



PARENT HANDBOOK



September 2023-June 2024



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COLLEGIATE LEADERSHIP



Mrs A Martin - MSc BA FloD
Chair of the Collegiate Board



Mr D Machin - BA (Hons)
PGCE PGDip
The Collegiate Principal

HEADS OF SCHOOL



Mrs K Kilkenny - BSc
Head of Chapter House
and Queen's Kindergarten



Mr J Birchall - BA
Head of King's Magna



Mr S Turner - MA
Head of QE College



Miss L Blakeley - BA
Head of QE Faculty

SENIOR STAFF



Mr K Oldershaw
Academic Director



Mrs J Holroyd
Head of Student
Wellbeing



Miss E Papaglimis
Head of Student
Welfare and Personal
Development (DSL)



Mrs K Bunting
Head of Regulation



Mrs E Chapman
Head of
QE Academy



Mr M Clayton
Head of
Co-Curricular



Ms K Flaherty
Head of Daily
Management



MESSAGES FROM THE CHAIR OF THE COLLEGIATE BOARD AND PRINCIPAL

“ Queen Ethelburga’s Collegiate Hill Standard is ‘To be the best that I can with the gifts that I have’. As an alumna of the school, I continue to ensure that this remains at the centre of every decision we make. We are here to provide every child attending QE with a springboard to their individual successes, whichever pathway they choose.

Our staff work as one team – whether they are directly teaching or supporting students as part of the school and pastoral teams, or as part of our estates team making sure that the campus works as it should – to create the right learning and living environment in which every student can thrive.

Whether you are new to the QE community or are joining us for another great year - welcome! I hope that you have a wonderful year with us.

Mrs A Martin - MSc BA FloD
Chair of the Collegiate Board



“ It is a privilege to be able to extend a warm welcome as Principal to Queen Ethelburga’s Collegiate, known locally, nationally, and internationally for our outstanding pastoral care, our high-quality boarding provision, and our exceptional academic outcomes; all supported by our fantastic facilities. Most importantly, QE is a happy and fulfilling place where our students and staff thrive.



This ensures a nurturing, family atmosphere where the staff know their students thoroughly and form outstanding student-teacher relationships based on mutual respect and unwavering support for each other.

We have established ourselves amongst the top schools worldwide, demonstrated by our outstanding academic results and impressive list of top university destinations. We recognise that the quality of teaching in the classroom is the most critical component in achieving academic excellence, hence our investment in continuing professional development. This ensures our teachers remain at the top of their profession, and our students are equipped with the skills they will need to become successful adults. We also understand the importance of developing the whole student by presenting opportunities to learn beyond the classroom through our extensive enrichment and super-curricular programmes, designed to recognise and celebrate the skills and aspirations of each individual.

Daniel Machin - BA (Hons) PGCE PGDip
The Collegiate Principal

Having joined as a Teacher of Business Studies and ICT in September 2005, I have been fortunate to be able to carry out a number of interesting and varied roles in the past eighteen years, including Head of Sixth Form, Head of College, and Vice Principal. This means that I fully understand the needs, aspirations and exceptional abilities of all our QE students, and I have used this knowledge to work alongside our skilled and dedicated staff in developing what we offer, so that the school today is at the forefront of educational innovation and expertise.

In particular, our Strategic, Leadership and Estate Management teams benefit from experience, skill, initiative and strong team-work, which leads to a single-minded focus on ensuring that we provide the very best for our QE Community.

The Collegiate is uniquely made up of four smaller schools, each with its own Head and management team.





The following information is intended to guide you and answer any queries that you may have whilst your child is with us.

BOARDING STUDENTS

Communication

Contacting your child

Most older students will have a mobile phone on which parents are able to contact them, though we will of course instruct our students to turn these off during the school day and overnight. For those students in Years 3 to 5 it is possible to call them on their boarding bedroom landline in the evenings and at weekends. Your child should know their own number but the boarding house office will be able to help with this if needed. Should you need to contact your child urgently overnight, you may ring the boarding house office. This will connect you with a member of boarding staff who can provide further support. Phone numbers will be sent out in August in correspondence from Boarding.

Mobile Phones

To ensure that students are accessing only age appropriate material we block access to platforms which should not be accessed by students under 13 years of age. We also operate a Smoothwall filtering system which immediately flags any inappropriate use to the Safeguarding Team. QE cannot be responsible for any inappropriate access to material using their

own private data. Parents and guardians are expected to apply settings which restrict access and support safe use on the internet and social media. Please note that any access to inappropriate material on any device is the responsibility of the person whose name the contract is in. Guidance and support can be found on the QE website, the details of which are sent to all parents and guardians at the start of the year.

Email

Students are encouraged to use emails to communicate with home where possible. Students are encouraged to use a school email address, as this is checked for viruses and other types of malware. A student using a school email address can utilize this address anywhere in the world, not just while on campus. If your child wishes to use their existing email address whilst on site, please be aware that the school system will still filter any inappropriate content for safeguarding reasons.

Post

Dependent on which House your child is living in, the postal address is:
(Child's Name), (Student Number), (Boarding House),
Queen Ethelburga's Collegiate, Thorpe Underwood
Estate, York. YO26 9SS, England.

All children of any age look forward to receiving a letter or a package. Why not post a small package containing a few little “goodies”?

Queen Ethelburga’s has processes in place to detect any prohibited items within all incoming post. Prohibited items found in post will be confiscated. Please do not post perishable food products to your child such as fish, meat or poultry. Students are also not allowed to receive food deliveries from third-party suppliers such as supermarkets or Amazon Pantry.

Damage

Students will be charged for damage and breakages in their accommodation; if an individual’s responsibility cannot be established, the reparation costs will be shared jointly.

Electrical equipment

All electrical appliances brought onto our school site must comply with current Health, Safety and Environmental standards. Boarders can tell if their appliance meets these standards if the appliance has a UKCA CE mark. A list of prohibited items can be found further on in this book. All of these items can be provided or are available close by. If any of the appliances are found to be within boarders’ possessions they will be confiscated by a member of house staff due to the potential fire risk posed.

Guardians

Students of parents who are resident overseas are reminded that a guardian must be appointed for emergency purposes and for visits at Half Term. All guardians must be on the AEGIS “Permitted Guardian List”.

SEE FORM ~ [ANNEX A1](#) and [A2](#). Without this form completed no student whose parents are overseas may be admitted to the Collegiate.

Laundry

All laundry is washed on site for all boarders, although many Sixth Formers opt to launder their own and have the facilities to do so. Students from Year 10 upwards normally iron their own uniform and clothes. Although considerable efforts are made to monitor students’ laundry, QE is not liable for lost items. All clothing must be clearly labelled and students should have extra labels with them to use should a label fall off or they purchase new clothes during term time. We do recommend that students use net bags for their socks and underwear.

Leaving Site

Parents are reminded that we need to receive written permission from them (or guardians) for a boarding student to be absent from school (e.g. going to a friend’s house for the weekend) by the previous Tuesday.

Experience has shown us that what we, or parents, are told about the nature of a stay at a friend’s house is not always accurate. Therefore, it is the responsibility of the parent (or guardian) to personally satisfy themselves as to the nature of any stay away from school and that there is a responsible adult present: this should be done by the parents (or guardians) personally speaking to the other adult(s), where the stay will take place, before giving their permission to school. We cannot be responsible for what may or may not happen when a student is temporarily out of our care. If a “party” is involved, you may wish to decide whether the person in charge is fully in control and would exercise the same level of care and supervision as you would. Likewise, you may wish to find out what precautions are in place to avoid inappropriate use of alcohol, drugs or inappropriate behaviour, and who else may be invited or may attend. Students may not stay at hotels, guest houses, or the like unless they are accompanied by a parent or a guardian.

Medication

Students are not permitted to hold any type of medication in their possession or within their bedrooms. All medications must be handed in to the house staff at the beginning of term. Any medication found in rooms that has not been authorised by the Medical Centre will be confiscated.



Pocket money for boarders

We recommend the following guidelines for appropriate amounts of pocket money which should be transferred via BACS to the Collegiate bank account quoting reference “PMONEY and your child’s name”.

- A) Juniors: approx. £130 per term.
- B) Years 6~9 inclusive: approx. £175 per term.
- C) Years 10~11: approx. £265 per term.
- D) Years 12~13: approx. £415 per term.

Our goal this school year is to considerably reduce and try to stop students’ reliance on our cash pocket money solution for students aged 16 years and above. From September, students in Years 11 to 13 are encouraged to have their own bank account for their pocket money. The HSBC bank are supporting us with a banking solution for the students and they will come to campus in September to meet students and help fill in application forms etc. Once applications are complete, it is a simple process to submit ID and address verification via a linked form / at the York Branch.

Posters, magazines, books and other media

Students are welcome to decorate their rooms with posters and may wish to bring books, magazines and other media into the boarding house. These should all be age appropriate for the student and their friends. Any offensive or unsuitable material will be confiscated.

Shopping, cash, change and phone top-ups

Boarding students have access to the school shop which sells many essential school items. There are also vending machines on site providing a variety of drinks and snacks. There are two ATM cash machines on site which accept all the usual bank credit and debit cards. Sixth Form students also have the opportunity to attend shopping trips to local supermarkets.



Takeaway food

Take away is permitted for years 11-13 and can only be delivered from QE’s chosen companies. Any takeaway delivered for students in Year 11 or below will be confiscated. Any orders placed with companies not approved by QE will be confiscated.

Toys and games

Students may bring some inexpensive toys to school. The children can play with them at break times or leisure times but are not allowed to have them out during lessons. Hoverboards or Segways are not allowed, and it is advised that students do not bring valuable possessions.

Valuables, cash and personal possessions

Valuables and cash must be handed to house staff for safe keeping. There is a lockable facility in each bedroom but this offers only limited security. Please note, using the schools security measures is essential as QE does not accept liability for any loss or damage to property or personal possessions “owned or in the possession of the pupil, the parent(s), or any associated person”. QE has no insurance policy to cover articles of value against damage, theft or loss: parents should take out their own insurance for any articles of value brought to QE.



Visitors

Boarders are reminded that all areas of boarding houses, with the exception of their bedroom or en-suite facilities, are public areas, in the sense that visitors may be present at any time. Senior staff or Estate staff may need to visit boarding houses for a variety of reasons and at a range of different times, especially if there is some sort of emergency. Although they are likely to be accompanied by a member of house staff, embarrassment will be caused if students are not appropriately dressed. For this reason, we ask students in boarding areas to be suitably dressed whenever they are out of the privacy of their own rooms. Any maintenance work which needs doing within the houses will generally be done during the academic day, when the houses are locked, to minimise any disruption to the students.

DAY STUDENTS

After school care: Foundation Stage and Key Stage 1

After school care is available after school hours up to 6:00 p.m. each weekday evening during term time. The cost of after school care is charged at £17 per day ad hoc.

Extra meals - Day Students

Day students who stay on for supper in the evening or lunches at weekends will be charged an extra £12 per meal. If you wish your child to take advantage of the facility, please inform their school by mid-morning of the day concerned. Prior notice must be given to the relevant school.

Incidental boarding

There is no extra charge for changing from weekly boarding to full boarding. There are no reductions for missed school, early leaving etc. The Bursar can supply details of school insurance to cover incidents such as these. For temporary boarders, there is a charge each night of £63 inclusive of supper and breakfast, or if students are attending an event the charge is £39. Weekend boarding (Friday, Saturday and Sunday nights) would be charged at £39 per night and for fourteen consecutive nights the charge is £63 per night.



QE bus service

The school bus service at QE now covers even more surrounding areas, across several routes, for the 2023/24 school year. Information regarding transport links can be found [here](#) and for further information on routes, including pricing, please email admissions@qe.org. Those students using school transport should follow the requests of the driver, including seating. Anyone wishing to sign-up to the service must complete a transfer request form (Annex K) upon starting with the service, and each academic year thereafter. A link to this can be found in the Annex Forms on Page 30. Please note: By signing this form you agree to abide by the Terms & Conditions including giving one term's notice to cease. Full Terms and Conditions can be downloaded from the [school website](#).

TO NOTE: Spaces on our bus services are limited and priority will be given to those requiring a five day return service. This is to ensure that the service is running at maximum capacity.

Train service to Cattal station

The local train station to QE is Cattal station, just five minutes drive from campus. More information on this service can be found at www.northernrail.org. We run a daily pick-up and drop-off service to Cattal station. Anyone wishing to sign-up for station pick-up and drop-off must still complete the transfer request form.

Costs

Fares are charged on an incidental or termly basis and are available on the forms within the Parent Portal.



ACADEMIC INFORMATION

Feedback on student progress

Students are assessed regularly in class and through internal examinations with parents/guardians receiving written feedback on this on a half termly basis in the form of assessments and reports. You will be able to access these through the Parent Portal. Feedback is also provided on your child's approach to lessons and prep on a numeric scale. More information on this process will be sent out by email prior to the first assessment each year.

Parent meetings

Parents and guardians have the opportunity to take part in online parent meetings with their child's form tutor and subject teachers at least twice a year. More details will be provided about these during the first term of each year. We would encourage parents or guardians to contact the relevant school team at any stage however, should you have any questions or concerns. The main point of contact will be your child's Head of Year/Key Stage who will be in touch early in the academic year with their contact details.

Examinations

The main period of examinations for GCSE, A Level and BTECs takes place in May and June although there are other examination sittings in November and January for selected qualifications. Most recognised qualifications in the UK are overseen by the Joint Council for Qualifications with a small number of examination boards then administering these. Queen Ethelburga's offers qualifications administered by AQA, Pearson/Edexcel, OCR, CIE and Eduqas. The costs of all examinations and qualifications completed by students are passed onto parents. Note that for BTEC qualifications, these costs are paid near the beginning of the course when students are registered, whilst for all others, fees are paid when examination entries are made towards the end of the course.

Sixth Form students completing A Level qualifications are entered for the AS qualification (where available) in each subject at the end of Year 12.



Options and Transition

If your child is joining the school in Years 10 to 13, they should already have seen the list of subject options available to them as listed on the Options Form. Further details on the courses can also be found in the Options Book available as a weblink. Before the start of term, your child's form tutor or Head of Year will be in touch to discuss which options they wish to choose and how they will be supported in the first few weeks of term. For existing students, when moving between year groups or key stages, we provide a large amount of support and information regarding the options and pathways available. We aim to ensure as smooth a transition process as possible so that students can adapt to their new courses and environment quickly and positively.

Careers provision

All students have access to our Careers Department and can make an appointment at any time using the online booking system or by visiting the Careers Office in the Main Hall. Our Careers staff are trained professionals who can advise on a range of future career plans, university entrance, apprenticeships, gap years etc. They work closely with the Personal Development Department to ensure all students are taught about the possible options open to them in the future. This is supplemented by a range of visiting speakers covering a range of career pathways. The Careers Department can be contacted using careers@qe.org should parents or guardians require any advice or support for their child.

INTERNATIONAL ADMISSIONS

Applying for a Child or Student Study Visa

International students are required to have a Child Study Visa (<17 years old) or a Student Visa during their studies in the UK. To support the visa application, Queen Ethelburga's Collegiate produce a CAS (Confirmation of Acceptance) letter. You will need this letter before submitting an online visa application. To generate a CAS letter the documents listed below must have been fully completed, submitted and approved by the Admissions Team:

- Completed Application Form
- Copy of Birth Certificate (inc English translation if applicable)
- Completed Registration Form
- TB Certificate (where applicable)
- Receipt of first term fee
- Receipt of overseas Deposit

CAS letters are generated by the Collegiate Visa team. They are issued via email with a unique reference number which will be required for the visa application.

International students have access to emergency health care under the National Health Service (NHS) and will not be charged for hospital treatment or further medical treatment during their studies. You will be asked to pay a mandatory Immigration Health Surcharge (IHS) during the visa application process. Private health insurance is not mandatory.

Once the visa process is complete and the study visa approved, the UKVI will issue a Visa Vignette. The vignette is a sticker that the visa centre place inside the passport and enables students to enter the UK and activate their student visa. Please ensure that you DO NOT use the e-gate on arrival and that you go through an immigration officer, regardless of the size of the queue, to ensure that the vignette is stamped. Any student arriving to the school without their vignette stamped must be able to produce proof of travel in the form of a boarding pass. Without this they could be asked to leave the country and re-enter.

Once students have entered the UK they will be issued with a Biometric Residency Permit (BRP); this will replace the vignette and be collected by the QE Admissions Team, without exception, for safekeeping. When a student leaves the UK for vacations, or completion of studies, the Admissions Team will hand them their BRP card to travel.

You must also fully complete and submit the documents listed below, all available on the Parent Portal. They should be completed and returned at the earliest opportunity to avoid delays.

- Medical Questionnaire
- Data Protection Consent
- Acceptable Use Policy
- Uniform Order
- Travel Itinerary and Airport Transfer



ENRICHMENT AT QE

On-site enrichment

The campus continues to be a hive of activity outside of the school day. Over 50 after-school and weekend enrichment activities are available, including the Arts, CCF, DofE, QE Motorsport, a range of sports, Super-Curricular stretch and challenge opportunities and community-based activities in the boarding houses. The gym, swimming pool and Muggles Activity Centre are also open into the evening and throughout the weekends with a timetable for each age-group. For more information about our on-site enrichment activities programme, please contact QEActivities@qe.org.

Off-site enrichment

There are opportunities to take academic subjects beyond the classroom, with regular curriculum enriching day trips. In addition, boarders and day students can broaden and enrich their horizons on a voluntary basis during our weekend day excursions and residential trips. Students can learn or master a skill, such as skiing, scuba or indoor skydiving, contribute to a conservation/ community volunteering project, or learn more about history and culture across the UK and beyond! All our residential trips aim to develop a passion for exploring the world and equip students to become accomplished travellers; developing skills such as navigating both rural and city landscapes, reading public transport systems and timetables, and ordering food in a new language. For any enquiries about weekend trips, please contact

QEWeekendactivities@qe.org. To learn more from our students about the benefits of off-site enrichment and to view details about upcoming residential trips, please visit our website or contact QETrips@qe.org with any enquiries.

Consent for off-site enrichment

Queen Ethelburga's will inform parents in advance of any off-site trip their child could be involved in and explain the nature of the activities to be undertaken and the educational and enrichment benefits of the trip. Government guidance does not require schools to request consent for all off-site trips, however QE will always require explicit written consent from parents of any day or weekend trip involving higher risk and/or water-based activities, and for all overnight trips. QE respects any parents' decision to withdraw their child from a trip. QE will share its weekend trips programme, including details of how students can sign up, with parents via a termly email.

Outreach, Volunteering and Charitable Fundraising

Students can participate in off-site volunteering including beach cleans, packing recycled medical supplies at a local charity, visiting local care homes to socialise with elderly residents and collaborating with students from local schools through our QEConnect Outreach Programme in on-site Sports, Creative Arts and Personal

Development Enrichment Days. Many events take place throughout the year which we encourage students to get involved in, to acquire leadership skills and to contribute to making a positive impact on the local and wider community, such events include Inclusive Sports Tournaments where students act as young leaders, leading the sports games for children with additional learning needs, as well as regular opportunities for students to assist with the organisation and running of Enrichment Days where children in Chapter House, King's Magna and local primary schools develop their skills in a particular sport/ topic throughout a themed day, e.g. rugby and football, samba drumming, healthy lifestyles and wellbeing, STEM, etc.

Charitable fundraising is an important aspect of school life at Queen Ethelburga's as it unites the whole Collegiate for an important cause. At the start of each academic year, students are invited to vote for the six main charities Queen Ethelburga's will raise money for throughout the year. Our dedicated student Charity Leaders are regularly involved in bake sales, gala dinners, academic house focus weeks and annual events such as the Royal British Legion Poppy Appeal, Shoebox Appeals, our on-site Cancer Research UK Race for Life and various initiatives in conjunction with the local Rotary Club. To find out more or to get involved in any Outreach, volunteering opportunities and charitable fundraising events, students can visit the Co-Curricular Enrichment office (Connors, in the Wimbledon building).

Creative Arts

Students have the opportunity to take part in a range of creative and performing arts activities whilst at QE. Music, drama, dance, art, photography and design lessons are all available within the curriculum though students can also take advantage of our Queen's Academy provision at weekends. Each year QE puts on Music and Drama Productions in our King's Theatre and open auditions take place to cast for the shows.



Parents of keen and aspiring music and drama students can also book one-to-one music and drama lessons with our peripatetic teachers by completing the relevant annex form on the Parent Portal.

Sport

The sport provision at Queen Ethelburga's is excellent and wide ranging. Students are encouraged to get involved in and out of lessons in all and any sports on offer. Please note, for students who wear glasses these should have unbreakable safety lenses. All students taking part in contact sports should also have their own gumshield or mouth guard. These can be purchased from the school shop though for a greater level of protection it is preferable to have a custom made one from a student's own dentist.

PASTORAL CARE

Queen Ethelburga's has a dedicated Pastoral Care Team who work to support the welfare and behavioural needs of all students across the Collegiate as part of our wellbeing timetable provision.

Whether the parent or guardian of a day student, or of a boarder, there may be times when you may have concerns or worries. You may believe something is not going well for your child and that they need someone to talk to. Students are encouraged to speak to any member of staff they trust, who will guide them towards any necessary support. Our dedicated pastoral team has overall responsibility for pastoral care across both school and boarding, and are always on hand to offer specialist, tailored support, and students all have a copy of the Student Charter which guides them towards support if they encounter problems. The wellbeing timetable runs across the Collegiate and offers a huge amount of support

for our students. Our pastoral staff, Peer Mentors, Peer Leaders and Buddies are trained to support in areas including Forces, international support, building self-esteem, exam stress, transition, home sickness, bereavement, e-safety support, resilience and a huge range of other areas. This helps students to thrive at QE.

We would encourage all parents to read more about our excellent Pastoral Care [here](#) to learn more about the support and guidance offered.

The Pastoral team also support with behaviour modification. Students are encouraged to speak to any staff member they trust and the appropriate support is then offered to help the student. Listed below is specific information regarding expected behaviour and student conduct, permitted items and school uniform, which will hopefully be helpful to know prior to arrival.





Behaviour and conduct

E-Safety

While we offer a huge amount of education in the safe use of the internet, QE has strict rules regarding computers, laptops, tablets and any other device which is (a) capable of either communicating with the internet and / or other equipment / devices / systems, (b) capable of storing and sending text, personal data or images. This is to safeguard the students and to ensure they stay safe online and have a positive digital footprint. Parents must ensure such equipment has adequate software safeguards wherever possible, to prevent access to, or storage of, offensive or unacceptable content. Students who break the conditions of the Student Acceptable Use Policy may face any of the following: confiscation of any electronic devices, close monitoring of their network activity, investigation of their past network activity, withdrawal of their access and, in some cases, permanent removal from QE and even criminal prosecution. Queen Ethelburga's also offers assistance for students to support the safe use of social media. Please note that QE has the right to confiscate and search any mobile electronic device if it suspects that

a student or staff member is in danger or has misused a device. This will be done in accordance with QE's policy on searching and confiscation, as set out in the Behaviour and Discipline Policy. Parents are responsible for ensuring any such equipment is insured. We cannot be responsible for any loss or damage howsoever caused. We ask that all students in Year 6 upwards have a laptop, or tablet with keyboard, for their academic lessons.

Fire alarms

Students will be fined £300 and issued with a sanction if they irresponsibly cause a fire alarm and thus mass evacuation of a building. Parents should note the Fire Service now has the ability to charge £600 for a call out resulting in fire engine attendance due to irresponsible actions. It is very serious to tamper with any of the fire protection or fire fighting equipment.

Due to the risk of fire, please note that the possession of matches, lighters, candles or incense sticks is forbidden. Our Fire Sensors that are located in the boarding houses are very sensitive. The use of all aerosols, such as deodorant sprays or hairspray, is forbidden. We recommend roll-on deodorant for use at school.

Businesses and gambling

No student may be involved with: a business, company, website, betting, trading, gambling, publication, exhibition, demonstration, or the like, on or off the campus, without the permission of the Principal.

Relationships

We encourage friendship but not public displays of affection. Sexual impropriety or “inappropriate behaviour”, regardless of where occurring, may result in suspension or expulsion from QE.

Prohibited items

Energy drinks and protein supplements

High energy drinks such as “Red Bull”, “Relentless”, “Rockstar”, “Monster” and “Blue Charge” are banned from campus due to the high sugar content and energy contained within them. Protein shakes, whey protein powder, supplements and bars are also not allowed on site.

Smoking materials, e-cigarettes, alcohol and drugs

It is against QE rules for any student to bring cigarettes, or any other smoking material, to school or smoke on campus. We ask boarding parents to ensure that their children are not bringing any banned substances to school at the beginning of term, after half-term or after weekends at home.

No student is allowed to bring alcohol onto the premises or be found under the influence. QE reserves the right to breathalise any student about whom they are concerned. There are social events at which Sixth Form students may be served alcohol, but no spirits. It is the responsibility of the parent to inform the boarding staff should they wish their child not to partake in the alcohol served at these social events. If a student is found under the influence of mind altering substances, this is a breach of the Collegiate rules. The drugs do not have to be taken on site, or in term time, and drugs cannot be brought onto site. QE operates a drug testing system and reserves the right to test any student at any time, if there are any concerns about their welfare and the use of substances. If you suspect your child may be using drugs, or would like any supportive information, please tell us. We can work together and offer support.

Hoverboards, bicycles and skateboards

Hoverboards and bicycles

Hoverboards and bicycles are NOT permitted on site, for safety reasons.

Other items

Electric blankets

These present a fire risk and are not compatible with certain mattresses.

Electrical cooking equipment

This is not allowed due to the fire risk of cooking in your bedroom. Cooking equipment will be provided in the common room.

Humidifiers and diffusers

These are not allowed due the damage risk to other equipment and the risk of interfering with fire detection equipment. If there is a medical reason for this, then it will be considered on an individual basis.

Kettles

Students are not to bring their own kettles to site. Rooms where kettles are permitted will have them hardwired in.

Multi plug adapter

We cannot have these in boarding rooms as the sockets are only rated to 13 amp so the risk of overloading can both damage the electrics and present a fire hazard.

Non-CE adapters

These are banned due to fire risk as they emit a higher voltage than allowed in UK plugs and often do not contain: fuses; insulation / shielding / earth.

Plug-in air fresheners

Due to the high fire risk these are not allowed.

Wax melters

Due to the high melting point and the risk of injury wax melters and other such items are not permitted within the boarding house. These present a fire risk, an injury risk and if not used in sterile environment present a risk of infection.

The following items are permitted with considerations:

LED lighting

Provided it is not attached to any paintwork.

Travel adapters

If they are CE marked.

Hair dryers and straighteners

Lost property

Students are required to name all possessions.

Although QE cannot accept responsibility for students' possessions it has systems in place to return named items to their owners. All lost property is handed into Pastoral Office in the Bronte building. Students may collect these if they can identify them by description. Any missing or lost items must be reported to Pastoral Office, where a record will be kept in case the items are found. Students may also visit the Pastoral Team who will assist in helping relocate their items.

Once items have found their way to the Lost Property Room, the following procedure will take place: Lost property items are held in the Lost Property Room for six months, during which time every effort will be made to return items to students, either by boarding staff or lost property staff.

Any unnamed clothing is washed and kept in the Lost Property Room for spare clothing.

Searches

Under the DfE guidance, QE has the right to search students or their possessions if they have reason to

believe they may have prohibited items. The procedure for searching and confiscating are in Appendix 5 of the Behaviour and Discipline Policy.

Medical services

Our Medical Centre is open 8am – 6pm Monday to Friday. Evenings and weekends are staffed by our team of First Response Emergency Care staff. The Medical and FREC teams take responsibility for the general medical care, health and wellbeing needs of the community.

The Medical Centre takes a proactive responsibility for serious and/or complex welfare concerns, working with students, parents, staff and outside agencies to ensure care of the highest possible quality. All boarding students are registered with a local NHS doctors' practice.

Further support

The school employs an Independent Listener who comes in once a week to talk to students, who may want to talk to someone they don't see every day. We also have a School Counsellor who comes in four times a week to provide more specialist support to students. We will always inform Chapter House parents if their son / daughter wishes to see either the Counsellor or the Independent Listener. With students in King's Magna and above, we strongly encourage them to inform their parents if they wish to have this support but, if they are deemed to be "Gillick Competent", they have the right to attend sessions with the Counsellor / Independent Listener confidentially. Our preferred option is to work with parents / guardians, but there are circumstances where older children have a statutory right to deal with issues confidentially.





STUDENT CHARTER



Student Support

'To be the best that I can, with the gifts that I have'

Wellbeing at QE

The wellbeing programme offers a huge range of sessions, activities, workshops and events to promote and support positive mental health and wellbeing. The programme aims to help you build resilience and the ability and overcome challenges. One of the main parts of the wellbeing programme is helping others in the community. The sessions are linked to, and promote, the five ways to wellbeing and include topics such as; positivity, online safety, managing emotions, dealing with stress, cultural awareness, world news, dealing with worries, study skills, mindfulness, relaxation, yoga and meditation.



Who can I talk to?

The most important thing is to speak to any member of staff you trust including an adult or professional, your Form Tutor, School Team or Houseparent. Sometimes you might feel you would rather speak to someone who is not linked directly to your lessons and boarding life, so you can talk to, telephone, or write to any of the following:

Your Parents

Collegiate Counsellor and School Doctors Surgery
01904 781423

Independent Listener – 01423 333300

Childline – 08001111

Children's Commissioner for England
Sanctuary Buildings, 20 Great
Smith Street, London SW1P
3BT – 0207 7838330

Independent School
Inspectorate, Ground Floor,
9-12 Long Lane, London
EC1A 9HA – 0207 6000100

Ofsted Piccadilly Gate,
Store Street, Manchester
M1 2WD – 0300 1231231



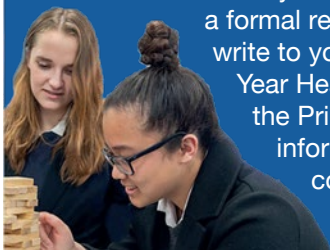
Bullying

We do not tolerate any form of bullying, harassment or Peer abuse. Concerns can be reported to any member of staff you trust, a Peer mentor, your friends and family or electronically through the pastoral website. Incidents will be dealt with promptly and effectively and the Pastoral Team will discuss a plan of action with you, so that we can all work to support all students involved. All members of our community have the right to feel safe and happy and we must work together to support each other.



Have your say

If you would like to make a complaint please speak to any member of staff you trust. If the matter cannot be easily settled, then you can make a formal representation. You can write to your Head of Boarding, Year Head, Head of School, or the Principal. You can find more information on the student concerns and complaints policy on the QE website.



Peer Mentors

The Peer Mentoring System runs across the whole Collegiate. In King's Magna we have Buddies, in Key Stage 4 Peer Leaders, and in the Sixth Form Peer Mentors.

Buddies and Peer Leaders are trained to support you if you are in King's Magna; and can help new students to settle in. They can support you with a range of things such as your studies, homesickness, organisation, transition, self-esteem and behaviour management.

Peer Mentors can also offer general advice and support. Speak to any member of the Pastoral Team if you would like a Peer Mentor.



UNIFORM LISTS AND REQUIREMENTS

Please see below the uniform lists for each school. Further uniform requirements can be found in the Student Planners. Orders placed via the online school shop are to be paid at the point of sale, face to face purchases in the new school shop can be paid for by cash, card or Apple Pay. If Boarding students require uniform during the school term, their Houseparents can order the items for them after obtaining permission from the students' parents or guardian, and this is then added to their school account.

CHAPTER HOUSE UNIFORM LIST

| GIRLS | | | |
|-------|--|------|--|
| 4 | White long sleeved revere blouses (winter - Year 1 upwards) * | 4prs | White knee length or short socks (summer) * |
| 4 | White short sleeved revere blouses (summer - Year 1 upwards) * | 1 | School crested navy sports top (Year 3 upwards)* |
| 4 | School crested polo shirt (Nursery and Reception only)* | 1 | School crested girls navy skirt or shorts* |
| 2 | Gold tartan skirts * | 1pr | School blue games socks (Year 3 upwards)* |
| 4prs | Black cotton tights (winter) * | 1 | School navy swimsuit * |

| BOYS | | | |
|------|---|------|---|
| 4 | White long sleeved shirts (winter - Year 1 upwards) * | 1 | School crested navy sports top * |
| 4 | White short sleeved shirts (summer - Year 1 upwards) * | 1pr | School crested navy sports shorts * |
| 4 | School crested polo shirt (Nursery and Reception only)* | 2prs | Grey trousers with sewn in seam (winter) * |
| 2prs | Grey school shorts - not cargo style (summer) * | 1pr | School navy swim shorts / jammers * |
| 1 | School tie * | 1pr | School blue games sock (Year 3 upwards)* |
| 4prs | Grey ankle socks * | | Football boots with screw studs (Year 3 upwards)* |

| GIRLS AND BOYS | | | |
|----------------|---------------------------------|------|---|
| 1 | School crested coat * | 1 pr | Swimming goggles * |
| 1 | Scarf* (optional) | 1 | Gold swim cap (Year 1 upwards)* |
| 1 | School crested bag * | 1 pr | Trainers |
| 3 | School crested jumper * | 1 | School crested tracksuit (Year 1 upwards) * |
| 1 pr | Black leather flat school shoes | 1 pr | White PE socks * |
| 1 | Sports bag * | 1pr | Shin guards (Year 3 upwards) * |
| 1 | Swimming bag * | 1 | Gumshield (Year 3 upwards) * |

| KEY STAGE 1 - GIRLS AND BOYS | | | |
|------------------------------|--|---|--------------------------|
| 1 | Set of waterproof trousers and coat (not school) | 1 | Pair of Wellington Boots |



CHAPTER HOUSE, BOARDERS - PERSONAL ITEMS

| | | | |
|-------|---|-------|---|
| 1 | Smart outfits for formal occasions / parties / theatre outings | 3 | Nightclothes |
| 1 pr | Smart shoes | 3 | Vests (optional) |
| 1 pr | Smart trousers and shirt (boys) | 8 | Underwear |
| 4 prs | Jeans / casual trousers / tracksuit style trousers (boys/girls) | 3 doz | Spare name tapes - to be handed to Houseparent |
| 5 | T-shirts / tops | 1 | Warm waterproof winter coat |
| 4 | Jumpers / sweatshirts / fleece | 1 pr | Wellington Boots |
| 8 prs | Socks | 1 pr | Slippers (Suitable to go outside with in case of fire alarms -not slip-on ones - need good soles) |
| 1 | Full-length dressing gown (warm and serviceable) | | |

MISCELLANEOUS

| | |
|--|---|
| Toilet bag, toothbrush, toothpaste, shampoo, body wash, flannels/sponge, hairbrush or comb, spare name tapes | Brown or yellow/ black hairbands (girls) with clips |
| Box of tissues | Brown Shoe cleaning kit ~ quick sponge shoe polisher type |
| Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish | A few personal items to decorate bedroom |
| All medicines are to be handed to the School Sister. | A reusable water bottle |
| Storage space for home clothes is very limited. | PLEASE NOTE: short dresses must be worn with undershorts (cycle shorts etc) or leggings underneath, please make sure girls have appropriate underwear for these dresses |

CHAPTER HOUSE, GENERAL ITEMS

| | |
|---|--|
| Year 3 upwards Pack of coloured pencils*, pencil case with pencil, ruler and rubber* | |
|---|--|

All items marked * are available from the School Uniform Shop. For girls, all accessories must be black. ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited. All medicines are to be handed to the Medical Centre.

KING'S MAGNA UNIFORM LIST

KING'S MAGNA GIRLS UNIFORM LIST (YEARS 6 - 9)

| | | | |
|------|--|-----|---|
| 1 | School crested coat * | 1pr | School blue games socks * |
| 1 | Scarf, gloves, winter hat * | 1pr | White PE socks * |
| 2 | School crested jumpers * | 1 | School crested tracksuit * |
| 4 | White long sleeved revere blouses (winter) * | 1pr | Trainers |
| 4 | Short sleeved revere blouses (summer) * | 1pr | Shin guards * |
| 2 | Purple tartan skirts * | 1 | Sports bag * (optional) |
| 4prs | Black 70 denier tights (winter) * | 1 | School navy swimsuit * |
| 4prs | Black 40 denier tights (summer) * | 1 | Gold swim cap * |
| 1pr | Black flat leather shoes | 1 | School bag for books * (optional) |
| 1 | School crested girls navy sports top * | | |
| 1 | School crested girls navy skort or shorts * | | The Collegiate provides tennis rackets and hockey sticks. |

KING'S MAGNA GIRLS BOARDERS - PERSONAL ITEMS

| | | | |
|--------|------------------------------------|-------|--|
| 2 | Smart outfits for formal occasions | 5 | Bras |
| 1 pr | Smart black flat shoes | 1 | Full-length dressing gown (warm and serviceable) |
| 2 prs | Smart trousers | 2 | Nightclothes |
| 2 prs | Jeans | | Scarf, Gloves, winter hat |
| 2 prs | Casual shoes /trainers | 1 | Winter coat / raincoat (if you don't want to wear your school coat out of class) |
| 7 | Blouses / T-shirts | 3 doz | Spare name tapes - to be handed to Houseparent |
| 4 | Jumpers / sweatshirts | 1 | Personal swimming costume (if you don't want to wear your school one during free time) |
| 14 prs | Socks | 2 | Pyjamas |
| 14 prs | Underwear | 1 | Laundry bag for dirty clothes |

| Suggested Personal Items | Toiletries and Personal Care | School Items |
|--|---|--|
| Posters to decorate bedroom Blue Tac (tape is not permitted) Headphones Electronics and chargers (all chargers must be those originally provided with the device, or purchased from the same provider. Any charger which is not genuine cannot be used due to safety reasons.) Watch Own mug Teddy bear Tuck (2 pieces a day) students may also bring their own chocolate spread Reusable water bottle * Swimming goggles * | Shampoo, conditioner, shower gel * Toothbrush, toothpaste * Sanitary towels * Hairbrush, black / purple hair ties * Face flannel Roll on deodorant * (aerosols are not permitted) Laundry detergent (Years 8 & 9 may do their own laundry if they wish) Shoe cleaning kit, small sewing kit Sun cream | Scientific calculator* School bag* Collins Pocket English Dictionary Sports bag* Stationery* Laptop capable of running Windows, or tablet with keyboard |

All items marked * are available from the School Uniform Shop.

ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited.

All medicines are to be handed to the Medical Centre.

KING'S MAGNA BOYS UNIFORM LIST (YEARS 6 - 9)

| | |
|---|--|
| 1 School crested coat * | 1pr School crested navy sports shorts * |
| 1 Scarf (optional) * | 1pr School blue games socks * |
| 2 School crested jumpers * | 1pr White PE socks |
| 4 White long sleeved shirts (winter) * | 1 School crested tracksuit * |
| 4 White short sleeved shirts (summer) * | 1pr Shin guards * |
| 2prs Grey trousers with sewn in seam and black belt * | 1pr Football boots with screw in studs * |
| 1 School tie * | 1pr Trainers |
| 4prs Grey ankle socks * | 1 Sports bag * (optional) |
| 1pr Black flat leather shoes | 1pr School navy swim shorts / jammers* |
| 1 School crested navy sports top * | 1 Gold swim cap * |
| 1 School bag for books * (optional) | |

KING'S MAGNA BOYS BOARDERS - PERSONAL ITEMS

| | |
|--|--|
| 2 Smart outfits for formal occasions | 14 prs Underwear - NOTE 2 prs white briefs are required for ALL sports, NOT boxer shorts |
| 1 pr Smart black shoes | 1 Full-length dressing gown (warm and serviceable) |
| 2 prs Smart trousers | 2 Nightclothes |
| 2 prs Jeans | Scarf, gloves, winter hat |
| 2 prs Casual shoes /trainers | 1 Winter coat / raincoat (if you don't want to wear your school coat out of class) |
| 7 Shirts / T-shirts | 3 doz Spare name tapes - to be handed to Houseparent |
| 4 Jumpers / sweatshirts | 1 Personal swimming costume (if you don't want to wear your school one during free time) |
| 14 prs Socks | 1 Laundry bag for dirty clothes |
| 2 Pyjamas (boys are reminded that if they need attention from the School Sister or there is a meeting when they are ready for bed, pyjamas are required instead of boxer shorts) | |

| Suggested Personal Items | Toiletries and Personal Care | School Items |
|--|---|--|
| Posters to decorate bedroom Blue Tac (tape is not permitted) Headphones Electronics and chargers (all chargers must be those originally provided with the device, or purchased from the same provider. Any charger which is not genuine cannot be used due to safety reasons.) Watch Own mug Teddy bear Tuck (2 pieces a day) students may also bring their own chocolate spread Reusable water bottle * Swimming goggles * | Shampoo, conditioner, shower gel * Toothbrush, toothpaste * Sanitary towels * Hairbrush, black / purple hair ties * Face flannel Roll on deodorant * (aerosols are not permitted) Laundry detergent (Years 8 & 9 may do their own laundry if they wish) Shoe cleaning kit, small sewing kit Sun cream | Scientific calculator* School bag* Collins Pocket English Dictionary Sports bag* Stationery* Laptop capable of running Windows, or tablet with keyboard |

All items marked * are available from the School Uniform Shop.

ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited.

All medicines are to be handed to the Medical Centre.

SENIOR SCHOOL UNIFORM LIST

QE GIRLS UNIFORM LIST (YEARS 10 - 11)

| | | | |
|------|--|---|-----------------------------------|
| 1 | School crested coat * | 1pr | School blue games socks * |
| 1 | Scarf (optional) * | 1 pr | White PE socks * |
| 2 | School crested jumpers * | 1 | School crested tracksuit * |
| 4 | White long sleeved revere blouses (winter) * | 1pr | Trainers |
| 4 | Short sleeved revere blouses (summer) * | 1pr | Shin guards * |
| 2 | Blue tartan skirts * | 1 | Sports bag * (optional) |
| 4prs | Black 70 denier tights (winter) * | 1 | School navy swimsuit * |
| 4prs | Black 40 denier tights (summer) * | 1 | Gold swim cap * |
| 1pr | Black flat leather shoes | 1 | School bag for books * (optional) |
| 1 | School crested girls navy sports top * | 1 | Gold swim cap * |
| 1 | School crested girls navy skort or shorts * | The Collegiate provides tennis rackets and hockey sticks. | |

QE GIRLS BOARDERS - PERSONAL ITEMS (YEARS 10 -13)

| | | | |
|-------|------------------------------------|-------|---|
| 1 pr | Smart outfits for formal occasions | 1 | Full-length dressing gown (warm and serviceable) |
| 2 prs | Smart black flat shoes | 2 | Nightclothes |
| 2 prs | Smart trousers | | Underwear - as necessary (min 8 pairs) |
| 1 | Jeans | 4 | Bras |
| 2 | Skirt for formal occasions | 3 doz | Spare name tapes - to be handed to Houseparent |
| 3 | Blouses / t-shirts | | Handkerchiefs |
| 4 prs | Jumpers / sweatshirts | 1 | Laundry bag to hang behind door for dirty clothes |
| 4prs | Socks | | |

| Suggested Personal Items | Toiletries and Personal Care | School Items |
|--|--|--|
| Posters to decorate bedroom Blue Tac (tape is not permitted) Headphones Electronics and chargers (all chargers must be those originally provided with the device, or purchased from the same provider. Any charger which is not genuine cannot be used due to safety reasons.) Watch Own mug Teddy bear Reusable water bottle * Swimming goggles * | Shampoo, conditioner, shower gel * Toothbrush, toothpaste * Sanitary towels * Face flannel Hairbrush * / blue hairbands Roll on deodorant * (aerosols are not permitted) Laundry detergent Sun cream Shoe cleaning kit, small sewing kit | Scientific calculator* School bag* Collins Pocket English Dictionary Sports bag* Stationery* Laptop capable of running Windows, or tablet with keyboard |

All items marked * are available from the School Uniform Shop.

ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited.

All medicines are to be handed to the Medical Centre.

QE BOYS UNIFORM LIST (YEARS 10 - 11)

| | |
|--|--|
| 1 School crested coat * | 1 pr School crested rugby shorts * |
| 1 Scarf (optional) * | 1 pr School blue games socks * |
| 2 School crested jumpers * | 1pr White PE socks * |
| 4 White long sleeved shirts (winter) * | 1 School crested tracksuit * |
| 4 White short sleeved shirts (summer) * | 1pr Shin guards * |
| 2 prs Grey trousers with sewn in seam and black belt * | 1pr Football boots with screw in studs * |
| 1 School tie * | 1pr Trainers |
| 4prs Grey ankle socks * | 1 Gumshield * |
| 1pr Black flat leather shoes | 1 Sports bag * (optional) |
| 1 School crested navy sports top * | 1pr School navy swim shorts * |
| 1 pr School crested navy sports shorts * | 1 Gold swim cap * |
| 1 School crested rugby top * | 1 School bag for books * (optional) |

The Collegiate provides tennis rackets and hockey sticks.

QE BOYS BOARDERS - PERSONAL ITEMS (YEARS 10 -13)

| | |
|--|--|
| 2 Smart outfits for formal occasions | 3 Vests (optional) |
| 1 pr Smart shoes | 3 doz Spare name tapes - to be handed to Houseparent |
| 2 prs Smart trousers | 1 Laundry bag to hang behind door for dirty clothes |
| 2 prs Jeans | Underwear - as necessary (min 8 pairs). Note 2 pairs white briefs are required for ALL sports - NOT boxer shorts |
| 2 Tops / T-shirts | 2 prs Casual shoes / trainers |
| 4 prs Socks | 1 Full-length dressing gown (warm and serviceable) |
| 2 Pyjamas (boys are reminded that if they need attention from the School Sister or there is a meeting when they are ready for bed, pyjamas are required instead of boxer shorts) | |

| Suggested Personal Items | Toiletries and Personal Care | School Items |
|--|---|--|
| Posters to decorate bedroom Blue Tac (tape is not permitted) Headphones Electronics and chargers (all chargers must be those originally provided with the device, or purchased from the same provider. Any charger which is not genuine cannot be used due to safety reasons.) Watch Own mug Teddy bear Reusable water bottle * Swimming goggles * | Shampoo, conditioner, shower gel * Toothbrush, toothpaste * Face flannel Hairbrush * / blue hairbands Roll on deodorant * (aerosols are not permitted) Laundry detergent Sun cream Shoe cleaning kit, small sewing kit | Scientific calculator* School bag* Collins Pocket English Dictionary Sports bag* Stationery* Laptop capable of running Windows, or tablet with keyboard |

All items marked * are available from the School Uniform Shop.

ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited.

All medicines are to be handed to the Medical Centre.

SIXTH FORM UNIFORM LIST

| SIXTH FORM UNIFORM LIST (YEARS 12 –13) | |
|--|---|
| Suits | Trouser or skirt suit, or dress/jacket (black, grey, brown or blue) suitable for a formal, smart, business environment. Trousers should be worn with dark socks and skirts should be worn with dark blue/black/grey/flesh-coloured tights |
| Shirt / Blouse | A business shirt with tie, or formal blouse, with collar and sleeves |
| Jumpers | Plain V-necked or round-necked jumpers may be worn under a suit jacket and over the shirt/blouse |
| Coat and Scarf | Neutral design and colour Coat needs to be longer than suit jacket, business style |
| Shoes | Plain, smart, black or brown, leather with flat sole |

All items marked * are available from the School Uniform Shop.

ALL items must be named clearly and permanently. Any new items bought during the term also need to be named. Towels, bedding and duvet covers are provided though students are permitted to bring their own if they wish. Note that storage space for home clothes is limited.

All medicines are to be handed to the Medical Centre.



TRAVEL

Car parking

Day and Boarding parents / visitors / students – Car Park entrance F.

This is the Main Car Park. Parents are to use this car park only please. On “travel days”, luggage should be unloaded in this car park. Estate Staff will be available on travel days between 12noon and 6.30pm to assist with transportation of luggage to the relevant boarding house.

We respectfully remind parents that to use any other entrance, to park in an unauthorised area or to park on a roadway, not only causes a nuisance but may impede the progress of emergency vehicles or other legitimate estate traffic. With so many children on site we ask for your strict adherence to this procedure. We need to ensure that the central core of the campus, as used by pedestrian children, remains as free from moving vehicles as possible. Even though it may be raining or you may have heavy luggage or small children, PLEASE obey this safety code.

To improve security and to help us keep your children secure, we ask that parents display a QE car windscreen sticker, to be placed on the bottom left on your windscreen. Please ensure that each car you use to bring your children into school has a sticker. Windscreen stickers can be collected from Reception.

Cars - students

Sixth Form day students who have passed their driving test may drive to and from school and park in the main car park, provided that proof of driving licence and insurance details have been produced. Annex I must also have been completed and submitted electronically. Day student drivers are NOT allowed to leave school during the academic day without express permission. Sixth Form boarders may drive to and from school on Sunday and Friday evenings, provided they have a full driving licence and have produced the above documents. Sixth Form boarding students may not drive locally during the week, but may drive at weekends with all the relevant permissions. No liability can be accepted by QE for loss or damage however caused. If you wish your child to drive a car at school please complete Annex I. Should students, day or boarding, wish to

carry passengers, then Annex J MUST be completed by parents of all passengers. All drivers will be issued with a permit that must be displayed in their windscreen and will be allocated a parking bay. Any students caught breaking these rules, or driving without due care and attention will have their permit withdrawn.

Travel requests

It is vitally important that all travel requests are received through the Parent Portal prior to the relevant deadline that is normally two weeks prior to the travel day. This is to provide the travel department with sufficient time to organise travel requirements, and ensure that the correct arrangements are in place. Queen Ethelburga’s reserves the right to request for travel arrangements to be independently arranged for requests that are submitted after the Parent Portal closes due to insufficient times for our systems to be implemented thoroughly. Any arrangements that are independently arranged must be lodged with the house staff prior to the student’s departure.

Late Return / Early Departure - Students who depart early or return late back to school after a holiday will be marked with unauthorised absence, which will have an impact on their school attendance record. QE has legal obligations to report poor absence to the Local Authority, as directed by the Department for Education, and UK Visas and Immigration. This can lead to a student being taken off the school roll and QE withdrawing sponsorship of their Visa. It is imperative that your son/daughter’s travel dates abide by our term dates.

International Students - Due to new government policies, we now recommend that any international student under the age of 16 travels with a letter giving permission for them to travel unaccompanied which has been signed by the parent. This letter will help to reassure the Border Force officer when a child arrives in the UK, that suitable arrangements have been made.

Contact Information

Any queries relating to travel should be directed to our travel team at qetravel@qe.org.

SCHOOL FEES AND OTHER CHARGES

Fees

A full list of the termly fees can be found [on the website](#).

Extras

All examination fees (eg GCSE, A-Level, BTEC, IELTS etc.) are recharged to parents, as are the costs of Awards, Badges, Insignia, Trips etc. For a full list of possible “extras” please speak to the Bursar’s Office.

Notification of extra charges

It costs QE in time and administration to write to seek parents’ permission for an extra charge to go on the bill. For this reason we automatically bill parents for items of lower value and will only write to you where the charge would be £35 or over.

Transport charges

To save parents the cost of taxi fares to and from airports and railway stations, Queen Ethelburga’s can sometimes provide a mini-bus with an Estate member of staff to escort students, if there are not fewer than 10 students travelling to the same place at the same time. However, it is sometimes not practical to provide QE transport. In such circumstances parents will have to pay for the cost of the taxi fare for their child (shared if more than one child is involved). Transport can be arranged to a variety of airports and prices can be obtained either directly from the Bursar’s Office or on Parent Portal via the relevant forms. Escorted short duration trips to doctors, dentists and opticians cost £27.



GENERAL INFORMATION

Key dates

School Birthday - October

The School Birthday is a major celebration at Queen Ethelburga's. Everyone will take part in the school quiz during form time and sticky buns are available as a break-time snack.

Later in the day, students can change into smart party clothes for the official celebration. Each year group hold their celebrations on a different night.

Once the staff and guests on the top table start to eat everyone else may follow. The birthday cake is eaten in silence after it is cut with a sword, and a wish is made. 'Auld Lang Syne' is then sung. This song is about friendship and it is traditionally sung at New Year.

The LUCE are the students and teachers who have attended Queen Ethelburga's for the longest period, and they are seated at the top table. A speech is given by the student who has been here the longest - the student at the head of the LUCE.

Christmas Lunch - December

All students enjoy a Christmas lunch and entertainment with their friends, as well as Christmas activities during the school day.

Speech Day - May

Speech Day is a time to celebrate the best of the academic year, featuring outstanding student performances, live music and an inspiring visiting guest speaker. This is a formal event which parents are encouraged to attend and is compulsory for all students.

There are many other events in the year, but these are three of the most important dates in the calendar. When you attend these, you are taking part in a small piece of QE history. More information regarding timings, etc will be sent out nearer to these events.

Managing complaints

Many issues can be resolved informally with the Heads of Year or Houseparents, without the need to use the formal stages of the complaints procedure. Queen Ethelburga's takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If the Parent(s) or Pupil has cause for concern which is not resolved through liaison with the relevant member of staff, s/he should follow the process detailed in the Parental Complaints Policy which is available on request. This comprises:

- Stage 1: informal raising of a complaint with the Head of School orally or in writing
- Stage 2: a formal complaint in writing to the Principal
- Stage 3: reference to the Complaints Panel Hearing.

Parent Facebook page

A Parent Facebook page informs parents of general queries and builds social links independent from school. This is administered by Mrs Cusack and Mrs Sparkes. Parents are welcome to request access to the site from the administrators.

Notifications

We use email and social media to inform parents of recent and forthcoming news and provide regular updates. For any last minute plans, eg bad weather, we may also use out text facility.

Parents' meetings

Regular Parents' Meetings are held online. Further details will be provided nearer the time of each meeting.

Queries regarding academic matters including absence

Should your child be absent from school, or if you have any queries relating to academic matters, or anything that occurs during the school day, these should be directed to the relevant school team, depending on which school your child attends: chapterhouse@qe.org; kingsmagna@qe.org; college@qe.org; faculty@qe.org.

Parent Portal

Please ensure that you are aware of your log-in details and familiarise yourself with the Parent Portal. Log-in details will have been sent to you upon registration. For boarders, this is essential for completing arrival and departure forms by the necessary deadlines. Please also ensure that you have the correct email address so that you don't miss any vital information. Owing to data protection, we can only correspond with parents, guardians or agents who are linked to the student on our database. Once you have activated your Parent Portal account, other contacts can be added as required. Any changes to your contact details should be made by updating your contact information on the Parent Portal by following this link and inputting in the new information.

Queries regarding boarding matters

If you have any queries relating to boarding, these should be directed to studentwellbeing@qe.org. In case of emergency please contact 07763 472198.

Student collection

Parents must use Car Park F for collection and drop-off. Students can wait in the heated bus shelter.



ANNEX FORMS

Please see the below links to the electronic Annex forms which require completing before the students return to school in September 2023. For safeguarding requirements, compulsory forms should be completed before students return to/start school in September, even if you have completed them in previous years.

To complete the forms please first log onto the Parent Portal and then click on the required link below.

Compulsory Forms - All Students

A Medical Form must be completed for all students each year. Please only complete one of the Annex B forms:

[Annex B1](#) - New Boarding Students

[Annex B2](#) - New Day Students

[Annex B3](#) - Returning Day and Boarding Students

New students:

[Annex C](#) - Data Protection

[Annex D](#) - Student Acceptable User Policy (in conjunction with the E-Safety Policy)

[Annex E](#) - Parental Consent for School Visits.

Compulsory Forms - All Boarding Students whose parents reside outside the UK

[Annex A1](#) - Guardian Form – Professional Education Guardian

or

[Annex A2](#) - Guardian Form - Family Member or Family Friend

The following form needs to be completed should you wish to change your current Guardian:

[Annex A3](#) - Guardian Form - Permission to Change Guardian

Optional Annex Forms

Optional Annex Forms applicable to your child should be completed by following the relevant link and submitted as soon as possible.

[Annex F](#) –Extra Academic Lessons (please complete for each school year - form available after the start of the academic year)

[Annex G](#) – Instrumental and Vocal Tuition *

[Annex H](#) – Chargeable Enrichment Activities*

[Annex I](#) – Permission to Drive a Car to the Collegiate (Sixth Form students only) *

[Annex J](#) – Permission to be Passenger in an Authorised Sixth Form Student Car (for siblings and Sixth Form students only) *

[Annex K](#) – School Bus Transport Request Form *

[Team QE Performance Pathway 2023](#) (previously the Performance Sports Programme)

* If you have already completed one of these forms previously, you do not need to complete them again.

CONTACT DETAILS

Proprietor Details

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