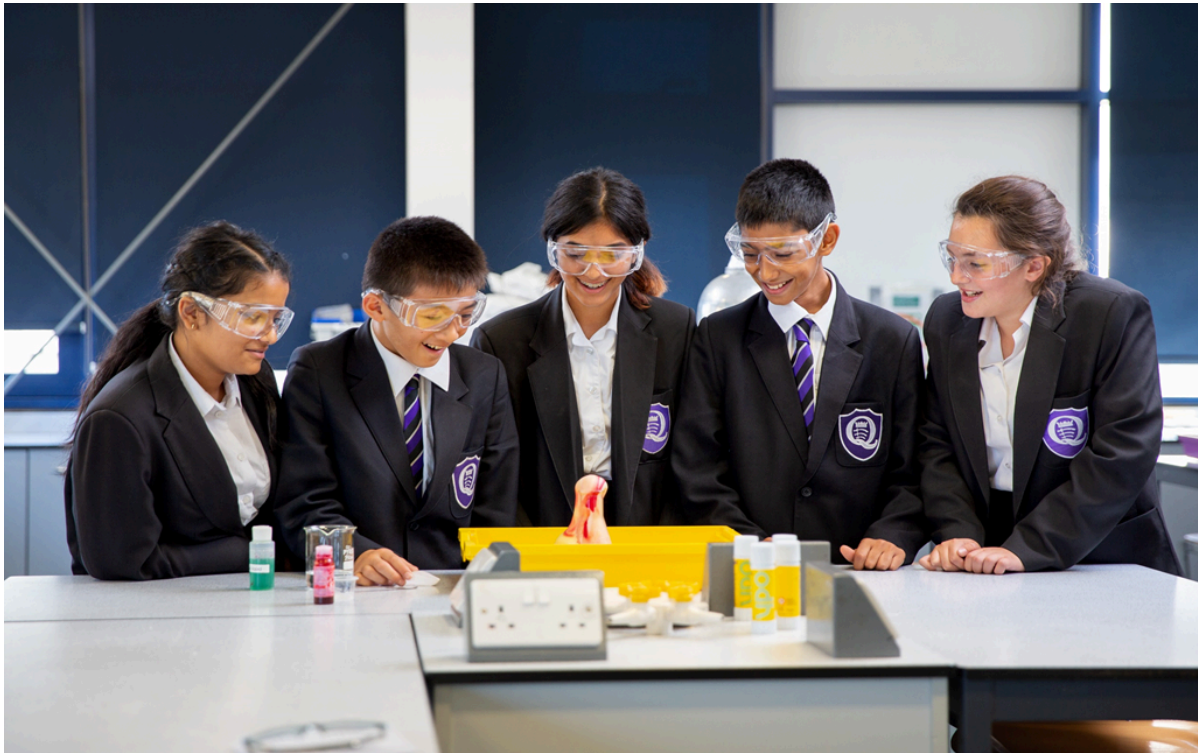


PARENT HANDBOOK

Academic Year 2026-2027



School Policies

This handbook should be read in conjunction with School policies which include, but are not limited to:

Anti-bullying and Harassment Policy
Attendance Policy
Behaviour for Learning Policy
CCTV Policy
Charging and Remissions Policy
Child Protection Policy
Chromebook Policy
Complaints Policy
EAL Policy
Equality Policy
Exclusion Policy
SEND Policy

Elements from the above policies are summarised in this handbook for ease of reference. The above policies can be accessed on the School's website.

Link to school policies:

(<https://queensmeadschool.org.uk/our-school/policies/>)

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. Our primary communication channels with parents are email and the Edulink app.

Progress reports are shared with parents by email and the Edulink app. In addition, parents and children are invited to take part in Parents' Consultation Evenings with subject teachers to discuss progress, attainment and attitude to learning. This meeting is an extremely important part of the home-school relationship. We use an online system for these meetings as this has proven to be highly successful and improves accessibility.

Parents are able to arrange to speak with their child's Form Tutor or subject teachers at any time throughout the term by using the "Contact Us" section of the school website or emailing office@qmschool.org.uk.

The school switchboard is open from 8am-4.30pm Monday to Friday. All visitors, including those who have been asked to collect their child from Welfare, must report to reception upon arrival and are able to gain access to the school site by using the intercom system on the main gates. If visiting by car, please park in the spaces by reception.

Learning at Queensmead School

The Daily School Routine

Time	Activity
8.00	Gates open Breakfast available
8.25	School day begins
8.30 to 9.00	Form time/assembly
9.00 to 10.00	Lesson 1
10.00 to 11.00	Lesson 2
11.00 to 11.30	Break 1
11.30 to 12.30	Lesson 3
12.30 to 1.30	Lesson 4
1.30 to 2.00	Break 2
2.00 to 3.00	Lesson 5
3.00	Supervised dismissal After school activities

Queensmead Values

At Queensmead School we promote 4 key values which we feel exemplify who we are as a school community and form the foundation for everything we do. We are proud of our values which underpin our mission statement, supporting our commitment to academic excellence, as well as our determination to maintain a caring community for everyone. Both students and staff work to demonstrate our values in all aspects of school life.

Our values are:

- Kindness
- Respect
- Resilience
- Independence

Curriculum

The curriculum is designed to be accessible for students, including those with Special Educational Needs and Disabilities. It is reviewed annually and includes a weekly rolling programme where students receive a curriculum of Personal Development. 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, Computer Science and Physical Education.

Student Targets

Students receive a high level of academic challenge at Queensmead School and each student is set a personalised target that is set according to each student's attainment at Key Stage 2.

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 written reports, a Parent Consultation Evening and, for parents of Year 7 students, a 'Tutor Welcome Evening' which is held in the first half term.

Written 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 to their Attitude to Learning (ATL). Reports are shared using the Edulink App which is free to download using Apple iOS and Android devices.

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.

Bromcom

Bromcom is an essential app used across the whole school. In addition to being our main home-school communication system, it is also where all homework will be set. It features an easy to use, online homework calendar. Teachers set homework and 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. The Student App is called Bromcom Student Portal. The parent MyChildAtSchool (MCAS). Please ensure these apps are downloaded. Registration information will be sent separately.

Attendance

Regular attendance is crucial to a child's progress. Parents are encouraged to cooperate in keeping absences to a minimum and to ensure punctual attendance by students at school. The Department for Education sets an attendance target of at least 96% to which all students should aspire to.

The school works in conjunction with the Attendance Support Team at the Local Authority to monitor attendance and participate in the Fast Track process for school non-attendance; this government initiative concentrates on early intervention in cases of persistent non-attendance. The school and the Attendance Support Team offer support and advice to students and families for whom regular attendance at school seems to be a problem. Where parents fail to bring about the necessary improvement, legal proceedings are initiated which can result in financial sanctions.

The Stronger Families Hub at the Local Authority offers guidance and advice to parents which range from concerns about behaviour at home, through support with parenting to advice and guidance about Special Education Needs and Disabilities, and Child Protection.

The Attendance Support Team works closely with other agencies, including School Nurses, Education Psychologists, Child Guidance, Social Services, Young Persons Justice, the Police and voluntary agencies.

The Attendance Support Team can be contacted at: The Civic Centre, 4E/05, Uxbridge, UB8 1UW. Telephone: 01895 250858, or by email attendancesupport@hillingdon.gov.uk

Illness

Parents should notify the School on the first day of any student's absence by placing a call to the attendance line via the School Reception on 020 8845 6266 where a message can be left. Alternatively they can use the Edulink app. Where notification is not received, the School's automated parental contact system will seek to make contact

with the child's parent to determine the reason for absence.

Medical/Dental Appointments

Students must seek permission from their Form Tutor, Head of Year or Attendance Officer to attend a legitimate appointment such as the doctors or dentist. Proof of the appointment should be provided by way of an appointment card or other suitable means. Parents should also place a call to the attendance line to confirm the absence no later than the morning of the appointment. Students must sign-out at Welfare before departure and, if returning before the end of that same school day, should return to Welfare to sign-in. Please try and avoid making appointments during the school day.

Holidays in Term Time

Queensmead School will refuse all requests for family holidays during term time and will record such absences as unauthorised. Where exceptional circumstances apply, a parent can write to the Head Teacher to request a holiday during term time. The school is able to refer offenders to the Attendance Support Team who can impose sanctions such as Fixed Penalty Notices for each child who is taken out of 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 following a court summons.

Punctuality

Poor punctuality is not acceptable. Students should be on the school premises by 8.20am so that they are ready for the start of the school day at 8.25am. Students arriving after 8.25am should use the Queensmead Sports Centre entrance. Any student arriving after 8.50am will be set a detention that day, until 4.00pm. Throughout the day, students must arrive on time for their lessons.

Travelling to School

Students are encouraged to walk to school or to use public transport. Parents dropping or collecting students at school should avoid using Queens Walk due to parking restrictions. Students bring bikes to school at their own risk; these are not covered by school insurance and the school does not accept responsibility for loss or damage to personal property on school premises. Students may store their bike in a secure bike shed during the day. The wearing of cycle helmets is compulsory.

Behaviour For Learning

Scope

Our values of Kindness, Respect, Resilience and Independence exemplify who we are as a school community and form the foundation for everything we do.

Queensmead is an inclusive institution which is committed to equal opportunities for all as outlined in the Equality Act of 2010. Every student, regardless of race, ethnicity, religion, sexual orientation, disability, learning difficulty, body image or social background, is entitled to equal treatment and all staff should be committed to this.

For the avoidance of doubt, all school policies continue to apply to students:

- during any school-organised or school-related activities;
- when travelling to or from school;
- when wearing school uniform; or
- when they are in some other way identifiable as a student of the school.

In addition to the above, Queensmead is also permitted to sanction students for criminal behaviour which happens outside of the school, as well as for non-criminal misbehaviour or bullying which happens outside of the school which:

- could have repercussions for the orderly running of the school;
- poses a threat to another student, a member of staff or a member of the public;

- could adversely affect the reputation of the school.

Behaviour expectations are outlined in the Behaviour for Learning Policy, Behaviour Plan and Behaviour Code.

The Behaviour Plan

Each classroom displays a copy of the Behaviour Plan and staff adhere to this to ensure a consistent approach to behaviour management across the school. The document outlines the rules, rewards and sanctions for each teaching area. Students are expected to follow instructions at the first time of asking and to listen when someone is speaking to the class.

Rewards

Student rewards include:

- Praise
- Positive phone calls home
- Postcards home
- Emails home
- Rewards trips
- Achievement points on Bromcom which are used to reward students for positive contributions or effort, such as, but not limited to: completion of excellent work relative to the ability of the student; service to the school through supporting school or community events; or for achieving 100% attendance.
- Certificates
- Bronze, silver and gold achievement badges

Other rewards that are presented to students at Awards Assemblies on a termly basis, include, but are not limited to:

- Most progress made
- Subject Awards
- Values Awards
- Jack Petchey
- 100% Attendance

Behaviour Plan

Sanctions for poor behaviour during lessons include:

- **CHANCE**: the student will be given the chance to correct their behaviour;
- **WARNING**: if the unacceptable behaviour continues the student is given a final warning;
- **REMOVAL**: the student will be removed from the lesson by a member of the Leadership Group and be placed in Back on Track for the rest of the lesson. Additionally, a 60-minute detention will be served that same day from 3.00-4.00pm. Before returning to the classroom, a reintegration meeting must take place with the student, parents, teacher and HOD/HOY. Two removals in five school days will result in a 1-day fixed term suspension.

Other sanctions include:

- Direct transfer to Back on Track, a supervised work environment.
- Fixed Term Suspensions of varying length for other breaches, dealt with under the Exclusion Policy. All Fixed Term Suspensions must be followed by a reintegration meeting before the student returns to lessons;
- 60-minute detention taking place at the end of the school day from 3.00-4.00pm. Parents will be notified by text message;
- Referral to the Head of Year (HOY) for incidents that take place at break, lunchtime or before and after school;

- Referral to the HOY for matters such as truancy, fighting, abuse of another student (verbal, physical, racial or sexual) smoking or drug abuse, damage to property, repeatedly failing to attend a detention;
- Referral to a senior member of staff for matters involving drug use, defiance towards a HOD or HOY, abuse of a teacher, verbal, physical, racial or sexual or a threat of actual physical violence to a member of staff;
- Referral to the Head Teacher for serious breaches of behaviour where any Permanent Exclusion will be dealt with under the School's Exclusion Policy; or
- For Post 16 students, a removal of Post 16 privileges.

Behaviour Code

Students will do their best to behave in a way which shows:

'Respect for Learning' by: 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 their best and taking pride in all classwork and homework; and making it easy for everyone to learn and for the teacher to teach.

'Respect for Self' by: being honest with themselves and to others; making good use of their time; and taking good care of themselves and their property.

'Respect for Others' by: 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; and moving around the school safely and sensibly.

'Respect for the School' by: 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; and playing an active part in helping to improve the school and the local community.

Damage to School Property

When property is damaged by any student, it should be reported to a member of staff. Depending on the nature of the damage and whether it was inadvertent or deliberate the school will decide whether a charge should be made against those involved in line with the school's Charging and Remissions Policy. The extent of the contribution will be at the discretion of the Head Teacher and this will be communicated formally to parents.

Out of bounds areas

The following areas in and around the School are out of bounds to students:

- Any areas hashed yellow
- Staff toilets
- Unsupervised classrooms
- Grass areas by the A block, bike sheds, behind Welfare

Students in Years 7-11 are not allowed to leave the school site during the school day without permission. They may only leave the school site if they have a note from home which has been countersigned by the Form Tutor or Head of Year; or if they are given permission to leave school by the Welfare Assistant who will inform the Head of Year and place a call home. All students who then leave the school must sign-out in Welfare.

Post 16 students are allowed to leave the school site at lunchtime and at other points during the day if privileges have been granted.

Anti-bullying

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)

Queensmead School has a zero-tolerance approach to bullying and takes any such instances seriously. Everyone in the community, including students, should challenge bullying. Students should always report incidents of bullying to their Form Tutor, teacher or any member of staff who will tackle it promptly and sensitively in line with the school's Anti-Bullying Policy. This will include a thorough investigation into all incidents so that appropriate action can be taken.

A clear anti-bullying ethos is established in the School through Personal Development work, Form Time activities and assemblies. Restorative Justice practices are successfully employed to resolve conflict when it arises. Peer Mentor students provide support and guidance when required.

Queensmead's achievements and success in dealing with bullying have been recognised by Bullying Intervention Group (BIG) through its national award scheme which is endorsed by Kidscape. This award recognises the school as a leading innovator in bullying awareness strategies and is a direct result of the hard work and commitment shown by all those in the School community.

Home-School Agreement

The Home-School Agreement outlines the expectations and responsibilities of the school, parents and students, please indicate your agreement by ticking the appropriate box on the Student Information Form.

Please share the following summary of 'The Successful Student' with your child.

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

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

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 that you have done your homework
- Remind you of your targets

Uniform and Student Appearance

BOYS' Uniform	GIRLS' Uniform
Plain black blazer with blazer badge (Queensmead emblem) Plain white shirt with long or short sleeves Queensmead School tie Plain black tailored trousers Plain black or white socks Plain black leather shoes (black laces and black stitching) Plain black outdoor coat (any logos must be able to be covered by the palm of the hand) <u>Optional Items</u> Queensmead V necked jumper	Plain black blazer with blazer badge (Queensmead emblem) Plain white blouse - shirt style with long or short sleeves Plain black skirt knee length - only available from our uniform suppliers Plain black tailored, loose trousers Black tights or black socks with skirts White or black socks with trousers Plain black leather shoes (black laces and black stitching) with a moderate heel Plain black outdoor coat (logos must be able to be covered by the palm of a hand) <u>Optional Items</u> Queensmead V necked Jumper

PE Kit

Queensmead polo shirt with School emblem
Queensmead shorts or Queensmead Trousers

Plain white tennis socks (above ankle)

Standard football boots (no metal studs)
Trainers (no plimsolls/converse/vans)

Optional Items

Queensmead football socks

Queensmead hooded jumper

Uniform Suppliers

Adams: 55 Victoria Road, Ruislip Manor, HA4 9BH, 01895 674155

hillingdonschooluniforms.co.uk

Angels: 317 Rayners Lane, Pinner, HA5 5EH, 0208 866 9972

angelsuniforms.co.uk

Kevins: 104 Marsh Road, Pinner HA5 5NA, 0208 886 7208

kevins-schoolwear.co.uk

MM Schoolwear: 795 Field End Rd, Harrow, Ruislip HA4 0QL, 0208 058 7553

www.mmschoolwear.com

The Blazer Rule

Students MUST wear blazers to, from, in, and around school. Students may only remove blazers during registration and lessons with the permission of a member of staff.

Additional rules of presentation

The following are not permitted:

- facial piercings
- bracelets
- boots
- hooded tops and tracksuit tops
- make-up and nail varnish
- false/acrylic nails and false eyelashes
- hairstyles which include coloured hair, the cutting of lines or patterns into the hair.

The following should be observed:

- Only ONE plain necklace, ONE plain signet ring and/or ONE pair of plain stud or sleeper earrings (only to be worn in the earlobes) may be worn.
- Hair accessories MUST conform to the School colours: black, purple or white.
- Only white t-shirts/vests are to be worn under shirts/blouses.

Religious Jewellery

Students are permitted to wear either:

- compulsory items of religious jewellery (e.g. a kara, Hindu strings);
- or
- items which otherwise comply with the school's uniform policy (e.g. a small crucifix on a plain necklace).

Equipment and Possessions

Required items (daily) • black pens • green pen • pencil • ruler • eraser • glue stick • scientific calculator (Casio FX-83GT CW or Casio FX-83GT CW+ 2nd edition) which can be purchased for £9.74 via iPay at the School) • geometry set (available to purchase for £1.50 via iPay) • all necessary exercise books • PE kit (on PE days) • reading book • mini white board and pen A replacement white board and pen can be purchased from the school, £1.05 for the whiteboard and 52p for the pen, via iPay Any medication must be handed in to the Welfare Assistant. We are a cashless school – there is no need for students to bring money to School. All possessions should be clearly named.	Prohibited items • knives or weapons • alcohol • illegal drugs • stolen items • tobacco and cigarette papers • vaping paraphernalia • fireworks • pornographic images/videos • recording device • any item that staff reasonably suspect has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to, the property of any person (including the student) • any item banned by the School rules, which has been identified in such rules as an item which may be searched for. These are, but not limited to: energy drinks; mobile phones, lighters, matches and other smoking paraphernalia Mobile phones are not permitted to be used on site at any time, this includes after the School day when students must have left the School gates before using their device.
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Phones must be SWITCHED OFF during the day and must BE KEPT IN THE STUDENT'S BAG at all times. Any phone that is seen or heard during the day will be confiscated and can be collected from welfare at 3.15pm.

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. Each student in Year 7 is provided with a mini whiteboard and pen, replacement boards can be purchased using iPay.

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

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

Inclusion and Engagement

Special Educational Needs

Queensmead is an inclusive institution which is committed to equal opportunities for all as outlined in the Equality Act of 2010. The school's Special Educational Needs Policy has been written with regard to that Act and to the SEND Code of Practice January 2015 and the Children and Families Act 2014.

The school seeks to identify at the earliest opportunity, any barriers to learning and barriers to full student participation. The SENCO works with teachers, students and parents to ensure accessibility to the curriculum for all students and to monitor progress of those with Special Educational Needs or Disabilities (SEND), or with an Educational Health Care Plan (EHCP).

Interventions that support students include:

- the provision of Learning Support Assistants, as required, both inside and outside of the classroom;
- individual learning programmes for students and/or bespoke timetables;
- interventions in small groups or on a one-to-one basis outside of the classroom;
- interventions to support numeracy, literacy and learning English;
- Agency support where required;
- specialist resources and equipment;
- support to attend extra-curricular activities; and
- reading

All students with an EHCP prior to admission will be provided with additional support during the important transition process from primary School.

Stretch and Challenge

Within the inclusive environment of the school, we offer access to a differentiated, broad and balanced curriculum. We recognise all students as individuals, setting challenging work to stretch, challenge and raise aspirations. Progress of students is checked regularly within lessons and over the course of the year to ensure students are progressing towards, and hopefully exceeding, their personalised targets.

In addition to activities within school both in lessons and through a series of extra-curricular clubs and activities, there are opportunities for students to attend events outside School which include curriculum activities and rewards trips.

Super Curriculum

Our "Super Curriculum" provides additional academic challenges for students who have a passion for particular subjects.

Wider Curriculum

At Queensmead, we are very proud of the breadth of enrichment opportunities we offer our students, to develop them as citizens of the world.

Alongside the formal curriculum, we support our students' wider personal development through a range of different activities, enabling them to develop the knowledge, skills and attributes necessary to keep healthy and safe, whilst preparing them for life and work. Not only do these activities shape our students into kind, independent and resilient young people, but it also has a positive impact upon both their academic success alongside their non-academic achievements.

We have developed five key strands to help identify the threads of the wider curriculum, helping you and our young people to see the connections between learning inside and outside the classroom:

- Queensmead Active – Sport and Fitness.
- Queensmead Creative – Drama, Music, Art and English.
- Queensmead STEM – Science, Technology, Engineering and Maths.
- Queensmead Academic – Interventions, personalised and small group tuition, the Super Curriculum.
- Queensmead Culture and Community – Charity fundraising, outreach work in the local community, student leadership, Religious Studies, Modern Foreign Languages.



Student Leadership

To contribute to the overall development of our students, we feel that it is vital to encourage them to take on positions of responsibility and leadership within the school.

Such positions allow them to appreciate some of the challenges that accompany leadership roles, along with giving them the opportunity to refine key skills such as communication, teamwork, public speaking and organisation.

There are a number of roles available to our students, including Prefects; Active Leaders, Digital Leaders, Wellbeing Leaders, STEM Leaders, Eco Leaders, Creative Leaders and more.

Extra-curricular Activities

At Queensmead School we believe in creating opportunities beyond the curriculum. Whilst we are proud of our examination results, we know that those alone do not make for a well-rounded student. Extracurricular activities not only allow students to have fun and learn new skills but can also help them to develop both friendships and life skills relevant to their future careers.

We expect every Year 7 student to attend at least one extra-curricular activity each week. We have worked hard to develop the activities we can offer our students at Queensmead School and hope that students will enjoy our broad mix of both academic and sporting clubs.

Trips are organised throughout the year to places of interest such as theatres and museums, overseas trips are also arranged either for cultural or sporting endeavours. Letters will be sent home with information about these enrichment events.

Facilities

We work constantly to improve our excellent facilities through our maintenance and development programme with our Accessibility Plan in mind.

Library

This is open to students in Years 7 to 13 at the following times:

8am to 8.25

Break 1 and Break 2

3.00pm to 4.30pm

A range of fiction books are available to encourage independent reading and Chromebooks are available to students to facilitate 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.

iPay

The School uses a cashless system similar to ParentPay, called iPay. Please download the app. registration information will be sent to you separately. You will use this platform to make all payments to school and where possible, refunds will be made here too.

Restaurant

A variety of foods are provided at break time and lunch time in the school restaurant, the menu for which is available on the school website. We operate a cashless system via

iPay about which parents will receive registration instructions. The system accepts online payments for meals, snacks, school trips, some school items and other miscellaneous items/activities. Students access the funds via a secure biometric system for which parents will need to give permission.

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. Again, the iPay system is in operation.

Packed Lunch

Students may choose to bring their own packed lunch to school.

Free School Meals

Some children may be eligible for Free School Meals, the allowance for which is £2.60 per day. Eligibility is determined by household income and the receipt of certain benefits. Parents should check their eligibility at www.myfreeSchoolmeals.com. Students will pass through the cashless system in the same way as all students and the system will quietly recognise the FSM status and register that payment is complete. Eligibility remains anonymous to other students.

Lockers

Lockers are available for students for the storage of bags and other small items. The required maintenance payment of £5 should be made via iPay in the first instance, the student should then bring a padlock to the School Reception where arrangements for locker allocation will be made.

Lost Property

We recommend that ALL possessions are clearly labelled or marked with the student's name. Students are encouraged to take proper care of their own items but any found items will be placed in the Lost Property store to await retrieval. Any unclaimed items will be disposed of at the end of each academic year.

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.

Health and Welfare

Hillingdon School Nursing Service

The 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.

Any concerns by parents regarding their child's health or development should be directed to the health service School nurse at the families' local clinic. Alternatively, parents can write to the Children and Family Directorate, Harrow and Hillingdon Health Care, N.H.S. Trust, Malt House, Field End Road, Eastcote, Middlesex.

Routine Vaccinations at School

The following vaccinations are offered to students during their time at Queensmead:

- During their time in Year 8, girls and boys aged 12-13 are offered the HPV Vaccination as part of the Government vaccination programme. This vaccine helps to protect against cancers caused by the human papillomavirus (HPV). Your consent will be sought prior to the vaccination programme.
- During their time in Year 9, students are offered the 3-in-1 teenage booster to protect against tetanus, diphtheria and polio.

Your consent will be sought prior to the vaccination programme.

Medications at School

Any medication must be handed in to the Welfare Assistant.

Important Information for Parents

What is Pupil Premium Funding?

Pupil premium funding is allocated to schools in order to improve the attainment of students registered for free school meals (FSM), those in local authority care and those with parents in the armed forces. The grant was put in place due to a nationwide gap in attainment between these students and their peers.

How do we use the Pupil Premium Funding at Queensmead?

In the academic year 2025-26 Queensmead School will receive £282,725. As a school, we decide how this money is spent to support our Pupil Premium students. To ensure that we are using the money in the most effective way, we have based our strategy on recommendations by the Education Endowment Foundation.

Below are some of the ways that we support our Pupil Premium students:

- A personal budget of £200 per child (see details below).
- Financial support with trips.
- A chromebook and internet access if required.
- Homework breakfast club (a free breakfast and the opportunity to complete homework).
- Academic interventions if required.

How does the personal budget work?

At Queensmead School, every student entitled to Pupil Premium funding is assigned a personal budget of £200. This can be put towards uniform and equipment for school. Simply email a picture of your receipt to tabouzeid@qmschool.org.uk along with your bank details and you will be reimbursed. Please note, we will only reimburse a maximum of £50 of your allowance on any single item (e.g. shoes, trainers, coats and bags).

Where can I find more information?

If you would like to find out more about the Pupil Premium fund then visit the [gov.uk](https://www.gov.uk) website [here](#). If you would like to find out more about Queensmead School's strategy for supporting Pupil Premium students then visit our website [here](#).

How can I find out if I am eligible to receive Pupil Premium funding?

Click the link [here](#) to find out the eligibility criteria for Pupil Premium.

Click [here](#) to find out whether you could be eligible for free school meals (FSM).

Who can I contact if I have questions?

Mr A Morgan-Smith (Deputy Head teacher): amorgansmith@qmschool.org.uk

Looked After Children

Looked After Children are children who are currently known to social care, with the most common arrangements being foster care, residential care or placement with a family. Previously Looked After Children are those children who have previously been in social care, but are no longer, due to adoption, a special guardianship order, a residence order or a child arrangements order. It is for those with parental responsibility for Previously Looked After Children to decide if they wish to self-declare their children's status to schools. Parents need to provide supporting evidence, for example a photocopy of the adoption order and confirmation that their child was previously in care in England or Wales. The school will benefit from this information, as it will attract additional funding to support this cohort of pupils.

Parental Responsibility

All mothers and most fathers have legal rights and responsibilities as a parent – known as 'parental responsibility'. These vary according to the region or country of birth. This applies in the UK as follows:

- A father usually has parental responsibility if he's either married to the child's mother or listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).
- If the parents of a child are married when the child is born, or they have jointly adopted a child, both have parental responsibility and this continues if they later divorce.
- An unmarried father can get parental responsibility by either:
 - Jointly registering the birth of the child with the mother (from 1 December 2003); or
 - Getting a parental responsibility agreement with the mother; or
 - Getting a parental responsibility order from a court.
- Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g. donor insemination or fertility treatment.
- For same-sex partners who are not civil partners, the second parent can get parental responsibility by either:
 - Applying for parental responsibility if a parental agreement was made; or
 - Becoming a civil partner with the other parent and making a parental responsibility agreement or jointly registering the birth.
- Other people or relatives: only have parental responsibility if they have obtained it via the courts.

Those who have parental responsibility are entitled to receive relevant information concerning the child, unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests, welfare and best interests of the child or of another child.

For the purpose of this document and other school documents, the term 'parents' means any person who has accepted responsibility for the child's attendance and participation at school and includes those acting 'in loco parentis' (responsible for the child in the parents' absence).

Privacy Notice – GDPR

Queensmead School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to: support teaching and learning; monitor and report on progress; provide appropriate pastoral care, and assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).