
QUEEN ELIZABETH'S GRAMMAR SCHOOL SENIOR PHASE

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A HANDBOOK FOR PUPILS AND PARENTS/CARERS



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INTRODUCTION

From the 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 this edition of the parents'/carers' handbook. It contains a wealth of information, as you will see, 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, after an initial perusal, to refer to the most recent copy of the Handbook on our website should you wish to check anything at any future date.

To help you, we enclose a copy of the most recent school rules, which are reviewed each year. It also would not be practical in a booklet of this nature to include in full all of the School's policies but these are available on our website

We welcome contact from parents and carers and value the partnership we have with you as, together, we seek to educate your sons and daughters. In that spirit, if you feel there is anything that would have been useful in this relatively brief guide, or if any of the information is confusing, please do not hesitate to contact us: we believe in constant improvement at all levels of the organisation.

I wish you a successful academic year at Queen Elizabeth's

Yours sincerely,



Mrs CY Gammon

BEHAVIOUR POLICY

Our school motto for 2020/21 is 'show kindness in everything that you do'

Principles

- ◆ Pupils, students and staff and all 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 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.
- ◆ With thought and guidance poor behaviour can be changed.

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 community of well over **1200**, everyone is expected to show courtesy and consideration in caring for others, for the School and for our local community. Our expectations are clearly expressed in our School Code:

At
QUEEN ELIZABETH'S GRAMMAR SCHOOL
we all agree to

- ◆ Give of our best at all times
- ◆ Value learning and the right of every pupil to learn
- ◆ 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
DISCE PRODESSE

Discipline at Queen Elizabeth's is very good, and this is reinforced by excellent staff/pupil 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 and circulated annually)

The School's expectations are outlined in *The School Code*. At Queen Elizabeth's Grammar School, 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 School as a whole and in order to promote good relations between the School 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. Specific School Policies are available on request.

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 the School, those in the calendar having priority, excepting representative honours previously agreed.
4. Pupils/students will make themselves aware of, and comply with, the specific rules which apply to particular areas of the School, such as the Design and Technology Department, the ICT Department, Lammack Sports Ground, Library, Science Departments, Singleton House, Swimming Pool.
5. Pupils/students will not take, sell or purchase another's property.
6. Pupils/students will not gamble.
7. Pupils/students will not drop litter.
8. 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.
9. Pupils/students may not possess, use or deal in legal or illegal drugs or substances including alcohol. Smoking is forbidden at all times, (including e-cigarettes) including on school transport, or anywhere when school uniform is worn.
10. Pupils/students will not bring on to School premises: organic solvents; laser pens; liquid paper; spray deodorants (roll-on is allowed); heated hair appliances; cigarettes or e-cigarettes, knives, bb guns or any potentially offensive weapon; fireworks; matches or lighters.
11. Pupils/students must not bring chewing gum onto School premises.
12. Pupils will leave their books, coats and bags in the space allocated to them to avoid congestion in the School and in the interests of security. Pupils may carry bags to periods 5 and 6 if they can be stored appropriately and if staff permission has been given. Students in the Sixth Form may carry a bag around the school site.
13. Pupils/students will report to their Form Tutor any damage to School property, including books. Damage is liable to be made good.
14. Pupils/students' expensive items, such as electrical equipment, musical instruments or sports kit, must be stored securely in School, either in lockers or lodged with the Form Tutor or Head of Year. Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal possessions of pupils/students. When valuable items are brought into School, such items should be covered by parents'/carers' own insurance.
15. Pupils/students' mobile telephones (throughout, other forms of electronic, computer, radio or digital communications devices are included) will not be switched on or used during lessons, nor used in contravention of the separate and specific school policy, unless explicit instructions are given by a member of staff. Pupils/students must not use mobile phones when travelling between lessons.

Mobile phones are banned from examination rooms and must not be brought into the vicinity of an examination room.

16. Violence against others (bullying) and self (drug and substance abuse) has no place in the School community and is dealt with according to separate and specific School policies.

Bounds

17. Pupils/students will use the playground allocated to them
18. All pupils must remain on site unless accompanied by a member of staff.
19. Sixth Form students are allowed off site during the lunch break; although they may not drive or ride in cars (see Rule 22).

Transport

20. Pupils/students will comply with the specific rules for behaviour on coaches.
21. Pupils/students may ride bicycles to School 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 School grounds.
22. Students may drive themselves to School in cars or on motor cycles 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' cars may not be parked on School grounds and must not be used at any time during the School day without permission from the Head of Sixth Form.

Dress

23. Pupils are expected to be clean and tidy, to conform to the School Uniform Rules and to take pride in their appearance. School uniform lists are published on the school 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.
24. 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 with a plain navy or black elastic hair band, or one that tones in with the colour of the hair. At all times pupils/students must look smart and well presented.
25. 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 the head scarf or hijab, which should be dark blue for Years 7 to 11, the wearing of the niqab or 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 fire hazard when carrying out experiments in science.
26. Pupils/students must travel to and from School in full School uniform unless any special dispensation has been given.
27. No jewellery, including earrings, is permitted other than a wrist watch. Fashion accessories, such as false nails, are prohibited. The wearing of make-up is prohibited, except for the discreet use of foundation where there is a recognised skin complaint. Ears should not be pierced just prior to or during term-time. No other visible piercings are allowed.
28. Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal

possessions of pupils. When valuable items are brought into School, such items should be covered by parents' own insurance.

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

Mrs CY Gammon
Head

REWARDS AND SANCTIONS

The School uses the Class Chart system to issue both rewards and sanctions to pupils/students in Year 3 to Year 13. The positive and negative behaviour charts are reviewed annually and can be viewed in full within the Behaviour Policy on the School website. Pupils/students behaviour points are reset termly back to zero in order to give them a fresh start. If the sanction issued results in a detention being issued parents/carers will receive notification via the Class Chart App. It is therefore essential that all parents/carers sign up to their Class Chart account so that they can view and monitor their child's achievements, behaviour report, detentions and homework in real-time.

INDEX OF INFORMATION FOR PUPILS/STUDENTS AND PARENTS/CARERS

ABSENCE (FOR 'ILLNESS')

On return, the onus is on the pupil/student to make up any work missed. Should the absence be for an extended period, arrangements can be made to send work home; initial contact should be with the Form Tutor at all times.

APPOINTMENTS

The Head and staff are always pleased to meet parents/carers who wish to discuss academic or pastoral matters relating to their son or daughter. The first point of contact will normally be the pupil's/students' Form Tutor. Appointments may be arranged by telephoning or by contacting the Head's Personal Assistant, Miss L Newton (01254 686301) e-mail: Lnewton@qegsblackburn.com. We will always try to arrange meetings as swiftly as possible and sometimes, we recognise, there may be genuine emergencies that call for almost immediate contact. In all circumstances, for obvious safeguarding reasons, it is essential parents/carers report to Reception rather than going straight to form rooms or staff offices.

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 coaches is overseen by the Deputy Head (Attendance, Behaviour and Safeguarding).

CALENDAR

The termly Calendar contains a list of School events and it can be found on the website (www.qegsblackburn.com).

CAREERS

The School runs a careers programme for all Year 7 pupils and above, designed by the Careers Department. ICT resources are central to this programme.

CHILD SAFEGUARDING

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

CLASS CHARTS

We use 'Class Charts', 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 Class Charts 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.

CLUBS AND SOCIETIES

Clubs and Societies are as shown on our website.

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 48 hours/two working days; please phone to check, as this may mean a fault in the system.**

CONTACT DETAILS

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

DAILY TIMETABLE

At the time of publication (July 2020), the daily schedule is currently as shown below. Any permanent changes to this will be communicated in writing at the appropriate time.

Senior Phase	
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

E-MAIL

This is the School's preferred means of written communication so it is very important parents/carers let us know an e-mail 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 e-mail by addressing as follows: first initial, surname @qegsblackburn.com, e.g. jbloggs@qegsblackburn.com. If you prefer, e-mails can be sent to Lnewton@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 an extended study leave period, at the discretion of the Head, in the Trinity Term.

FORMAL OCCASIONS

There are various formal occasions during the School year and attendance is obligatory for pupils and students with parents and carers are urged to attend. The Carol Service and Sports Day are events at which parents/carers are also very welcome.

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. All pupils and students are expected to read the Use of Computers and Electronic Devices Policy. A summary of the rules is published in the pupil planner.

ILLNESS (whilst at Home)

Current government advice regarding Covid-19 must be adhered to at all times.

Pupils and students should not be sent to School in the first instance if they are ill. Parents/carers must leave a message with Reception **before 09:00** and, on the pupil's return, **write a note in the pupil's planner for the Form Tutor.**

Any of the 'norovirus' symptoms (vomiting/diarrhoea) should mean that pupils are kept at home for **48 hours** so infection of other pupils/students is kept to a minimum. Similarly pupils who have had a temperature should be kept away for at least one fever-free day.

ILLNESS (whilst at School)

Current government advice regarding Covid-19 must be adhered to at all times.

Pupils/students must report initially to Reception. Any decision about sending the pupil/student home is made by the School in consultation with parents/carers.

LATENESS

Pupils/students who are persistently late without good cause will be subject to sanctions befitting what is a serious offence. Attendance and punctuality rates are extremely high here and our success depends upon pupils being in school.

LEAVE OF ABSENCE.

All medical and dental appointments must be booked outside of School hours, where possible. For rare appointments, where obtaining an appointment outside School hours is not possible, permission must be sought in advance from the Head and an appointment card or letter must be provided to the Receptionist, either before or after the appointment.

Leave will not be granted for holidays during term-time other than under absolutely exceptional circumstances and unauthorised absences may be liable for a Local Authority penalty notice. Leave will be granted for attendance at university interviews, but permission must be sought in advance from the Head. The onus is on the student to

excuse him/herself from lessons in good time, wait at Reception for their parent/carer to pick them up, and to make up the work missed.

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 & 9 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.

LOCKERS

Pupils are provided with a locker and (in Year 7) a padlock and two keys, one of which is kept by the Form Tutor. The pupil must assume responsibility for the locker and its contents. At the end of each term, pupils must take all kit home and, at the end of the academic year, remove everything. Sixth Form students may have the use of a lock by request to the Head of Sixth Form.

LOST PROPERTY

All possessions must be marked. If pupils/students lose anything, they should initially report the loss to their Form Tutor.

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 Governors 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, including vegetarian 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 on Page 11 for details).

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 Reception. A repeat offence would become a

disciplinary issue. Pupils and students most only use mobile phones in line with the Use of Computers and Electronic Devices Policy - Pupils a summary of which can be found in the pupil planner.

MONEY

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

MUSIC

Emphasis is on the practical aspect of music and, to this end, there are many varied musical activities in which pupils are encouraged to participate in addition to timetabled music lessons.

Orchestra rehearses once a week after School, performing at School concerts and accompanying School productions.

Jazz Band rehearses once a week during lunchtime and performs at School concerts and other events.

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

School Choir rehearses one lunchtime a week and, when a concert approaches, once a week after School. The choir performs at the Carol Service, Founder's Day and the main School concert. Pupils and students of all ages are welcome to join.

The Elizabethan Singers is an informal ensemble made up (variously) of parents, staff and friends of the School. They support School Concerts and Carol and Founder's Day Services and take an active part in raising funds for local charities.

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

Instrumental tuition is given on most orchestral instruments. Tuition is also available for guitar and voice. Instruments may be hired, subject to availability, but pupils and students are encouraged to buy their own. Lessons are arranged in School time on a rota basis. Lessons may be discontinued if half a term's notice is given in writing to the Subject Leader of Music with a copy to the Director of Business and Finance.

Public examinations: Music is an important part of School life and may be taken as an academic subject at both GCSE and A level

MEDICAL CONCERNS

Please contact Reception directly if your son or daughter has a medical condition which might affect his or her activities in School.

Use of crutches in School: Please note it is essential we know **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.

PHOTOGRAPHING PUPILS/STUDENTS

The School photographs pupils for the twin purposes of internal record and external publicity. External publicity is defined in terms of newspaper items and the school website. **If parents/carers do not wish their son or daughter 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 scrutinised and approved by the Governors, most of which are available on the QEGS website. All policies are available for inspection on the School premises during the school day, on application to the Head. Alternatively, policies can be e-mailed as an attachment if requested to the Head's PA.

Q-NEWS

Q-news is the School's newsletter. It is published usually mid-way through each of the Michaelmas, Lent and Trinity terms. It is complemented by *Q-review*, the School annual which is published in the Michaelmas Term. Both are electronic documents.

RECEPTION

School Office staff will be able to answer 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, except public holidays. When the office is closed, there is an answer-phone available.

The School's telephone number is: 01254 686300.

RELIGIOUS OBSERVANCE

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

REPORTING ON PUPILS/STUDENTS

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 or a Deputy 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 son or daughter 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

Where family circumstances require a duplicate set of reports, the Head should be informed in writing.

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. 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 all textbooks and stationery required for all subjects. All textbooks must be handed in at the end of the Trinity term or, in the case of Years 11 and 13, on specified days and unless pupils/students are informed otherwise by subject teachers. Any pupil/student who (a) fails to return a book or (b) returns a book in an unsatisfactory condition will be charged the appropriate amount on the bill. 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.

THE OLD BLACKBURNIANS' ASSOCIATION [OBA]

The former pupils'/students' association plays an important role in the life of the School. Its newsletter is incorporated in *Q-news* (above). 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 Mrs Taania Duckworth, at School, via email to tduckworth@qegsblackburn.com or via Reception.

TUCK SHOP

The School runs a tuck shop at break in Big School. A range of snacks and drinks is available for purchase using the cashless catering system.

UNIFORM

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

VISTS

At all times, 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.

WEEKLY REPORTS

These are issued for monitoring purposes. They may be employed:

- (a) during the term if there is evidence from a number of subjects that a pupil/student is not making expected progress
- (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.