
QUEEN ELIZABETH'S GRAMMAR SCHOOL SENIOR SCHOOL

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A HANDBOOK FOR PUPILS AND PARENTS



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INTRODUCTION

June 2017

From the Head, Mrs CY Gammon, BSc
Queen Elizabeth's Grammar School
West Park Road
Blackburn BB2 6DF

Dear Parents and Guardians,

It is a pleasure to introduce this edition of the parents' handbook. It contains a wealth of information, as you will see, covering a wide variety of the School's activities.

Nobody expects you to take in all of this information at once, so I would advise you, after an initial perusal, to refer to the most recent copy of the Handbook on our website should you wish to check anything at any future date.

To help you, we enclose a copy of the school rules. Please note these are reviewed each year, so I will provide you with a new copy (even if we make no changes) every September. Obviously each new version supersedes the last.

It would not be practical in a booklet of this nature to include in full all of the School's policies though we list on page 15 the most significant ones of which you should be aware. You can also find these on the website. There are several links but if you click on admissions you will find a link there. We do, of course, have all the policies we are obliged to have, and more, which are available on request.

We welcome contact from parents and value the partnership we have with you as, together, we seek to educate your sons and daughters. In that spirit, if you feel there is anything that would have been useful in this relatively brief guide, or if any of the information is confusing, please do not hesitate to contact us: we believe in constant improvement at all levels of the organisation.

Welcome to Queen Elizabeth's; I wish you a long and happy association with us!

Yours sincerely,



Mrs CY Gammon

BEHAVIOUR POLICY

Principles

- ◆ Students and staff and all visitors to the school have the right to be respected
- ◆ Good discipline is best prompted by purposeful learning
- ◆ Unacceptable behaviour can usually be changed.

Aims

We aim to provide:

- ◆ Good adult and peer role models of caring, co-operative behaviour
- ◆ Reinforcement of positive attitudes and expectations
- ◆ Celebration of a wide range of achievement
- ◆ Acceptance by all members of the school of a common responsibility for maintaining good discipline and promoting the School's code.

THE SCHOOL CODE

In our community of well over **1000**, everyone is expected to show courtesy and consideration in caring for others, for the School and for our local community. Our expectations are clearly expressed in our School Code:

At
QUEEN ELIZABETH'S GRAMMAR SCHOOL
we all agree to

- ◆ Give of our best at all times
- ◆ Value learning and the right of every pupil to learn
- ◆ Be properly prepared for work and play
- ◆ Treat others with kindness, tolerance and respect
- ◆ Address members of the School community in a courteous and considerate manner
- ◆ Help those who are in difficulty or in need of support
- ◆ Care for our own property, School property and the property of others
- ◆ Act upon the advice and instructions we are given
- ◆ Understand and obey the School Rules
- ◆ Report bullying and other anti-social behaviour
- ◆ Understand the importance of Health and Safety information and report anything that seems dangerous or worries us.
- ◆ Behave as exemplary members of the School community, especially when we are wearing School uniform
- ◆ Work together for a safe, ordered and happy School.

This is our
SCHOOL CODE

Discipline at Queen Elizabeth's is very good, and this is reinforced by excellent staff/pupil relations. Nonetheless, it is right we should be clear about expectations so we hope what follows, most of it entirely obvious, is of use.

SCHOOL RULES (reviewed and circulated every year in September)

The School's expectations are outlined in *The School Code*. At Queen Elizabeth's Grammar School, we believe that pupils develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the School as a whole and in order to promote good relations between the School and the town. All pupils are obliged to take reasonable care for their own health and safety and the health and safety of others. Specific School Policies are available on request.

Please note that an item in **bold** indicates a change from the last version of the rules.

1. Failure to exercise common sense or good manners is an offence against School Rules.
2. Pupils will extend common courtesies to members of staff, visitors and each other at all times. Inappropriate, intimate behaviour between pupils is not permitted.
3. Pupils will be punctual in their attendance at registrations, lessons, assemblies and other organised activities.
4. Pupils arriving at School late will report:
 - Junior School to Form Tutors
 - Senior School to Reception.
5. Pupils will honour their commitments to the School, those in the calendar having priority, excepting representative honours previously agreed.
6. Pupils will make themselves aware of, and comply with, the specific rules which apply to particular areas of the School, such as the Design and Technology Department, the ICT Department, Lammack Sports Ground, Library, Queen's Wing, Science Departments, Singleton House, Swimming Pool.
7. Pupils will not take or purchase another's property, including clothes, games kit, mobile phones or other equipment, nor will pupils sell items to another pupil.
8. Pupils will not gamble.
9. Pupils will not drop litter anywhere but will use the bins provided.
10. Pupils may consume tap or unflavoured mineral water carried in a clear, plastic bottle in classrooms where specific local rules allow. Pupils will not consume other food or drink in classrooms or in corridors. Food purchased from the Tuck Shop or breakfast service must be consumed in Big School. Food purchased in Singleton House must be consumed there according to local rules.
11. Pupils may not possess, use or deal in illegal drugs. Pupils will not bring alcohol on to School premises; nor will they consume alcohol whilst under the School's jurisdiction without the specific authorisation of the Head in specific and legal circumstances. Smoking is forbidden at all times (including E-cigarettes, sheesha pens or indeed any other form of smoking or 'vaping') including on school transport, or anywhere when school uniform is worn.
12. All medicines brought to School must be registered with, and administered by, the School Nurse (or, in her absence, by a Deputy Head).
13. Pupils will not bring on to School premises: organic solvents; laser pens; liquid paper; spray deodorants (roll-on is allowed), heated hair appliances, knives, or any potentially offensive weapon; fireworks; matches or lighters.
14. Pupils must not bring chewing gum or bubble gum on to School premises.
15. Pupils will leave their books, overcoats and bags in the space allocated to them to avoid congestion in the School and in the interests of security. Pupils may carry bags to lessons 7 and/or 8 if they can be stored appropriately and if staff permission has been given.
16. Pupils will report to their Form Tutor any damage to School property, including books. Damage is liable to be made good.

17. Pupils' expensive items, such as electrical equipment, musical instruments or sports kit, must be stored securely in School, either in lockers or lodged with the Form Tutor or Head of Year (see Rule 39).
18. Pupils' mobile telephones (throughout, other forms of electronic, computer, radio or digital communications devices are included) will not be switched on or used during lessons, nor used in contravention of the separate and specific School Working Policy, unless explicit instructions are given by a member of staff. Pupils must not use these devices to display, transmit, communicate or store information or images that are defamatory, malicious, violent or sexually explicit. Pupils must not take photographs or otherwise record events in School unless specifically instructed by a member of staff. Pupils must not use mobile phones when travelling between lessons or leave their phone unattended in a bag or blazer. Mobile phones are banned from examination rooms and must not be brought into the vicinity of an examination room.
19. Violence against others (bullying), property (theft or vandalism) and self (drug and substance abuse) has no place in the School community and is dealt with according to separate and specific School policies.
20. Pupils will use the playground allocated to them and not those of other year groups. On these designated playgrounds only **sponge** balls are allowed. Ball games are not permitted elsewhere on the School site.

Bounds

21. All pupils must remain on site unless accompanied by a member of staff and under no circumstances should roads be crossed during the school day unless pupils are instructed to do so.
22. Pupils from Years 7 to 11 will not leave the School bounds during the School day without the permission of their Head of Year, a Deputy Head or the Head. Sixth Form students are allowed off site during the lunch break; although they may not drive or ride in cars (see Rule 27).

Absence

23. Permission to be absent from school must be sought in advance from the Head
24. If a pupil is absent a telephone message must be left with Reception or an e-mail to absence@qegsblackburn.com before **09:00**. This must be followed by a note of explanation **in the school planner** to the Form Tutor directly upon the pupil's return.

Transport

25. Pupils will comply with the specific rules for behaviour on coaches when making use of the School bus service.
26. Pupils may ride bicycles to School only with their parents' and Form Tutor's permission. Pupils **must** wear a cycle helmet. Bicycles must have lights and may not be ridden on School grounds.
27. Pupils may drive themselves to School in cars or on motor cycles only if legally qualified and only in vehicles which have been registered with the Head of Sixth Form. Pupils travelling in a vehicle being driven by another pupil must be registered with the Head of Sixth Form. Pupils' cars may not be parked on School grounds and must not be used at any time during the School day without permission from the Head of Sixth Form.

Dress

28. Pupils are expected to be clean and tidy, to conform to the School uniform Rules (35-37) and to take pride in their appearance.
29. Pupils' hair must be clean and tidy. It must be of a reasonable and generally even length and retain an even, natural colour. Bizarre styles are not permitted. Boys'

hair must not be on or below the collar or obscure vision. Boys are not permitted to wear beards and/or moustaches unless the Head has granted in writing a dispensation on religious grounds. Girls' long hair must be fastened back with a school scrunchie for Years 7 and 8, and, for Years 9 to 11, a plain navy or black elastic hair band, or one that tones in with the colour of the hair.

30. For reasons of communication between pupils and between pupils and staff, where facial expression is key to engagement and understanding, and for security and health and safety reasons, pupils' faces must not be obscured. For these reasons, whilst the School permits its pupils to wear the head scarf or hijab, which should be dark blue for Years 7 to 11, the wearing of the niqab or any other item which obscures some or all of a pupil's face, is not allowed. **The Headscarf/hijab should not be loose as this could be a fire hazard when carrying out experiments in science.**
31. Pupils must travel to and from School and sports fixtures in full School uniform unless any special dispensation has been given.
32. All items of uniform must be clearly labelled with owner's name.
33. School coats must not be worn inside buildings.
34. School kit will be worn for PE, Games and Swimming.
35. No jewellery is permitted other than a wrist watch. Fashion accessories, such as false nails, are prohibited. The wearing of make-up is prohibited, except for the discreet use of foundation where there is a recognised skin complaint. Tattoos or body piercings must not be visible; ears should not be pierced just prior to or during term-time. Pupils must ensure that such marks are covered when School uniform or specified kit for PE, Games and Swimming is being worn. Sixth Formers must refer to their own dress amplification document (applies to rules 36 and 37 also).

Uniform

36. Girls' uniform is:
 - White long-sleeved blouse (tucked inside the skirt) with Katie collar for Years 7 to 11
 - "Business wear" sleeved blouse or round/vee-necked sleeved top/jumper for Sixth Form; white blouse for formal occasions
 - School tie for Years 7 to 11 (the wider end should reach the first blouse button above the waist-band)
 - School or, where appropriate, Prefect lapel badge for Sixth Form
 - School scrunchie for Years 7 and 8. A plain navy or black elastic hair band, or one that tones in with the colour of the hair for Years 9 to 11.
 - Alice bands or clips must be plain and either navy or black.
 - School blazer with appropriate badge for Years 7 to 11
 - Dark, tailored "business wear" suit for Sixth Form
 - School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
 - Long-sleeved pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
 - Pleated, knee length check skirt with elasticated waist for Years 7 and 8
 - Knee length check kilt for Years 9 to 11
 - Michaelmas and Lent Terms: Light grey knee-length socks (pulled up neatly) or grey, navy blue or black tights for Years 7 to 11.
Trinity Term: White knee-length socks (pulled up neatly) or white ankle socks, or grey, navy blue or black tights for Years 7 to 11.
 - Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible block heel for Years 7 to 11
 - Dark shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible heel for Sixth Form
 - Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football

scarves are not permitted. Hoodies are not permitted at any time with School uniform.

37. Boys' uniform is:

- White shirt (tucked inside the trousers) for Years 7 to 11
- School tie for Years 7 to 11 (the wider end should reach the first shirt button above the waist-band)
- "Business wear" shirt and tie for Sixth Form; Sixth Form School or Prefect tie for formal occasions
- School or, where appropriate, Prefect lapel badge for Sixth Form
- School blazer with appropriate badge for Years 7 to 11
- Dark, tailored "business wear" suit for Sixth Form
- School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
- Long-sleeved, vee-necked pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
- Plain black/dark grey trousers (no jeans, canvas or corduroy material) for Years 7 to 11
- Plain black/dark grey socks for Years 7 to 11
- Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Years 7 to 11
- Dark polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Sixth Form
- Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football scarves are not permitted. Hoodies are not permitted at any time with School uniform.

38. Non-School badges are not permitted unless authorised by the Head.

Insurance

39. Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal possessions of pupils. When valuable items are brought into School, such items should be covered by parents' own insurance.

The School Rules are kept under constant review and may be revised by the Head at any time. The Head reserves the right, in his absolute discretion, to refuse entry to the School to any pupil failing to observe Dress and Uniform Rules, and to rule on the acceptability of variations not explicitly covered by the Rules.

Mrs CY Gammon
Head
June 2017

REWARDS AND SANCTIONS

REWARDS

Principles

- ◆ Recognition through rewards encourages achievement
- ◆ Pupils are rewarded for academic attainment and effort and for positive contributions to the life of the School.

Practice

Good performance is recognised by:

- ◆ verbal praise
- ◆ written comments on work
- ◆ credits on work, to be recorded with the Form Tutor
- ◆ accumulation of credits is recognised by a certificate from either Head of Year, Deputy Head or Head
- ◆ platinum, gold, silver and bronze awards are made for the best credit accumulations at the end of the year
- ◆ School credit accumulations are added to House totals in competition for the Marsden Merit Cup, awarded annually at Prize Giving
- ◆ Assessment Sheet commendation
- ◆ Personal Learning Plan commendation
- ◆ award of certificates of subject merit by Heads of Department
- ◆ award of certificates of achievement; athletic and sporting
- ◆ all awards, including credit certificates and certificates of achievement, should be included in the pupil's Achievement folder
- ◆ award of House Colours
- ◆ award of School Colours for sporting achievement
- ◆ prizes at Prize Giving.

SANCTIONS

Principles

- ◆ Sanctions are designed to improve performance and to protect the School community
- ◆ Sanctions are imposed on individuals: indiscriminate group sanctions are discouraged
- ◆ Sanctions are applied for breaking School Rules, acting against the School Code and for wilfully committing harmful acts against others, property and self
- ◆ Pupils liable to sanction are entitled to give their version of events. Where the possibility of permanent exclusion exists there is a formal meeting ('hearing') as part of the process.

A member of staff may apply the following sanctions if a pupil fails to comply with the requirements made:

- ◆ verbal reprimand or warning
- ◆ change of seat
- ◆ repetition of work
- ◆ withdrawal of any privileges associated with working in class
- ◆ setting appropriate extra work
- ◆ use of pupil planner to send notes to parents
- ◆ referral on SIMS
- ◆ demerit
- ◆ detaining a pupil.

A member of staff may apply sanctions if a pupil fails to comply with the *School Rules*:

- ◆ Items which breach school rules will be removed and may be returned at the end of the day.
- ◆ offence-related punishments as appropriate: for example, removal of graffiti or clearing litter on School premises.

It is mandatory that any proposed escalation of sanctions beyond this point be referred as follows:

Referred to:

- ◆ Form Tutor, in the first instance in all cases
- ◆ Head of Department for academic insufficiency including failure to produce homework
- ◆ Head of Year for pastoral and behavioural breaches.

Thereafter, additional sanctions may include:

- ◆ Lunchtime Detention
- ◆ Thursday Detention
- ◆ Daily or Weekly Report for behavioural or academic shortcomings
- ◆ referral to a Deputy Head
- ◆ Head's Detention
- ◆ referral to Head
- ◆ fixed-term exclusion, internal/external (which includes a final warning)
- ◆ permanent exclusion.

Serious incidents may see the steps above by-passed.

INDEX OF INFORMATION FOR PUPILS AND PARENTS

ABSENCE (FOR 'ILLNESS' SEE P12) Rules 23 and 24 apply.

On return, the onus is on the pupil to make up any work missed. Should the absence be for an extended period, arrangements can be made to send work home; initial contact should be with the Form Tutor at all times.

ADDRESSES

The Head must be informed in writing of any change of address, both temporary and permanent, as a matter of priority. See also Contacts (*below*).

APPOINTMENTS

The Head and staff are always pleased to meet parents who wish to discuss academic or pastoral matters relating to their son or daughter. First point of contact will normally be the pupil's Form Tutor. Appointments may be arranged by telephoning or by writing to the Head's Personal Assistant, Miss Louise Newton (01254 686301) e-mail: Lnewton@qegsblackburn.com. We will always try to arrange meetings as swiftly as possible and sometimes, we recognise, there may be genuine emergencies that call for almost immediate contact. In all circumstances, for obvious safeguarding reasons, it is essential parents report to Reception rather than going straight to form rooms or staff offices.

BAGS

Pupils will need a book bag, satchel or rucksack of their choice, which can be any colour but brash and oversized logos are discouraged. The bag should be sufficiently robust to carry the weight of several books. Pupils will also need a sports bag which should be of a size to fit into a locker.

BUSES

Behaviour on the school bus service is overseen by the Deputy Head (Pastoral). In the event of inclement weather, there is an established procedure. If road conditions prove impossible for public transport, then School may not open. If the weather is such as to cause doubt, parents should, in the first instance, consult the website (www.qegsblackburn.com) where we will provide up-to-date information.

CALENDAR

The termly Calendar contains a list of School events and it can be found in your child's planner, an updated copy is circulated to pupils at the start of each term, and events are also listed in the calendar on the website (www.qegsblackburn.com).

CAREERS

The School runs a careers programme for all Year 7 pupils and above, designed by the Careers Department. ICT resources are central to this programme.

CHILD SAFEGUARDING

The School's Child Safeguarding Policy is available on the School website. Mr Vyse and Mrs Cox are the Designated Persons to whom Child Safeguarding matters should be referred in the first instance.

CLUBS AND SOCIETIES

Clubs and Societies are as shown on our website.

CONTACTS

The Head must be informed in writing of any change in emergency contacts, including e-mail address, as a matter of priority. See also Addresses (*above*). Parents are urged

to ensure that the School has up-to-date contact details when parents are away on business or on holiday.

CORRESPONDENCE

Correspondence should always be addressed to the Head in the first instance, except for notes sent to Form Tutors when pupils return from periods of absence.

Letters from the School to parents are sometimes sent home by hand. Parents are asked to remind pupils of their responsibility in this matter. Letters may also be sent home by e-mail, which is the School's preferred mode of communication. **If e-mails are not acknowledged within 48 hours/two working days; please phone to check, as this may mean a fault in the system.**

DAILY TIMETABLE

At the time of publication (June 2017), the daily schedule is currently as shown below. Any permanent changes to this will be communicated in writing at the appropriate time.

Senior School	
Registration	08:40-08:45
Assembly	08:50-09:05
1	09:10-10:00
2	10:05-10:55
Break	10:55 – 11:10
3	11:10 – 12:00
4	12:05 – 12:55
Lunch	12:55 – 13:55
Registration	13:55 – 14:00
5	14:05 – 14:55
6	15:00 – 15:50

E-MAIL

This is the School's preferred means of written communication so it is very important parents let us know an e-mail address that is frequently checked and that we are informed of any changes. Most routine communications are sent in this way. All staff can be contacted by e-mail by addressing as follows: first initial, surname @qegsblackburn.com, e.g. jbloggs@qegsblackburn.com. If you prefer, e-mails can be sent to Lnewton@qegsblackburn.com and these will be forwarded to the relevant member of staff.

EXAMINATION LEAVE

Pupils studying for GCSE and A levels are granted an extended study leave period, at the discretion of the Head, in the Trinity Term.

FORMAL OCCASIONS

There are various formal occasions during the School year. Prize Giving is held in September; in 2016 it will be on September 22nd: attendance is obligatory for pupils and **parents are urged to attend**. This is being held in the afternoon, at 2.30pm in King George's Hall. The Carol Service and Sports Day are events at which parents are also very welcome indeed.

Parents' Evenings held for each Year Group are also formal events and are dealt with separately under Reporting on Pupils (*below*).

HOMEWORK

Homework timetables will be issued to all pupils in September, however as a guide, at the time of publication, pupils in the Main School complete homework as follows:

KS3

- maximum of 2 homeworks per night
- Y7 2 x 30 minutes
- Y8 2 x 35 minutes
- Y9 2 x 40 minutes
- English, Maths, Languages twice per cycle; all other subjects once per cycle

KS4

- current homework schedule specifies far more work than is actually set
- Each task to be 40-45 minutes
- All subjects to set one homework per week
- Exceptions Maths and English – 2 homework per week
- Average 2 homeworks per night

The Sixth Form does not have a specific homework timetable: a minimum of 4 hours (AS level) and 5 hours (A2 level) per subject per calendar week is expected.

Pupil Planners are issued at the start of the year by Form Tutors to all pupils. The planner contains details of the amount of homework set each night. These are signed by parents each week and should then be counter-signed by Form Tutors. Form Tutors may write comments in the planner if they wish to bring a matter to the notice of parents. If a planner is lost there is a £5 charge for a replacement.

HOUSES

All pupils are assigned to one of six houses for competitive purposes. Each House is supervised by a Head of House, supported by other members of staff, and there is a weekly House assembly. Competition is annual: in all major sports for the award of the Arthur Holden Trophy; in non-sporting competitions and in gaining School credits for the Marsden Merit Cup.

ICT

At every level of the School we acknowledge the importance of and promote the use of ICT, hence our huge investment over the years, which has seen computers installed in a dedicated laboratory for Junior and Infant School pupils based in the Infant School, two general-purpose laboratories near the Library, a dedicated Maths Laboratory and a dedicated science ICT laboratory. We have also completed phase one of improving “remote access” which enables all pupils to work from home.

It is now the case that all pupils coming to us from our own Junior School and others have good ICT experience and can perform all the basic functions required to pursue the various subjects. They receive appropriate advice on internet safety and cyber-bullying too.

In line with expectations at all schools these days, ICT is used in all subjects and many individual lessons, as well as being required increasingly often for completion of homework. The requirements vary from subject to subject as to which particular skills are needed, but pupils receive advice on this related specifically to the subject in question.

Computing is currently taught as a stand-alone examination subject from Years 7 to 11 and this will progress into the Sixth Form from September 2017. Our experience is that young people use a variety of ICT skills consistently and efficiently as they approach all subjects these days, so that subject-specific advice will be key to ensuring they are in a strong position to tackle all the problems they are likely to encounter. There is, of course, a huge amount of expertise among the staff and these matters can be dealt with as and when they arise. Please note universities do not require formal qualifications in ICT.

ILLNESS (whilst at Home)

Pupils should not be sent to School in the first instance if they are ill. Parents must leave a message with Reception **before 09:00** and, on the pupil's return, **write a note in the pupil's planner for the Form Tutor**. See Rule 24, also Correspondence (*above*).

Any of the 'norovirus' symptoms (vomiting/diarrhoea) should mean that pupils are kept at home for **48 hours** so infection of other pupils is kept to a minimum. Similarly pupils who have had a temperature should be kept away for at least one fever-free day.

ILLNESS (whilst at School) Rule 12 applies.

Pupils must report initially to Reception. Any decision about sending the pupil home is made by the School in consultation with parents.

KIT FOR PHYSICAL EDUCATION AND GAMES Rule 34 applies.

Appropriate kit is to be worn at all times, as directed or advised by the Physical Education Department. Most of the kit can be purchased from Grays in Blackburn.

PE and Games Kit			
Boys	Tick List	Girls	Tick List
White polo top with school badge		White polo top with school badge	
Red shorts		Red skort	
White PE socks		White PE socks	
Training shoes (predominantly white with a non-marking sole)		Training shoes (predominantly white with a non-marking sole)	
Red/royal blue football socks		Red/royal blue football socks	
Tracksuit top (optional) with school badge		Tracksuit top (optional) with school badge	
Tracksuit bottoms (optional)		Tracksuit bottoms (optional)	
Football boots		Shin Pads	
Shin pads		Mouthguard (optional)	
Mouthguard (optional)		One piece black swimming costume (or full body swim suit if preferred)	
Black swimming trunks		White swimming cap with school badge and goggles	
White swimming cap with school badge and goggles			
Rugby shirt with school badge			

For reasons of safety, religious emblems or watches must not be worn during PE or games lessons.

LATENESS Rule 4 applies.

Pupils who are persistently late without good cause will be subject to sanctions befitting what is a serious offence. Attendance rates are extremely high here and our success depends upon pupils being in school.

LEAVE OF ABSENCE Rule 23 applies.

All medical and dental appointments must be booked outside of School hours, where possible. For rare appointments, where obtaining an appointment outside School hours is not possible, permission must be sought in advance from the Head and an appointment card or letter must be provided to the Receptionist, either before or after the appointment.

Leave will not be granted for holidays during term-time other than under absolutely exceptional circumstances and unauthorised absences may be liable for a Local Authority penalty notice. Leave will be granted for attendance at university interviews, but permission must be sought in advance from the Head. The onus is on the student to

excuse him/herself from lessons in good time, sign out at Reception, and to make up the work missed.

LIBRARY

The Library is a place for academic study, quiet reading and information retrieval using the ICT facilities provided. Library lessons with the Librarian are in place for all Year 7, 8 & 9 and will appear on your child's timetable. Pupils must abide by the rules of the Library at all times and respect that it is a quiet, serious and working place in school. Supervised Homework Club operates after school currently from 15:50-16:45. The Library management system is MLS Eclipse.net, an automated system that incorporates biometric data as part of the recognition system for all loans. This system ensures greater accuracy and security when items are borrowed. Further details about the system can be obtained from our Head of Library on 01254 686300 extension 337. Parents are asked to sign a consent form for the fingerprint technology involved. A PIN (personal identification number) is also given to all Library users to allow log in, both in school and from home, giving access to their own user area within the system, which is very much encouraged.

LOCKERS

Pupils are provided with a locker. Pupils must supply a padlock and two keys, one of which is kept by the Form Tutor. The pupil must assume responsibility for the locker and its contents. At the end of each term, pupils must take all kit home and, at the end of the academic year, remove everything.

LOST PROPERTY Rules 15, 17, 32 and 39 apply.

All possessions must be marked. If pupils lose anything, they should initially report the loss to their Form Tutor.

If a pupil finds an item, it must be handed in to the School Office. Named items will be returned via the Form Tutor. Unnamed items will be retained in the Lost Property Office and disposed of if not collected by the end of the term.

Whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, the personal possessions of pupils.

LUNCH

Lunch for all pupils in Years 7 to 11 is compulsory. In a long working day, having a midday meal is important. Arrangements for special diets may be discussed with the Catering Manager. There is always choice, including a vegetarian option. Pupils in the Sixth Form may choose to have a snack meal in the cafeteria of Singleton House or walk into town. Except under very special circumstances (e.g. medical) and only when specific permission has been granted by the Head in response to a written request, **packed lunches are not allowed.**

Lunch is signalled by a number of bells: one ring for Year 7, two rings for Year 8 and so on. On hearing bells, pupils proceed to the queue.

On occasions, pupils may require an early lunch. For a single event, the teacher-in-charge of the activity will make the necessary arrangements. Regular early lunches require a permanent early lunch pass issued by the Deputy Head (Pastoral). The pass must be produced at each early lunch: failure to do so will prevent access.

A cashless catering system is used (see SCOPAY on Page 16 for details).

MOBILE TELEPHONES Rule 18 applies

The School does not encourage pupils to bring mobile telephones to School. Telephones which are misused in School are liable to confiscation and must be collected at the end of the day from Reception. A repeat offence would become a disciplinary issue. Phones must not be used for texting or any other purpose when pupils are moving between lessons and must be switched off completely in all lessons.

MONEY

Pupils may not bring large sums of money to School. They should only bring cash required for travel.

MUSIC

Emphasis is on the practical aspect of music and, to this end, there are many varied musical activities in which pupils are encouraged to participate in addition to timetabled music lessons.

Orchestra rehearses once a week after School, performing at School concerts and accompanying School productions.

Jazz Band rehearses once a week during lunchtime and performs at School concerts and other events.

Wind Band rehearses once a week during lunchtime and performs at School concerts.

School Choir rehearses one lunchtime a week and, when a concert approaches, once a week after School. The choir performs at the Carol Service, Founder's Day and the main School concert. Pupils of all ages are welcome to join.

The Elizabethan Singers is an informal ensemble made up (variously) of parents, staff and friends of the School. They support School Concerts and Carol and Founder's Day Services and take an active part in raising funds for local charities.

Ensembles: pupils who have individual instrumental tuition are encouraged to join one of the lunchtime ensemble groups or to form their own.

Instrumental tuition is given on most orchestral instruments. Tuition is also available for guitar and voice. Instruments may be hired, subject to availability, but pupils are encouraged to buy their own. Lessons are arranged in School time on a rota basis. Lessons may be discontinued if half a term's notice is given in writing to the Coordinator of Music with a copy to the Bursar.

Public examinations: Music is an important part of School life and may be taken as an academic subject at both GCSE and Advanced levels.

For further information, please contact the Director of Music.

MEDICAL CONCERNS Rule 12 applies.

Please contact Reception directly if your son or daughter has a medical condition which might affect his or her activities in School.

Use of crutches in School: Please note it is essential we know **before his/her return to school** if a pupil will need to use crutches. There is a procedure for this in the interest of safety.

PHOTOGRAPHING PUPILS

The School photographs pupils for the twin purposes of internal record and external publicity. External publicity is defined in terms of newspaper items and the school website. **If parents do not wish their son or daughter to be featured in this way, then they should write to the Head who will ensure that their wishes are respected.**

Where appropriate, the School has major events recorded by an approved outside agency.

POLICIES

The School has policies on Admissions, Anti-bullying, Behaviour, Child Safeguarding, Complaints Policy and Procedure, Curriculum, Substance Use and Misuse, Special Educational Needs and Trips and Visits, although this list is not exhaustive. All policies are scrutinised and approved by the Governors. All policies are available for inspection on the School premises during the school day, on application to the Head. Alternatively, a printed copy of the relevant policy or policies can be sent by post to a parent or prospective parent, or policies can be e-mailed as an attachment if that mode of communication is preferred. The Child Safeguarding policy is, as required, on the School website, as are many others that are statutory.

Q-NEWS

Q-news is the School's newsletter. It is usually published mid-way through each of the Michaelmas, Lent and Trinity terms. It is complemented by *Q-review*, the School annual which is published in the Michaelmas Term. Both are electronic documents.

RECEPTION

School Office staff will be able to answer most enquiries you may have and are pleased to help you in any way they can.

The office is open Monday to Friday between 08:30 and 16:15 hours, except public holidays. When the office is closed, there is an answer-phone available.

The School's telephone number is: [01254] 686300.

RELIGIOUS OBSERVANCE

By tradition, Queen Elizabeth's has close links with the Cathedral and this is manifest in its broadly Christian ethos. Daily services, however, are inter-denominational in character and all Senior School pupils attend, as they do the Beginning-of-Year Service Carol Service and Founder's Day Service held in Blackburn Cathedral.

REPORTING ON PUPILS

There is some form of reporting to parents at least once each term. This may be:

- (a) A written report. This gives a detailed account by each subject teacher on attainment, effort and progress made. There is a summative comment by the Form Tutor. Every report is normally seen by the Head of Year and the Head.
- (b) A Parents' Evening. This represents a very important part of the reporting mechanism and parents are asked to make attendance a high priority. In Years 7 to 13, parents are accompanied by their son or daughter who must dress as for school.
- (c) Assessment sheets are issued to give parents a snap-shot of progress in each subject.
- (d) Examination sheets, following important internal examinations, in December and June.

Where family circumstances require a duplicate set of reports, the Head should be informed in writing.

ROUTINES

1. Pupils are expected to stand up when a member of staff or visitor enters a classroom and to allow visitors to leave a room first.
2. Pupils must use the Form Room allocated to them if remaining in school during break and lunch hour. Years 7, 8 and 9 must not use other pupils' Form Rooms, though this is sometimes relaxed in the years above.
3. Access to staff in the Common Room must be at the door closest to the Queen's Wing. Pupils should ask for the member of staff they wish to contact and wait quietly until they arrive.

SCOPAY

The system we use to run the cashless catering facility procedure is provided by a company called 'Vericool' (www.vericool.com) and it requires the pupil to place his or her finger onto a reader which will in turn deduct, from the pupil's account, the amount required to pay for the food selected. Parents or guardians will pay for the food items by making online payments through a system called SCOPAY, run by a company called Tucasi, which will also allow online payment for items such as school trips, Breakfast Club, After School Club, charity fundraising donations and items of uniform. **Parents are asked to sign a consent form for the fingerprint technology involved.**

SINGLETON HOUSE

Singleton House is the Sixth Form Centre of Queen Elizabeth's. It contains teaching rooms, a careers suite, a private study suite, a cafeteria and social area. Members of the Sixth Form are bound by the additional rules applied by the Singleton House Committee, which includes students.

TELEPHONE CALLS

Academic staff are most likely to be available to answer the telephone at break and lunchtime. Key members of staff, e.g. Heads of Year, have voicemail.

Telephone calls and messages to individual pupils cannot be taken by the School Office except in emergency.

Pupils have access to a pay-phone for outgoing calls only.

TEXTBOOKS

The School provides all textbooks and stationery required for all subjects. All textbooks must be handed in at the end of the Trinity Term or, in the case of Years 11 and 13, on specified days and unless pupils are informed otherwise by subject teachers. Any pupil who (a) fails to return a book or (b) returns a book in an unsatisfactory condition will be charged the appropriate amount on the bill.

THE OLD BLACKBURNIANS' ASSOCIATION [OBA]

The former pupils' association plays an important role in the life of the School. Its newsletter is incorporated in *Q-news* (above). The OBA organises various social events. These include the annual dinner in Big School at the end of the Michaelmas Term and dinners and/or networking events in locations such as London, Oxford, Cambridge and Manchester.

Pupils can become members of the OBA on completing their School career. Correspondence with the OBA is either via Mrs Taania Duckworth, at School, via email to tduckworth@qegsblackburn.com or via Reception.

TRIPS

At all times, pupils must remember that they are representing the School. When representing the School in a team sport, School uniform must be worn to and from the venue. Formal excursions to the theatre and university visits necessitate smart casuals. Members of staff will direct. Pupils whose behaviour or dress is unsatisfactory may not be allowed to go on trips.

TUCK SHOP

The School runs a tuck shop at break in Big School. A range of snacks and drinks is available for purchase. A cashless catering system is used (see SCOPAY on page 16 for further details).

UNIFORM Rules 35-38 apply.

WEEKLY REPORTS

These are issued for unacceptable work (Red) and/or for monitoring purposes (Grey). They may be employed

- (a) during the term if there is evidence from a number of subjects that a pupil is not making expected progress
- (b) on a subject basis
- (c) as an attendance card
- (d) at a pupil's or parent's request (grey Report Card only)

The pupil presents the Report Card for signing by the teacher at the start of each lesson and must remember to collect it at the end of the lesson.