
QUEEN ELIZABETH'S GRAMMAR SCHOOL SECONDARY SCHOOL AND SIXTH FORM

West Park Road
Blackburn BB2 6DF

Telephone: (01254) 686300
Email: head@qegsblackburn.com
Website: www.qegsblackburn.com

A HANDBOOK FOR PUPILS, STUDENTS, PARENTS AND CARERS



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INTRODUCTION

From the Executive Head, Mrs CY Gammon, BSc
Queen Elizabeth's Grammar School
West Park Road
Blackburn BB2 6DF

Dear Parents and Carers,

It is a pleasure to introduce you to the handbook for pupils, students, parents and carers. It contains a wealth of information, covering a wide variety of the School's activities.

Nobody expects you to take all of this information in at once, so I would advise you to refer to the most recent copy of the Handbook on our website should you wish to check anything at any future date.

We welcome contact from parents and carers and we value the partnership we have with you as, together, we work together to educate and guide your children. If you have any questions that are not answered within this handbook please do get in touch.

I wish your child a successful time at Queen Elizabeth's.

Yours sincerely,



Mrs CY Gammon
Executive Head

BEHAVIOUR PRINCIPLES AND AIMS

Principles

- ◆ Pupils, students and staff and visitors to the School have the right to be respected
- ◆ Pupils/students are expected to show respect and kindness to all people at all times
- ◆ QEGS Blackburn Academy Trust Ltd is a place of learning and therefore behaviour of pupils/students must allow learning to thrive. Any behaviour that prevents learning from taking place is not allowed.
- ◆ At all times, we expect all children and members of our community to be *Ready, Respectful and Resilient*.

Aims

We aim to provide:

- ◆ good adult and peer role models of caring, co-operative behaviour
- ◆ reinforcement of positive attitudes to expectations
- ◆ celebration of a wide range of achievement and the acceptance by all members of the School of a common responsibility for maintaining good discipline and promoting the School's code.

THE SCHOOL CODE

In our large school community, everyone is expected to show courtesy, kindness and consideration in caring for others, for the School and for our local community.

Our expectations are clearly expressed in our School Code:

We all agree to:

- ◆ Conduct themselves around school in a safe, sensible and respectful manner
- ◆ Value learning and the right of every pupil/student to learn
- ◆ Arrive to lessons on time and fully prepared
- ◆ Help those who are in difficulty or in need of support; treating others always with kindness and respect
- ◆ Care for our own property, School property and the property of others
- ◆ Act upon the advice and instructions we are given
- ◆ Report bullying, other anti-social behaviour and safeguarding concerns.
- ◆ Behave as exemplary members of the QEGS community

This is our **SCHOOL CODE**

Our current motto is:

'Show kindness in everything that we do'

Ready

Respectful

Resilient

Disce Prodesse

Our traditional school motto is '*Disce Prodesse*'. Loosely translated as 'Learn to be of service', it epitomises the character of the school and remains central to our mission to develop rounded human beings through academic studies as well as an extensive programme of extra-curricular opportunities.

Discipline at Queen Elizabeth's is very good, and this is reinforced by excellent staff/pupil and student relations. Nonetheless, it is right we should be clear about expectations so we hope what follows, most of it entirely obvious, is of use.

SCHOOL RULES (reviewed regularly)
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At QEGS Blackburn Academy Trust Ltd, we believe that pupils and students develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the Trust and in order to promote good relations between the Trust and the community. All pupils/students are obliged to take reasonable care for their own health and safety and the health and safety of others.

1. Pupils/students will extend common courtesies to members of staff, visitors and each other at all times. Inappropriate, intimate behaviour between pupils/students is not permitted.
2. Pupils/students will be punctual in their attendance at registrations, lessons, assemblies and other organised activities.
3. Pupils/students will honour their commitments to their School.
4. Those pupils/students selected for teams are expected to turn up on time. If they are not able to play they must speak with the member of staff in charge at their earliest convenience.
5. Pupils/students will make themselves aware of, and comply with, the specific rules which apply to particular areas of the Schools, such as the Design and Technology Department, the IT Department, Lammack Sports Ground, Libraries, Science Laboratories, Singleton House, Swimming Pool.
6. Pupils/students will not take, sell or purchase another's property.
7. Pupils/students will not gamble.
8. Pupils/students will not drop litter.
9. Pupils/students may consume tap or unflavoured mineral water carried in a clear, plastic bottle in classrooms where specific local rules allow. Pupils/students will not consume other food or drink in classrooms or in corridors. Food purchased from the Tuck Shop must be consumed in Big School. Food purchased in Singleton House must be consumed in Singleton House. No snacks other than fresh fruit to be brought in and this must not be shared with other pupils/students. Any product containing nuts is banned from the school premises.
10. Pupils/students may not possess, use or deal in legal or illegal drugs or substances including alcohol. Smoking/Vaping is forbidden at all times including on school transport, or anywhere when school uniform is worn.
11. Pupils/students will not bring on to Trust premises: organic solvents; laser pens; sprays, including any type of aerosol, spray deodorant (roll-on is allowed), hairspray, perfume/aftershave/fragrance, body spray; heated hair appliances; cigarettes or e-cigarettes, knives, bb guns or any potentially offensive weapon; fireworks; matches, lighters or any item that may be deemed as offensive, illegal or dangerous.
12. Pupils/students must not bring chewing gum onto Trust premises.
13. Pupils/students will carry their books around the school site in an appropriately sized bag. Coats/PE kit may be left in form rooms.
14. Pupils/students will report to their Form Tutor any damage to School property, including books. Damage is liable to be made good.
15. Pupils'/students' expensive items, such as electrical equipment, musical instruments or sports kit, must be stored securely. These items should be left at Main Reception. Please note that whilst the Trust will take every possible care, it is not possible for the Trust to assume liability in the case of loss of, or damage to,

personal possessions of pupils/students. When valuable items are brought on site, such items should be covered by parents'/carers' own insurance.

16. Pupils'/students' mobile telephones (or other forms of electronic device) will not be switched on or used during lessons, nor used in contravention of the separate and specific policies, unless explicit instructions are given by a member of staff. Pupils/students must not use mobile phones when travelling between lessons. Mobile phones, smart watches, iPads and any other electrical devices are banned from examination rooms and they must not be brought into the vicinity of an examination room.
17. Violence against others, bullying and abuse in any form (including substance abuse) has no place in the Trust community and is dealt with according to separate and specific policies.

Bounds

18. Pupils/students will use the area/areas allocated to them during lunchtimes and breaktimes.
19. All pupils must remain on site unless accompanied by a member of staff.
20. Sixth Form students are allowed off site during the lunch break; although they may not drive or ride in cars (see Rule 23).

Transport

21. Pupils/students will comply with the specific rules for behaviour on all transport.
22. Pupils/students may ride bicycles to travel to their school but only with their parents'/carers and Form Tutor's permission. Pupils/students must wear a cycle helmet. Bicycles must have lights and may not be ridden on the Trust site.
23. Students may drive themselves to School in cars or on motorcycles only if legally qualified and only in vehicles which have been registered with the Head of Sixth Form. Pupils/students travelling in a vehicle being driven by another student must be registered with the Head of Sixth Form. Students' must not park their cars on the Trust site and must not drive at any time during the School day without permission from the Head of Sixth Form

Dress

24. Pupils are expected to be clean and tidy, to conform to the Uniform Rules and to take pride in their appearance. Uniform lists are published on the Trust website. We recommend that all uniform is clearly labelled with the owners' name. Sixth Form students should be dressed in appropriate business wear as per the separate Sixth Form Dress Rules.
25. Pupils'/students' hair must be clean and tidy. It must be of a reasonable and generally even length and retain an even, natural colour. Bizarre styles are not permitted and hair styles should not obscure vision. Long hair must be fastened back away from the face with a plain elastic hair band, preferably one that tones in with the colour of the hair. At all times pupils/students must look smart and well presented.
26. For reasons of communication between pupils/students and between pupils, students and staff, where facial expression is key to engagement and understanding, and for security and health and safety reasons, pupils'/students' faces must not be obscured. For these reasons, whilst the School permits its pupils/students to wear a head scarf or hijab, which should be dark blue for Years 7 to 11, the wearing of any other item which obscures some or all of a pupil's face, is not allowed. The Headscarf/hijab should not be loose as this could be a hazard when carrying out experiments in Science or taking part in activities involving machinery.

27. Items that are not listed on the school uniform list are not permitted unless permission has been requested in writing by the parent/carer and has been granted in writing by the Executive Head.
28. Pupils/students must travel to and from their school in full School uniform unless any special dispensation has been given from their Form Tutor.
29. No jewellery is permitted apart from one plain stud earring in each ear and a wristwatch (which should not be a smart wristwatch). Fashion accessories, such as false nails, are not permitted. The wearing of make-up is not permitted, except for the discreet use of foundation where there is a recognised skin complaint. No other visible piercings are allowed.

The School Rules are kept under constant review and may be revised by the Executive Head at any time. The Executive Head reserves the right, in her absolute discretion, to refuse entry to the School to any pupil/student failing to observe Uniform Rules, and to rule on the acceptability of variations not explicitly covered by the Rules.

Mrs CY Gammon
Executive Head

INDEX OF INFORMATION FOR PUPILS, STUDENTS, PARENTS AND CARERS

ABSENCE (ILLNESS, APPOINTMENTS and HOLIDAYS/LEAVE of ABSENCE).

- **Illness**

Pupils/students should not attend School if they are unwell. Parents/carers must contact school before 9am by emailing absence@qegsblackburn.com or telephoning 01254 686300, selecting option 1, and clearly stating their child's name, Form and the reason for absence on each day of absence. Please ensure that your child returns to school as soon as possible. For pupils in Year 7 to 11 a parent/carer must write a note in the pupil's planner for the Form Tutor.

Pupils/students with vomiting and/or diarrhoea must stay at home for 48 hours. Pupils/students who have a temperature must only return to school once their temperature has ended.

Pupils and students who become ill during the school day must report to Reception. Any decision about sending the pupil/student home is made by the School in consultation with parents/carers.

- **Medical and Dental Appointments**

Medical and dental appointments must be booked outside of school hours or during school holidays, where possible. For appointments where obtaining an appointment outside School hours is not possible, permission must be sought in advance from the Head and proof of the appointment must be provided to the Receptionist, either before or after the appointment.

- **Holidays and Leave of Absence**

All schools are obliged to follow Local Authority rules regarding absences during term time and Headteachers are not permitted to grant leave of absence during term time unless there are very exceptional and unavoidable circumstances, and where

parents/carers have made an application in advance. This is a view held by all schools in the borough. Any absence that is taken without authorisation is recorded as unauthorised and is reported to the Local Authority who may issue a penalty notice which is per parent, per child. All parents and carers must ensure that travel plans are made to take place within our generous holiday periods.

On return from any absence, the onus is on the pupil/student to catch up with any work missed. Should an authorised absence be for an extended period, arrangements can be made to send work home and initial contact should be with the Form Tutor at all times. Please note that Local Authority advice is that remote work is not to be provided in cases of unauthorised absence.

BAGS

Pupils/students will need a book bag or rucksack of their choice, which can be any colour but brash and oversized logos are discouraged. The bag should be sufficiently robust to carry the weight of several books. Pupils/students will also need a sports bag which should be of a size to fit into a locker.

BUSES

Behaviour on transport is overseen by the Deputy Head (Attendance, Behaviour and Safeguarding). The School runs a free bus shuttle service from Penny St, which is adjacent to the Bus Station and 5 mins walk from the Railway Station. The bus departs Penny St at approx 8.25am and departs School at 4pm. If you would like to make use of this service, please email our Director of Business and Finance, Paul Atkinson, via patkinson@qegsblackburn.com, to request.

CAREERS

The School runs a careers programme for all Year 7 pupils and above, designed by the Head of Careers. Pupils and students in Years 10 and 12 complete work experience placements.

CHILD SAFEGUARDING

The School's Child Safeguarding Policy is available on the School website. Mr NH Vyse, Mrs RJ Cox and Mrs RM Tattersall are the Designated Safeguarding Officers to whom Child Safeguarding matters should be referred in the first instance.

CLASSCHARTS

We use 'ClassCharts', an online system, which allows members of staff to recognise and acknowledge the achievement of pupils and students, as well as positive behaviour throughout the school day and, if required, record instances of inappropriate or unacceptable behaviour. Staff, pupils and students have all found this system extremely effective and informative. There is a heightened, constant expectation that all pupils/students will be praised and rewarded for the high standard of work which they produce. Senior leaders have then been able to acknowledge pupils and students who are receiving high numbers of 'positive points' and provide support for those who need to modify their approach in order to meet the standards expected by the school. Homework is also visible via the ClassCharts App, giving parents/carers the information they need to support their child's learning. All parents and carers are given a username and password to access the system for their child.

COMMUNICATIONS

Communications should be made with the most relevant member of staff, for example, queries regarding individual subjects should be emailed to the relevant subject teacher in the first instance. Letters and information will be sent home by e-mail, which is the School's preferred mode of communication. **If an email to a member of staff is not**

acknowledged within two school days please phone to check as this may mean a fault in the system.

Should parents or carers wish to discuss academic or pastoral matters relating to their child, the first point of contact will normally be the pupil's/student's Form Tutor.

CONTACT DETAILS

The Head must be informed in writing of any change in contact details and emergency contact details, including email addresses, addresses and telephone numbers, as a matter of priority.

DAILY TIMETABLE

At the time of publication, the daily schedule is currently as shown below. Any permanent changes to this will be communicated in writing at the appropriate time.

Secondary School and Sixth Form	
Registration	08:40-08:45
Assembly	08:50-09:05
1	09:10-10:00
2	10:05-10:55
Break	10:55 – 11:10
3	11:10 – 12:00
4	12:05 – 12:55
Lunch	12:55 – 13:55
Registration	13:55 – 14:00
5	14:05 – 14:55
6	15:00 – 15:50

EMAIL ADDRESSES

This is the School's preferred means of written communication so it is very important parents/carers let us know an email address that is frequently checked and that we are informed of any changes. Most routine communications are sent in this way. All staff can be contacted by email by addressing as follows: first initial, surname @qegsblackburn.com, e.g. jbloggs@qegsblackburn.com. If you prefer, e-mails can be sent to info@qegsblackburn.com and these will be forwarded to the relevant member of staff.

EXAMINATION LEAVE

Pupils/students studying for GCSE and A levels are granted a study leave period, at the discretion of the Head, in the Trinity Term.

EVENTS AND OCCASIONS

There are various events and occasions during the School year which parents and carers are invited to attend, usually by email.

HOMEWORK

Homework timetables will be issued to all pupils in September, however as a guide, at the time of publication, pupils in the Main School complete homework as follows:

KS3

- maximum of 2 homeworks per night
- Y7 2 x 30 minutes
- Y8 2 x 35 minutes
- Y9 2 x 40 minutes
- English, Maths, Languages twice per cycle; all other subjects once per cycle

KS4

- current homework schedule specifies far more work than is actually set
- Each task to be 40-45 minutes
- All subjects to set one homework per week
- Exceptions Maths and English – 2 homework per week
- Average 2 homeworks per night

The Sixth Form does not have a specific homework timetable but a minimum of 5 hours per subject per calendar week is expected. Some of this may be completed in S1, the Sixth Form Study Room.

Homework is set via Class Charts so that parents/carers can see what is set, deadlines for submission and also if the work has been submitted on time. We ask parents/carers to check their child's Class Charts account regularly.

Pupil Planners are issued at the start of the year by Form Tutors to all pupils. The planner contains details of the amount of homework set each night. Form Tutors may write comments in the planner if they wish to bring a matter to the notice of parents/carers. If a planner is lost there is a £5 charge for a replacement.

HOUSES

All pupils/students are assigned to one of six houses for competitive purposes. Each House is supervised by a Head of House, supported by other members of staff, and there is a weekly House assembly. Competition is annual: in all major sports for the award of the Arthur Holden Trophy; in non-sporting competitions and in gaining School positive behaviour points for the Marsden Merit Cup.

ICT

At every level of the School we acknowledge the importance of and promote the use of ICT, hence our huge investment over the years. In line with expectations at all schools these days, ICT is used in all subjects and many individual lessons, as well as being required increasingly often for completion of homework. The requirements vary from subject to subject as to which particular skills are needed, but pupils/students receive advice on this related specifically to the subject in question. Pupils are required to read the *Use of Computers and all Electronic Devices at School* summary within their planner and to sign their planner to say that they have read and understand the rules.

LATENESS

Pupils/students who are persistently late without good cause will be subject to sanctions. There is a strong link between attendance and academic ability and we expect all pupils and students to have an attendance figure of no lower than 96.1% as a minimum.

LIBRARY

The Library is a place for academic study, quiet reading and information retrieval using the ICT facilities provided. Library lessons are in place for all Year 7, 8 and 9 pupils and will appear on your child's timetable. Pupils must abide by the rules of the Library at all times and respect that it is a quiet, serious and working place in school. Supervised Homework Club operates after school currently from 15:50-16:45. The Library management system is MLS Eclipse.net, an automated system that incorporates

biometric data as part of the recognition system for all loans. Parents/carers are asked to sign a consent form for the fingerprint technology involved. A PIN (personal identification number) is also given to all Library users to allow log in, both in school and from home, giving access to their own user area within the system.

LOST PROPERTY

All possessions must be marked. If pupils/students lose anything, they should enquire at Main Reception. If a pupil/student finds an item, it must be handed in to the Reception. Named items will be returned via the Form Tutor. Unnamed items will be retained, and disposed of if not collected by the end of the term. Whilst the School will take every possible care, it is not possible for the Trustees to assume liability in the case of loss of, or damage to, the personal possessions of pupils/students.

LUNCH

Lunch for all pupils in Years 7 to 11 is compulsory. In a long working day, having a midday meal is important. Arrangements for special diets may be discussed with the Catering Manager. There is always choice, with a menu including vegetarian, fish and halal meat options. Students in the Sixth Form may choose to have a snack meal in the cafeteria of Singleton House or walk into town. Except under very special circumstances (e.g. medical) and only when specific permission has been granted by the Head in response to a written request, packed lunches are not allowed.

Lunch is signalled by a number of bells: one ring for Year 7, two rings for Year 8 and so on. On hearing bells, pupils proceed to the queue. The member of staff on duty in a year group area will inform pupils when it is time to go for lunch.

On occasions, pupils may require an early lunch. For a single event, the teacher-in-charge of the activity will make the necessary arrangements. Regular early lunches require a permanent early lunch pass issued by a Deputy Head. The pass must be produced at each early lunch: failure to do so will prevent access.

A cashless catering system is used (see SCOPAY section for details).

MAIN RECEPTION

School office staff will be able to answer or direct most enquiries you may have and are pleased to help you in any way they can.

The office is open Monday to Friday between 08:15 and 16:15 hours during term time. When the office is closed, there is an answerphone available.

The School's telephone number is: 01254 686300.

MEDICAL CONCERNS

Please contact the Head's PA, Louise Newton, directly if your child has a medical condition.

Use of crutches in School: Please note it is essential that you inform your child's Head of Year **before his/her return to school** if a pupil or student will need to use crutches. There is a procedure for this in the interest of safety.

MOBILE TELEPHONES

The School does not encourage pupils and students to bring mobile telephones to School. Telephones which are misused in School are liable to confiscation and must be collected at the end of the day from Main Reception. A repeat offence would become a disciplinary issue. Pupils and students most only use mobile phones in line with the

Online Safety Policy, a summary of which can be found in the pupil planner, entitled *Use of Computers and all Electronic Devices at School*.

MONEY

Pupils/students may not bring large sums of money to School. They should only bring cash required for travel.

MUSIC

Music is a central part of school life and there are many varied musical activities in which pupils are encouraged to participate in addition to timetabled music lessons.

Wind Band rehearses once a week during lunchtime and performs at School concerts and Prizegiving.

School Choir rehearses one lunchtime a week. The choir performs at the Beginning of Term Service, Prizegiving, the Carol Service and Founder's Day, at the main School concert and in community events. Pupils and students of all ages are welcome to join.

Ensembles pupils and students who have individual and group instrumental tuition are encouraged to join one of the lunchtime ensemble groups or to form their own.

Instrumental and Vocal tuition is given on most orchestral instruments via Bolton Music Service. Details are circulated to parents/carers by email on a regular basis.

Arts Award Club meets once a week during lunchtime, and it is an opportunity for pupils to receive additional help to collate evidence for their Bronze or Silver Arts Award.

PHOTOGRAPHING PUPILS/STUDENTS

The School photographs pupils for the purposes of internal record and external publicity. External publicity is defined as, but not limited to, newspaper items, the school's website, the school's promotional materials and the school's social media pages. **If parents/carers do not wish their child to be featured in this way, then they should write to the Marketing and Admissions Manager who will ensure that their wishes are respected.**

POLICIES

School policies are available on our website or by request to patkinson@qegsblackburn.com.

QEGS EVENTS AND NEWS

Please visit the School website www.qegsblackburn.com or our social media pages on Facebook (QEGS Blackburn), Instagram (@QEGS_Blackburn) and Twitter (@QEGS_Blackburn) for our latest events and news.

RELIGIOUS OBSERVANCE

The school embraces all religions and there is a strong focus on equality, equity, diversity and inclusion. We hold an annual Iftaar celebration at school, to which all members of the school community are invited. Prayer facilities are provided on a daily basis at 12.55pm to 1.30pm in the Main Hall.

By tradition, Queen Elizabeth's has close links with the Cathedral and this is manifest in its broadly Christian ethos. Assembly services, however, are inter-denominational in character and all Secondary School pupils and Sixth Form students attend, as they do the Beginning-of-Year Service, Carol Service and Founder's Day Service held in Blackburn Cathedral.

We publish a 'thought of the day' twice a week to pupils and students, to be read out by Form Tutors during form period. These usually have a spiritual, moral, social and/or cultural (SMSC) theme.

REPORTS AND PARENTS' EVENING

There is some form of reporting to parents/carers at least once each term. This may be:

- (a) A written report. This gives a detailed account by each subject teacher on attainment, effort and progress made. There is a summative comment by the Form Tutor. Every report is normally seen by the Head of Year and the Head.
- (b) A Parents' Evening. This represents a very important part of the reporting mechanism and parents are asked to make attendance a high priority. In Years 7 to 13, parents are accompanied by their child who must dress as for school.
- (c) Assessment sheets are issued to give parents a snap-shot of progress in each subject.
- (d) Examination sheets, following important internal examinations

REPORT CARDS

These are issued for monitoring purposes in the following circumstances:

- (a) if a pupil/student is not behaving at the expected standard
- (b) on a subject basis
- (c) as an attendance card

The pupil/student presents the Report Card for signing by the teacher at the start of each lesson and must remember to collect it at the end of the lesson.

ROUTINES

1. Pupils are expected to stand up when a member of staff or visitor enters a classroom and to allow visitors to leave a room first.
2. Pupils must use the Form Room allocated to them if remaining in school during break and lunch hour during wet weather. Years 7, 8 and 9 must not use other pupils' Form Rooms, though this is sometimes relaxed in the years above.
3. Access to staff in the Common Room must be at the door closest to the Queen's Wing. Pupils/students should ask for the member of staff they wish to contact and wait quietly until they arrive.

SCOPAY

The system we use to run the cashless catering facility procedure is provided by a company called 'Vericool' (www.vericool.com) and it requires the pupil/student to place his or her finger onto a reader which will in turn deduct, from the pupil's/student's account, the amount required to pay for the food selected. Parents or carers will pay for the food items by making online payments through a system called SCOPAY, run by a company called Tucasi, which will also allow online payment for items such as school visits. **Parents/carers are asked to sign a consent form for the fingerprint technology involved.**

SINGLETON HOUSE

Singleton House is the Sixth Form Centre of Queen Elizabeth's. It contains teaching rooms, a careers suite, a private study suite, a cafeteria and social area. Members of the Sixth Form are bound by the additional rules applied by the Singleton House Committee, which includes students.

TELEPHONE CALLS

Academic staff are most likely to be available to answer the telephone at break and lunchtime. Key members of staff, e.g. Heads of Year, have voicemail.

Telephone calls and messages to individual pupils/students cannot be taken by the Receptionist except in an emergency.

TEXTBOOKS

The School provides the majority of textbooks and exercise books required for all subjects. Arrangements are made for GCSE and A level textbooks to be returned at the

end of Year 11 and Year 13. Several Faculties are opting to use digital books and therefore it is important that pupils/students listen carefully and take note when access codes are given out.

On occasion, when we feel it is extremely beneficial, parents/carers are asked to purchase copies of books or revision guides through school.

THE OLD BLACKBURNIANS' ASSOCIATION [OBA]

The former pupils'/students' association plays an important role in the life of the School. The OBA organises various social events. These include the annual dinner in Big School at the end of the Michaelmas term and dinners and/or networking events in locations such as London, Oxford, Cambridge and Manchester.

Pupils/students can become members of the OBA on completing their School career. Correspondence with the OBA is either via Ms Kathryn Bell, at School, via email to kbell@qegsblackburn.com or via Reception.

UNIFORM

See School Rules and the School Uniform Lists available on the website.

VISTS

At all times during visits, pupils and students must remember that they are representing the School and they must follow instructions by supervising staff. Pupils/students whose behaviour is unsatisfactory may not be allowed to go on future visits.