be used in relation to their achievements or activities they are involved in whilst at QEHS, for example:

- | | |
|-----------------------|------------------------|
| • School publications | • School wall displays |
| • Press releases | • School website |

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We will only use photographic and digital images of your child in order to demonstrate or promote activities relating to the school's curricular and extra-curricular provision. You need to give consent for us to use photos or videos of your child. You can withdraw your consent at any time by contacting the school office.

Social Media

Social Media (such as Facebook and Instagram), along with the school website and publications, form a part of how we communicate with parents, promote activities happening within the school and celebrate the successes of our students. In line with our Online Safety Policy, we ensure that our use of social media is carried out with care and consideration and that we safeguard the integrity of both our students and the school.

We maintain a strict code of conduct for posting on social media platforms:

- We will only use social media for the sole purposes of sharing information, communication and PR
- Due care and consideration will be taken before uploading on Facebook.
- Political views and comments will be avoided
- We will not publish full names of individuals unless specific consent has been received
- A member of SLT will take responsibility for managing all social media accounts

If you would like further information on our use of social media please, contact the School Office.

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: 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. Please contact school on admin@qehs.net should the emergency contacts for your child change.

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 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 L Warland. Our assistant SENDCos are Ms L MacKenzie and Ms D Cunningham. The behaviour support worker is Ms K Allen.

Autistic Spectrum Condition 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.

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.

QEHS produces a number of publications which are posted on our website. These publications are available in alternative formats on request.

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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.

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 (LRC)

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.

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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.

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.

Student Support Fund

Hadrian Learning Trust has established a small Student Support Fund to assist families in financial need, particularly in relation to supporting students who have difficulties in paying for:

- non-curriculum trips, visits, year group residential courses and other activities
- uniform, shoes or sports kit
- other materials or equipment to assist in academic studies (e.g. text books, calculators)
- other necessary expenses

Note that Fund payments are not normally made towards the cost of out-of-catchment transport other than in an emergency or in exceptional circumstances. The Fund can be applied to when other funding sources, such as pupil premium and sixth form bursary, are not available. For more information please visit the school website, www.qehs.net/student-support-fund

Other Information

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

Special School (Years 0-13)

Hexham Priory 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.

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Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

We, Queen Elizabeth High School, part of Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Dave Clay, contact via admin@gehs.net

The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs, videos and/or voice recordings
- CCTV images captured in school
- Details of any additional funding strands, including Pupil Premium and SEND
- Biometric data, for use of internal charging mechanisms (school meals)

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why We Use This Data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To complete funding transactions for school meals

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Our Legal Basis for Using This Data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting This Information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We manage our records in accordance with the guidelines set out by the Information and Records Management Society.

The Records Management Guidance we follow can be found at: <http://irms.org.uk/page/SchoolsToolkit>

If you would like a copy of our records management policies please contact the Office Manager, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@qehs.net or visit our website www.qehs.net/policies

Data Sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary (and it complies with data protection law) we may also share personal information about students with:

- Our local authority
- Educators and examining bodies
- The student's family and representatives
- Our regulator

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- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police force, courts and tribunals
- Professional bodies

National Pupil Database (NPD)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD) <https://find-npd-data.education.gov.uk> which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data: www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

You can also contact the Department for Education www.gov.uk/contact-dfe with any further questions about the NPD.

Youth Support Services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Northumberland County Council Youth Support Service as it has legal responsibilities regarding the education or training of 13–19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Northumberland County Council.

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents' and Students' Rights Regarding Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. <https://ico.org.uk/for-the-public/make-a-subject-access-request>

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Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about themselves.

If you make a subject access request, and if we do hold information about you or your child, we will:

Give you a description of it

Tell you why we are holding and processing it, and how long we will keep it for

Explain where we got it from, if not from you or your child

Tell you who it has been, or will be, shared with

Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a right to access their child's educational record. To request access, please contact the Office Manager, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB admin@qehs.net. There is a charge to obtain educational records based on the number of pages copied (£1 per 20 sheets up to a maximum of £50).

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Dave Clay, Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB admin@qehs.net

Policies

Many of the school policies are available on the QEHS website www.qehs.net/policies

Alternatively, please contact the school directly:

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



Queen Elizabeth
High School

spes durat avorum