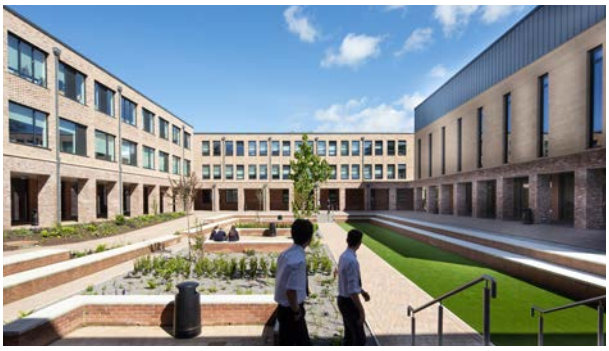





Queen Elizabeth High School, Hexham

School Information Guide 2026-2027

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 2026

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

General Enquiries

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

Reception: 01434 610 300

Email: admin@qehs.net

Headteacher:	Mrs K Innes
SENDCo:	Mrs L Warland
Designated Safeguarding Lead:	Mr D Todd (cover Sep–Jan)

Contacting the Headteacher and Senior Team

Mrs A Vellinga, PA to the Headteacher: 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. On the next page you can find a helpful guide to support your communication with school staff.

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

Contacting the School

We would encourage you to contact us with any issues, questions or concerns. 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
Report an **absence**	contact: absence line call: 01434 610 354, attendance@qehs.net
General questions about **student schoolwork**	contact: subject teachers by note via your child or call: 01434 610 300, email: admin@qehs.net
A concern about your child's **progress** or experience in a particular subject	contact: curriculum/subject leaders (see page 11) call: 01434 610 300, email: admin@qehs.net
A concern about your child's general **welfare**	contact: form tutor or, for more serious concerns, head of year, or deputy head of year (see page 15) call: 01434 610 300, email: admin@qehs.net
General enquiries relating to the **curriculum**, options, higher education applications or complex academic issues involving more than one subject	contact: achievement and progression team call: 01434 610 300, email: options@qehs.net
Sixth Form	contact: sixth form team call: 01434 610 300, email: sixthform@qehs.net
Safeguarding concerns	contact: Mr D Todd, DSL (cover Sep–Jan) call: 01434 610 300, email: admin@qehs.net
SEND	contact: Mrs L Warland SENDCo call: 01434 610 300, email: send@qehs.net
Catering	contact: Catering Manager call: 01434 610 330
Business Services. The business services team manages resources such as school catering, site and facilities management, finance, and HR.	contact: Mr J Riley, Chief Financial Officer, or Ms E Simpson, Business & HR Manager call: 01434 610 300, email: admin@qehs.net
Other matters not listed above	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: Assistant Headteacher - Student Standards and Support (TBC), Ms R Platts, Assistant Headteacher - Sixth Form or Mrs D Horrocks, Assistant Headteacher - Teaching and Learning.

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

Senior Leadership Team

Name	Role	Responsibilities
Mr G Atkins	Trust CEO	Overall strategic leadership of Hadrian Learning Trust
Mrs K Innes	Headteacher (QEHS)	Operational leadership of QEHS
Mr I Vasey	Assistant Headteacher	Student standards and support (years 9–11)
Mrs A Fletcher-Woods	Assistant Headteacher	Achievement and progression (years 9–11)
Mr A Hedley	Assistant Headteacher	Personal development
Mrs D Horrocks	Assistant Headteacher	Curriculum, teaching and learning
Ms R Platts	Assistant Headteacher	Sixth form provision
Ms E Simpson	Business & HR 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. Designated Safeguarding Lead (cover Sep–Jan)
Mrs L Warland	Assistant Headteacher	SENDCo

Term Dates and Holidays

Start of Autumn term	**Year 9 & 13** Wednesday 2 September 2026 **Year 10 & 11** Thursday 3 September 2026 **Year 12** Thursday 3 September 2026
Last day of half-term	Thursday 22 October 2026
Return to school	Monday 2 November 2026
Last day of term	Friday 18 December 2026 (school closes 1:30pm)
Start of Spring term	Monday 4 January 2027
Last day of half-term	Friday 12 February 2027
Return to school	Monday 22 February 2027
Last day of term	Thursday 25 March 2027
Start of Summer term	Monday 12 April 2027
Last day of half-term	Friday 28 May 2027
Return to school	Monday 7 June 2027
Last day of term	Friday 16 July 2027 (school closes 1:30pm)

Staff Training Day
Tuesday 1 September 2026
Friday 23 October 2026

Public Holidays
Monday 3rd May 2027

Dates correct at June 2026

School Life

Starting at QEHS

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.

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 and Absence

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.qehs.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, the name of the person calling and when the student is expected to return. 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.

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/index.php/attendance-and-absence.

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.

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

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.

Letters, Publications and Other Documents

There is a weekly update sent from school via email. The letter includes news and information about future events and key dates. 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.

Bromcom, MCAS and the Student Portal

We use Bromcom, a secure and comprehensive Management Information System (MIS), that stores and manages all key information relating to your child's education. Bromcom helps us to keep accurate records and provides families with convenient access to real-time information about school life.

How our school uses Bromcom

Bromcom helps us to maintain secure and up to date records so that staff, students and families have the information they need. Through Bromcom we can provide access to:

- attendance and behaviour information
- progress reports and academic data where available
- exam timetables and results (for relevant year groups)
- online services such as making payments, and viewing homework

These tools help to ensure consistent communication and gives families an overview of their child's school experience.

MyChildAtSchool (MCAS) – for Parents

	MCAS is the parent facing portal and app linked to Bromcom. It provides a simple and secure way for parents to stay informed and manage key aspects of their child's school life.

Key Features

Using MCAS, parents can:

- view academic reports, attendance and behaviour information
- make online payments for dinners, school trips, music lessons and more
- update contact and personal details, where features are enabled
- access information about homework assignments
- receive school messages and notifications, supporting clear communication

Accessing MCAS

Parents can access MCAS through the website www.mychildatschool.com or via the MyChildAtSchool app available on both Apple and Android devices. To register, parents simply enter the school's ID or postcode and verify the email address that the school holds on record.

School ID: 14930

Bromcom Student Portal – for Students

	The Student Portal provides students with an organised, easy to use digital space to view all key aspects of their school life.

Key Features

Through the Student Portal, students can:

- view their timetable, attendance, behaviour log, and exam information
- check homework tasks, upload completed work
- stay informed about upcoming deadlines and responsibilities

Accessing the Student Portal

Students use their school email address to log into the Student Portal. Students will be supported with setting up their access during IT lessons in year 9 or as part of their induction for in year transfers.

Making Payments

We use 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.

Please note that Bromcom does not currently allow payments to be made until a child's official first day on roll. You will only be able to add funds once your child has started school. Rest assured, we will ensure that all students are able to access a school lunch on their first day while parents are completing their account setup and making their initial payment.

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 student 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/index.php/funding-statements.

Achievement and Progression

Led by Mrs 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 evalpageuating 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 and Subject Leads

Subject	Curriculum Lead	Subject	Curriculum Lead
Art	Miss A Shotton	Maths	Mr J Blair
Business Studies	Mrs Z Farthing	Music	Miss L Tindall

Subject	Curriculum Lead	Subject	Curriculum Lead
Drama & Dance	Mrs L Pollock	PE and Health & Social Care	Mrs G Scott
English	Mrs C Emmerson	PSHE	Mr A Hedley
Geography	Ms R Booth	Psychology & Sociology	Mrs C Haigh
History & Politics	Mrs L Hodgson	Philosophy & RS	Ms B Buxton Collins (on Mat leave)
IT & Computing	Mr O Williams	Science	Mr M Brown
Languages	Miss L Hall	Design & 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: options@qehs.net.

Attitude to Learning (ATL)

We also report on attitudes to learning. These grades are linked to our school ethos of respect, engage and aspire. We expect that most of our students will receive good grades for attitudes to learning. If students demonstrate they are beyond good in terms of respectful, engaged and aspirational they will be awarded grades of exceeding or exceptional.

In some cases students will be graded inconsistent or a cause for concern. In these cases students will receive support to bring about improvements in their attitudes. Students who demonstrate exceptional ATL will be rewarded. We believe that showing respect, being engaged in lessons and aspiring to succeed are important qualities to recognise and reward.

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.

Parents/Carers Evenings and Reports

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.

Curriculum, Teaching and Learning

Led by Mrs D Horrocks

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

- the quality of education in the high school, this includes teaching and learning
- 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, teaching and learning, please telephone 01434 610 300 or email: admin@qehs.net.

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.qehs.net/index.php/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.qehs.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 shown on the next page:

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	

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 GCSE Music will be required to practise 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.

Student Support (Years 9–11)

Led by Mr I Vasey

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	Ms S Albrey	salbrey@qehs.net	Ms K Gray	kgray@qehs.net
10	Mr P Main	pmain@qehs.net	Miss S Snowdon	ssnowdon@qehs.net
11	Miss R Savage	rsavage@qehs.net	Ms R Macken	rmacken@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

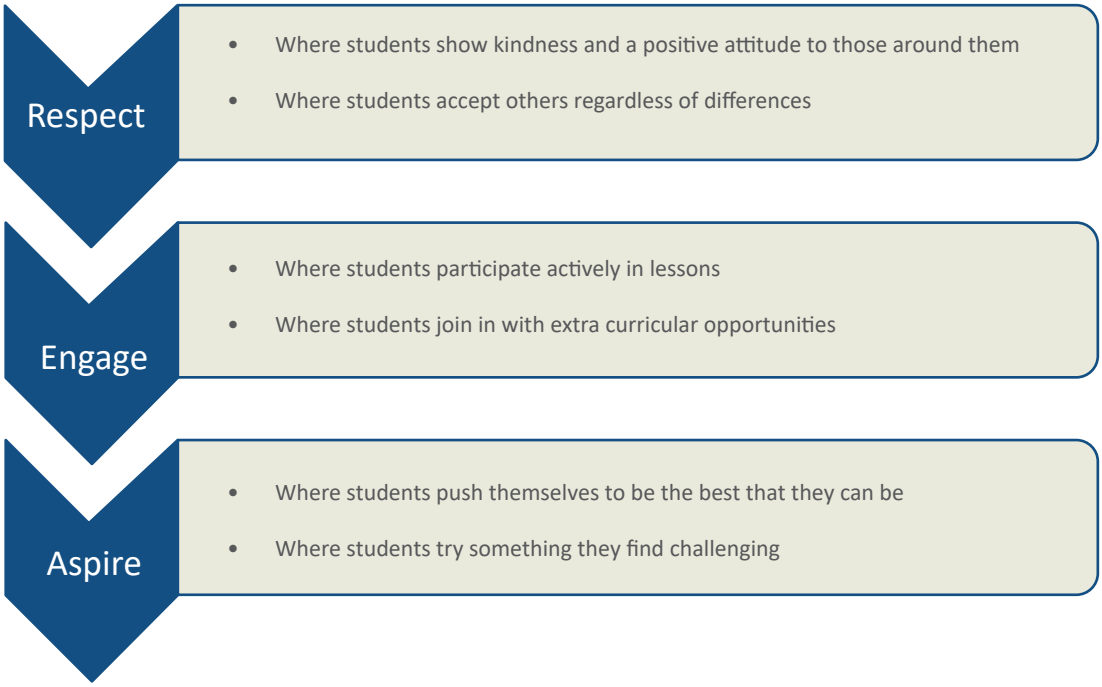
We pride ourselves on outstanding standards of behaviour throughout the school. We aim to create an environment which consistently supports all students to behave in the best way that they can so they can flourish at school.

An overview of our behaviour mangament can be read on the follwing pages. Full details of our Behaviour Policy can be found on our policies page www.qehs.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 Respect, Engagement and Aspiration in particular. 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.



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.

Staff will proactively seek to restore positive relationships that may have been damaged in a lesson e.g. where S3s or S4s have been issued. For example, addressing at the end of the lesson, during a form time, within a detention. Failure to attend detentions without an acceptable reason will result in an escalation as follows: S3 escalated to S4 escalated to SLT detention.

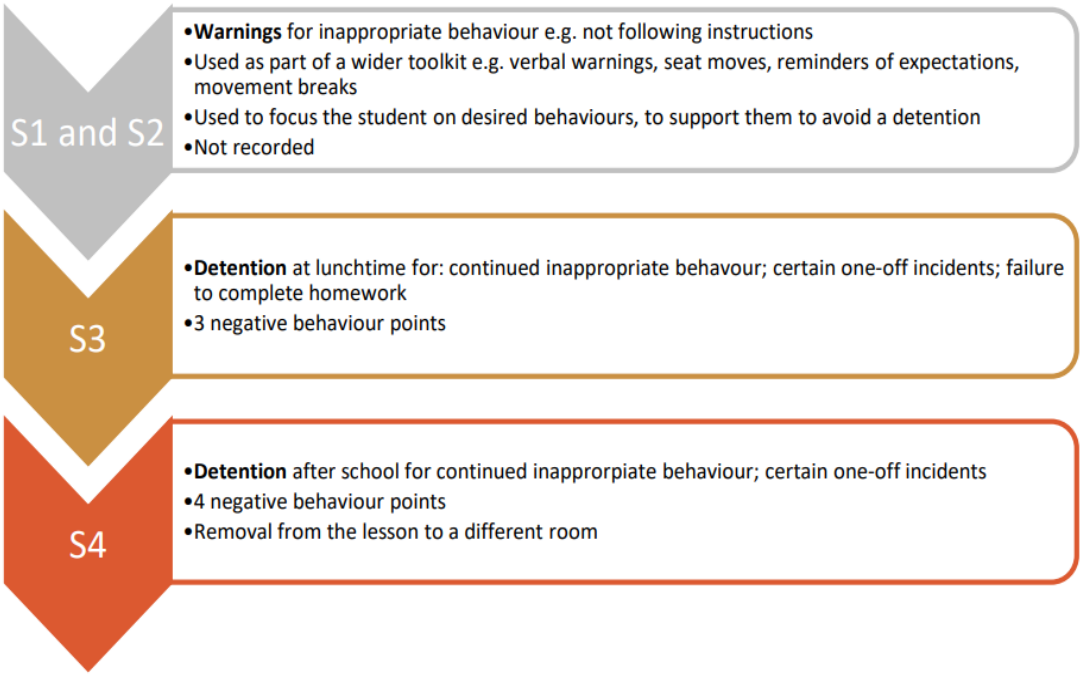
- **S3 detentions** run daily at lunchtimes from 12.30pm - 12.55pm in LC7/8.
- **S4 detentions** run Monday, Wednesday and Friday, from 3.20pm - 4.15pm in the dining hall.
- Detentions for **late minutes** run on Thursday from 3.20pm in the dining hall.

Failure to attend these detentions will result in an escalation to **SLT detention** or time in reflection.

- **SLT detention** 12.20pm - 1.20pm on a Friday, escalated to time in reflection.

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.



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.qehs.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.

Toilets

We have toilets located throughout the school. Students are free to use the toilets before and after school, at break and lunch and at lesson changeover. We don't expect students to use toilets during lesson time unless there is a medical need for which we issue toilet passes. Staff will use their professional judgment when a request to use the toilet during lesson time is made.

Within school we have male and female toilets available throughout the building. We also have gender neutral toilets within the hydro building. These can be used by any students but allow students who are making changes so they can live in their gender identity feel welcome and safe. There are also a number of individual toilets throughout the school.

Special Educational Needs and Disabilities (SEND)

Led by Mrs 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 exam access 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 Mrs L Warland. Our Deputy SENDCo is Mrs L McFaul. Our assistant is Ms D Cunningham. To contact our SEND team, email send@qehs.net.

QEHS is committed to a policy of inclusion where students with Special Educational Needs and Disabilities (SEND) are valued equally, with individual needs recognised and met through flexible and varied provisions across the curriculum and wider school provisions, as far as reasonably possible.

QEHS aims to provide a supportive and inclusive environment in which all students have access to broad and balanced educational and social opportunities.

We offer a range of provision to support children with all SEND, such as barriers difficulties in the following areas:

- communication and social interaction
- cognition and learning
- mental health
- 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.

In response to an increase in the number of students identified as being on the autistic spectrum or with social, emotional or mental health needs; the department now has additional provision for these students. A relaxed, nurturing and supportive environment is offered in the Base at break and lunchtimes as well as support 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. https://www.qehs.net/index.php/special-educational-needs-and-disabilities-send.

QEHS produces a number of publications which are posted on our website. www.qehs.net/policies. These publications are available in alternative formats on request.

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.

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

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 Learning Resource Centre 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 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.

Sixth Form

Queen Elizabeth High School is one of the top sixth forms in the North of England and outperforms most schools and colleges throughout the region. We provide outstanding support, advice, and guidance to inform positive choices and successful destinations. With over 30 A Level and Level 3 vocational courses there is a wide range of courses to meet the needs of all students.

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. For general enquiries email: sixthform@qehs.net or tel: 01434 610312.

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 (on Mat leave) Mr J Collins (cover during Mat leave)		Mr T Jesper
Birch		**Oak**	
	Mrs L Coleman		Mrs R Fraser
Sycamore			
	Miss R Macken		

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.

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.

Extra-Curricular Activities

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/index.php/extra-curricular-activities.

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 residentials. 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.

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.

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

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.

Purchasing School Uniform

Jumper, 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 the next page 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.

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.

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 PTFA 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 11.

QEHS Uniform Price List

Compulsory Uniform



School Jumper
from £18.99



School Tie
£5.99



PE Polo Shirt
Navy Blue with Sky
from £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
from £16.99



Navy Training Pants
from £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
from £24.99

Michael Sehgal & Sons Ltd
- EST 1990 -

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. The bag should contain:
  - pens - black, red and blue
  - pencils
  - ruler
  - rubber
  - white board pen
  - 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 21).

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. In line with DfE guidance we will be a **mobile phone-free school** for students from September, with no use of mobile phones permitted during the school day on the school premises. Further details on this will be provided in due course.

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).

PE Uniform and Equipment Guide

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.

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 Astroturf	• No bladed boots • Moulded boots are the cheapest and most comfortable choice
Trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-dressed Astroturf and MUGA)	• Soles need to have a good tread design to ensure excellent grip • Worn soles are a slip hazard

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.

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	Strongly recommended for football and hockey Essential for playing on QEHS teams
Mouth guard	Self-moulding mouth guard	Strongly recommended for hockey and rugby Essential for playing on QEHS teams
Hair bobble	Keeps vision clear	Essential - 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	Highly recommended as students will regularly take part in outdoor activities throughout the year

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 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, jewellery and retainers
- remove watches
- 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 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.qehs.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 (11.10am - 11.30am)
- lunchtime service (12.30pm - 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@qehs.net and we will arrange for you to be sent a PayPoint barcode voucher to enable you to make payment at one of the many PayPoint terminals sited in shops in the local area.

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 by completing the medical and dietary requirements sections of the admissions form or data collection form in MCAS.

If your child would normally have a packed lunch, we would still like this form to be completed for our records.

We will do our utmost to provide a meal for students with special dietary requirements. **Please note:** it is recommended that parents/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.

Please note: We cannot guarantee the absence of any specific allergen. Our team will be happy to talk to you about what we do in the kitchen to reduce the risks of allergen cross-contamination. Some of the ingredients used do not contain the allergen, however, some of the products we use may state that the product "may contain the allergen"," be manufactured in a facility that produces the food allergen"

Allergy to Nuts: Our school endeavours as far as possible to be a nut-free school, this includes sesame seeds. However,

some products we use do say "May contain nuts & sesame seeds" "Manufactured in a facility that uses peanut ingredients,""Manufactured in a facility which processes peanuts".

Free School Meals (FSM)

If a student is in receipt of free school meals the monetary value of £2.95 per day will automatically be added to their account, and they have total anonymity. Your child will receive an allowance of £0.30 at morning break to buy a slice of toast and £2.65 at lunchtime to buy the 2-course lunch.

Please note: Drinks and snacks are not available as part of the free school meal allowance. If you wish for your child to purchase additional items at breaktime or lunchtime above the free school meal allowance please credit their account through My Child at School Website or download the app.

It would be advisable for you to let your child know what their free school meal entitlement is, this will avoid any confusion at the till.

Unspent free school meal money cannot be carried forward to the next day.

We know from our records that a number of parents do not claim for their entitlement of a Free School Meal for their son/daughter. Free school meals entitlement enables your child to have a free hot or cold lunch every day and the school will also receive additional funding to spend on extra support for your child. This additional funding continues to apply for several years after a pupil ceases to be eligible for free meals, so it's still worth applying even if you think you will qualify for only a short period of time.

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. £3.95. This would be the £2.95 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.

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.

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.

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, https://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

We encourage students to cycle to school and a sheltered bike rack is available for bike storage at students' own risk.

Road Safety and School Car Park

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.

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.

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.
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.qehs.net/policies or from the school office.

Mobile Phones

In line with DfE guidance we will be a mobile phone-free school for students from September, with no use of mobile phones permitted during the school day on the school premises. Further details on this will be provided in due course.

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.

Safeguarding and Online Safety

Safeguarding and Child Protection

Mr D Todd Assistant Headteacher is the designated DSL (cover Sep–Jan). Mr E Brown, Head of Year 12 & 13 is the deputy DSL. The DSL leads training for all staff on a regular basis and undertakes regular training themselves. 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 Mr Todd directly or, if you prefer, your child's head of year and they will liaise with her. Our Safeguarding & Child Protection Policy is available on our website, www.qehs.net/policies.

Online Safety

At QEHS, online safety is a core part of our safeguarding and student-wellbeing work. In line with national guidance, we take a whole-school approach that ensures students, staff and parents/carers understand how to stay safe online and use digital technologies responsibly. Our Online Safety Policy is available on our website: www.qehs.net/policies.

We aim to educate everyone connected with our school community and, to maximise the impact of this work, we provide annual staff training and regular updates, teach online safety through the PSHE, assembly programme and wider curriculum. We maintain a section of our website dedicated to online safety including links expert advice and reporting services from CEOP, the UK safer Internet Centre and The National College. We also work alongside colleagues at Northumberland County Council to offer online safety talks for parents and carers.

To help protect students, all internet use in school is filtered, monitored and logged. We use a suite of software, which provides weekly reports to senior staff and allows us to respond swiftly to any concerns. All students, parents/carers and staff sign our Acceptable Use Policy, which sets clear expectations around the safe and responsible use of technology and school equipment.

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.

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
- Only 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.

Additional 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 Mr Atkins, Trust CEO. There is one Trust Board for both schools.

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 qehs.ptfa@gmail.com. They are also active on Facebook and Instagram.

Data Protection

Introduction

Hadrian Learning Trust ("the Trust") is the data controller for the personal information we process about pupils and students. We are committed to protecting personal data and being transparent about how we collect and use information. This privacy notice explains how we collect, use, store, and share personal data about pupils and students.

Under the General Data Protection Regulations (UK GDPR), individuals have a right to be informed about how Hadrian Learning Trust uses any personal data that we hold about them.

This summary provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age. Information that we need in order to comply with our role in educating pupils.

Most of this data is essential and does not require your consent to use it.

Some personal data is not essential and for that, depending on age, we require the consent of either the Student / Pupil or parent/carer. An example of the kind of data that needs consent would be using Student / Pupil photographs on the website.

The categories of Student / Pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, contact details, contact
- preferences, date of birth)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility or special education needs)
- Safeguarding and welfare information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Details of any medical conditions, including physical and mental health safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Biometric Data (for school meals payments)
- CCTV images captured on the school site

Why we collect and use this information

We use the Student / Pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to process meals payments
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use Student / Pupil information under the Education Act 1996 and under section 6(1)(b) of the General Data Protection Regulations 2018 - Processing is necessary for a variety of legal reasons but usually falls into one of the following headings:

Necessary for the performance of an official task in the public interest, to comply with a legal duty, the performance of a contract with the subject and also with the consent of the individual, parent or guardian.

Where we have obtained consent to use Student / Pupils 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.

Collecting Student / Pupil information

Whilst the majority of Student / Pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

How we store and retain this data

We retain personal data only for as long as necessary. Examples include:

- Core pupil records: retained throughout education and in line with statutory requirements
- Safeguarding records: retained in accordance with statutory guidance
- CCTV recordings: retained for a limited period unless required for investigation
- Assessment records: retained as required to support education and reporting

All information is retained and securely deleted in accordance with the Trust's Retention and Disposal of Data Policy.

Who we share the information with

We share Student / Pupil information where required or permitted by law. This may include with:

- Schools that the Student / Pupils attend after leaving us
- Our Local Authority: Education, SEND and Skills Directorate - to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance, admissions and exclusions
- The Department for Education
- The Student / Pupil's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Why we share pupil information

We do not share information about our Student / Pupils with anyone without consent unless the law and our policies allow us to do so. We share Student / Pupil data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and education attainment policy and monitoring.

As a multi academy trust (MAT) we are required to share information about our Student / Pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Pupil referral units are required to pass information about our pupils to the DfE under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Transferring data internationally

Where we transfer personal data to a different country or UK Overseas Territory we will do so in accordance with data protection law.

Data collection requirements

To find out more about data collection requirements placed on us by the DfE (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Youth Support Services

Student / Pupils aged 13+

Once Student / Pupils reach the age of 13, we also pass Student / Pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support service
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about Student / Pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post 16 education and training
- Youth support services
- Careers advisers

For more information about services for young people, please visit Northumberland County Council website.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on education performance to inform independent research, as well as studies commissioned by the department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our Student / Pupils to the DfE as part of statutory data collections such as school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- providing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data the purpose for which it is required the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to Student / Pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and the retention and use of the data.

For more information about the department's data sharing process, please visit:

https://www.gov.uk/data-protection.

For information about which organisations the department has provided pupil information, (and for which project), please visit https://www.find-npd-data.education.gov.uk/.

To contact the DfE: https://www.gov.uk/contact-dfe.

Requesting access to your data

Under data protection legislation, parents and Student / Pupils have the right to request access to information about them that we hold. To make a request for your personal information or to be given access to your child's education record, contact the school administrator or data protection officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means in certain circumstances
- have inaccurate personal data rectified, blocked, deleted or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you make a subject access request, and if we do hold information about you, 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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioners Office at https://ico.org.uk/concerns

Contact

If you would like to discuss anything in this privacy notice or how your data is used, please contact our Data Protection Officer; via email, at admin@qehs.net

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
- Press releases
- School wall displays
- School website

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.

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