



arts colleges



Science



Queen Elizabeth High School, Hexham

Sixth Form Guide 2011/12

A specialist performing arts and science college





Produced by Queen Elizabeth High School, July 2011

Further copies are available from:

Lower School Support Office or Hydro Office
Queen Elizabeth High School
Whetstone Bridge Road
Hexham
Northumberland
NE46 3JB

Or in PDF format downloadable from the QEHS website - www.qehs.net

Contents

Aims	4	Special Educational Needs.....	15
Contacts.....	4	Anti-Bullying.....	15
The Year Team.....	5	Medical Information and Medication	15
Concerns.....	5	Emergency Contact	15
The Role of the Tutor.....	5	Travelling to/from School	15
Academic Tutoring, Parents' Evenings and Reports	6	Road Safety.....	16
Student Guidance.....	6	Personal Belongings	16
Learning in the Sixth Form – The Step Up ..	7	Lost Property	16
Curriculum Expectations.....	7	No Smoking	17
Curriculum Enrichment and Enhancement	8	Parent Partnership Group.....	17
Transition and Progression.....	8	Multi-Agency Working.....	17
Student Voice	8	Making Payments.....	18
Financial Support for Year 12 Students	9	Accessibility	18
Conduct	9	Publications	18
ParentMail®	9	Policies.....	19
Sixth Form Café.....	9	Methods of Communicating with the School	19
Dress Code	10	Senior Members of Staff.....	20
Performing Arts	10	The Governing Body	21
Science.....	10	Consent and Information Sheets.....	21
Timing of the School Day	11		
Term Dates and Holidays	12	Appendices	
Attendance and Absence	12	Sixth Form Agreement	Appendix i
Registration	12	Absence Management Procedure..	Appendix ii
eSafety	13	Option Change Process	Appendix iii
The Learning Resource Centre	13	Student Guidance Programme .	Appendix iv
Connexions and Careers Advice	14		
School Health Advisers.....	14		

Aims

We aim to ensure that:

Through effective guidance:

- all students begin Year 12 on appropriate courses
- all students are able and encouraged to enrich their curriculum through taking additional courses and other study opportunities
- all students have the opportunity and are encouraged to take part in extra curricular activities
- all students make informed and appropriate progression choices for their next step after the Sixth Form

Through effective teaching:

- students fulfil their potential

Through regular monitoring, review and intervention:

- students are aware of their progress and attainment
- students are advised on how to reach their potential
- students receive support in managing any problems they are encountering

Above all we want all students to have a positive and enjoyable experience in the Sixth Form at Queen Elizabeth High School.

For student and parent aims see appendix (i) - Sixth Form Agreement.

Contacts

Sixth Form Enquiries

Queen Elizabeth High School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB
Sarah Bates - Sixth Form Office Manager: 01434 610317 (email: sixthform@qehs.net)
Please direct all email enquiries through Sarah Bates.

Absence Line

01434 610317

Learning and Guidance Co-ordinators

Year 12 - Gordon Whitfield: 01434 610317 (email: gwhitfield@qehs.net)
Year 13 - Sheila Turnbull: 01434 610317 (email: sturnbull@qehs.net)

Learning Mentors

Yr 12 - Rebecca Ruddick: 01434 610317 (email: rruddick@qehs.net)
Yr 13 - Michelle van den Berg: 01434 610317 (email: mvandenberg@qehs.net)

Director of Sixth Form

John Hill: 01434 610317 (email: jhill@qehs.net)

Exams Office

Andrea Burn: 01434 610353 (email: anburn@qehs.net)

Special Educational Needs

James Andriot (SENCo): 01434 610321 (email: jandriot@qehs.net)

The Year Team

The Year Team consists of a Learning and Guidance Co-ordinator, a Learning Mentor and form tutors. Your son or daughter will have the same Year Team during Years 12 and 13.

Concerns

If you have any concerns about your son/daughter or their progress during their time with us, then please let us know. You can contact the Year Team with any concerns - see contacts section. We can provide a private room for meetings if requested.

The Role of the Tutor

Every student in the Sixth Form has a form tutor.

Tutors offer students support and advice outside of their academic subjects.

Tutors are integral to the termly academic tutoring processes we have in place (see page 7).

Tutors advise students on appropriate progression routes and are responsible, with senior staff, for completing references for university and employment.

The tutor manages absences which have not been accounted for.

In addition to the above, the tutor is the primary means of communicating all school information to students.

In short, the tutor has an overview of his or her tutees' activities in all areas of their experience in the Sixth Form.

Tutors meet with their students (tutor group) every day for registration and for one hour every Wednesday morning for student guidance period (see page 7).

Academic Tutoring, Parents' Evenings and Reports

On three occasions in the year students will meet with their tutor for academic tutoring. Data about each student's progress is collected from their subject teachers; the student will then discuss their strengths and their areas for development with their tutor. Together specific targets will be identified for the student which will be reviewed at their next academic tutoring. Details of the targets set, the target reviews and also predicted grades will be recorded in student planners.

Parents' Evening

Year Group	Date
Year 13	Monday 17 October 2011
Year 12	Monday 12 December 2011

Reports

Year Group	Date
Year 12/13	Friday 30 March 2012

Reports are available to view online and all parents will receive a username and password to allow them to log in and access their child's report. Parents will be given the opportunity to opt out of online reporting if they wish to receive reports by post. To access an online report go to <https://w1.qehs.net:8020/eportal/>

Data

Date Published	Data	Report
Wednesday 9 November 2011	✓	×
Wednesday 18 January 2012	✓	×
Friday 30 March 2012	✓	✓

Dates correct at July 2011

For more information and contacts please refer to the school website - www.qehs.net

Student Guidance

The Student Guidance lesson occurs every Wednesday morning between 9.05 - 10.10am (lesson 1). Attendance at these sessions is compulsory for all students, unless stated otherwise.

During Year 12 and 13 the programme aims to:

- Support students in their studies; helping to ensure good academic progress.
- Give advice on progression into employment / higher education; helping students make the right decisions when leaving school.
- Offer guidance on wider personal, social and moral issues; helping students become responsible adults.

- Offer opportunities for enrichment, allowing students to broaden their curriculum programme. Tuesday afternoon sessions are now the main focus for this.

See appendix (iv) for a detailed weekly breakdown of the Student Guidance Programme.

Learning in the Sixth Form – The Step Up

Students in the Sixth Form will be studying fewer subjects than they did in the lower school, but the workload and academic level at which they will be working will be significantly higher. Students will be expected to do a lot more independent learning than they have done in the past. It is recommended that students should spend the same amount of time working outside lessons as they spend inside lessons; approximately five hours per subject per week. This time should be used for completing specific homework tasks set by subject teachers, as well as unprompted independent study such as wider-reading, research and revision of lesson notes.

Many students find this change difficult and take a while to adjust. It is really important to be prepared for this change. To make this adjustment successfully it is important to:

Quickly establish a routine of time set aside in the evenings for school work

Make sure that the space for work at home is quiet and free from distractions

Make effective use of the student planner to record homework tasks, coursework deadlines, etc.

Limit paid employment to a maximum of ten hours per week; evidence has shown that anything more than this has a significant impact on academic performance

Make effective use of study periods and the study facilities available in school

There is an expectation that homework will be set at the end of most Sixth Form lessons. Sixth Form students have always got work they could be doing!

Curriculum Expectations

We expect all students to follow a full programme of study in Year 12. All students will start with the equivalent of 4 AS levels; after the first half term those students with mainly C grades at GCSE may be able to reduce their programme of study to three subjects. This will be agreed through individual discussion with the Learning and Guidance Co-ordinator and the Learning Mentor. Students who have not achieved English Language or Mathematics GCSE grade C will be expected to re-sit.

For guidance on changes to curriculum see appendix (iii) - Option Change Process.

Curriculum Enrichment and Enhancement

As universities and employers are finding it increasingly difficult to distinguish between candidates based on academic qualifications, it is vitally important that students do things in addition to their main programmes of study in order to enhance and enrich their profile. In addition to this we want to help students to have a well-rounded sixth-form experience, from which they gain more than just qualifications.

From September the majority of students in years 12 and 13 will have no timetabled lessons periods 4 or 5 on a Tuesday. This has been set aside for them to enrich their academic studies. This might take the form of doing an additional qualification to compliment their studies (such as an Open University course or an Extended Project Qualification (EPQ)), or some form of volunteering or work experience (such as supporting a department within school or volunteering elsewhere in the community).

All students will be expected to do something with the time. In September students will make their choices and agree this with their form tutor. To help them decide there will be a "Freshers' Fair" event on Tuesday 20th September, and a brochure containing details of options available to them.

Students who make the most of this enrichment time will greatly increase their chances of securing employment or a university place.

Tim Burdon is the Sixth Form Enrichment Co-ordinator (email: tburdon@qehs.net).

Transition and Progression

Transition refers to the movement of students from Year 11 into Year 12 and from Year 12 into Year 13.

Progression is the movement of students out of the Sixth Form - for a few students this will be at the end of Year 12 and for the majority at the end of Year 13.

At each of these stages it is vital that students make appropriate choices and all of our support is geared to ensuring that both students and parents are well informed and have the opportunity for individual support and advice.

Student Voice

The student body is represented by an elected executive committee, made up of a President, Vice-President, Social Secretary, Treasurer, and Secretary. This group has regular meetings to discuss issues of importance to the student body, represent their views to the staff and co-ordinate social events.

There is also a Sixth Form Council made up of representatives from each tutor group. This is run by the Sixth Form president. As well as these two bodies, sixth formers play a valuable role in forming student panels

which contribute to important processes such as curriculum reviews and the appointment of new members of staff.

Financial Support for Year 12 Students

In recent years Sixth Form students have been eligible to apply for a means tested maintenance allowance; this was the Education Maintenance Allowance or EMA.

The EMA has now been withdrawn and has been replaced by a 16-19 Bursary Fund. This fund is much reduced from the EMA and is targeted at only the most vulnerable young people.

We shall provide parents with details of this fund and how it is to be distributed early in this academic year.

Conduct

Sixth Form students are expected to behave appropriately and set a good example to other students especially those younger than themselves. Smoking is not allowed on site or in the immediate vicinity of the school.

The full Behaviour Policy is available on the QEHS website - www.qehs.net.

ParentMail®

The school is registered to use ParentMail®, which enables us to communicate electronically with home. This facility allows you to receive letters and reminders from school direct into your home email account and we hope it will be a significant improvement in communication between school and home.

If you have not registered for ParentMail® and would like to do so, there is a registration form enclosed with the pack and it can also be downloaded from the school website. Once registered, you will be sent a confirmation email and login details to keep your account updated with any changes in email address. Through ParentMail®, we send home a weekly Sixth Form Bulletin which contains higher education, (full-time/part-time) employment information, apprenticeship and gap year opportunities.

Sixth Form Café

School meals are provided by Creative Management Services Ltd. From September 2011 the school will be operating a biometric cashless meals system which allows students to buy their lunch using biometric thumb recognition or a PIN number. Money can be added to the system by cheque or cash using one of the

reevaluation stations situated around school. If a student qualifies for free school meals the monetary value is automatically added to the system.

Sixth Form students have their own café situated in the Hydro building offering breakfast, a range of sandwiches, panini, salads, pasta and a daily choice of two hot dishes. It is open from 8.30am - 2.15pm (closed for registration and student guidance period). Students may take food from the café into the Winter Gardens social area. We encourage students to use the Sixth Form Café rather than the lower school canteen.

All students will be issued with a pin number if they do not wish to have their thumb scanned. Money can be added to the card either with cash using the machine located in the lower school or by cash/cheque directly to the kitchen.

Dress Code

Sixth Form students are not required to wear uniform but are expected to be suitably dressed for the school environment. 'Suitably dressed' is at the discretion of the headteacher/chair of governors. Bare shoulders, midriff, offensive slogans and sports shorts are not appropriate. Hats and caps should only be worn outside.

Performing Arts

QEHS is a performing arts college and the creative and performing arts are part of every student's entitlement up to the age of 16. The school works closely with arts organisations locally, nationally and internationally, hosts artists in residence and has a substantial and vibrant programme of extra-curricular activities. Many staff are arts practitioners, as visual artists, writers and performers. The school has the Arts Council England Artsmark gold award.

Specialist status has allowed us to:

- employ specialist teaching and support staff;
- improve facilities and equipment in music, drama and dance;
- introduce new courses in dance and the Performing Arts;
- work in new ways with partnership schools and our community

More information about Performing Arts at QEHS can be found [on the website](#).

Science

As a school with science specialism, QEHS offers a range of science courses at GCSE, from Single Award to Triple Award. The department has a track record for innovation. We were a 21st Century Science (C21S) pilot school, part of the Learning Skills in Science (LSS) pilot, as well as offering the Advancing Physics 'A' level course and

the Salter's Chemistry 'A' level course as well as an increasingly popular Applied AS/A2 course.

Science specialism has allowed us to work with science and technology organisations to run a variety of events from national lecture tours to a year 11 STEM careers day. We have worked with partner schools on number of projects, including enquiry based learning. We have a Higher Level Teaching Assistant in the department who is able to work with students to improve their progress.

Science is taught in specialist biology, chemistry and physics laboratories, many of which have been refurbished and upgraded in recent years. There is also a dedicated computer room to support science teaching, which is used heavily in the A level physics course. Most laboratories are equipped with multimedia equipment.

Timing of the School Day

Registration	8.55am
Period 1	9.05am
Period 2	10.10am
Break	11.15am
Period 3	11.35am
Lunch 1	12.35pm
Period 4	1.15pm
or	
Period 4	12.35pm
Lunch 2	1.35pm
Period 5	2.15pm*
End of school day	3.20pm
* School finishes at 2.15pm on a Tuesday every fortnight for staff training.	

Assembly - Every Tuesday registration in the Main Hall.

Break and Lunch time

Students are not allowed off premises at break time but are at lunch time. Food is available from the Sixth Form Café and from the lower school canteen but we strongly encourage students to use their café.

Term Dates and Holidays

Start of Autumn term	Tuesday 6 September 2011
Last day of half-term	Friday 21 October 2011
Return to school	Tuesday 1 November 2011
Last day of term	Friday 16 December 2011
Start of Spring term	Tuesday 3 January 2012
Last day of half-term	Wednesday 8 February 2012
Return to school	Monday 20 February 2012
Last day of term	Friday 30 March 2012
Start of Summer term	Monday 16 April 2012
Last day of half-term	Friday 1 June 2012
Return to school	Monday 11 June 2012
Last day of term	Friday 20 July 2012

Dates correct at July 2011

Staff Training Days
Monday 5 September 2011
Monday 31 October 2011
Thursday 9 February 2012
Friday 10 February 2012
Friday 17 February 2012
Monday 3 September 2012

Public Holiday
Monday 7 May 2012

Attendance and Absence

Planned absence (e.g. university open days, medical appointments). Please inform the Sixth Form Office in advance, telephone: 01434 610317. Students should also inform their teachers and collect work.

Holidays should be taken during school holidays. The headteacher may authorise a holiday in term time **only in exceptional circumstances**. Holiday forms should be collected from the Sixth Form in advance of any holiday being booked.

Unplanned absences. Please telephone the Sixth Form Office as soon as possible, preferably before 9.30am on the first day of absence. Telephone: 01434 610317. There is an answer machine to leave a message if no one is available to answer the phone.

Good attendance is vital to student achievement and academic success. For the Absence Management Procedure see appendix (ii).

Registration

This is from 8.55am to 9.05am in tutor rooms five mornings a week. On Tuesdays it will be in the lower school hall for assembly. Registration is a vital part of the school day where notices are read out and information passed on. Attendance at registration and assembly is compulsory. Regular absence from registration will be followed up by the form tutor. **Students are expected to be in their tutor rooms by 8.55am.**

eSafety

QEHS takes eSafety very seriously. We have a detailed eSafety policy (available via the school website) that covers all aspects of electronic safety and it is reviewed at least annually.

We aim to educate everyone connected with our school community. In order to maximise the extent of this education, we:

- have annual training for all staff;
- deliver education to the students through the tutorial/assembly programme;
- provide a DVD for all new parents (KnowITAll for Parents);
- have a dedicated section on the school website, which includes the ability to report suspicious online behaviour direct to CEOPs (Child Exploitation and Online Protection Centre).

All internet access is logged. Filtering occurs at two levels, firstly by the county-provided ISP (DurhamNet) and secondly within school, maintained by our Network Manager. We find that with this dual layer of filtering we are better placed to respond to unsuitable online sites.

All students/parents and staff are required to sign the Acceptable Use Policy. This covers things such as internet use and equipment use within the school.

Students can bring laptops into school provided parental permission is given. Personal laptops can only be used in lessons with permission from the subject teacher.

Students also have guidance notes on eSafety in their planners which they are required to sign. This contains information on the Acceptable Use Policy, mobile phones and laptops. If you have any questions, please do not hesitate to contact the school.

The Learning Resource Centre

The Learning Resource Centre (LRC) is situated on B Floor in the lower school building.

The LRC supports teaching and learning within the school by offering access to a range of relevant printed and electronic resources. The LRC encourages the development of independent learning as well as promoting reading for pleasure.

All students at QEHS can use the LRC. Sixth formers can use it in their study periods.

Resources and Facilities

There are approximately twelve thousand books in the LRC. These are divided into fiction and non-fiction. The fiction books are shelved in alphabetical order of author's surname and the non-fiction books are arranged in subject order using the Dewey Decimal Classification System. The LRC also holds a range of magazines and newspapers, DVDs and Study Packs. There are eighty study spaces in the LRC.

There are sixteen PCs in the LRC which are available to book. There is a black and white printer, a colour printer and a photocopier in the LRC.

The Connexions Resource Centre is held in the LRC with information on opportunities for employment, training and further education. Personal advisors are available to help students plan their career choices.

Staff

Staff are available to help at all times. The LRC welcomes student volunteers and anyone who is interested should speak to the Librarian, Sarah Smith.

Opening Times

The LRC is open from 8.30am – 4.30pm on Monday – Thursday and 8.30am – 3.30pm on Friday.

Connexions and Careers Advice

Our Connexions Advisor works closely with staff and students to ensure quality provision for all students.

Advisors can help with:

- advice on routes into employment, training and higher education
- making choices about the future
- exploring new ways of developing talents and interests e.g. volunteering
- making employment applications and CV writing

The Connexions Advisor works with school staff on Taster Day (Year 11), Next Step Day (Year 13) and also help with the use of computer-aided career programmes such as Kudos, Careerscape and Higher Ideas.

The Connexions Advisor is Kathleen Brown. She is based in the LRC on Mondays, Tuesdays and Thursdays for students to make appointments. Kathleen can be contacted on 01434 610307 (in school) or 01434 607097 (Connexions office).

Or by email:

Kathleen.brown@connexions-northumberland.org.uk

School Health Advisers

Our School Health Advisers, Sarah Lambton and Kath Ibberson, provide an additional support service for students in school. Sarah is in school every Wednesday and Kath every Tuesday. If students are worried about their own physical, mental or emotional health, or about someone else, or would like information about any aspect of health then they can book an appointment with Sarah or Kath (tel: 01434 636939) or via their tutor.

Special Educational Needs

The school Special Educational Needs Co-ordinator (SENCo) is James Andriot (email: jandriot@qehs.net). Students who have had special exam arrangements up to the end of Key Stage 4 need to bring these to the attention of James Andriot in the first instance and then to the attention of the Exam's Officer, Andrea Burn.

Anti-Bullying

We have an Anti-Bullying Policy that provides effective procedures for dealing with problems. The full Anti-Bullying Policy is available on the QEHS website - www.qehs.net. Students also have more information and advice regarding bullying in their student planners. Please inform the Year Team if you have any concerns regarding bullying.

Medical Information and Medication

If your son/daughter has a medical condition or if they may be required take medication during school hours (e.g. prescription tablets, asthma inhaler), please ensure that the school is informed as so an appropriate medical plan can be put in place.

Emergency Contact

It is vital that we have an up to date contact number for parents/carers and an emergency contact for those occasions when a parent/carer can not be reached.

There is an emergency contact information form with this guide in case you are yet to provide the school with this information. Alternatively please contact the office manager sbates@qehs.net

Travelling to/from School

School Buses

All students travelling to school by bus organised by the Integrated Transport Section of Northumberland County Council will receive a bus pass. The bus pass must be shown to the driver.

Currently buses drop off and pick up from both Whetstone Bridge Road and the Hydro Drive. You will be informed by the Integrated Transport Unit of your child's pick up point for the beginning and the end of the school day.

Sixth Form Cars on Site

Students are **not** allowed to park their cars on school premises. Students parking their cars in the neighbourhood of the school must take care not to block access to roads or houses.

Students must drive with extreme caution within the vicinity of the school. The speed limit is 20 mph on the roads around the school.

The police will be informed immediately if any student is seen to be speeding or driving without sufficient care or attention.

Other Modes of Transport

Students can cycle to school. A covered bike shelter is available. Students are responsible for their bike security and it is left at their own risk.

Road Safety

Whetstone Bridge Road and Allendale Road can become very congested at the start and the end of the school day. Help us to ensure the safety of students entering and leaving school by dropping off or collecting your son/daughter a short distance from school. Please note that additional restrictions to parking and speed on Whetstone Bridge Road have been put in place by Northumberland County Council.

Personal Belongings

Personal belongings are the responsibility of students. Outdoor clothing should be removed in all lessons. Hats should be removed before entering school.

Students should not bring MP3 players, large amounts of money, etc. to school.

Mobile phones, ipods/MP3 players are allowed in school but must be switched off and stored in school bags at all times. These items are not allowed to be used in corridors/social areas and may be confiscated if they are used in school.

Please note that the school is not responsible for any personal belongings that are lost or stolen on the premises.

Lost Property

It is easier to trace the owner of lost property if it is clearly labelled. However, lost property can be collected from the main school office.

Please remember not to bring large amounts of money or other valuables to school. We cannot take responsibility for the loss or damage of any expensive items (e.g. iPods, mobile phones).

No Smoking

Smoking is not permitted anywhere on the school site. The school's no smoking policy is available on the website or from the Hydro Office.

Parent Partnership Group

We value the quality of the relationships between staff, parents and students. The Parent Partnership Group (PPG) is an informal forum for parents to express their views on a wide range of issues linked to raising achievement within school.

Meetings are held at the school. The next meeting of the group is scheduled for Wednesday 28 September 2011 (7.00-8.30pm).

If you are interested in joining the group please contact Suzanna Dawson at noswad42@tiscali.co.uk

Multi-Agency Working

We aim to provide exceptional support for students and their families/carers. We work in partnership with other schools and agencies, including voluntary and community organisations, signposting existing services where appropriate. We consult widely with all our stakeholders including students, families, our staff and the wider community to identify priorities and needs.

We have close working relationships with a wide variety of agencies including our Locality Inclusion Support Team (LIST) which includes our Education Welfare Officer, Educational Psychologist, Behaviour Support Teacher and Worker, Inclusion Support Worker and Communication Support staff. We also work closely with the School Health Advisors, Child & Adolescent Mental Health Services (CAMHS), the Youth Service, the local police, the Children's Centre, Children's Services (social workers) and voluntary and community sector organisations e.g. Hexham Youth Initiative, Tynedale Hospice, 608030 to co-ordinate support for our students and their families/carers depending on their needs.

We firmly believe the school is part of the community and our student support work reflects the needs of the community. Regular multi-agency meetings take place to ensure effective working across the organisations and professionals involved. Prevention and early intervention is a key focus of this work.

Parents will be contacted when it is felt a multi-agency approach may be beneficial to their son/daughter. Parents can contact their son/daughter's Learning & Guidance Co-ordinator or mentor.

Making Payments

Resources / Educational Visits / School Uniform

All payments for resources, educational visits or school uniform should be handed in at the Finance Office on D floor of the Hydro building. All payments should be in a sealed envelope with student name, tutor group and what the payment is for clearly marked. A receipt (if required) will be passed to the student via their form tutor.

Show Tickets and Performances

Tickets can be purchased in person at the Lower School Office and students will be informed when this facility is available.

All payments should be made payable to: NCC - QEHS

Accessibility

The school is committed to equality of opportunity. We intend that every member of the school community feels a sense of belonging and is valued.

QEHS produces a number of publications which are posted on our website. These publications are available in alternative formats on request. Our website has a high visibility version available.

There is access to the school for those with physical disability. Should anyone require assistance they should ask at reception. Alternative venues in school can be found for visitors if there is a problem with accessibility to certain floors of the building.

We are fully committed to discharging our equalities duties for students, staff and visitors to the school site.

We continue to strive for a curriculum that is inclusive to all students.

Publications

Prospectus

Both the school and the Sixth Form prospectuses is available from the school or can be downloaded from the QEHS website.

Other Publications

The school also produces a number of other publications including a Community and Leisure Programme, Arts Publications and Subject Options Programmes. Some publications are available to download from the QEHS website. Alternatively contact the school direct on 01434 610300.

Policies

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

Alternatively please contact the school directly:

Susan Hope - Business Manager: 01434 610369 (email: shope@qehs.net)

Barbara Shevlin - Headteacher's PA: 01434 610301 (email: bshevlin@qehs.net)

Methods of Communicating with the School

Appointments with Staff

If you would like to meet with a member of staff outside of the Parents' Evening schedule please contact the main office on 01434 610300. Please be aware that if you arrive at school without an appointment it may not be possible to speak to the member of staff you want to.

Visitors to the School

All visitors to the school should sign in, either at Reception in the Lower School or at the Hydro Office. Visitors will be issued with a name badge to wear whilst on site. When leaving the school the visitor should sign out and return the name badge.

Website

The school website can be found at www.qehs.net and contains information and news including:

- policies
- publications
- school news
- calendar and term dates

Also see section on Accessibility on page 18.

Senior Members of Staff

Neil Morrison (Headteacher)

- Overall Strategic Leadership and Development
- Budget Planning and Monitoring
- Monitoring and Evaluation of School Performance

Helen Bailey (Deputy Headteacher – Teaching & Learning)

- Teaching and Learning Policy
- Teaching and Learning Developments and Monitoring
- Monitoring of Teaching and Learning Quality and Environment

Andy Byers (Deputy Headteacher - Curriculum)

- Curriculum Policy
- Curriculum Development and Monitoring
- Monitoring and Evaluation of Departmental Performance/Target Setting

Diane Harris (Deputy Headteacher – Student Guidance and Support)

- Monitoring Behaviour and Attendance
- Monitoring Student Intervention Strategies
- Pastoral Development Plan Monitoring

Susan Hope (School Business Manager)

- Monitor the effectiveness of support staff/ systems and plan strategic development
- Monitor the financial procedures and systems in the school
- Ensure health and safety requirements with regard to people and property are maintained

Les Palmer (Assistant Headteacher)

- Director of Lower School KS3 with responsibility at KS3 for
 - Pupil Guidance & Support
 - Curriculum and Standards
 - Teaching and Learning
- Assisting with input and co-ordination of option systems and construction of school timetable

James Andriot (Assistant Headteacher)

- Director of Individual Student Support and Director of Performing Arts with responsibility for
 - SENCo role
 - Working with the Directors of Schools on intervention and support programmes for specific students
 - Co-ordinate Performing Arts

John Hill (Director of Sixth Form)

- Director of Sixth Form with responsibility at KS5 for
 - Pupil Guidance & Support
 - Curriculum and Standards
 - Teaching and Learning

Andy Hedley (Director of Upper School)

- Director of Upper School with responsibility at KS4 for
 - Pupil Guidance & Support
 - Curriculum and Standards
 - Teaching and Learning

For more information on the roles and the responsibilities of the senior members of staff please visit the QEHS website.

The Governing Body

Queen Elizabeth High School and Hexham Middle School Hard Federation Governing Body

Chair of Governors - Mr Adrian Woolley

Name	Governor Type
Mr Simon Kitchman	Community Governor
Councillor J B Jonas	Community Governor
Ms Sarah Kemp	Community Governor
Revd Joanna Anderson	Community Governor
Mrs Sarah Buchan	Local Authority
Mrs Jane Wrigley	Local Authority
Mrs Kate Gessey	Local Authority
Mrs Sandra Thompson	Local Authority
Mrs Rosemary Theobalds	Local Authority
Vacancy	Parent - HMS
Mr Alan Lynch	Parent - HMS
Mrs Alison Killen	Parent – HMS
Dr Helen Gray	Parent – HMS

Name	Governor Type
Mr Peter Maxwell	Parent – QEHS
Mr Adrian Woolley	Parent – QEHS
Mr Roland Beevor	Parent – QEHS
Mrs Annette Bedson	Parent – QEHS
Mrs Angela Mole	Support Staff – HMS
Ms Sue Boath	Support Staff - QEHS
Mrs Jacqui Cameron	Teaching Staff - HMS
Vacancy	Teaching Staff – HMS
Mr Robin Hodnett	Teaching Staff – QEHS
Mr Peter Scaife	Teaching Staff – QEHS
Dr David Watson	Headteacher, Hexham Middle School
Mr Neil Morrison	Headteacher, Queen Elizabeth High School

Parents and others wishing to communicate with the governing body should address correspondence to:

The Chairperson
 Queen Elizabeth High School &
 Hexham Middle School
 Governing Body
 Whetstone Bridge Road
 Hexham
 NE46 3JB

The Chairperson
 Queen Elizabeth High School &
 Hexham Middle School
 Governing Body
 Wanless Lane
 Hexham
 NE46 1BU

or email admin@queenelizabeth.northumberland.sch.uk

The minutes from the governing body meetings are available on the QEHS website.

Consent and Information Sheets

- ParentMail Registration
- Emergency Contact Information
- Additional Pastoral Data Collection

Appendix i

Sixth Form Agreement

In the Aims section of our Sixth Form Guide we have outlined what we will provide for Sixth Form students.

We also have expectations of Sixth Form students at QEHS and these are outlined below. Meeting these expectations will enable students to reach their potential and the whole school community to operate effectively.

The transition into the Sixth Form, with a more demanding level of study and a more independent form of study, is a challenge for all students. Students require support from home as well as from staff to make a success of this transition.

We have outlined below what we would expect of students and what we would ask of parents.

Students will aim to:	Parents will aim to:
Achieve the best possible progress throughout their courses	Follow the absence reporting procedures
Follow the procedures for absence reporting	Support students in achieving a positive work/life balance
Attend registration, tutorial and all lessons punctually	Encourage students to keep their paid employment to a reasonable level
Take advantage of the opportunities for involvement within the school and the wider community	Ensure students plan all their other commitments to be outside school hours
Use independent study time usefully and maintain good working conditions for other students	Advise the year office of any factors which may affect a student's well-being or progress at school
Behave responsibly, providing an example of appropriate behaviour for younger students	

Academic and pastoral staff will give support as appropriate to students who do not meet these expectations. If this support is not effective, we will involve parents.

Appendix ii

Absence Management Procedure

Absences which are reported to us in advance or on the day are recorded on our attendance system with an appropriate code. Unreported absences are registered as an "unknown reason" (code N). The process below summarises the steps we take in dealing with unknown absences, or where the frequency of notified absences becomes a serious concern.

Every morning form tutors are given a list of students in their forms who have "unknown reason" absences from the previous day. Students will be asked during registration to go to the Sixth Form office.



At the Sixth Form office the student is given the opportunity to account for their unexplained absence. This allows any school related absences to be corrected immediately e.g. visits or field trips. For other absences, the student will have one week to obtain authorisation from parents (a note or phone call) or teachers using a 'yellow slip' which must be returned before the register can be amended.

In addition we would encourage parents to monitor attendance using ePortal. The previous week's attendance will be available online every Monday.

The following staged process will be followed if either:

- Absences remain unauthorised
- or
- The student's level of authorised absence (including illness, appointments etc.) results in them becoming an academic concern.

Level 1



A letter will be sent home addressed to the student inviting him/her to an interview with the learning mentor. This meeting allows the student to discuss any underlying issues.

Level 2



If the student does not take up the Level 1 support or if attendance does not improve a letter will be sent home addressed to parents. The letter will invite both the parents and the student to a meeting with the Head of Year. At this meeting clear attendance targets will be set.

Level 3



If the attendance targets are not met a further letter will be sent to parents inviting them and the student to a meeting with Head of Sixth Form. Appropriate next steps will be discussed.

Level 4



If the Head of Sixth Form intervention is unsuccessful the Headteacher will request a meeting with the student and parents.

Appendix iii

Option Change Process

Reason for Option Change	Process	Key Date
Students unable to take option choices invited for interview	Students in this position will be invited by letter	Thursday 1 September 2011 and Friday 2 September 2011
Students wishing to discuss option choice changes following GCSE results	Open appointment system	Monday 5 September 2011
Students wishing to discuss changing options once courses have begun	This can only happen after a one-to-one meeting between the student and the learning guidance mentor. Two dates have been scheduled for these meetings	Thursday 22 September 2011 Thursday 6 October 2011 (this will be the final date for requesting a change of option)

Our experience is that changing options more than four weeks into the course puts students at too much of a disadvantage.

We ask students to follow their Year 12 courses for a minimum of two weeks to ensure that they have a proper appreciation of the structure and content of each of their courses.

If students are considering changing an option subject we expect them to have taken the following steps before meeting their learning guidance mentor:

- Talk to their existing subject teachers to discuss the concerns that they have with the course
- See the Head of Department of the subject they would like to take to discuss the possibility of doing this (students need to be aware that the HoD cannot make the final decision)
- If their timetable allows and the teacher agrees, to try and attend a sample lesson of the subject they would like to take
- Continue attending all their timetabled subjects as normal

Please be aware that it may not be possible for students to change to the subject they would like to do and we will not be able to make a decision immediately.

Appendix iv

Year 12 Student Guidance Programme Autumn 2011 (as of July 2011)

Date	Event
Tues 6 Sept	Induction morning for students new to QEHS
Wed 7 Sept	Assembly: Tutor groups –meet tutors. Issue timetables, sort clashes. Issue planners.
Wed 14 Sept	Extended assembly: Welcome to Sixth Form presentation – study in the sixth form and expectations;
Thu 15 Sept	Meeting for Year 12 parents- An introduction to Sixth Form 6.00pm
Tues 20 Sept	Freshers' Fair in Hydro Hall & Winter Gardens – the first Tuesday afternoon enhancement session.
Wed 21 Sept	Follow up to Freshers' Fair – what students are going to do for enhancement. Individual and class discussions on enhancement and settling in.
Wed 28 Sept	During this time there will be a range of tutor led presentations / activities focussed on
Wed 5 Oct	<ul style="list-style-type: none"> • Study skills • LRC facilities • General studies
Wed 12 Oct	General Studies: Introduction to January's exam. Presentation in Hall. (OCR The Social & Cultural Domains). All students entered for this exam.
Wed 19 Oct	General Studies: Session with tutors preparing for January's exam
Wed 26 Oct	Half Term + training day on Monday 31 October
Wed 2 Nov	General Studies: Sessions with tutors preparing for January's exam
Wed 9 Nov	
Wed 16 Nov	Academic Tutoring interviews (Data on line for parents- Wed 9 Nov) One to one meetings arranged by tutors to review subject teachers monitoring data. Academic and/or personal development targets will be agreed. Some of these meetings will occur at other times e.g. registration / free lessons. Parents can access monitoring data on line.
Wed 23 Nov	
Wed 30 Nov	
Wed 7 Dec	General Studies: Sessions with tutors preparing for January's exam
Wed 14 Dec	
Mon 12 Dec	Parents evening with subject teachers. 4.30pm

Appendix iv

Year 12 Student Guidance Programme Spring 2012 (as of July 2011)

Date	Event
Wed 4 Jan	General Studies: Preview exam materials and model answers.
Tues 10 Jan	GENERAL STUDIES EXAM- Social & Cultural Domain 1.00pm 2 hours. All students sit this exam.
Wed 11 Jan	Gap Year presentation in Hall AS exams in some subjects start this week
Wed 18 Jan	Enhancement review with tutors. What activities students doing? AS exams in some subjects Wed 18th Monitoring data on line for parents
Wed 25 Jan	NOTE: TUESDAY 31 st HOME STUDY DAY (to enable year 11 taster day)
Wed 1 Feb	Academic Tutoring interviews One to one meetings arranged by tutors to review subject teachers monitoring data. Academic and/or personal development targets will be agreed. Some of these meetings will occur at other times e.g. registration / free lessons. School closes for half term on Wednesday 8 Feb.
Wed 8 Feb	
Wed 15 Feb	Half Term
Wed 22 Feb	This half term there will be a range of tutor led presentations / activities on the following topics: <ul style="list-style-type: none"> • Social & health issues- relationships, drugs, alcohol, smoking • The Extended Project Qualification (EPQ). Another enhancement opportunity • Study skills / exam preparation
Wed 29 Feb	
Wed 7 March	
Wed 14 Mar	
Wed 21 Mar	
Wed 28 Mar	
Fri 30 Mar	Year 12 report on line for parents

Appendix iv

Year 12 Student Guidance Programme Summer 2012 (as of July 2011)

Date	Event
Wed 18 Apr	Academic Tutoring interviews These sessions will focus on helping students prepare for the forthcoming exams.
Wed 25 Apr	
Wed 2 May	
Wed 9 May	AS exams EITHER Exam preparation sessions- bring in work. OR General Studies: Preparation for those students taking May's exam on the Scientific Domain. Students make choices for Next Step day and Progression days
Wed 16 May	
Wed 23 May	AS exams. Study sessions with tutor- bring in work.
Wed 30 May	
Wed 6 June	Half Term
Wed 13 Jun	AS exams. Exam study leave this week (TBC)
Wed 20 Jun	This half term there will be a range of presentations / activities focussed on Progression i.e. what students will do when they move on from QEHS. <ul style="list-style-type: none"> • Next Step Conference. A day conference with a range of guest speakers from universities and business. • Progression Day. A half day focussed on helping students look ahead to employment and university. • University visits and Open Days • Starting the University Central Admission Service (UCAS) process on line. • Registering ideas for the Extended Project Qualification • Planning for Charity Day in the last week of term
Wed 27 Jun	
Wed 4 Jul	
Wed 11 Jul	
Wed 18 Jul	
Thu 16 Aug	AS results day (provisional)

