



Friday 19th July 2019

Dear Parents and Carers

Summer is here apparently. The end of term has come hurtling toward us as it always does and no doubt both students and staff will be ready for a restful and enjoyable break, to recharge with energy ahead of the next academic year.

We are looking forward to welcoming our new Year 7 students in September along with our new Year 12 students. During August there will be some minor capital works in school, as much as are a priority and that we can afford through ring-fenced funds. I will be writing to you in September to talk more about the impact on our budget, of government funding for schools. Despite what we hear in the news, funding in real terms has been increasingly reducing over at least the last six years.

A focus for the school this term has been safeguarding due to necessary changes in our processes regarding actions that support safe use of social media and bringing the school in line with others, regarding intermittent routine security checks involving the police school safety team.

Of note and something I would like to draw your attention to at this time is the wealth of sporting activities, opportunities and competitions in which the girls have given a strong account of themselves, earning certificates, awards, medals, trophies and prizes along the way. In the final assemblies this morning, students were particularly delighted to hear about sporting and other extra-curricular achievements of their peers, already having celebrated academic achievements during the Year Group Assemblies throughout this week. As it always does, the term culminated with the Private View of Examination work in Art, Photography and Design and Technology; a showcase for the talent, flair and entrepreneurial skills of our students and their teachers. Everyone who was fortunate to see the exhibition was in complete awe of the very high quality of work produced again this year.

I am grateful to families and committee members for their support of QEGSA, our School Association. QEGSA has helped to develop community and raise funds for the school. Its work models for our students, the important value of service to others.

On Friday last week we celebrated International Day. It was a successful repeat of the day last year. Students and staff really joined in the spirit of the day, experiencing and enjoying diverse cultural activities. Thanks are due to everyone and particularly to Ms Piper and Ms Myatt for all their organisation and planning of the day. Also thanks in particular to the School Council where the idea of International Day was initially developed.

This term we are saying *Goodbye* to a small number of staff members and look forward to welcoming new colleagues in September. I know I am repeating myself but we are fortunate to attract high calibre staff and those we have recruited will enrich our team of dedicated professionals. I am pleased that the very small number of leavers have secured posts that bring promotion or enable staff to achieve a better work-life balance by relocating to schools abroad or for one staff member this year, to find the right time to contemplate retirement from working. I know you join with me in wishing them all well in the future.

The covers for the next academic year's Student Planner, for KS3 and KS4, have been designed by our students. Remember the Planner contains much of the information you will need to support your daughter in her daily timetable and it is also the first line of contact with school, via a note to your daughter's Form Tutor in the appropriate space for each week. By signing the Planner on a weekly basis, you support a dialogue with School that can raise early awareness of any matters you wish to bring to our attention and vice versa. All school letters are available on the School Website together with the School's News and Events Items, Twitter Feeds, the School Calendar and much more besides. Please take the time to visit the Website at <http://www.gegschool.org.uk/>

I am taking this opportunity to provide some information to families ahead of September. I hope it gives helpful clarity on a number of matters.

Information relevant to the 2019-20 academic year

It has been an exceptionally busy year with all students and teachers working hard until the end of the academic year. The summer weeks will provide plenty of opportunity for us all to recharge and refresh ourselves for new academic year ahead.

We would like to take this opportunity to give some information to families and students of upcoming changes and events as well as some expectations as the term draws to a close. This will include developments with safeguarding, social media and technology, a new home school agreement, parents' evenings, progress review weeks, information evenings and uniform.

School Dates

Autumn Term 2019	
First term	Tuesday 3rd September – Friday 18th October
Half term	Monday 21st October – Friday 25th October
Second term	Monday 28th October – Wednesday 18th December*
Non School Day	School Closure on FRIDAY 22nd November
Half Day Staff Insets	Thursday 3rd October, Wednesday 4th December
Spring term 2020	
First term	Monday 6th January – Friday 14th February
Half term	Monday 17th February – Friday 21st February
Second term	Monday 24th February – Friday 3rd April*
Half Day Staff Insets	Monday 6th January (late start), Tuesday 4th February
Summer term 2020	
First term	Monday 20th April – Friday 22nd May
May Day	FRIDAY 8th May

Half term	Monday 25th May – Friday 29th May
Second term	Monday 1st June – Friday 17th July*
Half Day Staff Insets	Thursday 18 th June, Tuesday 7 th July

*Please be aware that at the end of the Autumn, Spring and Summer terms the students will be dismissed from 12pm.

School half day INSET Dates

Students will be dismissed from the school site after their P3 lesson (from 12.20pm)

You will be aware from 2018-19 that the school have developed their staff CPD (Continuous Professional Development Programme) to allow staff training to take place over a range of strategically placed half days to support their teaching development throughout the year.

The training is part of the school's annual planned programme of professional development for all staff. As a result of this, school will close for students at 12.20pm after period 3 on all dates apart from Monday 6th of January when students will be expected to arrive at 11.20am for morning registration.

Homework club will not be available on the days outlined. Students who are entitled to Free School Meals will be able to collect lunch at break time.

School will open at the usual time on the day after each half training. Other key dates will be available in the student planner in September.

The staff training half days are listed below.

- Thursday 3rd October 2019
- Wednesday 4th December 2019
- Monday 6th January 2020 (late start for registration at 11.20am)
- Tuesday 4th February 2020
- Thursday 18th June 2020
- Tuesday 7th July 2020

Non School Day in the Autumn Term

On Friday 22nd November the school will be closed. The academic year for staff and students has been organised to allow flexibility with frequent INSET/Training Days spread throughout the year. This flexibility has permitted us to designate a day in the longest term, as a non-school day, that will benefit all students and staff in the lead up to the end of the longest half term. In particular Year 11 will have completed their mock exams for Art and Speaking for Spanish and French. The following two weeks there will be a complete programme of mock exams that will closely mirror the GCSE schedule in May 2020. We will review its usefulness and impact at the end of the academic year and adapt accordingly.

Return to school dates and times

Year 7 and Year 12 return to school on Tuesday 3rd September while Years 8, 9, 10, 11 and 13 will return on Wednesday 4th September. On both days morning registration starts at 8.35am.

The specific arrangements for the first day back for each year group are outlined in the tables below.

Arrangements for Tuesday 3rd September 2019

Year Group	Arrival time	Assembly start time	Assembly finish time	Photographs and Biometrics	Lunch start time	Departure time
7	8:40am Met at gate by SLT and Peer Listeners	8:40am	9:20am	From 9:30*	1:00pm	2:00pm
12	8:40am Breakfast in 6th Form Common room	9:20am	9:40am	From 10:00*	1:20pm	1:20pm

Venue for assemblies: Hall

Arrangements for Wednesday 4th September 2019

Year Group	Arrival time	Assembly start time	Assembly finish time	Lesson Start	Lunch start time	Departure time
7	8:40am	N/A	N/A	Period 3	1:00pm	3:15pm
8	8:40am	9:10am	9:30am	Period 3	1:20pm	3:15pm
9	8:40am	10:10am	10:30am	Period 3	1:20pm	3:15pm
10	8:40am	10:40am	11:00am	Period 3	1:20pm	3:15pm
11	8:40am	8:40am	9:00am	Period 3	1:20pm	3:15pm
12	8:40am	9:40am	10:00am	Period 3	1:20pm	3:15pm
13	8:40am	9:40am	10:00am	Period 3	1:20pm	3:15pm

Assemblies Schedule 4/9/19

Time	Year Group	Venue
8:40am	11	Hall
9:10am	8	Hall
9:40am	6th Form	Hall
10:10am	9	Hall
10:40am	10	Hall

Students will be registered in their form rooms and taken to the Main Hall for assembly at the appropriate time. Students will receive their new timetables and planners and will begin preparation for the new academic year.

Information Evenings for 2017-18

We will be hosting Information, Progress and/or Parental evenings for each year group this year. Please see the table below for the correct date. More information regarding the makeup and timing of the evenings will follow from the Heads of Year and SLT Link.

All Students	INSET Day	Monday 2 nd September 2019
Years 7 &12	Induction day for new students	Tuesday 3 rd September 2019
Years 8, 9, 10, 11 & 13	First day of school	Wednesday 4th Sept 2019
All Students	PSHE Rolling Programme P1	Tuesday 1st October 2019
All Students	Early closure (INSET - afternoon)	Thursday 3rd October 2019
Year 11	Progress Review (invited students)	Wednesday 9th October 2019
All Students	PSHE Rolling Programme P1	Friday 1st November 2019
Year 12	Parents' Evening	Wednesday 6th Nov 2019
Year 7	Pastoral & Progress Evening	Thursday 7th November 2019
Year 13	Parents' Evening	Tuesday 12th November 2019
All Students	Early closure (INSET - afternoon)	Wednesday 4th Dec 2019
All Students	Early closure (INSET - morning)	Monday 6th January 2020
Year 11	Parents' Evening	Thursday 16th January 2020
All Students	PSHE Rolling Programme P1	Wednesday 22nd Jan 2020
Year 12 & Year 13	Parents' Evening (invited students)	Thursday 30th January 2020
All Students	PSHE Rolling Programme P1	Tuesday 4th February 2020
All Students	Early closure (INSET - afternoon)	Tuesday 4th February 2020
Year 9	Parents' Evening	Thursday 6th February 2020
Year 7	Parents' Evening	Wednesday 12th Feb 2020
Year 9	Options Evening	Monday 24th February 2020
Year 8	Parents' Evening	Thursday 5th March 2020
Year 10	Parents' Evening	Thursday 19th March 2020
Year 11	Progress review (invited)	Monday 30th March 2020
All Students	Commemoration day	Thursday 7th May 2020
All Students	Early closure (INSET - afternoon)	Thursday 18th June 2020
All Students	Early closure (INSET - afternoon)	Tuesday 7th July 2020
All Students	PSHE Rolling Programme (AM Reg)	Friday 10th July 2020

Uniform expectations and standards

All students are expected to wear the correct school uniform at all times. This includes when travelling to and from school. When wearing our uniform students represent Queen Elizabeth's and are role models in the community both inside and out of the school grounds. The uniform standards for Queen Elizabeth's Girl's school are published in the school planner.

While the list below is not exhaustive it looks to remove any elements of fashion or trends. The school will respond in kind when these occur.

Jewellery and piercings

The message on jewellery and piercings has always been consistently communicated. It is reinforced on a daily basis and such items are confiscated for collection at the end of the half term. Each instance of incorrect uniform is recorded and when there are five instances we deem the infringement to be persistent and a student will have a day in internal exclusion.

Students are allowed only a small plain silver or gold stud (matching) worn in each ear lobe. Students are allowed a small religious symbol worn inside the blouse (and covered).

We do not allow piercings to be worn on the tongue, gum, inner lip, cheek, eye brow, wrist, nose or upper ear (only the bottom of the lower ear lobe is allowed).

Returning from holidays with piercings is not acceptable. The same rules apply. Students will be in Internal Exclusion until they remove the items.

Socks, Tights and skirt

Given the warmer weather we currently allow for white ankle socks to be worn instead of the standard black tights. This will be the provision until the 1st of October. Annually, the option of white ankle socks will be from the 1st of May until the 1st of October.

- Opaque plain black tights are the uniform standard all year.
- White ankle socks are allowed from the 1st May until the 1st October.
- Skirts must be worn to the knee or no more than 5 centimetres above.
- Plain black tights means there should be no patterns of any sort.
- The white ankle socks should not be frilly, coloured, have a bow or a design of any description including sports logos.
- Any other colour sock is not permitted.
- Rolling up the skirt is not permitted.
- All new skirts for Years 7 & 8 must have the new rose design.

School shoes

- Sensible flat walking shoes in black leather/leather look.
- Trainers, boots, Vans, Converse and casual shoes are not permitted.
- Trainers are not to be worn.
- If a student is wearing trainers they must report to their Head of Year.
- The Head of Year will verify why shoes are not worn and will work with families to agree a suitable way forward.
- Students without the appropriate socks, tights or shoes may be presented with some by the Head of Year and will be required to wear them.

Nail polish, false nails, hair and make up

- No nail polish colour or style is allowed. Students will be instructed to remove it.
- False eye lashes are not permitted.
- Each day will be recorded as a uniform infringement.
- Students found to have excessive make up will be instructed to take it off.
- Only natural hair colours are permitted, grey, blue and pink hair are not natural colours. This also applies to any hair accessories.
- Hair should not be shaved below a grade 3.
- Only the prescribed hair bands are permitted to be worn.
- Any other hair accessories are not permitted, including metallic adornments and fabric intertwined with the hair.

Accessories

- Toys and fashion trends, like slime and fidget spinners, are not permitted.
- Aerosols, perfume and sprays of any kind are not permitted. They constitute a prohibited item that will be confiscated.

This list is not a definitive and exhaustive list and may be added to at any time by the school and communicated with students and families.

Smartphones

You will be aware that the school conducted a survey in March 2019 around wellbeing and technology. This provided some input into how to move forwards with technology, while the operational conditions within the school for staff, and the impact within school on students, formed the basis for a decision moving forwards.

The link below is the letter outlining the request for parental feedback for wellbeing and technology.

<https://www.gegschool.org.uk/attachments/download.asp?file=3690&type=pdf>

The feedback from this information gathering exercise and subsequent operational change within the school was communicated by letter. Please use the link below.

<https://www.gegschool.org.uk/attachments/download.asp?file=3775&type=pdf>

We are aware that we have a number of students who may present as being particularly vulnerable. In particular, these may be students that are:

- supported through an Educational Health Care Plan
- may have an underlying long term medical conditions (Type 1 Diabetes, etc.)
- subject to a Child Protection Order or other significant safeguarding concern

The provision will extend on this limited basis to logging the phone in and out of the school office and safe on a daily basis. There isn't a provision or capacity to extend this beyond those clearly defined groups of students. We allow a basic phone and this should be sufficient from a safeguarding perspective for students to travel to and from school in safety. While some families have taken to using tracking technology the school cannot extend to making provision for them (similar to the vulnerable student groups) due to capacity, logistics and precedent.

We have sourced some possible mobile phones that are not technologically advanced and have provided the following information. To assist families, we note two website links for mobile phones which meet our specification of a non-smartphone. The links below are intended to exemplify a suitable phone (should families wish to purchase one) but there are of course many other similar types of phone available. We understand that phones can be on either a contract/pay monthly or pay as you go basis. Some also offer a dual SIM card facility so that it is possible to reuse an existing SIM.

https://www.amazon.co.uk/Nokia-Single-Mobile-Phone-2017-Black/dp/B074PZBQZS/ref=sr_1_1?keywords=brick+phone&qid=1563530469&s=electronics&sr=1-1

https://www.amazon.co.uk/Unlocked-Mobile-Seniors-Lightweight-Durable/dp/B07NQG11JB/ref=sr_1_6?keywords=brick+phone&qid=1563530469&s=electronics&sr=1-6

Please note that the school does not have the capacity to verify each make/model of non-smartphone, we kindly ask families to review the specifications that were previously circulated.

Screening, Searching and Confiscation

In March 2019 a letter was emailed to families and put on the school website in direct reference to an Electronic Archway and how the Department for Education has guided schools and given them powers to act in support of safeguarding students and staff.

<https://www.gegschool.org.uk/attachments/download.asp?file=3685&type=pdf>

We had the police in to support the school during the weeks beginning July 8th and 15th. It was vitally important that in order to get an accurate baseline (to support determining impact and improvement) we had to protect the integrity of the monitoring and therefore students and staff were not informed until the monitoring. The monitoring itself is almost identical to what you would expect to see and experience when travelling through an airport.

Moving forward we will be conducting screening of this sort once a half term (albeit not necessarily for each year group) or whatever frequency that the school and police can map together given competing demands. This will be used next year in screening adherence to the new operational approach to the management of smartphones on the school site. We will also have a number of wands next year to support more ad hoc screening around the school site. These have been offered to schools, for free, via the Department for Education and through the Metropolitan Police.

I would like to take this opportunity to outline the following with regards screening, searching and confiscation:

- Any medication whether over the counter or prescribed needs to be given to the Medical and Welfare Officer. For the safeguarding of individual students and others, no medication is permitted to be freely on a student.
- Aerosols and perfumes are not permitted due to the high number of students that have breathing related difficulties.
- No sharp objects including, scissors are allowed.

We do not need permission to carry out these duties because these activities are designed and sanctioned by the Department for Education to ensure your daughter is kept safe.

We will be distributing a new Home/School Agreement in September based on Health and Safety, Safeguarding and Behaviour. All students, parents/carers and Heads of Year will sign these to say that everyone is aware of what is expected from them.

Safeguarding Information

It is important that we can safeguard your daughter in every way possible. Please ensure that:

- We have at least 2 emergency contacts for your child (one of these should be somebody other than parents)
- if you change your address and/or telephone numbers please inform the school office immediately
- we can only change our records for student names/ parental responsibility if we see evidence from a court order

- if your child needs medication during school hours please let our nurse know and send the medication in a named bag
- you update us promptly about any changes to your child's medical history as soon as possible.

I look forward to seeing our students who took Public Examinations, on Results Days in August. Please check the Website regularly for information and any updates on arrangements for collection of results. I look forward to welcoming our Year 11 students into our Sixth Form in September and I wish leavers, the very best of everything in the future. As usual, to all our families, I wish you an enjoyable and restful summer break with your daughters, other family members and friends.

Yours faithfully

A handwritten signature in cursive script that reads "Violet Walker".

Violet Walker
Headteacher