

**Queen Elizabeth II
High School**



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Information Booklet 2022

Welcome!



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Queen Elizabeth II High School

Douglas Road

Peel

Isle of Man

IM5 1RD

Tel: 01624 841000

Email: qe2enquiries@sch.im

Website: <https://qe2.sch.im/>

Facebook: <http://www.facebook.com/QE2IOM>

Dear Parents/Guardians

On behalf of all the staff at Queen Elizabeth II High School I would like to extend a warm welcome to you and your child. Please find enclosed information that you will need before your child starts. A number of transition activities are planned for the summer term which we hope will provide opportunities for your child to visit us and experience life at secondary school. Should we need to alter anything because of the pandemic or teacher action, we will update you with further information. Please do not worry if your child has not had the usual opportunities to visit the school. We will make sure that each child is given the support he or she needs in managing the change from primary school to 'big' school.

When your son or daughter joins Queen Elizabeth II High School, we will provide an environment that will keep him or her safe and allow the learning of a wide range of skills and knowledge. We are committed to helping your child develop so that he or she can continue to thrive in the adult world beyond school and be successful members of our community.

We can achieve these aims only with your co-operation. The most important thing that you can give us is your support.

On arrival, students are placed in a Tutor Group led by a dedicated member of staff who will usually then be the key member of staff through their education for the next five years. Every Tutor is keen to ensure that their students settle and are happy in their new environment. The Tutor will be the first port of call for any concerns that students or parents have.

We look forward to a long, happy and successful partnership with you and your child.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Moore'.

Ms S Moore
Head teacher



Term Dates 2022 – 2023

Autumn Term

Open to Students	Wednesday 7 th September 2022
Half Term	Monday 24 th October - Friday 28 th October 2022
Close	Friday 23 rd December 2022

Spring Term

Open to Students	Monday 9 th January 2023
Half Term	Monday 20 th February - Friday 24 th February 2023
Close	Thursday 6 th April 2023

Summer Term

Open to Students	Monday 24 th April 2023
Bank Holiday	Monday 1 st May 2023
Bank Holiday	Monday 29 th May 2023
Inservice Day Closed to Students	Friday 2 nd June 2023
Half Term	Monday 5 th June – Friday 9 th June 2023
Tynwald Day	Wednesday 5 th July 2023
Close	Friday 21 st July 2023

The School Day & House System

Students will be allowed to enter School on arrival and will report to their Year Area. It must be clearly understood that this is a privilege and it will be withdrawn if it is abused by misbehaviour.

8.55am – 9.05am	Bell 1 Registration
9.05am – 9.20am	Bell 2 Assembly
9.20am – 10.10am	Period 1
10.10am – 11.00am	Period 2
11.00am – 11.20am	Break
11.20am – 12.10pm	Period 3
12.10pm – 1.00pm	Period 4
1.00pm – 2.00pm	Lunch
2.05pm – 2.55pm	Period 5
2.55pm – 3.45pm	Period 6 / End of School Day

ASSEMBLY

All students meet for assembly one or two times a week. This may contain a non-denominational religious element to promote spiritual, moral, social and cultural development. If parents have a religious reason for wishing to withdraw their child from this part of the assembly, they should contact the School in writing.

HOUSES

- **Shirragh (Red)**
- **Threshlyn(Blue)**
- **Foillan (Yellow)**
- **Caaig (Green)**

The Houses will take part in competitions over a range of activities. This gives students an opportunity to represent his or her House in a team or other group.

Lunchtime & Break

MEAL OPTIONS

The School operates the cafeteria in the School's dining room using a cashless system. Students are issued with a lunch card which can be loaded with funds using ParentPay (an online system) or by using the Cash Loaders in the Entrance Hall. It is possible to get an excellent meal at a very reasonable cost indeed and we would be grateful if parents would impress upon their children the wisdom of rationing their dinner allowance so that it lasts the whole week. Packed lunches may be brought to School but they must be eaten in the dining room. A rota system operates to minimise queuing for meals and to manage the numbers in the dining room.

Students in Years 7 - 9 will normally stay in School for lunch unless parents make a special agreement with the School. Older students may be issued with a lunch pass, with parental agreement. In all cases, where students are off site at lunchtime, they are the responsibility of the parents not the School. Students going home for lunch are expected to spend the whole lunchtime out of school and supervised by an adult. They must return by 1.55pm.

EXTRA CURRICULAR ACTIVITIES

All students are encouraged to join one of the many lunchtime clubs, details of which will be published in the first few weeks of the new academic year. There is also a wide variety of activities taking place after school hours. In these cases we expect the students will inform their parent of late arrival home.

THE LIBRARY

The Library is a multi-media centre with a wide variety of books, study aids and photocopiable resources. Students are taught and actively encouraged to use its facilities for loan, private reading, research and study. It offers access to computers, printing, and the internet. Open at pre-arranged times throughout the day, including before and after school. The Library is available to all members of the School community, a number of whom enjoy participating in its day to day running.

Curriculum & Equipment

THE CURRICULUM

Each student will receive a timetable recording the subject, teacher and room for each period of each day. Each child will be placed in a specific set according to their ability or in a mixed ability group depending on departmental policy.

A curriculum map will be published on our website, early in each academic year. This outlines the content and assessments for each of the subjects taught in that year group.

BASIC EQUIPMENT

Each student should have:

- a pen
- a pencil
- a ruler
- a pencil sharpener
- an eraser
- specialised equipment will also be required, for example mathematical instruments, (e.g. scientific calculator), coloured pencils or felts etc.
- students are recommended to have a pocket English Dictionary
- it is very important that students have a suitable bag in which to carry books and kit

STUDENT PLANNER

Each student will be provided with a school planner in which the weekly homework timetable and daily homework will be entered. The school planner can provide a valuable link between School and home, but it does require each student to use it properly.

Students should carry their planners to all lessons and take them home each day. The planners are quite expensive and if lost will have to be paid for. Parents and Form Tutors are expected to sign the planner each week.

VALUABLES & MOBILE PHONES

The School does not take responsibility for any valuable items which students choose to bring to School. Mobile phones and other devices which have Wi-Fi capability may be used only before and after the school day. They should not be visible in school from 08:55 until 15:45 unless specifically under the direction of a teacher.

The School will confiscate items which are misused. All students must abide by the Acceptable Use Policy which is issued in September and can be found on our website.

School Uniform

A high standard of personal appearance is expected of all Queen Elizabeth II High School students and any student arriving at School in non-uniform clothing may expect to be sent home to get changed.

Hair colour and style must be appropriate for School as should make-up.

Acrylic / false nails or nail varnish are not permitted.

All Students

Year 7 – 11 Plain white shirt or shirt-style blouse with collar – short or long sleeves

School tie

Grey or black trousers (single colour) no jeans or leggings

Grey or black practical style School skirt of fingertip length or longer –
(No bodycon skirts)

The QEII School jumper and/or black blazer

Single colour socks (no bright colours)

Black or dark brown shoes (single colour) – must be suitably safe for School with matching laces. *Shoes should be capable of being polished, i.e. not canvas. Trainers are not permitted.*

An appropriate belt if required plain black or grey

Shoes should be capable of being polished, i.e. not canvas. Trainers are not to be worn.

Workshop aprons should be worn for Design and Technology lessons (these will be provided by the school)

Jewellery: for safety and security reasons the School would advise that jewellery should not be worn at all but in any event must be restricted to;

One pair of plain *ear* sleepers or studs and one finger ring.

No other piercings are allowed, including nose piercings.

All uniform should have the owner's name marked somewhere on it.

The School cannot take responsibility for any lost items.

For the full uniform policy please see our website.

Physical Education Kit

INDOOR:	Maroon polo shirt with the School emblem Black shorts or black skirt White sports socks
OUTDOOR:	Maroon t-shirt/polo shirt or rugby style top with the School emblem Black shorts or black skirt Maroon and white long socks Plain black jogging bottoms and School emblem sweatshirt (optional) Plain black thermals (leg and arm skins) can also be worn under correct School kit (optional)

FIXTURES:

RUGBY	For all rugby fixtures students are required to wear full outdoor games kit with boots. For rugby, students need to wear a gumshield.
CRICKET	Normal PE / Games kit will be needed for these fixtures, although students are allowed to wear their own black tracksuit bottoms instead of shorts if they choose. All students must wear a protective box when playing hard ball cricket which the school will provide.
NETBALL & ROUNDERS	For netball and rounders fixtures students are required to wear full outdoor games kit and trainers.
FOOTBALL	For football fixtures students are required to wear full outdoor games kit, black shorts or black skirt, maroon and white long socks and shin pads. Boots with studs are required, yet some fixtures/ lessons will be on astroturf so will require trainers or Astros. This will be communicated ahead of time.
HOCKEY	For hockey fixtures students are required to wear full outdoor games kit, black shorts or skirt, maroon and white long socks, shin pads. Students need to wear a gumshield. Hockey stick, astro boots/hockey shoes are optional.

FOOTWEAR

Trainers – with non-marking soles
Boots with studs (compulsory for safety in football/rugby)
Astro turf trainers (optional but preferable when on the astro turf)

ADDITIONAL ITEMS

Shin pads (compulsory for all students)
Mouth guard (compulsory for hockey)
Black/maroon base layer (optional)
Optional QEII branded items available locally include black shorts, skorts, maroon and white long socks, black jogging pants, fleece and sweatshirts.

VALUABLES

While every effort is made to ensure that all pupils' valuables and belongings will remain safe and secure during Physical Education lessons, pupils are reminded that the PE Department and School will not be held responsible for items lost or stolen. Valuables (such as phones or wallets) should be kept in lockers where they should be locked securely during PE lessons. Changing Rooms will be locked during lessons and throughout the course of the day. They may be unlocked during breaktimes or at part of lunchtimes when clubs are on and no bags or valuables should be left in these areas during this time.

PLEASE NAME ALL P.E./GAMES KIT CLEARLY

HOUSE COLOURS

Caaig
Foillan
Shirragh
Threshlyn

Green
Yellow
Red
Blue

INCORRECT / MISSING PE

Students who fail to bring the correct PE kit will, in the first instance, be given a reminder in their planner; on the second occasion they will be given a break time detention and another reminder sent home; on the third occasion the student will be given a subject detention at lunchtime. This process will run over a half term cycle and will start again for all students at the start of each half term.

If any student has difficulty with kit or it cannot be provided for them that week, bringing in incorrect kit with a note explaining the issue is fine and will not be classed as an incorrect kit. If you are missing specific items, it is recommended students bring a similar equivalent as there is limited lost property to borrow. For example, bring a pair of sports shorts if your black ones are missing/unavailable. All spare kit is clean when handed to students at the school and is washed by PE staff after it used.

MEDICAL ABSENCE IN PE

Students are expected to bring PE kit to every lesson. If a student is unfit to participate in a PE lesson they are still expected to bring, and change into, PE kit. However, a note from their parent/guardian will allow them to participate in an appropriate role, be it as coach, scorer, umpire/referee or peer evaluation. Students failing to bring a note will be expected to participate fully in a lesson. The only occasions on which students will be excused participation in lessons are situations where movement is heavily restricted such as a student in plaster with a broken limb. In this instance students will usually remain inside with a PE related task, although they should bring some warm clothing as they may be required to be outside for the lesson.

If a student is injured and cannot participate for longer than three weeks they should seek medical advice and bring in a note from that medical professional. For serious long term injuries parents are expected to seek medical advice before returning to practical physical education activities at school.

Any child who is excused from physical education for medical reasons should not be participating in physical activities during break or lunchtime as this could prolong, or make the injury worse.

Students' medical notes will be retained, scanned and attached to the child's register notes. Physical notes will all be disposed of securely (shredded) once this has been done.

QEII High School Association

QEII High School Association plays a vital role in raising money for additional school resources and equipment. Through money raised at quizzes, musical evenings, Christmas Fayres, and so on, funds have been available to buy many additional items that wouldn't otherwise be possible. Below are just a few examples:

- Water drinking fountain
- Library books
- Basketball kits
- Vouchers for Prize Giving
- Licence for Linguascope
- Lighting and audio equipment
- Microscopes for Science Department
- Subscriptions for MyMaths/Unifrog
- Weather Station for Geography Department
- Sports Awards Trophies
- ScanPens
- Stage-in-a-Box for Performing Arts
- Maths Graphic Calculators
- Duke of Edinburgh's Award equipment
- Boomwhackers (percussion instruments)
- Leavers Prizes
- Funding for Accelerated Reading Programme

QEII High School Association has registered Queen Elizabeth II High School with 'easy fundraising' <http://www.easyfundraising.org.uk>. Parents, friends and staff can register with the website and shop online via this portal. You can access all your favourite online stores and by doing this a percentage of the cost of the items you buy is donated back to the School. This can be anywhere up to 15% depending on the retailer and the product purchased. It really is very simple..... you shop online as normal but support our students and School at the same time!

They have also registered Queen Elizabeth II High School with 'easy search'. This is a search engine which allows you to raise funds for the School, simply by surfing the Web. By making just 10 searches a day with easysearch, instead of Google or any other search engine, you should generate over £20 per year for our School. Easysearch is completely free to use, so this is a great way to support the School - just by searching the Web as you already do <http://www.easysearch.org.uk/>.

For the past few years the Association has organised a very successful '100 Club' monthly draw. If you would like to take part in this draw, for just £1.00 per month (£12.00 paid annually), please contact the School Office or you can find the form by visiting the dedicated QEII High School Association page on the School website –

<https://qe2.sch.im/pages/index/view/id/29/About%20us>

School Website & Social Media

You will find a lot of useful information on our **School website**. Please take time to visit us on the link below –

<https://qe2.sch.im/>

Alternatively, use your phone to scan the following QR code –



You can also now follow us on **Facebook** at the link below –

www.facebook.com/QE2IOM



Both the website and Facebook are updated regularly with important information. This will include information regarding Parents' Evenings; when School reports are given to students to take home; School notices which are read out during registration each morning, plus much more.

Please ensure that you visit these sites as they may have important information which is relevant to your child.

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QEII High School Association has registered the School with **Easy Fundraising** and **Easy Search**.

Easy Fundraising – www.easyfundraising.org.uk/causes/qe2hs

This is a shopping directory listing some of your favourite online stores. Just use the links on the easy fundraising site whenever you shop online and, at no extra cost to you, the School will receive a donation of up to 15% from every purchase you make. It really is that simple!

It is completely FREE to register and you won't pay a penny more for your shopping when you use the easy fundraising site. In fact you can even SAVE MONEY as many retailers offer discounts, special offers and even 'e-vouchers' exclusive to easy fundraising. If you shop online anyway, then why not raise valuable extra funds for our School by using this fantastic scheme!

Easy Search - <http://qe2hs.easysearch.org.uk/>

This is a search engine which allows you to raise funds for the School simply by surfing the web. By making just ten searches per day with easy search, instead of Google or any other search engine, you could generate over £20 per year for our School.

Please use these sites and help raise funds for our School.....every penny counts!

ParentPay

At Queen Elizabeth II High School all students are issued with lunch cards to purchase food from our canteen. Money can be credited to these cards using the cash loader machines in the Entrance Hall of the school or by signing up to ParentPay. ParentPay is an online payment service allowing you to add money to lunch cards at home, work, or elsewhere, at any time and purchase school ties, calculators, geometry sets and replacement lunch cards.

There are two cash loader machines in the school Entrance Hall, so you will be able to put money on your child's card using the cash loaders if you prefer, as well as, or instead of using ParentPay.

What does ParentPay do?

- Enables you to pay for school meals
- Enables you to purchase school ties, calculators, geometry sets and replacement lunch cards
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows the merging of accounts if you have more than one child at school
- Emails a receipt of your payment to the email address you register
- Allows you to see what your child has eaten

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to search for cash to send to school
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Gives you peace of mind that your payment has been made safely and securely
- ParentPay is quick and easy to use

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made
- Reduces paper 'waste'
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises

How do I get started?

If you have completed and returned the application form which was in the admission pack, then we will send you an activation letter at the beginning of the school year to enable you to setup your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at the Queen Elizabeth II High School.

If you have not returned the form and require one please contact the School via email.

More information

More information can be found on the ParentPay website

At www.parentpay.com alternatively contact QE2ParentPay@sch.im

Settings & Core Subjects

ENGLISH

- Students are taught in mixed ability groups throughout the year
- A series of Reading and Writing assessments are undertaken as part of the modules taught with a final overall grade combining both skills awarded at the end of the year.
- Assessments will take place at the end of each unit
- Parents will be notified of any class move by email

MATHEMATICS

- Students initially in sets based on KS2 data
- Students sit an initial assessment over 3 weeks in September covering basic Math's understanding
- 1st module assessment is just prior to 1/2 term in October
- Sets are reviewed after this initial module assessment after October 1/2 term
- Students sit an assessment each half term throughout the year
- Sets are reviewed at Christmas, Easter and Summer holidays
- Parents are informed of set moves via the schools 'In Touch' e-mail system

SCIENCE

- Groups are taught in mixed ability tutor groups
- There is an initial 3 week induction to Science Lab Skills
- Students then start working in units in Biology, Chemistry and Physics
- At the end of each unit students will sit a test in controlled conditions
- The levels from the tests will then be used to set students in Year 8

Useful Information

Ms Moore – Current Head Teacher

Mrs Clarke – Head Teacher from September 2022

Mr Coole – Deputy Head

Miss Graham – Assistant Head

Mr Kinley - Assistant Head

Mrs Steriopulos – Assistant Head

Mrs Darlow – School Business Manager

Mr Winrow – Director of Key Stage 3 (Years 7 and 8)

Mrs Sille – Deputy Director of Key Stage 3

Mrs Nixon – Key Stage 3 Pastoral Support Officer

Miss Franklin – Director of Key Stage 4 (Years 9, 10 and 11)

Mr Carine – Deputy Director of Key Stage 4

Miss Hill – Key Stage 4 Pastoral Support Officer

QEII Privacy Notice

Fair Processing Notice

The Headteacher in the name of Queen Elizabeth II High School as Data Controller

The Headteacher, in the name of the Queen Elizabeth II High School, is a data controller for the purposes of the Data Protection Act 2002/General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the Data Controller are Queen Elizabeth II High School of Douglas Road, Peel, Isle of Man IM5 1RD.

In addition to the information set out in the Isle of Man Privacy Notice, we may also collect the following information about your child as required by the Education Act 2001 and the Registration of Pupils Regulations 2016:

- (1) full legal name and where known, any former name or names;
- (2) gender;
- (3) date of birth;
- (4) unique pupil number;
- (5) ethnic group and by whom that information was provided;
- (6) first language;
- (7) date of admission to the school;
- (8) year group;
- (9) the address and postcode of the pupil's usual residence and any other properties at which the pupil is also known to reside on occasion;
- (10) the name and address of every person known to the school to be a parent of the pupil and at least one emergency contact telephone number;
- (11) the name and address of any other schools the pupil is known to have attended, if any, and in the case of guest registration, any other schools at which the pupil is registered;
- (12) full-time or part-time;
- (13) day pupil or boarder;
- (14) date of leaving the school;
- (15) usual mode of transport to and from school;
- (16) for any pupil who is known to the head teacher to be or to have been looked after by an appropriate organisation, the name of that organisation;

- (17) (**where** applicable) that the pupil has been found eligible for free school meals;
- (18) Attendance;
- (19) Medical information for the vital interests of children where appropriate;
- (20) Educational psychologists reports and supporting documents;
- (21) Academic achievements;
- (22) Skills and abilities;
- (23) Educational progress;
- (24) Special educational needs information;
- (25) Suspension information;
- (26) Course information;

How we will use the information we collect about you

Queen Elizabeth II High School may use your information to:

- register your child at the school;
- record attendance information;
- produce an educational record containing:
 - Information about your child
 - Personal education plans
 - Educational psychologist's reports and accompanying documents
- produce a curricular record containing:
 - Academic achievements;
 - Skills and abilities; and
 - Educational progress
- produce a record of special educational needs and special needs provision, if appropriate detailing:
 - The type of special need;
 - A ranking of the special needs if there is more than one;
 - The special needs provision being made; and
 - Whether teaching is in a special education needs unit or elsewhere
- record details of suspensions
- produce a record of the studies undertaken;
- help prevent and detect crime

Queen Elizabeth II High School has a statutory obligation to check and verify the data you provide to us on registration documents and on consent forms. This may include checks of publicly available information but in some cases, where it is necessary and relevant, the information you provide may be disclosed or shared with other organisations.

How we will share the information that we collect about you

For detailed information about the apps and services used, please visit our website – <https://qe2.sch.im/privacy-policy>

For more specific details about retention periods see the Department's retention schedule – <https://www.gov.im/media/1361318/dec-retention-schedule.pdf>

Information obtained or disclosed by third parties will not be used for any other purpose than supporting the delivery of teaching and learning.

Failure to provide information may impact on support in school, the quality of teaching and learning and in achievement in examinations.

Protecting your information

Queen Elizabeth II High School will:

- keep your information safe and secure in compliance with legislation.
- only use and disclose your information, as detailed on our website, where necessary.
- Retain the information for no longer than is necessary, and your information will be permanently deleted once the timeframes set out on our website have been reached. There will need to be an authorisation process to dispose of this in line with our Records Management Policy and retention periods as outlined on our website (unless there is an over-riding reason to retain this information).

Transfer of Information outside the EEA

Apps and services that are used in school may require data to be stored on servers outside of the EEA. Information sent to these will be limited and are as detailed on our website – <https://qe2.sch.im/privacy-policy>

More Information

You can find out more information including:

- Looking at the Isle of Man Government Privacy Policy here <https://www.gov.im/about-this-site/terms-and-conditions/privacy-policy/> [Accessed 16/1/18]
- Contacting our Data Protection Officer who is: Andrew Shipley, DPO. Hamilton House, Peel Road. Douglas. IM1 5EZ. Tel 685828. Email DPO-DESC@gov.im
- Asking to see your information or making a complaint if you feel that your information is not being handled by contacting the Headteacher as Data Controller for Queen Elizabeth II High School
- Making a subject access request which is a request for all of the personal data we hold about you.
 - Obtaining this information in large print, braille, or in an alternative language.

Your rights

- You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.
- To make any request relating to your data held by us, please contact the Data Protection Officer for the Department of Education, Sport and Culture
- If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im, or the relevant supervisory authority. You may have a right to other remedies.