



Parent Handbook

Academic Year 2018 - 2019

Home School Communication

At Queensmead School, we place a high value on frequent and clear communication channels being established and maintained between the school and home. Below you will find some guidance on ensuring that these channels of communication are kept as efficient and effective as possible.

Email and phone calls are the main means of communication between home and school, however the student diary can also be used.

Letters and texts are sent home regularly and also posted on the website. There is our online reporting system which is also explained in more detail later.

Meetings with parents will take place in the Autumn Term. The Parents' Evening is an important opportunity to discuss your child's progress with his/her individual subject teachers. You will make appointments online two weeks prior to the evening. Students are expected to attend in full school uniform and we aim to have 100% parental attendance.

Should you wish to speak to your child's tutor or subject teachers before then please phone (020 8845 6266) or email them.

School Reception

The school switchboard is open from 8.00am until 4.30pm daily Monday to Friday. If you come on to the school site you must report to reception which is sign posted and on the right as you enter the school. If visiting by car, please park in the spaces on the right.

In the event that the main gates are locked when you arrive, please use the intercom affixed to the gate to speak to a member of the reception team.

All parents must report to reception even when visiting student welfare.

Learning at Queensmead School

The Daily School Routine

8.20am	Start of School
8.25am	Line up
8.30am - 8.35am	Registration
8.35am - 8.50am	Form Period / Assembly
8.50am - 9.50am	Period 1
9.50am - 10.50am	Period 2
10.50am - 11.15am	Break
11.15am - 12.15pm	Period 3
12.15pm - 1.15pm	Period 4
1.15pm - 1.45pm	Lunch
1.45pm - 2.45pm	Period 5
2.45pm	Supervised Dismissal
From 3.00pm	Extracurricular activities

Curriculum

In Year 7 all students follow a common curriculum consisting of English, Mathematics, Science, French or Spanish, History, Home Economics, Geography, Religious Studies, Art, Music, Design Technology, Computing and Physical Education

All students are expected to participate in after school activities.

The School Diary

All students are issued with a diary at the beginning of each year. It contains the weekly timetable of subjects and various other pages for recording information.

Parents may use the diary to communicate with form or subject teachers, although we do encourage the use of email.

There is a space that parents should use to inform the school of any absences that are expected, e.g. dental appointments, and to give an explanation for any previous absence, e.g. sickness.

Reporting Student Progress

Parents will receive regular reports on the academic progress of their child/children. Reporting throughout the year will consist of a mixture of short and full reports, a Parent Consultation Evening and, for parents of Year 7 students, a 'Tutor Welcome Evening' held in the first half term.

Reports will contain information on each student's target grade for the subjects they study and updates as to their progress each academic year and Attitude to Learning (ATL).

In the final term of each year, each student will receive a full report with their overall progress and a written comment on achievement and areas for development written by their tutor.

Show My Homework

'Show My Homework' is an essential Homework Website used across the whole school. It is an easy to use, online homework calendar. Teachers set homework; this appears on the homework calendar with all the relevant details such as deadlines and resources. Students and parents can access this at any time via the web or their mobile phone, making homework accessible and transparent for everyone. Please download the app immediately.

Creating the Right Environment for Learning at Queensmead School

Attendance

Regular attendance is crucial to a child's progress and we hope you will co-operate in keeping absences to a minimum. The Department for Education sets a target that every student should attend at least 96% of the available time. In conjunction with the Local Authority, the school operates a fast-track to court scheme for parents of students who have a high number of unauthorised absences.

a. Illness

Please telephone or notify the school on the first day of any absence. The school has an automated parental contact system and, for any student not registered, the parents will receive a computerised telephone message. Also, please write an explanation for the absence in the student's diary or email to their form tutor.

b. Medical/Dental Appointments

If these have to be made during school hours, please notify the school by a note in your child's school diary in advance of the appointment. Students leaving school during the day must seek permission from, and have their diary signed by, their Form Tutor and Head of Year. Students must then sign out at the welfare room and sign in again on their return. Parents must confirm to welfare by telephone on the day of the appointment.

c. Holidays in Term Time

Queensmead School will refuse all requests for family holidays during term time. Very occasionally there are genuine mitigating circumstances, in these cases a request must be made in writing to the Head Teacher.

Any absence that is recorded as unauthorised will be reported to the Education Welfare Service and the family taking a term time holiday may be subject to a Fixed Penalty Notice for each child absent from school.

If parents choose to take their children out for another holiday at any point after that in the future then they are liable for prosecution through the Education Welfare Service.

Punctuality

Punctuality is important. Students should be on the school premises by 8.20 am. A late mark will be given to any student arriving after the tutor has started to call the register. Students must attend lessons on time.

Home School Agreement

The Home School Agreement outlines the expectations and responsibilities of the school, parents and students, and is signed by each party as a commitment to meet these requirements.

Our Expectations

We have very high expectations and promote self-management in an atmosphere of mutual respect and tolerance. When this is unsuccessful, a variety of sanctions may be invoked including detention, withdrawal from class for individual supervision for very serious cases, a period of exclusion from school, at which time the School Governors may be involved.

We try to work closely with parents in seeking solutions to problems of serious issues as a co-operative effort is most likely to succeed.

Please see information on the following pages which sets out our expectations for students. A copy of these expectations is also printed in the student diaries.

The following information is provided to students to highlight the school's expectations:

The Behaviour Plan - Classroom

Rules

- Follow instructions at the first time of asking
- Listen when someone is speaking to the class

Rewards

- Praise
- Positive note in diary
- Positive phone call home
- Positive letter home
- Stickers

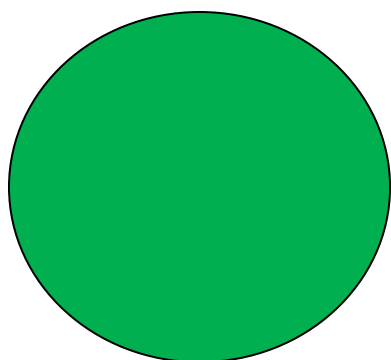
Detentions

If your child is issued with a detention it will be served that day.

Our message is very clear; follow the school's rules, behave well and you will avoid detentions. Most importantly you will be helping yourself and those around you to do the very best at school. We would advise all parents to consider not making after school arrangements before 4pm.

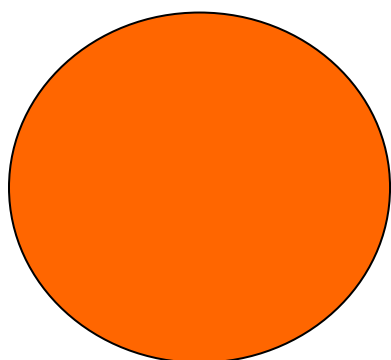
Any decision by a student not to attend these detentions may be treated as defiance of a senior member of staff and the student may receive a Fixed Term Exclusion. Parents will be informed by text message if their child is set a detention of 75 minutes.

Classroom Behaviour Plan



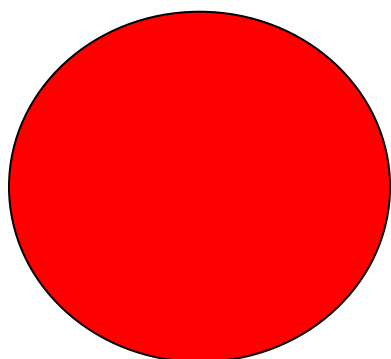
Chance

If a student disrupts learning they are given a chance to improve their behaviour



Warning

If the student does not accept the chance they are warned that any further disruption will lead to a removal from the lesson



Removal

If there is one further incident, the student is removed from the lesson by a member of the Leadership Group

Removal from lesson

The student is escorted to Back On Track where they work for the remainder of the lesson and a 75 minute detention will be sat after school. Parents must attend a reintegration meeting before the student returns to the lesson.

Two removals from lessons in five school days will result in a one day fixed term exclusion.

Behaviour Code

Students will do their best to behave in a way which shows 'Respect for Learning'.

This means:

- attending each day and arriving on time for school and lessons
- bringing correct learning equipment every day
- listening to instructions and following them at the first time of asking
- doing your best and taking pride in all classwork and homework
- making it easy for everyone to learn and for the teacher to teach

Students will do their best to behave in a way which shows 'Respect for Self'.

This means:

- being honest with yourselves and to others
- making good use of your time
- taking good care of yourselves and your property

Students will do their best to behave in a way which shows 'Respect for Others'.

This means:

- being courteous, co-operative and friendly
- showing consideration for other people's feelings and points of view
- making it easy for other people to achieve and being pleased when they do
- taking care of other people's property
- moving around the school safely and sensibly

Students will behave in a way which shows 'Respect for the School'.

This means:

- wearing all the school uniform correctly
- taking good care of property and the environment, in and around the school
- making sure you always give a good impression of the school
- playing an active part in helping to improve the school and the local community

Rewards

Students are regularly and routinely rewarded in a variety of ways for attendance and punctuality, attitude to learning and academic excellence.

The Successful Student

- **Follows the rules at all times**
- **Works hard to make improvements**
- **Is polite and responsible**

You are expected to...

- Take responsibility for your own behaviour
- Respect each others' race, culture, gender and sexual orientation
- Look after the buildings and your environment
- Be prepared for learning with the correct uniform and equipment
- Attend every day on time

The following behaviour will not be tolerated. You must not....

- Be defiant to any member of staff at Queensmead School
- Bring in or use anything that is dangerous or illegal
- Threaten, bully, fight, be violent or abusive
- Damage school property or steal
- Be late for lessons or take time off school, if at all possible

10 Classroom Rules

1. Arrive on time and line up outside the class, or in the playground in single file. (The first person will hold the door open for the others)
2. Enter quietly and stand behind desks before being asked to sit
3. Sit where the teacher asks and place any completed homework on the desk. There should be no coats and bags on the desk
4. Follow the Behaviour Plan within the classroom
5. If you need to ask, or answer a question put your hand up and wait to be asked to speak
6. Complete all of the work you are asked to do to the best of your ability
7. Write down homework
8. When the teacher tells you, pack up and stand quietly behind the desk
9. One person is assigned to open the door when the class leaves
10. If waiting for a teacher you must read your reading book in silence

10 General Conduct Rules

1. Follow the Behaviour Code
2. Wear the correct uniform at all times including travelling to and from Queensmead
3. Travel to and from Queensmead quickly, courteously and quietly
4. Talk, do not shout
5. Do not run. Walk on the left in corridors
6. Respect the reception areas
7. Stand when a staff member and/or visitors enter your class
8. Put litter in bins
9. Do not bring sweets or gum into the school
10. At the end of the day meet friends away from the school

Teachers will....

- Be well prepared for lessons and set clear and interesting tasks
- Value any positive contribution you make
- Reward you for good behaviour, effort and high quality work
- Apply rules, rewards and sanctions consistently
- Contact your parents to praise you, or with concerns

Parents will....

- Support the rules of Queensmead School
- Help you to make sure you arrive on time
- Check your Diary for homework and comments
- Check that you have done your homework
- Remind you of your targets

Uniform and Student Appearance

<p><u>BOYS' Uniform</u></p> <p>Plain black blazer with blazer badge (Queensmead emblem)</p> <p>Plain white shirt with long or short sleeves</p> <p>Queensmead school tie</p> <p>Plain black tailored trousers</p> <p>Plain black or white socks</p> <p>Plain black leather shoes (black laces and black stitching)</p> <p>Plain black outdoor coat (any logos must be able to be covered by the palm of the hand)</p> <p><u>Optional Items</u></p> <p>Queensmead V necked jumper</p> <p><u>Boys' PE Kit</u></p> <p>Queensmead shorts</p> <p>Purple rugby shirt with black stripes, reversible</p> <p>Queensmead socks</p> <p>Standard football boots</p> <p>Queensmead polo shirt with school emblem</p> <p>Trainers</p> <p>Plain white socks (above ankle)</p> <p><u>Optional Items</u></p> <p>Queensmead black sweatshirt</p> <p>Queensmead black tracksuit trousers</p> <p>Queensmead hooded jumper</p>	<p><u>GIRLS' Uniform</u></p> <p>Plain black blazer with blazer badge (Queensmead emblem)</p> <p>Plain white blouse - shirt style with long or short sleeves</p> <p>Plain black skirt - only available from our uniform suppliers</p> <p>Plain black tailored, loose trousers</p> <p>White socks with skirts, white or black socks with trousers</p> <p>Plain natural or black tights</p> <p>Plain black leather shoes (black laces and black stitching) with a moderate heel</p> <p>Plain black outdoor coat (any logos must be able to be covered by the palm of the hand)</p> <p><u>Optional Items</u></p> <p>Queensmead V necked Jumper</p> <p><u>Girls' PE Kit</u></p> <p>Queensmead polo shirt with school emblem</p> <p>Queensmead shorts</p> <p>Queensmead socks</p> <p>Trainers</p> <p>Football boots</p> <p>Plain white socks</p> <p><u>Optional Items</u></p> <p>Queensmead black sweatshirt</p> <p>Queensmead black tracksuit trousers</p> <p>Queensmead hooded jumper</p>
--	---

The Blazer Rule

Students **MUST** wear blazers to, from, in and around school. They should wear them for assembly and for journeys between lessons. Students should arrive at registration and lessons wearing their blazer. Students may only remove blazers during registration and lessons with the permission of a member of staff.

For clarification

- Facial piercings are **NOT** permitted to be worn
- Bracelets are **NOT** permitted to be worn
- **ONE** plain necklace, **ONE** plain signet ring and **ONE** pair of plain stud or sleeper earrings only in **ear lobes**
- Boots are **NOT** permitted to be worn on the school site
- Hooded tops and tracksuit tops are **NOT** permitted to be worn
- Hair accessories **MUST** conform to the school colours – Black, Purple or White
- Make-up and nail varnish are **NOT** permitted
- False / acrylic nails are **NOT** permitted
- **Only** white t-shirts are to be worn under shirts/blouses
- Coloured hair and lines/patterns cut into hair are **NOT** permitted

Uniform Suppliers

Angels

317 Rayners Lane
Pinner
020 8866 9972

Kevin's

104 Marsh Road
Pinner
020 886 6720

Adams

55 Victoria Road
Ruislip Manor
01895 674155

PMG Schoolwear

<https://www.pmg-schoolwear.co.uk/school/QueensmeadSchool> (online only)

Equipment and Possessions

Students must bring every day:

- Homework diary
- Blue / black pens
- A pencil
- A ruler
- An eraser
- A glue stick
- Scientific calculator - Casio fx-83GT or fx-83GT PLUS
- A geometry set
- All necessary exercise books

You must not bring, or be in the possession of, at any time, any items that are:

- **INAPPROPRIATE**
- **OFFENSIVE**
- **DANGEROUS**
- **ILLEGAL**

- Give any **MEDICATION** to the Welfare Assistant.
- We are a cashless school – there is no need to bring money to school.

Phones must be **SWITCHED OFF** during the day and must **NOT BE VISIBLE** at any time. Any phone that is seen or heard during the day will be confiscated and returned at 3.05pm.

Any phone brought to school is **AT YOUR OWN RISK**.

Students are expected to carry a reading book with them. The school provides exercise books or files for each subject but it is expected that students should buy a replacement where loss or damage occurs.

The Key Stage 3 National Curriculum demands the use of a scientific calculator. You are strongly encouraged to buy the recommended calculator as this will be used as a teaching resource. The Maths Department at school will be selling the most appropriate calculator at a cost of £7.50 and also geometry sets at a cost of £1.50, both at reduced cost due to bulk buying. Your child will be given more details when he or she joins the school.

If students are responsible for damaging school equipment, they are expected to make a financial contribution towards the cost of repair or replacement.

All possessions should be clearly named.

Staying Safe at Queensmead School

We have a zero tolerance approach to bullying.

Queensmead expects all students to challenge bullying. They should always report incidents to their form tutor, teacher or any member of staff, who will tackle it promptly and sensitively in line with our Anti-Bullying Policy.

Bullying is repeatedly hurtful behaviour that can take many different forms:

- Emotional (unfriendly, excluding, tormenting or taking property)
- Physical (pushing, hitting, kicking, punching and using any form of violence)
- Racial (racial taunting graffiti or gesturing)
- Sexual (unwanted physical contact, or sexually abusive comments)
- Homophobic (focusing on, or as a result of, sexuality)
- Verbal (name-calling, sarcasm, rumour-spreading and teasing)
- Technological (activity online, video, photographic, SMS and telephone)

The school takes the issue of bullying very seriously and investigates all incidents thoroughly in order that appropriate action is taken. A clear anti-bullying ethos is established in the school through PD work, form time activities and assemblies. Restorative Justice practices are successfully employed to resolve conflict when it arises. Our Peer Mentor students provide support and guidance when required.

Queensmead School has recently received recognition for the work we have undertaken to address and minimise instances of bullying and has been awarded the BIG (Bullying Intervention Group) award. This award recognises the hard work and commitment of everyone in our school community (students, teachers, parents and staff) to make our environment a safe and enjoyable place for everyone to be.

Travelling to and from school

Students are encouraged to walk to school or use public transport. If parents are dropping off students they should ensure they pay attention to the road safety markings outside the main entrance. They need to be on site by 8.20am gates will close at 8.25am. If they are late they must use the Queensmead Sports Centre entrance.

If students bring bikes to school they do so at their own risk. Parents should ensure that they have adequate insurance cover as the school does not accept responsibility for loss or damage to bikes whilst on the school premises. Bikes are, however, locked in a secure bike shed during the day. We would advise all parents to ensure that their child's bike is road worthy. Please be advised that cycle helmets are compulsory.

Out of bounds areas

All GRASSED AREAS

All areas with **YELLOW LINES**

The paved and covered areas to the **FRONT OF THE SCHOOL** and the car park are to be used solely for students going to lessons. These areas must be clear during break and lunchtime.

Leaving the school site

You may only leave the school site during the day **IF**:

- you have a note from home, countersigned by your Form Tutor or Head of Year in which case you must sign out and back in at Welfare
- you are given permission by the Welfare Assistant who may speak to your Head of Year and telephone home

Online Safety

Online safety isn't just about social networking, it includes mobile phones, text messaging and MMS (multimedia messaging). All of these can be very useful to communicate with friends and family as well as aid education, however it does come with its drawbacks. It is very important that students and parents alike are aware of the potential dangers. To find out information on how to keep yourself safe online please visit: www.thinkuknow.com

Supporting Your Child's Development

How do I know if my child is making good progress

Students receive a high level of academic challenge at Queensmead School and each student is set an individual, personalised target to achieve at the end of each year, and ultimately, by the end of Key Stage 3. Targets are set according to each student's attainment at Key Stage 2.

Extracurricular Activities

There is a full range of extracurricular activities on offer, the timetable is available on the website and is updated termly to reflect changes in the sporting calendar. As well as sports there are activities including Science, Art, Homework, Chamber Choir and KS3 Dance. **We would expect every Year 7 student to attend at least one club or activity per week.**

Students can enroll for music tuition for a small additional cost. In addition trips are organised throughout the year to theatres, museums, and overseas. Letters will be sent home with information about these enrichment events.

Stretch and Challenge

At Queensmead School we promote the academic success of all our students and treat them as individuals in every lesson by setting challenging work to raise their aspirations. We also run a Gifted and Talented Club throughout the year in which students work together on projects that are both stimulating and exciting for them.

In addition to activities within school, there are also opportunities for students to attend events outside school, such as summer schools and university open days. These opportunities enable Gifted and Talented students to develop their self-esteem and team skills as well as making new friends with others of similar ability across different year groups.

Special Educational Needs

All students at Queensmead School follow a broad and balanced curriculum. They have their needs met within their lessons or are occasionally withdrawn for additional support with literacy and numeracy skills.

Subject teachers differentiate lessons in order to meet the learning needs of students who, at times, may be supported by a Learning Support Assistant. Some students may have the opportunity to participate in the 'Paired Reading' scheme, which is supported by Year 12 students. Students with Special Educational Needs have the opportunity to attend a break and lunch time homework club, supported by a Learning Support Assistant. A group of students will have the opportunity to develop their literacy skills by taking part in the Lexia Programme during Year 7.

Library

The school library is open to students in Years 7 to 11 outside lesson times, and to Post-16 students throughout the day. It offers a range of fiction books to encourage independent reading, and is equipped with internet-linked Chromebooks to encourage independent research and learning. New students joining the school are automatically enrolled in the library and are entitled to borrow up to four books for two weeks at a time.

The library is also open each day before and after school for students who wish to study and do homework in school, either individually or in groups.

Other Useful Information for Parents and Students

Break-Time Arrangements

Restaurant

A variety of foods are provided in the school restaurant using a cashless system. A full list of meal options are available to view on the school website. When you join the school you will be issued with information about the system and a parental permission slip for biometric registration. Biometric registration is the school's preferred method of payment and is secure.

Snack Bar/Pod

A selection of rolls and sandwiches, salads, cereal bars and drinks are available from the snack bar in the locker room and the outside pod at break times.

Packed Lunch

Students may bring their own packed lunch. This must be eaten on the school premises.

Free School Meal

For those students entitled to a free school meal, please apply online via the school website, under admissions documentation www.myfreeschoolmeals.com. The cashless system will recognise students who qualify for free school lunch as they present at the till point of sale and is completely anonymous. The daily allowance is £2.10 and students are encouraged to have the hot lunch and dessert.

Cashless Payment at Queensmead

The cashless catering system provides an efficient, faster and better quality of service. You will be able to make payments for trips and meals online using a secure website called ParentPay. The school's preferred access to the cashless system is through biometric registration.

You will receive a letter with your ParentPay account activation details that will provide more information about using the cashless system.

Lost Property

By far the best solution concerning lost property is for students to take proper care with their possessions. We do recommend that ALL possessions be clearly labelled or marked with the owner's name. Unclaimed lost property will be disposed of at the end of each academic year.

The School Governors' Policy regarding loss of or damage to personal property is as follows:

The Governors hereby give notice that all personal property, including money, taken onto this establishment is entirely at the risk of the owner. Neither the Governors, nor their employees, accept any liability for loss or damage to such property.

Lockers

Students have the opportunity to use a locker to store equipment and books. To be issued with a locker students should bring a padlock into school once a £5 maintenance charge is paid via ParentPay.

Routine Vaccinations at School

The School Health Service works closely with parents to make sure their children are healthy and to check that they do not have any developmental problems. However, your child will not receive routine medical checks or routine vision screening at school.

Children are offered the school leaving booster at age 14/15 years for which you will be asked to give consent at the time.

Girls are offered the HPV Vaccination as part of the Government HPV Vaccination Programme for which you will be asked to give consent.

If you have any concerns regarding your child's health or development, please contact your health service school nurse at your local clinic. If you do not wish to use the School Health Services, please write to: Children and Family Directorate, Harrow and Hillingdon Health Care, N.H.S. Trust, Malt House, Field End Road, Eastcote, Middlesex.

Important Information for Parents

Parental Responsibility

Parental responsibility is "all the rights, duties, powers and responsibilities and authority which by law a parent has in relation to the child and his property" (Children Act 1989 s3 (1)).

The Children Act 1989 defines who has parental responsibility, in the following way:

Married parents - both have equal parental responsibility even if they are separated or divorced, unless restricted by a court order.

Unmarried parents - only the mother has parental responsibility. The father has to have a court order to obtain parental responsibility.

Other people or relatives - only have parental responsibility if they have obtained it via the courts.

Child Protection

It may be helpful for parents to be aware that the Local Authority requires all Head Teachers to report any obvious or suspected cases of child abuse. This may be a non-accidental injury, physical neglect, emotional abuse and/or sexual abuse.

Schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. The procedure is intended to protect children who may be at risk.

This does mean that Head Teachers risk upsetting some parents by reporting a case that, on investigation, proves unfounded.

In such circumstances it is hoped that parents will appreciate the sensitive nature of the Head Teacher's role. The Head Teacher and the staff of the school endeavour to act in the best interest of the child and take this responsibility very seriously.

The Education Welfare Service

Education Welfare Officers are employed by the Local Authority to visit schools and discuss issues about attendance. They offer support and advice to students and families for whom regular attendance at school seems to be a problem. Their aim is to ensure that all children benefit from the education to which they are entitled.

Guidance and advice may also be offered about free school meals, uniform and clothing grants, employment of children, children in entertainment, the possibility of benefits, Special Needs Education and Child Protection.

Education Welfare Officers work closely with other agencies, including school nurses, Education Psychologists, Child Guidance, Social Services, Young Persons Justice, the police and voluntary agencies.

There are close links between this school and our E.W.O. who is based with other members of the service at The Civic Centre, 4E/05, Uxbridge, UB8 1UW. Telephone: 01895 250858.