



Founded in 1888

Queen Elizabeth's Girls' School

Educating Women of the Future

Year 6 Transition

Information for Families



2023/24

Contents Page

Headteacher’s Introduction	3
Our Ethos and Vision	4
The Senior Leadership Team (SLT)	5
The Year 7 Pastoral Team	6
Attendance and Punctuality	7
The School Day	8
Lesson change	8
Travelling to/from school	9
Break and lunch arrangements	9
The Canteen	10
Free School Meals	10
Equipment	10
Lockers	11
Jewellery in PE Lessons	11
Lost Property	12
Curriculum	13
Assessment and Reporting Arrangements	14
Assessment	14
Reporting	14
Progress	14
Behaviour	15
Rewards	15
Sanctions	15
Restorative approaches	15
Detentions	15
Mobile Phone Policy	15
Home Learning	17
What sort of tasks are set?	17
How much home learning is set?	18
How can Parents help?	18
Medical and Welfare	20
Medication	20
Allergies	20
School Uniform	21

Compulsory Items	21
Optional Items	23
Footwear	23
General rules regarding uniform	24
School Life	25
Enhancing the Curriculum	25
Visits and Journeys	25
School Council	26
Accessing Work from Home	26
E-Safety Guidance	27
What is E-Safety?	27
What is Social Media?	27
Cyber Bullying	28
Content Control	29
Common Risks with Social Media	29
Helpful websites	30
Child Protection and Safeguarding	31
Mindfulness	32
Term Dates 2023/24	33
Autumn Term 2023	33
Spring Term 2024	33
Summer Term 2024	33
Inset Days 2023/2024– Full day school closures	33
Getting in Touch	34
Pastoral and Curriculum Enquiries	35
Keeping Up To Date	36

Headteacher's Introduction

I am delighted to welcome you all to Queen Elizabeth's Girls' School. We hope that the years your daughter spends here will be happy and successful. We also hope that your daughter will endeavour to be fully committed to her learning and personal development. We make every effort to ensure that your daughter's transition from Primary to Secondary School is as smooth as possible and we have been very successful with this.

At Queen Elizabeth's Girls' School we encourage our students to take pride in our school and themselves, and to respect all others in our school community. The school is a place of learning and we will encourage your daughter to be excited by her studies and to develop a spirit of enquiry. It is our aim that she will achieve at the highest levels both academically and in her personal development, while she is a student here.

I hope that you will be fully involved in your daughter's education; research evidence shows that parental interest and support is the most important factor determining each child's success. We will make every effort to keep you informed of your daughter's progress and ask that you support us in all aspects of her education. If there is anything which may affect your daughter's learning or should you have any concerns about your daughter's progress, please contact her Form Tutor or the Head of Year 7 in the first instance. There will be a number of meetings when you will have the opportunity to talk to your daughter's teachers about her progress and about the curriculum she is following. We hope to see you at these meetings as well as the concerts and other events which are a feature of life in the school. The level of your commitment will be a determining factor in how much your daughter benefits from her time at school.

All parents are automatically members of QEGSA (Queen Elizabeth's Girls' School Association) which arranges a programme of activities, both social and fund-raising. A collaborative effort helps to make the school an even better place for your daughter.

This is a new phase in your daughter's education. The overriding aim of the staff here is to ensure that your daughter thrives and flourishes while she is with us. I look forward to meeting you all individually over the course of time and to sharing your pride in your daughter's achievements.

- Violet Walker, Headteacher

Our Ethos and Vision

Our school was founded in 1888 and since that time the school has built a strong tradition of excellence. Our vision for the future is to continue to develop our school to be sustainably outstanding, an inspiring school, at the forefront of girls' secondary education.

Our ethos is one of highest standards and expectations; excellence in all we do. Our belief is that all of our students are individuals; each should pursue excellence and develop their talents in academic, creative, physical and social skills. Collectively we are a community. Students and staff at our school have a love of learning; a process which is constant, regardless of time or place.

We encourage the development of each girl's inner resources, so that she acquires the wisdom and integrity to make positive choices in a rapidly changing world. Girls leave our school as well-qualified, confident, caring and happy members of their community, equipped to be capable of supporting themselves financially and contributing economically and socially to wider communities.

Our school values are summarised in the following words and their widest meanings:

Courage Courtesy Creativity Integrity Resilience Respect Wisdom

We recognise and appreciate that quality education requires close cooperation between the school and the home and we want parents to feel fully involved, participating in an active dialogue about their daughter's progress. The education of our students is the joint responsibility of the school, parents and the girls themselves and a successful partnership is vital for every student to gain maximum benefit from being here. We expect positive relationships between parents and staff. Further information can be found on our website under policies.

Our Home/School Agreement sets out the expectations we can have of one another and forms the basis of our partnership which I am sure will be positive and successful. Queen Elizabeth's Girls' School is a very good school. Our partnership can make it even better. The Home/School Agreement will be issued in September as part of Tutor Time and a copy will be sent home as well.

The Senior Leadership Team (SLT)



Mrs Violet Walker
Headteacher



Ms Colette Abimbola
Deputy Headteacher



Mr David Jones
Senior Deputy Headteacher



Mr Kenneth Laing
Assistant Headteacher



Ms Deepika Makkar
Assistant Headteacher



Mrs Tracie Parker
Assistant Headteacher



Mr David Robson
Assistant Headteacher



Ms Sonal Shah
Assistant Headteacher

The Year 7 Pastoral Team

The Year 7 team is led by:



Mrs Doel
Head of Year



Mrs Campbell
Associate Assistant Headteacher

Each student will be assigned to one of 7 tutor groups. All tutor groups are of equally mixed ability with as even a spread of children from different primary schools as possible.



Mr Callaghan
7ACH



Ms Hirani
7SHI



Miss Manolopoulou
7CMU



Ms Mildren
7SNM



Mrs Naing
7SNG



Mr Petrie
7RPE



Mr Roberts
7JRS

Attendance and Punctuality

It is very important that students attend school regularly as there is a clear link between full attendance and achievement.

If your daughter is going to be absent for any reason please call [020 8447 7922](tel:02084477922) and leave a message on the dedicated Attendance Line or e-mail: attendance@qegschool.org.uk before 8.40am. If you do not inform the school of your daughter's absence, an automated text message will be generated informing you that your daughter has been marked absent from school and to establish the reason for the absence. If a response is not received, her absence will be recorded as unauthorised. A text message will also be sent to you if your daughter has been marked late for school. Attendance and punctuality will be monitored regularly and we will contact you if we are concerned in any way.

Requests for leave of absence during term time should be avoided. This will only be granted in extreme, exceptional circumstances and requests must be made at least three weeks in advance to allow for the request to be considered by the Headteacher (we look at overall attendance, work record etc. as well as the circumstances of the request). The Government (Department for Education) requires that only exceptional requests should be considered; this does not include family holidays or family social events. There is a form for making requests for leave in extreme, exceptional circumstances, on the school website (or a hardcopy is available from the school office). If a parent does not make a request in advance or defies the decision of the Headteacher a Fixed-Penalty Notice (FPN) of up to £120 (per parent per child) may be issued by the Local Authority's Educational Welfare Officer (EWO).

If it is necessary to make medical or dental appointments in school time then permission must be requested in advance, with as much notice as possible:

- Email the attendance officer attendance@qegschool.org.uk to request an Exit Slip giving details of the time your daughter needs to leave and the anticipated return time.
- If you are unable to email please telephone the attendance officer and follow this up with a letter and appointment card, if available.
- Complete and sign the relevant section in your daughter's planner (this is usually printed on green paper at the rear of the planner).

On the day of the appointment your daughter should take her hospital letter or appointment card to her Head of Year to have her planner signed. Heads of Year are available before school to do this. She should then sign out at reception before she leaves, taking her planner with her to evidence her permission to leave the site.

Students who are late to school must sign in at Reception. If a student signs in late (without medical evidence) more than once in a week she will be eligible for an after school detention the following week. This is usually held on a Thursday from 3.15pm until 4pm. Parents will be informed of this by letter.

The School Day

Activity	Time	Location
Arrival (from)	8.00am	School gates open – students can wait in the canteen or library.
Registration	8.40am – 9.00am	Tutor base classroom
Period 1	9.00am – 10.00am	See individual timetable
Period 2	10.00am – 11.00am	See individual timetable
Break	11.00am – 11.15am	Outside or the canteen
Period 3	11.20am – 12.20pm	See individual timetable
Period 4	12.20pm – 1.20pm	See individual timetable
Lunch	1.20pm – 2.00pm	Outside or the canteen
Period 5	2.05pm – 3.05pm	See individual timetable
Registration	3.05pm – 3.15pm	Tutor base classroom

Lesson change

A claxon will sound for a couple of seconds at the times above and at:

8.35am As a warning that registration is about to commence

1.25pm As a signal for remaining students to make their way outside

All students should be lined up outside their designated room before the claxons sound, so that tutor time and lessons can commence promptly.

Travelling to/from school

Queen Elizabeth's Girls' School is well served by public transport and many students choose to walk to school. Being situated next to two very busy roads, a key aim of our School Travel Plan is to reduce the number of car journeys to school and to improve safety in the immediate vicinity. If it is essential for you to bring your daughter to school by car we would ask that you give serious consideration to either:

- Car sharing in cooperation with other families
- Park and Stride - dropping off your daughter further down the Meadway or in the car park in Fitzjohn Avenue so that she walks a short distance to school. This is good to encourage healthy lifestyles and helps to reduce congestion at the Meadway entrance.

Please do not drop off or block the entrance to the car park at any time, or park on the double yellow lines. It is very dangerous for girls to walk through the car park into school so please make sure that your daughter walks up to the school entrance by the post box. Regrettably we cannot offer car parking for parents/carers.

Break and lunch arrangements

All students must remain in school for lunch where they have the opportunity to attend extra-curricular activities, use the library or meet with their friends during the lunch break. We have an outdoor catering outlet situated in the upper courtyard which offers a variety of hot and cold take away items at break and lunch. Our main school canteen in the Meadway building is also open at break and lunch; the school hall is available for those with packed lunches at lunchtime.

We operate a cashless catering system in school where students use their thumb print to pay for items from their account. Student accounts can be topped up via a website called "Wisepay" (link available from our main school website) and there is also a cash loader in the canteen which accepts both coins and notes. Payments for all school services eg music tuition, lockers, trips etc should be made via Wisepay. For added convenience, a Wisepay smartphone application can be downloaded (please use the organisation code 67486334).

Please note that it will take a couple of days to set up student Wisepay accounts and so for the first few days of term in September, Year 7 should bring a packed lunch to school. Further details will be sent in due course.

For safeguarding reasons, students are not permitted to be in the upper floors of the school building at break and lunchtime. At lunchtime, the ground floor doors will

automatically close at 1:25pm to prevent access to the upper levels of the building. In the event of wet weather, there are designated internal areas, and of course during the Autumn and Summer terms, students can enjoy their lunch on our beautiful school grounds.

The Canteen

Our school canteen is operated by a company called Innovate. The food served in the canteen is nutritionally balanced and our kitchen was awarded a five star hygiene rating. For students who are in receipt of free school meals, they will have their meal allowance added to their account on a daily basis and in confidence. The amount they receive will buy them a hot meal and a drink each day, as well as a breakfast. Other meal deal combinations are also on offer, as advertised in the canteen and via our website. We are very pleased to inform families that all students can access the canteen for free porridge before 8:30am. They can also purchase half price food from 3:15pm. A menu and further information can be found on our website.



Free School Meals

We use an LGFL website where parents can quickly and easily check their daughter's eligibility for free school meals. It will also highlight eligibility for 'pupil premium' funding that the school can use to improve provision for your daughter (depending on her needs as determined by the school). In the past, this has included access to cultural trips (theatre/concert), extra English and maths lessons in small groups, private tutors, academic mentoring from professionals who work in the City and extra resources such as folders and revision guides. If you claim for free school meals, your daughter is not obliged to use the canteen if she would prefer packed lunches, but she could use her free school meal allowance in the canteen to buy breakfast before school or a snack at break time. There are also special 'meal deal' offers that are available on take away and hot food options.

We strongly encourage parents to consider logging in to www.fsm.lgfl.net in order to check their eligibility as this funding could make a significant difference to your daughter and QEGS. The website will give an immediate answer.

Equipment

Form tutors will carry out equipment checks each morning and there is an expectation that upon arrival to a lesson, students should take out their equipment and planner and lay it on their desk. All items should be labelled and we recommend that a pencil case is used.

The following items of equipment are required:

- Blue or black handwriting/ biro pen
- Highlighter pen
- Green biro pen
- HB pencils
- Coloured pencils
- Ruler (measuring centimetres)
- Eraser
- Protractor
- Compass
- Scientific calculator (these can be purchased from the school via WisePay early in September)
- Glue stick
- Round ended scissors
- Rough note book
- English and Spanish dictionaries (most students will also require a French dictionary)
- Reading book
- Pencil case

Lockers

Students will be given the use of a locker for the next five years in which to keep books and equipment. A £10.00 one off payment for this should be made in September (using WisePay) and a locker will be allocated by the Pastoral Support Officer. All lockers on site require students to provide their own padlock. Please ensure that a spare key is kept at home in case the main locker key is lost. For health and safety reasons, students will be expected to empty and clean their lockers at the end of each academic year.

Jewellery in PE Lessons

Only particular items of jewellery are permitted to be worn in school (see the section on school uniform). All jewellery must be removed, this includes earrings, before taking part in PE lessons and long hair must be tied back. Ideally, jewellery items removed should be placed in their individual named valuables bag eg small zip or drawstring bag.

Please note that if your daughter wants to have her ears pierced, we request that this is done at the start of the Summer holiday period so that there is sufficient time for the pierced area to heal. Plasters are no longer sufficient to cover recently pierced ears and this practice is not recommended in the BAALPE document of safe practice in Physical Education.

In exceptional situations, where religious adornments cannot be reasonably removed, these items are required to be secured safely and suitably covered to ensure that the health and safety of other participants is not compromised. Class teachers will make a judgement on a case by case basis.

Lost Property

Please enquire at reception if you have lost any items. We encourage all families to ensure that property, including uniform, is clearly labelled.

Curriculum

We operate a two week timetable consisting of 50 one hour periods. The timetable begins on a “Week A” and alternates between a “Week A” and a “Week B”. The pattern of lessons in each week will be completely different and so it is important to double check each evening in readiness for the following day.

The Year 7 curriculum:

English	6 hours	Design Technology	3 hours
Mathematics	7 hours	Art	2 hours
Science	6 hours	Computing	2 hours
Modern Foreign Languages	6 hours	Performing Arts (Dance, Drama and Music)	3 hours
Geography	3 hours	PSHE	2 hours
Physical Education	4 hours	Religious Studies	2 hours
History	3 hours		

Assessment and Reporting Arrangements

Assessment

As a school we track the progress that all students make throughout Key Stage 3 based on their starting point. Information we use to determine each students' starting point includes results from Key Stage 2 assessments, as well as our own baseline assessments completed during the first term of Year 7.

Each subject will assess student progress as an ongoing process. Parents/carers should look in exercise books regularly where you will find formative feedback on student progress and what can be done to improve.

Assessment without level descriptors and success criteria will be issued by each subject so that students can take ownership of their learning and can understand how to do well.

Reporting

Parents/carers will receive three data reports per year and will have an opportunity to meet with class teachers annually during Progress Evening (see school calendar on the website for key dates).

When you receive a report, information will be provided on Attitude to Learning and Progress for each subject. The progress descriptors we use can be seen below.

Progress

Exceptional progress	Student is currently making excellent progress and is working above their baseline threshold or at the top of or beyond the excellence threshold, and will exceed expectations by the end of Key Stage 3.
Good progress	Student is currently achieving well and is working towards the top end of their baseline threshold, and as a result could exceed expectations by the end of Key Stage 3.
Expected progress	Student is on track to achieve in line with expectations by the end of Key Stage 3 and is working towards the lower end of their baseline threshold.
Making less than expected progress	Student is currently working below their baseline threshold, and is not currently at the expected level of performance relative to their starting point.
Cause for concern	Student is currently working significantly below their baseline threshold, and is currently significantly below the expected level of performance relative to their starting point.

More detailed information to explain the reporting process will be issued ahead of the first report that we issue.

Behaviour

Positive behaviour underpins all aspects of a student's education. Good behaviour enables students to make outstanding progress and enables them to become socially responsible citizens, preparing them for life after education. We expect outstanding behaviour from all our students all the time, because we care about them and their futures. We manage behaviour so that we can provide calm, safe and supportive environments where students can learn and thrive.



Rewards

We believe in recognising, celebrating and rewarding achievement of all kinds. Our reward system is designed to celebrate successes and students are rewarded for following the rules.

Sanctions

We have clear expectations regarding behaviour and consequences for poor behaviour. Our system is based on a fair set of rules that will be applied by staff consistently and is based on giving students chances, choices and consequences.

Restorative approaches

The school is committed to a restorative approach as its first response to misbehaviour. Staff will use restorative language and questions to allow students to understand the impact of their behaviours.

Detentions

Detentions are used as a sanction in response to poor punctuality, lack of or poor quality classwork, lack of or poor quality homework and lower or ongoing behaviour concerns. 24 hours' notice is given for detentions that exceed 15 minutes and non-attendance at a detention results in an escalation to a longer detention.

Mobile Phone Policy

Students are not permitted to bring a smartphone to school. A smartphone is defined as any phone capable of taking an image or video, or being connected to the Internet. Students may however bring a 'non-smartphone', i.e. Nokia or similar phone to school providing that it is switched off and out of sight at all times. This means that once your daughter walks through the outer Meadway pedestrian gate, her phone must be switched off and out of site. Spot checks will be made and any phones that either do not conform or are found to be switched on will be

confiscated and retained by the school in accordance with our Behaviour for Learning Policy.

To assist, here are some examples of non-smartphones for illustrative purposes only:



Home Learning

There are several reasons why home learning is set:

- to help students to develop the practice of regular independent study, so that good routines are established in preparation for the sixth form and further study
- to develop perseverance and self discipline, and to help students to learn how to organise their own work and time
- to consolidate and assimilate work studied in school
- to practise skills learned in school
- to permit more ground to be covered, and more rapid progress to be made
- to enable work in school to concentrate on those activities requiring the teacher's presence or the use of specialised equipment
- to open up areas of study not accessible in school, and to facilitate and encourage the habit of independent reading of relevant materials, and the use of materials and sources of information not available in the classroom.

Home learning also has a role in the school's assessment system, and a record is kept by your daughter's subject teachers.

What sort of tasks are set?

A wide variety of tasks may be set, including, but not limited to:

- reading, or making notes on written material
- creative, analytic or descriptive writing
- making own notes, re-drafting, writing up notes taken in class
- practice in mathematical or scientific problem solving or procedures,
- drawing: diagrams, posters
- research for extended work or projects
- thinking, learning facts, learning or practising procedures
- revision for tests or examinations
- research using the Internet

In order to help your daughter to organise herself, every girl is issued with a planner in which she records details of the work set for every home learning, and the date when it should be completed by. We ask that parents check these each week and sign them at least on a weekly basis. The planner can also be used as a channel of communication between parents and the school.

How much home learning is set?

In normal circumstances in Year 7, the total is about one hour each evening. It is the policy of the school that home learning is always set, except occasionally in the very first and last few days of a term. We balance the setting of home learning by keeping to a home learning timetable. This will help your daughter to manage her workload and it will avoid deadline clashes. If, after having checked the home learning timetable, your daughter appears not to be receiving the appropriate home learning, please contact your daughter's form tutor.

Naturally, children work at different speeds, so home learning will take longer for some students than others. If there is a repeated problem over home learning taking much longer than it should, we encourage parents to contact the school. Similarly, the school will contact parents if there are frequent problems over home learning which parents could help resolve.

How can Parents help?

Understandably, some parents feel that there is little they can do to help with home learning, but in fact there are many ways in which all parents can help their children, particularly younger children, by encouraging and supporting them, checking presentation, handwriting and spelling, testing what has been set to be learned, listening to them reading what they have written, asking them to explain what they have been studying.

These are all ways of helping your daughters to appreciate the importance of home learning and to look afresh at work done so that they can identify and correct for themselves mistakes or areas of misunderstanding.

The parents who form the most positive relationships with their daughter regarding home learning are those who endeavour to help their children to work at their own pace, and at the same time to see that they have time for their own interests. Give your daughter time to have a break from the school day on arrival from home and time to evolve their own method of work. They should be helped to work out a routine for themselves, since what works for one in the family does not necessarily work for another.

Making rules about when home learning should be completed is not a simple matter and not always necessary. Some students are good at organising their time. It may seem easy enough to say 'No TV until you have finished your home learning' but this can lead to rushed completion of home learning that does not do justice to the learner. On the other hand, home learning which begins very late is equally unlikely to be completed well.

As students progress through the school, they will increasingly be expected to work effectively on their own, and home learning can be an invaluable midway stage between teacher directed learning in the lower part of the school, and the independent learning necessary to be successful in Sixth Form studies, and in further and higher education.

Most older children will work best in a room by themselves, but younger children sometimes need the company and encouragement of a parent or older family member, and a form of supervision at first. If any family has a particular problem about providing a quiet place for study, they should contact school. The school runs a home learning club after school each day. There are subject workshop sessions and the Learning Resource Centre is open until 4.15pm so there are plenty of opportunities for girls to study in school at the end of the school day.

Medical and Welfare

If your daughter is taken ill at school the Medical and Wellbeing Officer will contact you. This is why it is essential that we have more than one telephone number on file. Should your contact details change at any point, please notify us of the changes in writing so that we can update our records.

Medication

If your daughter has an Asthma inhaler she must keep this with her at all times, as well as giving the medical officer a spare inhaler to be kept in case of an emergency. Similarly, if your daughter carries an epi-pen she must keep this with her at all times and the medical officer must be given a spare one. Medication, for example pills for headaches/period pains, prescriptions etc., shall be given only with the written request and permission of parents/carers. They must be in their original packaging and provided for the Medical and Wellbeing Officer to administer.

Allergies

There are children in the school who are highly allergic to many chemicals in particular, perfume and spray deodorant. In severe cases this allergic reaction can cause the person to have an anaphylactic reaction or severe asthma attack. We therefore ask students not to bring aerosol sprays to school. If a student should bring a spray perfume or aerosol can to school, it will be confiscated. A roll-on deodorant is acceptable as part of a student's PE kit.

Similarly, some children in the school have peanut and/or nut allergies. Peanuts and nuts are common food allergies and reactions can be fatal. Without medical treatment a person can die within minutes of eating even tiny amounts. Peanuts and nuts leave a residue that is hard to remove from utensils, containers and table tops. In order for the school to have an environment that is safe from peanuts and nuts we need your cooperation and commitment. Parents/carers of students are requested not to provide food containing nut products within the premises/grounds including for charity cake sales etc.




School Uniform

Students are required to wear their uniform correctly at all times while in school but also when travelling to and from the school since students represent us in the wider community during those times.



Due to the school's heritage and its name's connection to the Royal Family, our name and logo are Registered TradeMarks by special permission of the Lord Chamberlain's Office, with conditions under which the name and logo can be used. To meet these conditions, we have agreements and special permissions for Smiths Schoolwear and Uniform4Kids only, to provide our uniform. Please note therefore that any other supplier who claims to stock our uniform, is giving you false information and is selling counterfeit products of lesser quality.

Compulsory Items

		
Navy blazer with Tudor rose logo	Light blue kilt with Tudor rose logo*	Light blue long sleeved open neck blouse
		
Light blue short sleeved open neck blouse	Black opaque tights	White lab coat

		
<p>White apron</p>	<p>Navy School polo shirt for PE lessons/sports</p>	<p>Navy School shorts for PE lessons/sports</p>
		
<p>Navy School tracksuit top for PE lessons/sports</p>	<p>Light blue sports socks for PE lessons/sports</p>	<p>Navy School leggings for PE lessons/sports</p>
		<p>School Shoes & Sports Trainers (see below for details)</p>
<p>Navy or black swimsuit</p>	<p>Swimming cap (with student name on outside)</p>	

**This item can be substituted for tailored navy trousers (see below)*

Optional Items

		
Navy tailored 'smart' trousers	Navy v-neck sweater with Tudor rose logo	White ankle socks (for use 1 st May – 30 th Sept)
		
Plain black or navy outdoor coat Various Suppliers	Plain navy scarf for outdoor use Various Suppliers	Discrete plain black or navy hairband or ties Various Suppliers

Footwear

Appropriate footwear can be purchased from any supplier, providing it meets the requirements stated below. Images are for illustrative purposes.

	
School Shoes Leather or leather-look plain black flat formal shoes (no plimsolls, Converse, Vans or boots)	Trainers Comfortable sports trainers with non-marking soles (plimsolls are not permitted)

General rules regarding uniform

- ✓ All items of uniform MUST be clearly labelled with your daughter's name.
- ✓ Kilts must be **just below** the knee when purchased and should not become more than 5cm above the knee as your daughter grows.
- ✓ Kilts should not be rolled and the whole QEGS logo should be visible.
- ✓ Hair coverings worn for religious reasons must be plain, undecorated navy or black.
- ✓ No make-up is permitted and this includes false eyelashes.
- ✓ Nail polish and nail extensions are not permitted.
- ✓ Hair must be of a single natural colour.
- ✓ Jewellery must not be worn except:
 - A small plain matching pair of silver or gold ball studs which can only be worn at the bottom of each ear lobe.
 - A small religious symbol on a long chain which must be worn inside the blouse, out of sight. *Jewellery will have to be removed for any practical activities.*



Enhancing the Curriculum

We run many extra curricular clubs at QEGS. We encourage all students to take part in at least one club per week:

- *Journalism Club*
- *Languages Club*
- *Rounders Club*
- *Crest Club*
- *Homework Club*
- *Swimming Club*
- *Athletics Club*
- *Around the World Cooking Club*
- *Choir*
- *Orchestra / Jazz Band*
- *Music Keyboard Club*
- *Drama Club*
- *School Production*
- *Bollywood Dance Club*
- *Art Club*
- *Debate Club*
- *Police Cadets*

We also encourage students to set up their own clubs and societies in conjunction with members of the Sixth Form.

Visits and Journeys

Your daughter will have the opportunity to go on curriculum and life skills related trips throughout her time at QEGS. These include:

- Science Museum
- Big Bang Fair
- Design Museum
- Theatre Trips
- Art Gallery Visits
- Year 8 French Trip
- Geography Trip to Iceland
- Year 7 Team Building Day
- Ski Trip
- Duke of Edinburgh Award and expeditions

School Council

We first established a School Council to represent the students in 1930. This makes the school something of a pioneer in 'Student Voice'. Some 80 years on, the school remains committed to encouraging our students to be active citizens of the school community.

The School Council is elected at the beginning of each academic year on the basis of 'one student, one vote' on an all-school election day. It is chaired by the Head Girl. The other 16 members include three representatives of each Year Group 7 to 11 and one Sixth Form representative who also acts as School Council Secretary. There is a designated member of staff with responsibility for ensuring good communication between the School Council and the staff. The school council:

- Meets once a fortnight
- Represents students and gives them a voice on how the school is run.
- Enables students to identify issues that concern them about the school and to communicate those concerns to teachers and school management.
- Has an input in the drafting and implementation of new school rules and policies.
- Gets to meet with the Headteacher at regular question and answer sessions and liaise with the local police on issues affecting students.
- Provides an opportunity for students to acquire valuable citizenship skills and to contribute to the school community

Accessing Work from Home

We are a Google school and we make extensive use of Google Classroom and the full range of GSuite applications. Through Google Drive, your daughter can access school work from home. In some subjects, home learning is submitted online.

E-Safety Guidance

E-safety is taught in school as part of Computing and the pastoral programme. Detailed information for parents can be found on the school website.



We strongly advise all parents/carers to regularly monitor their daughter's use of the internet. The use of social networking sites may not be a particular issue for your daughter at the moment but it is likely to become so as she moves up the school. Whilst these sites have a positive value in enabling family and friends to keep in contact, there is no access to social networking sites on the school computer system. Most social media apps and sites eg Facebook, Twitter and Instagram should not be used by anyone under 13 and accounts will be closed down by the operators if they become aware that this guidance is being abused. It is very important that parents ensure their daughters use these sites in an appropriate way and do not post any comments or images that could be considered offensive or intimidating. All too often the school has to deal with the misuse of these apps/sites which has occurred out of school. These incidents are treated very seriously and can require the involvement of our Police School Liaison Officer.

What is E-Safety?

E-safety refers to the safe and responsible use of technology. It therefore covers a wide range of topics such as Internet safety, use of mobile devices, viruses, social media, cyberbullying and electronic communications. The use of ICT brings a great number of benefits however it is important that you are also aware of the threats that exist.

What is Social Media?

Any online service that allows social interaction with others. Social media sites and trends in their usage tend to vary but here are some key sites to be aware of:

- Facebook
- Twitter
- Ask.fm
- Tumblr
- Houseparty
- Instagram
- WhatsApp
- Snapchat
- Periscope
- Yellow
- Tik Tok

The minimum age for use of the above sites varies between 13-16 years of age. Within Queen Elizabeth's Girls' School, all of the above sites are blocked by our filtering system.

Each app/site offers different functionality and has different areas of risk. They all publish their privacy policy and so it would be worthwhile looking for this, however here are some general pointers:

- Keep to the highest possible privacy settings (e.g. 'friends' only visibility).
- Never accept a friend request from an unknown person—be discerning.
- Avoid uploading personal photographs as once uploaded, they can be shared with others even when removed from the site.
- Never publish personal details e.g. contact details or an address.

Cyber Bullying

Often cyber bullying can be particularly distressing as students tend to be very well connected and there are a number of ways of making contact. In particular, inappropriate use of social networking sites, mobile phones and email tend to be particular concerns.

To tackle cyber bullying, it is always important to gain evidence wherever possible. This could be in the form of a print out or a photograph. If using a computer, the “Print Screen” button can be used to take a snapshot of what is on the screen (which can then be pasted into a document). This can be found on most keyboards.

Many websites also display the “Report Abuse” button which allows users to report concerns directly to a police organisation called CEOP. Look for the following icons on websites:



We always advise students that it is important to discuss any concerns with a parent/carer or a teacher at the school as cyber bullying can lead to police involvement.

Content Control

It is possible to restrict content that users of the Internet are permitted to access by amending a few web browser settings. This will need to be carried out on each browser but the process is very similar.

Internet Explorer

1. Open Internet Explorer
2. Click on the “Tools” menu (or hold Alt-T) and choose “Internet Options”.
3. Click on “Security” and then click “Restricted Sites” and the “Sites” button.
4. Enter website addresses for websites that you wish to restrict.
5. You can also enable the “Content Advisor” to apply automatic filtering by clicking on the “Content” tab then on “Enable” for the Content Advisor.

Common Risks with Social Media

Although each site/app differs, there are some common risks which should be avoided:

- Status updates and uploaded content can be 'tagged' to indicate others involved in the content but also a location can be displayed (e.g. Barnet High Street). It is therefore possible to broadcast information to others inadvertently eg a home address.
- Privacy settings can be too low leading to a public profile. We recommend private 'friends only' profiles—click the username to change account details.
- Remaining logged in can allow others access to the account.
- Anonymous posting – sites/apps which allow this are highly dangerous as it is difficult to challenge unkind or inappropriate posts due to the anonymity.

In common with other schools locally and nationally, we have become increasingly concerned about the growing number of incidents involving social media.

As a school, our number one priority is to ensure that your daughter is working towards reaching her full potential, both academically and socially, in a safe environment. Unfortunately, the negative use of social media taking place mainly outside of school is impacting on students' ability to achieve this and as staff we are finding ourselves in a position where we are dealing with social media issues on a regular basis, at the expense of our core duties.

We have found that the majority of social media activity is taking place outside of school hours, but the fall-out from this then transfers into school the following day. A great deal of time is being spent on dealing with these issues and this will be impacting on learning of the students involved. As a result of this, we take strong

action against students who are found to be using social media for negative purposes and this usually involves contacting the Police.

We feel it is also important to inform you that some statements that can be written on social media sites are deemed illegal and could lead to prosecution. The school may also decide to exclude students internally (in the internal exclusion room) or externally, whilst persistent abuse of social media could result in permanent exclusion.

In order to help prevent abuse of social media we need your support in the following ways:

- Regular monitoring of your daughter's mobile phone/ devices, such as tablets and laptops as well as desktop computers
- Discussing the dangers of social media with your daughter and encouraging positive use of social media
- Implementing time restraints on the use of devices
- Encouraging your daughter to participate in extra-curricular or external clubs to broaden her interests

If your daughter discusses a friendship issue with you, please encourage a mature approach for moving forward e.g. not gossiping amongst friends or putting messages on social media.

Helpful websites

www.thinkuknow.co.uk/parents

Produced by CEOP (Child Exploitation and Online Protection Centre).

www.kidsmart.org.uk

A range of attractively presented information on e-safety split up by topic.

www.saferinternet.org

A European network of information centres for e-safety. Close links to CEOP.

www.youtube.com/user/ceop

A selection of video clips aimed at students which help to reinforce key e- safety themes.

www.bbc.co.uk/webwise/topics/safety-and-privacy/

Practical ideas for promoting e-safety.

www.common sense media.org

A rating and information sharing website by and for parents and carers

Child Protection and Safeguarding

The Department of Education, through Working Together to Safeguard Children (DfE 2020) and Keeping Children Safe in Education (DfE September 2023 – updated usually in September of each year), places a duty on organisations to safeguard and promote the well-being of children and young people. At Queen Elizabeth's Girls' School we are fully committed to safeguarding and promoting the welfare of all our students. On occasion, a student may disclose information of a sensitive nature to a member of staff. When this happens, staff will listen and explain clearly and calmly to students that information about their safety may mean that other people have to be informed in order to support and safeguard them. They cannot promise to keep such information confidential.

When a member of staff has any child protection or welfare concerns about a student, they have a duty to report these concerns to the Designated Safeguarding Lead (DSL) in the school. In dealing with such instances we are legally required to follow Barnet and Pan-London procedures which may require us to involve the local social care office.

Queen Elizabeth's Girls' School takes its Safeguarding and Child Protection responsibilities very seriously. We work closely with the Local Authority and other appropriate external agencies to ensure the welfare of all our students. If you have any concerns about a child's welfare, please contact the School Office who will put you in contact with a member of the Safeguarding team. To raise awareness of our Safeguarding posters are on display throughout the school:

Need someone to talk to? Something making you unhappy?



Your Form Tutor and Head of Year are available for you to speak with if you have any concerns, or if anything is making you or your friend/s unhappy.



If you have an extremely serious concern, please go straight to **Mrs Parker, Assistant Headteacher.**

Mrs Parker is our **Designated Safeguarding Lead (DSL)** and her office is next to room 217.

Mindfulness

Queen Elizabeth's Girls' School is part of the Oxford University Mindfulness Research program. Our trained teachers have been teaching Mindfulness techniques to a variety of year groups. We have received a lot of positive feedback from students who have been part of the MiSP **.b**

.b' stands for 'stop' and 'be', capturing an important life-skill: being able to step back from the 'busy-ness' of habitual activity and the relentless chatter of the mind. This offers greater space and clarity to make choices that support well-being in many ways.

At its most basic level, mindfulness helps train your attention to be more aware of what is actually happening, rather than worrying about what has happened or might happen. We learn to bring greater curiosity to whatever it is we experience. Jon Kabat-Zinn, the founding father of secular mindfulness, described this skill as 'being alive and knowing it'.

If you would like to know more about the MiSP project please see:

<https://mindfulnessinschools.org>

Term Dates 2023/24

The most up to date version of our term dates can always be found on our website in the “Parents and Carers” section.



Autumn Term 2023

First Half	Tuesday 5 September 2023 - Friday 20 October 2023
Half Term	Monday 23 October 2023 - Friday 27 October 2023
Second Half	Monday 30 October 2023 – Wednesday 20 December 2023
Wellbeing day	Friday 24 November 2023 (school closed)

Spring Term 2024

First Half	Monday 8 January 2024 - Friday 9 February 2024
Half Term	Monday 12 February 2024 - Friday 16 February 2024
Second Half	Monday 19 February 2024 – Thursday 28 March 2024

Summer Term 2024

First Half	Monday 15 April 2024 - Friday 24 May 2024
Half Term	Monday 27 May 2024 - Friday 31 May 2024
Second Half	Monday 3 June 2024 - Wednesday 24 July 2024

Inset Days 2023/2024– Full day school closures

Monday 4 September 2023
Wednesday 6 December 2023
Friday 5 January 2024
Tuesday 2 July 2024
Thursday 25 July 2024

Please note that school finishes at 12:20pm on the final day of each full term.

Getting in Touch

General Enquiries

office@qegschool.org.uk

Tel: 0208 449 2984

Student Absence/Late

attendance@qegschool.org.uk

Tel: 0208 447 7922

Medical Queries/Information

medic@qegschool.org.uk

Finance/WisePay Queries

accounts@qegschool.org.uk

Examinations

examinations@qegschool.org.uk

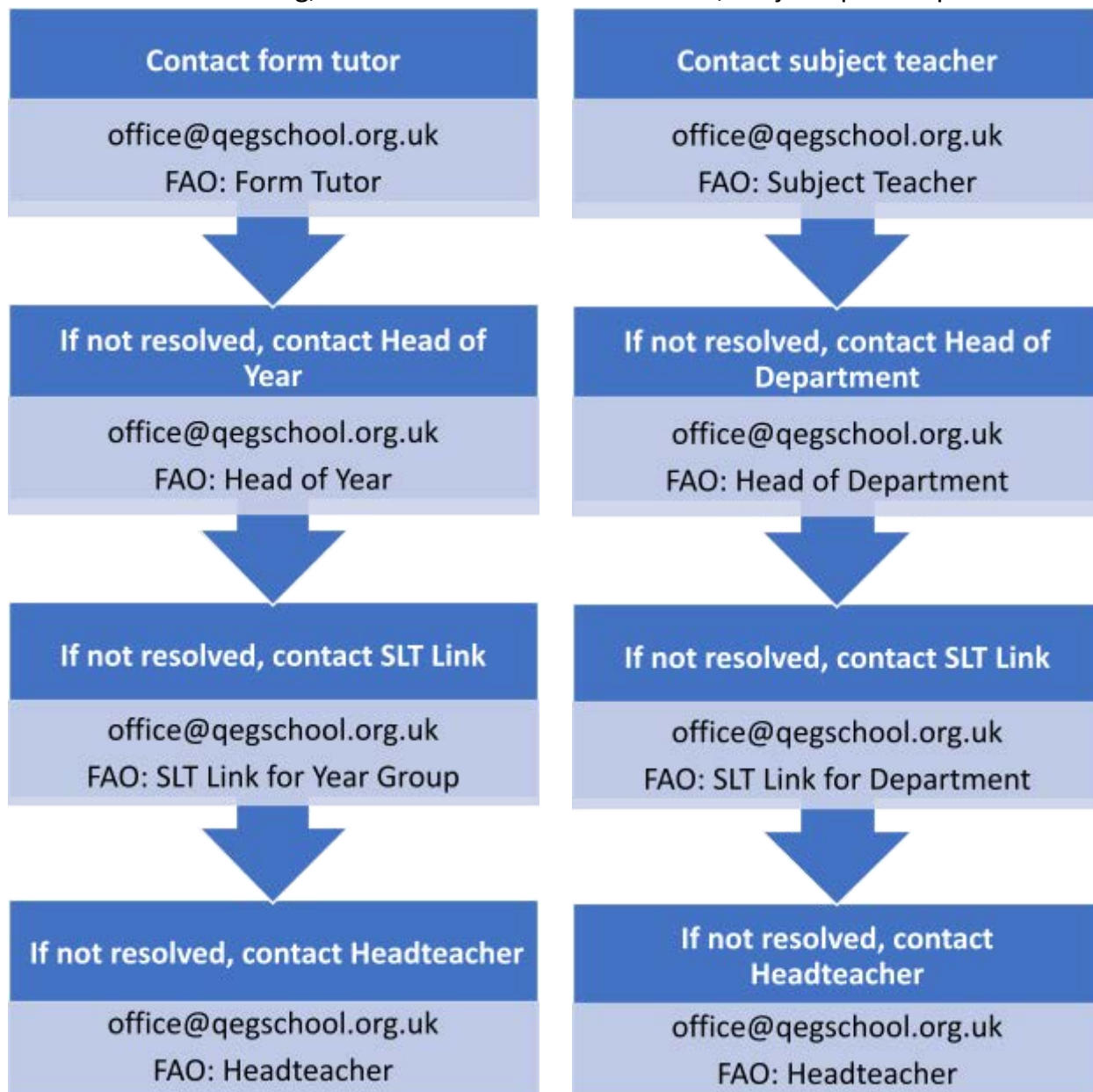
Data/Reports

datasupport@qegschool.org.uk

Pastoral and Curriculum Enquiries

Pastoral enquiries eg behaviour, attitude, home learning, welfare

Curriculum enquiries eg progress in lessons, subject specific questions



If you are unhappy with the decision of the Headteacher, you may contact the Chair of Governors by emailing office@qegschool.org.uk FAO Chair of Governors.

Keeping Up To Date

Please remember to keep your contact details up to date, particularly your email address and emergency telephone numbers. Where possible, we aim to communicate digitally via email and so please add the school email addresses to your allowed/safe lists. office@qegschool.org.uk and our bulk email provide email address 3024208@sims-communications.co.uk

Our school calendar is in a digital format and you can view it online by following the link to the right. It details information about assessments, visits and journeys and whole school events.



For more detailed information about the school, including policies, news, events etc please visit our website: www.qegschool.org.uk .

You can also follow us on twitter [@qegsbarnet](https://twitter.com/qegsbarnet) www.twitter.com/qegsbarnet