



## Essential guide to Queen Elizabeth's Academy



Diocese of Southwell & Nottingham

### Queen Elizabeth's Academy

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## Principal's welcome

**At Queen Elizabeth's we believe that all students are entitled to an academic, rigorous education with knowledge at its core. We promote a grammar-style education for everyone.**

Our teaching staff are highly trained, quality subject specialists and they impart their knowledge with evidence based practice which ensures that students retain the knowledge they are taught. Our expectations are extremely high for every student and we know that high expectations are a key factor in improving student aspiration and, ultimately, student achievement.

We have a commitment to ensuring that all students have access to the best academic curriculum, but we also value greatly the opportunity for students to have access to the arts, sport, music and performance - we ensure that these experiences also have equal value on our curriculum.

We operate a warm/strict philosophy at Queen Elizabeth's. We are unapologetically strict when it comes to expectations of oneself and others, but we also value highly our relationships between staff and students. This ensures that barriers to learning are removed and that students feel safe and have a sense of belonging.

We want them to respect their fellow peers and to feel loved by an academy that knows that they can achieve great things and will accept nothing less than their best efforts to get there. We look forward to working in partnership with you to secure your child's successful future.

“

### Learning and loving together forever

Inspired by Luke 10: 29-37 we give our all to all in appreciation to God who gave his all in Jesus, offering learning without boundaries and care without limits so that all our students can experience life in all its fullness.



**Ms D Percival**  
Principal

# Starting at Queen Elizabeth's Academy

## The essentials

**Welcome to Queen Elizabeth's Academy (QEA). We understand how daunting it can be both for parents and students when starting a new school, so here at QEA we are on hand to help guide you through this process.**

The essential information in this brochure will help you to get organised prior to your child starting with us and will help you prepare for your son or daughter's first few days and weeks here at the academy.

## The academy day

Our academy day runs from **8.30am to 2.55pm.**

Tutor time commences at 8.30am prompt with equipment at the ready for the start of learning. The academy day has five lessons, each one lasting an hour. A break time and lunchtime are also included in the day.

**It is important that students arrive promptly at 8.30am ready for lessons. Should your child be late, they must report to main reception and explain the reasons for being late before joining lessons. Please be aware that if your child arrives after the register closes at 8.55am, they will lose their morning session mark.**



## Out of academy appointments

We ask that where possible, parents and carers book appointments for dentists, doctors etc. before or after the academy day. If your child should need to leave the academy during the day, they must produce written consent from home and a copy of an appointment letter or card, present this at student services and collect a signing out slip. For students' safety, this slip must be presented to reception as your child signs out and leaves the site.

## Our uniform

At QEA we have high expectations around uniform. We believe strongly in the link between students maintaining good standards of uniform and educational performance.

### Uniform

The academy uniform is formal and business-like in style, as follows.

- Academy blazer – this is to be worn to school daily
- Academy tie – to be worn to school daily
- White shirt – long or short sleeved, must button up to the neck to accommodate the tie
- Dark blue or black plain school jumper – for winter term only – no sports brands or visible logos please
- Black formal trousers – leggings, jeggings or sportswear are not permitted
- Black formal skirt – knee length, stretchy fashion 'tube' skirts are not permitted
- Plain black formal shoes – sports brands, trainers or plimsolls are not permitted

### Jewellery, hairstyle and make-up

With regards to jewellery, hair and makeup, the regulations are equally as formal, as follows.

- Earrings – only one stud per ear is permitted
- One watch
- Rings, bracelets, anklets and necklaces are not permitted
- Facial piercings are not permitted- clear plastic retainers may be worn
- Subtle make-up only – staff reserve the right to request make-up be removed if it is not deemed subtle
- Nails – false nails, extensions and nail varnish are not permitted
- Hairstyles – non-natural hair colours and combinations are not permitted, nor are extreme shaved styles

### PE kit

Compulsory for boys and girls

- Royal blue round neck t-shirt with academy logo – available to buy from our uniform supplier
- Black or navy shorts – must be plain (one small logo permitted)
- White sport socks
- Black or navy football socks
- Trainers and football boots

In the interest of health and safety, all students must have gum shields and shin pads, for the appropriate lessons.

### Optional (but highly recommended)

- Navy long sleeved (zip) top – available to buy from the School Wear shop
- Black or navy tracksuit bottoms – must be plain (one small logo permitted)
- Black leggings (girls only) – must be plain (one small logo permitted)
- Black or navy wind/water proof jacket
- Must be plain and wearing of this is at staff discretion, dependant on the weather

### Uniform supplier

The Schoolwear Centre  
69A West Gate, Mansfield NG18 1RU  
Phone: 01623 650782





## Travelling to the academy

### By bus:

QEA does not provide student transport. Local public transport options are available. Further information and contact numbers can be found on the Nottinghamshire County Council website: [www.nottinghamshire.gov.uk/learning/schools/schooltravel](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel)

### On foot or by bicycle:

Students residing locally are encouraged to be as environmentally responsible as possible and walk or cycle to the academy. Cycle racks are available on site in a compound, in addition we advise all students to provide a lock and wear a helmet.

### By car:

We aim to be environmentally conscious and discourage parents from dropping off their children by car if at all possible. Should car transport be unavoidable, please use the designated drop off spots (parent car park and turning circle). Parents are advised not to drop off or pick up students from the main drive.

## Equipment

As well as full uniform each day, all students will need:

### Essential

- Black/blue pen
- Highlighter
- Pencil
- Ruler
- Calculator
- Correct PE kit on the required day
- School bag to carry all necessary equipment for the day

### Desirable

- Spare pen
- Pencil sharpener
- Rubber
- Pencil case



## Parent checklist

- Familiarise myself with the academy day
- Buy uniform and equipment
- Check bus and travel routes to the academy

# Settling in

**From day one, our priority is to make your child feel welcome and comfortable at our academy. We aim to ensure that the transition from another school, whether that be from a primary or when joining us mid-year, is as smooth as possible.**

## Pastoral system

Our pastoral system is a wonderful way of welcoming new students and integrating them into life at the academy. Your child will see their tutor on a daily basis. Your child's year group will be lead by a head of year.

All enquiries about your child should be referred to the form tutor in the first instance and then to the head of year should further intervention be required.

## The QEA way

- Line up for lessons quietly
- Stand behind chairs and wait to be seated
- Set up the desk in the QEA way
- "Yes sir/miss" when we answer the register
- Pupils never talk over an adult
- We always demonstrate good effort in lessons
- We say "sorry" to move forward positively
- Uniform immaculate at all times
- "Good morning/afternoon" to all adults
- Hands up- no shouting out ever
- Adults always have the final say
- Moving with pace and purpose around site
- **IF** you are given a detention, you attend, so we can move forward positively



## Christian distinctiveness

Underpinned by the Parable of the Good Samaritan, QEA has a Christian ethos and we work with our students to empower them to live by these nine principles.

- Empathy • Good manners
- Truthfulness • Togetherness
- Nurture • Joy matters to us
- Knowledge and wisdom
- Forgiveness and reconciliation
- Justice and equality

These nine core principles positively shape the attitudes, behaviours and spiritual development of our students as they journey through the academy and into adult life. These principles are embedded in everything we do.

## Collective worship

Collective worship is a fortnightly opportunity with the Chaplain to further explore our nine core principles. Scripture is opened up to reflect how our Christian distinctiveness can encourage students to 'live it and be it' within our communities. We begin our day with the academy prayer.

## LEARN

LEARN is a method of embedding behaviours to prime students for listening to ensure they become better learners and improve their performance. This is a straightforward way of getting the attention of the entire class and outlining exactly what our expectations are. Additionally, it is increasingly easy to see those students not listening attentively and therefore not complying.

**L - Lean in and listen**

**E - Equipment at the ready**

**A - Annotate and note take**

**R - Respond like a scholar**

**N - Never interrupt**





## Parent checklist

- Check which tutor group my child is in
- Label all belongings
- Set up and put money onto the sQuid account
- In the first week of starting, give my child cash or a packed lunch while my sQuid account is activated

### Lunch and catering services

QEA has three canteens, which are accessible before the academy day, at break and lunchtime. Students can purchase hot meals and desserts and also sandwiches, pasta, jacket potatoes, salads and still drinks. We are a 'fizz free' academy and students are asked not to bring any fizzy drinks onto the academy site.

We operate a cashless catering system called sQuid, which uses biometric data from student fingerprints to pay for food and drinks. Money can be credited to student accounts using coins or notes at machines in the academy or parents can add funds online. More details about sQuid can be found at [www.squidcard.com](http://www.squidcard.com). Please note that if you already have a sQuid account at a primary school, you will still need a new account at QEA.

When your child first joins us he/she will be able to pay for food and drinks with cash until they are set up with an account.

### Extracurricular activities

We offer a wide range of extracurricular activities at Queen Elizabeth's Academy. Students can meet new friends who share common interests by joining one of our after school or lunchtime clubs.

Clubs cover diverse interests across sports, dance, music, design, technology and drama, as well as library and revision groups. Students will hear about clubs within their tutor groups, as well as from details displayed around the academy.

### Homework

Students will be expected to complete homework and this will be set and explained in lessons. To support students and parents, some homework will be accessible on Teams. Some homework will also be set using student knowledge organisers, provided by the academy.

### Personal belongings

Students are responsible for the security of their personal possessions. Personal property, including uniform and PE clothing, must be clearly marked with the student's name. The academy is not liable for items which are lost or stolen.

### Mobile phones

Mobile phones are not permitted to be used on the academy site. They must be switched off as soon as students enter the academy site and should be placed out of sight in school bags. Phones will be confiscated by staff if seen on site, and returned via the main office at the end of the day only to parents (not students). Students bringing in any electronic devices and valuables do so at their own risk. Sanctions will be enforced if students misuse their mobile devices.

# Communications with parents

## Keeping you updated

**At Queen Elizabeth's Academy, we work to ensure parents and carers are fully engaged with life at the academy and aim to provide strong communication links. As well as being invited to parents' evenings, you will receive regular updates and progress reports about your son or daughter and will be invited to attend a range of events as part of the QEA community.**

## Parental communications app

Communication with parents and carers is a very important aspect of our partnership with you. To ensure instant and regular communication with the families of our students, we use a parental communications app. This app is available on IOS and Android and can be downloaded free of charge. It gives you access to information such as key dates, plus your child's timetable, their attendance data and any rewards or corrections as they happen.

## Email/texts

The academy uses a range of formats for making contact with parents/carers. If we need to contact you, we will either phone you or send an SMS text message. If you provide an email address, then occasionally you may be contacted by email. Important documents will still be issued by letter.

Please remember to update the academy with any changes to contact numbers and email addresses.

## Parents' evenings

Parents' evenings for all year groups are held throughout the year at QEA. Parents and carers will receive notification of the time and date via the parental communications app. All dates are also published on the academy calendar on our website.

## Web and social media

Our website has a dedicated 'parents' section to enable you to access essential information. We also post regular updates on our social media channels, including Facebook and X.



@queenelizabethsacademy



@qea\_mansfield

## Parent checklist

- Provide contact details to the academy including an email address and a mobile phone number
- Download the parental communications app and set new password
- 'Like' and follow the academy on social media



# Personal data and consents

**Please read this important information about the data we need to collect about your child as part of their enrolment and continuing academic life at Queen Elizabeth's Academy. All data we hold complies with UK privacy laws and the General Data Protection Regulation (GDPR).**

## Student information and consent sheet

Accompanying this information booklet is our data collection sheet. We ask that parents or carers complete the form at their earliest convenience and return it to the academy. It is essential that every part of the form is completed in full.

If your son or daughter is using a name other than their legal name then please make this clear on the data collection sheet. Only legal names will appear on official correspondence. If a name has been changed we shall require a copy of the deed poll and/or birth certificate.

## Medical information

Please complete the medical information section in full. Please note it is your responsibility to ensure that medical information is up to date at all times.

## Contact information

Please provide details of at least two emergency contacts for your child. Please also let us know if your contact information changes, including telephone numbers and new address.

## Biometric data recording and storage

The academy uses a system to record biometric data (in the form of encoded fingerprint images) to identify students for our cashless catering system (sQuid) – used to pay for meals served in the academy.

The data in this system is securely held within the academy for the time that students are enrolled. Data is used for the above system and deleted when students leave us. Please ensure you sign your consent form for biometric data recording and storage on the data collection sheet.

Where students request us not to use their biometric data, this will take precedence over the wishes of parents or carers, as outlined in the relevant legislation. In these circumstances we will inform you that a change of preference has taken place.

## Trips and educational visits

Your child will have many exciting opportunities to take part in off-site visits and trips throughout his/her time at QEA. For each trip we will issue parents and carers with an EV4 consent form. Parents and carers also have the responsibility to notify trip leaders of any relevant information or medical issues affecting their child's participation.

## Photography of students

We may wish to take photographs and videos of students for a variety of reasons ranging from archive records to marketing and press coverage of achievements. In order to comply with the General Data Protection Regulation, we are required to seek the permission of parents and carers before recording such images.

Below is a list of the types of images that we may wish to take of your child during his/her time at the academy. Please read the list carefully then complete the section regarding photo consent on the data collection sheet.

- Individual/group photographs of children working in classrooms etc., for display in school where the child's first name and year group will be displayed.
- General photographs of children working in classrooms or around the academy for our archives (which could be published at some point in the future as a record of an era).
- Photographs of academy events and achievements (e.g. educational visits, sports day, dance and drama etc.) for academy publications and the website. The full name of the student will not be used, only first name and year group.
- Photographs and news stories on the academy's website (of award ceremonies, individual achievers, academy events etc.). The full name of the student will not be used, only first name and year group.
- Press articles and photographs – news stories on achievements, awards, involvement in sports and student successes for external promotion may be issued to media. The full name of the student will not be used when issuing the press release. Should the media request full names of students, parental consent will be sought.

## Parent checklist

### Important

Complete the data collection sheet for my child in full and return to QEA ASAP

Complete medical information sheet for my child and return to QEA ASAP

### Give consent for:

biometric data for my child

photography of my child

trips and visits

All photographs and images of children will be taken, used and stored in accordance with the academy's photography and videography policy, which requires staff to exercise professional judgement regarding the suitability of ages and their use. You may withdraw your consent at any time. Archive copies of images may be retained for further reference.