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A. INTRODUCTION

This Pupils' Handbook tells you a lot about what goes on in the school. Of course, if you are unsure about something, you will usually ask a friend, a matron, the secretary, or a teacher. But you may like to look up a school rule, or find out about something like assessments for yourself. There are answers here to many questions you might ask about the school and to lots of questions you wouldn't even think of asking!

There is also a **Boarders' Handbook** if you want to know what goes on in the evenings and at weekends.

B. HERE TO HELP YOU

1. WHO'S WHO ?

You often see a teacher's initials on a timetable or a notice. There are photos in the Birchall Hall lobby.

Mrs T Khodabandehloo	is the Headmistress
Mrs L Alcock	teaches French to all years and also in Pre-Prep. She also teaches English. She is a Year 6 form teacher
Mrs S Beats	is currently on Maternity Leave. She is Head of Maths and ICT (Information Communication Technology)
Rev R Blackhall	is the Chaplain for the whole of Queen's College, and takes assembly on Tuesdays
Mr A Clark	is Head of Science, a Year 6 form teacher and teaches Boys' Games. He is the Activities Co-ordinator
Mr P Dudman	is Head of Art and Design Technology. He also teaches Boys' Games. He is a Year 4 form teacher
Mrs J Elsmore	teaches Maths, English and Girls' Games
Mrs G Harrison	teaches individual pupils from Pre-Prep and Junior in the Learning Support Room
Mrs B Hoskins	teaches Girls' PE and Games throughout the school and also teaches English. She is a Year 5 form teacher and Head of Girls
Mrs S Marston	is Head of Drama and teaches throughout the school. She is also the individual and group Speech teacher
Mrs A Mason	is the Curriculum Co-ordinator and teaches English, Maths and Philosophy
Mrs V Miller	is the Admin Co-ordinator and a Year 4 form teacher. She also teaches Maths
Mr C Monks and Mrs V Monks	are the Boarding Houseparents. Mr Monks also teaches in the Senior School and Mrs Monks helps in Pre-Prep
Mrs S Neale	is in charge of Learning Development and teaches Maths
Mr A Owen	is Head of English and Head of History and is a Year 5 form teacher. He teaches English, History and ICT and organizes Chess and the Library.

Miss S Scutt	is our Director of Music. She teaches all the School's Music, including instrumental lessons, orchestra and choirs and some French and English
Mrs C Stirzaker	is a Learning Development and Classroom Assistant. She supervises lunch and occasionally covers for Matron
Mrs C Thompson-Gardiner	is a Year 3 form teacher and also teaches Maths
Mrs A Thresher	is a Learning Development and Classroom Assistant
Miss T Trevelyan	is a Learning Development and Classroom Assistant
Mrs A Wade	is Head of RS. She teaches RS, Science and Geography
Mrs P Walker	is a Year 3 form teacher and also teaches Maths. She co-ordinates Dance classes
Mrs A Watkins	teaches individual pupils in the Learning Support Room
Mrs K Webber	in an EAL (English as an Additional Language) teacher
Mrs S Wedge-Thomas	teaches Geography
Mr R Wilde	is the Deputy Head. He is in charge of PE and Games. He is Head of Boys. He also teaches sport in Pre-Prep
Mrs S Wilde	is Head of Girls' Games. She teaches Girls' Games and also teaches English and PE in Senior
GAP Students	Each year we have two new students from overseas who help in the classrooms, with PE/Games and in the boarding house
Matrons	look after you when you feel unwell and they take care of the boarders
Miss R Morgan	Senior Matron. Her flat is on the first floor
Mrs C Smith and Mrs M Thornhill	are part-time Matrons
Mrs L Dimery, Mrs J Barry, Mrs S Parratt and Mrs J Whitefield	are nurses who run the Sick Bay for the whole school
Miss J Cameron	is Mrs Khodabandehloo's Secretary. She gives you letters to take home and answers all your questions.
Mrs S Musgrave	helps Miss Cameron in the office.
Mr J Western	is our School Caretaker. He keeps everything clean and working properly, and rescues tennis balls.

2. WHO TO ASK FOR HELP

- a) Your **form teacher** is particularly interested in making sure that you are happy at school and are making progress in your work, so if you don't know who to ask about something, talk to your form teacher.
- b) The name of the **Master or Mistress on Duty** (often called the MoD) is written on the whiteboard in the Birchall Hall lobby. The MoD supervises you at play times, gives permission to go to special rooms, ticks off your House and form duties, and sorts out any problems or special events that day.
- c) Mr Wilde is Deputy Head and Head of Boys and Mrs Hoskins is Head of Girls, and they will help you with any other problems.
- d) There is usually a **Matron** in the Matron's room, or the notice on the door tells you where to find her.
- e) If you have lost a shoe or some clothing, it may be in the clear plastic box in Matron's room. If you have lost something smaller, it may be in the lost property box in Matron's room. If you still can't find it, tell your form teacher who will try to help you.
- f) **The Secretary** often knows the answer to your questions and all the things your parents want to know about what is going on.
- g) If it is something more serious, you may want to see your form teacher, Mr Wilde or Mrs Hoskins, or the Headmistress. If they are not around, the teacher on duty will try to sort things out. See Mr or Mrs Monks if it is to do with boarding.

3. SETTLING IN

- a) We particularly want our new pupils to feel at home in the school as soon as possible, so there are extra ways to find help.
- b) If you are a new pupil in Years 4, 5 and 6 you will be given a **guide**, a pupil who already knows the school, to show you around and explain how things work. Your 'buddy' will probably be in the same form, or the same dormitory, as you are.
- c) If you are a new boarder you will have a **dormitory leader** who will show you what to do in the boarding house.

4. IF YOU ARE HURT OR ILL

- a) If you are hurt, or if you feel unwell, go to see **Matron**. She will probably be in the Matron's Room or the notice on the Matron's Room door will tell you where to find her. If you cannot find Matron quickly, ask any adult to help you. Don't phone home before you've seen Matron - you'll only worry your parents and Matron will phone them if you need to be taken home.
- b) If someone else is hurt, or feels unwell, take them to Matron. If they are badly hurt, or cannot get up by themselves, do not move them. Instead, get help from the first adult you can find.

- c) If you are a boarder you should not go to your dormitory if you feel unwell, unless a matron tells you to. Matron needs to know where you are if you feel unwell, so that she can check from time to time that you are all right.
- d) If it is not an emergency, see Matron at surgery times: 7.10 am (before breakfast), 12.50 pm (during the lunch break), or at bed-time.
- e) If you are a boarder and are feeling ill after lights-out, you should tell your dorm leader who should go with you to see the Matron on duty that night.
- f) Medicines, ointments, plasters and tablets, must be handed in to Matron when you arrive at school in the morning, or come back from holiday or permit. Matron will then make sure that you have your medicine. Some pupils are allowed to carry their own inhalers with them, but they must not lend them to other pupils.
- g) Off Games: day pupils should bring a note from their parents if they need to be off games or off swimming or both. The note should say how long you are to be off games etc. It is helpful if you tell the teacher who is taking your games or PE lesson. If you are off games in the afternoon, you should report to Matron, or whoever is looking after off games people that day.

5. WORRIES AND COMPLAINTS

There is a page in your **student planner** with suggestions of people who can help you.

The following tells you what to do if you are worried about something, or if you think that someone has treated you in a way that embarrasses you, or is really unfair, or if you feel that there is something going on that is really wrong and should be stopped. If you don't understand any of it, get a teacher or friend to explain it to you.

There are two things to remember:

1. You may just want to talk to someone and sort out something that you are worried about. You can ask a member of staff directly or write your name and the name of the person you want to talk to and place it in the "worry box" by the main entrance.
2. You may wish to make a complaint, that is, to let someone know that there is something very wrong going on. This leaflet tells you what to do.

What do I do if I just want to talk to someone?

If you have close friends that you think can help, talk to them. If you are friends with your dormitory leader or someone else older than you, you can talk to them. They will often be able to sort it out with you.

You can talk to any member of staff, not just your form teacher or the MoD.

You can talk to one of the Matrons, the Secretary or any of the teachers - anybody in fact that you get on well with in the school. They will nearly always be able to solve the problem with you.

BUT, there may be times when you cannot talk to a member of staff. **This is perfectly all right and sometimes quite natural.**

Then you could talk, write, telephone or email someone else like:

1. Your parents / guardian.
2. The school doctor or sister. Dr Downs or Dr de Cothi, College Way Surgery, Taunton telephone number 259333.
3. The Chaplain, Rev R Blackhall, 1 Claremont Lane, Taunton. Telephone number 337058. Email rb@queenscollege.org.uk
4. Our local Social Worker especially responsible for this school. Telephone number 333451.
5. Child Line telephone number: 0800 1111
6. Children's Legal Centre telephone number: 01206 873 820
7. Local CSCI Office: 01823 345960

What happens if I want to make a complaint about someone?

If you want to really make a complaint about something, perhaps something that is *really* worrying you, perhaps about how someone is treating you, or if you think that something is very wrong, this is what you should do:

Go and speak to a member of staff you really trust. You can take a friend with you, another pupil, another member of staff, anybody you want, or you can go by yourself. It is your choice. They will help you take the complaint to the proper people and see that something is done about it.

It is very important that you know that if you think you might be going to get into trouble, you can have someone with you when you tell about the problem. You may take any friend or a grown-up with you when you talk about it.

If the problem is not sorted out by talking about it, you can make what is called a '**formal complaint**'. This means the problem is written down either by you or you can write it with the help of a friend or a grown-up and give it to one of the teachers. If you cannot manage to write it down, you can still make a 'formal complaint' by telling a member of staff that you want to do so. They will put it in a special book kept by the Headmistress.

You do not have to tell anyone that you are complaining about them.

You will be asked to talk about the problem with either Mrs Khodabandehloo, Mr Wilde or Mrs Hoskins.

Remember - you can have a friend with you, or another member of staff - you do not have to manage by yourself.

If you think that the problem is still not sorted out after two or three days, then you can contact the other people listed on this leaflet. They will come and talk to you. Remember that you can still have your friend with you - and they will try and find a sensible way to deal with the problem.

You might want to let someone know if:

You feel that someone has made suggestions that are not right to you.

You are being bullied.

You are being hurt by someone in some way.

Someone is being unkind to you because of your colour, race or religion or because you have a problem, or because you are a boy or girl.

You feel that you have been wrongly punished.

Someone has taken something of yours and not returned it.

You feel that a teacher has said things to you that they shouldn't have said.

A teacher or someone has made fun of you.

You feel no one understands the difficulties you are having with your work.

An older child or dorm leader has been unkind to you.

Or anything else that is really wrong.

Always, always tell someone if a grown-up wants you to do anything that you know to be wrong.

C. ROUTINE ARRANGEMENTS

1. PLAN OF THE SCHOOL

2. DAILY ROUTINE

All lesson times are on timetables in each classroom, in your planner and in the Birchall Hall Lobby.

7.00 am	Rising Bell
7.40 am	Breakfast
8.20 am	Bell for Registration in form-rooms
8.25 am	Period A (Wednesday and Friday)
8.30 am	Assembly (Wednesday: Year 3 assembly with Years 1 and 2)
9.00 - 9.40 am	Period 1
9.40 - 10.20 am	Period 2
10.20 - 10.40 am	Break
10.40 - 11.20 am	Period 3
11.20 - 12.00 pm	Period 4
12.00 noon	Lunch
1.15 pm	Bell for lessons
1.15 - 1.55 pm	Period 5 (Registration by teacher taking lesson)
1.55 - 2.30 pm	Period 6
2.50 - 3.25 pm	Period 7
3.25 - 4.00 pm	Period 8 (Wednesday and Friday no P8 for Year 3)
4.15 pm	After Lessons or Games House duties to be reported to MoD. Day pupils depart if not taking part in activities. Activities or After-School Club (see different days of the week on next page)
5.15 pm (Tues & Thurs)	Bell for day pupils' prep (in the Haynes Building) and for buses
5.45 pm	Prep ends
5.50 pm	Bell for supper, boarders go to TV Room
6.00 pm	Supper

Daily Variations to Afternoon Routine

Monday

4.00 pm	Fruit and drink. Boarders change into play clothes. Team squad practices for Years 5 and 6
4.15 pm	Bell for roll-call in Birchall Hall, followed by After-School Clubs.
5.15 pm	Prep bell for day pupils.

Tuesday and Thursday

4.00 pm	Fruit and drink – Boarders change into play clothes.
4.15 - 5.00 pm	Activities
5.15 pm	Prep bell for day pupils.

Wednesday

4.00 pm	Boarders change into play clothes
4.00 pm	Fruit and drink
4.15 pm	Bell for roll-call in Birchall Hall, followed by After-School Clubs.
5.15 pm	Prep bell

Friday

4.00 pm	Boarders change into play clothes
4.00 pm	Fruit and drink
4.15 pm	Bell for roll-call in Birchall Hall, followed by After-School Club.
5.15 pm	Prep bell

Evenings - you can find out all about the boarding routine in the Boarders' Handbook

3. NOTES on DAILY ROUTINE

a) Lessons

If a member of staff does not turn up to take a lesson by 5 minutes after it is due to start, a responsible member of the form should report the fact to the staffroom or the secretary.

b) Breaks and Lunchtime

You should go outside unless it is wet, when special rules apply. With permission you may also use the chessboards in room 6 and the computers in Room 5 (JRC).

c) Day Pupils Arriving at School

You are due to arrive in school between 8.00 am and 8.20 am each day. Your parents should use the drop off points by the caged area or around the adventure playground near the summer-house. You should use the marked crossings, looking out for traffic.

d) Day Pupils Leaving School

The times you finish depends on whether or not you are involved in activities:

Monday	4.00 or 5.15 pm after Year 5 and 6 team-squad practices
Tuesday	4.00 or 5.00 pm after activities
Wednesday	4.00 pm unless involved in a school match (3.20 pm for Year 3)
Thursday	4.00 or 5.00 pm after activities
Friday	4.00 pm for Years 4, 5 and 6 (3.20 pm for Year 3)

Form teachers will check at morning registration if you are staying 15 minutes or more after these times; your name goes to the MoD on a late list. If you are on the last list you **must check out** with the MoD - or let them know if for any reason you are going home earlier after all that day. This is for your safety. A list is also made of children going on the buses so the MoD can take them to the bus.

- i) Years 3 and 4 are encouraged to do one activity. You may go home after lessons on Tuesdays and Thursdays or you may join in activities. If you have to stay at school later on these days for any reason you must join an activity.
- ii) Years 5 and 6 are expected to stay for activities on two afternoons each week, one of which could be the squad practice on Mondays.
- iii) You need to allow a few minutes extra for clearing-up or changing in the weeks when you have House or form duties; you should complete and report these before going home.
- iv) Year 3 pupils wait in their form room to be collected by your parents. If you are staying later, your form teacher will take you to the MoD or to Matron who will make sure that they know where you are and that you have something to do until you are collected.
- v) Years 4, 5 and 6 day pupils waiting to be picked up at the end of the day should wait in, or by, the school buildings (Haynes/Birchall). You should **not** wait beyond the wooden gate to the main car-park, on the front drive, the main road or in the drop-off zone next to the cage.
- vi) Day pupils waiting to go home later on Mondays, Wednesdays or Fridays go to the Birchall Hall for a roll-call at about 4.15 pm; then you stay in the hall for After-School Club. If it is fine, you may play outside, if permission is given, you may use the JRC . Day pupils going home after this time **must check out** with the MoD. When the Prep bell goes, day pupils still in school must join prep in the Haynes Building.
- vii) You should only go home with your parents or with another adult who your parents have told you that you are to go home with. If anyone else says that they are taking you home, come straight back into school and ask the secretary, a matron, or a member of staff to check how you are supposed to be going home that day.
- viii) If your lift is late, you should come into school and ask a member of staff or matron to find out what has happened. You should not wait outside for a long time. You must **not** leave the school grounds - this includes going down to Senior School, to a friend's house, or trying to walk home.
- ix) When the boarders' supper bell goes (about 5.45 pm) any day pupils who have still not been collected should go to the TV Room and then go to the dining-hall with the boarders.
- x) If you wish to cycle to school you should have passed the Cycling Proficiency Test. You should bring in a letter from your parents to say that they are happy for you to cycle to school. You must follow school cycle rules; in particular, you must not cycle in the school grounds and should dismount and cross Trull Road, if necessary, on foot either by the zebra or pelican crossings.

4. WET WEATHER

- a) **Break Time**
All children go to their form rooms to reduce movement between buildings.
- b) **Lunch Time**
- i) When not in lunch, you go to the following areas (unless directed otherwise by the MoD):
 - a. Year 3 own form rooms
 - b. Year 4 own form rooms
 - c. Year 5 own form rooms
 - d. Year 6 own form rooms
- ii) Before lunch you all go to the Birchall Hall.
- iii) You are expected to do a quiet activity: read, write, play quiet games eg. chess.
- iv) Movement between classrooms is not allowed except to collect or return equipment, go to the toilet etc
- v) No one should be in the JRC except with the MoD's permission.

5. ASSEMBLIES and SERVICES

- a) **Christian Foundation:** Queen's College has close links with the Methodist Church. We have a Methodist Chaplain, Rev R Blackhall; we have some services in the Temple Methodist Church in Taunton. The School upholds Christian standards.
- b) **Assemblies** are attended by all pupils and include a hymn, a reading from the Bible or a story, and prayers. You have a chance to take part in readings, sketches and accompany the hymns on your musical instruments.
- c) **Family Services:** Boarders attend Family Services at Trull Church or Temple Methodist Church.

6. FIRE REGULATIONS

- a) The fire officer is Mr Wilde. There are fire notices in every classroom and dormitory, which show clearly what to do if there is a fire or if the alarm sounds. Special signs tell you the safest way to get out of the building. Please read them.
- b) In the **daytime** you line up in forms, in silence, in the car park outside of the caged play area. The form captain and the teacher who has been taking the class check that everyone is accounted for.
- c) At **night** the boarders line up by dormitories in the same way. Dormitory leaders check that all of their dormitory have arrived safely.
- d) *There will be fire practices at least twice a term. For the first fire practice of the year you will be told what to do in advance, and boarders will be shown the route that they are to follow.*

IN CASE OF F I R E

If you discover a fire:-

1. Set off the alarm at the nearest trigger point
2. Report to the MOD or Mr Wilde

If the alarm sounds:-

1. Do not panic
2. Go immediately to the assembly area in the cage by the route given below

Main Exit Route:-

Alternative Route:-

D. WORK

1. LESSONS

a) Subjects

All forms are taught the following subjects: English, Mathematics, Science, History, Geography, French, Religious Studies, PSHE and Citizenship, Philosophy (Years 4 – 6), Art, Design Technology, Music, PE and Information Communication Technology (Computers). Years 3 and 4 often tackle topics involving several subjects and taught through the IPC (International Primary Curriculum).

b) Forms

Each year group has two classes each, of mixed ability. You are put in the form where the teachers think that you will work best. Some year groups will have different sets for Maths and English.

Year 3
age 7-8

Year 4
age 8-9

Year 5
age 9-10

Year 6
age 10-11

3PW Mrs Walker

4PD Mr Dudman

5AO Mr Owen

6AC Mr Clark

3CT Mrs Thompson-
Gardiner

4VM Mrs Miller

5BH Mrs Hoskins

6LA Mrs Alcock

2. ASSESSMENTS

- a) In the Autumn term, Years 4, 5 and 6 are given an Assessment Card by your form teacher to give or send to your parents. In the other terms your assessment levels are discussed with the relevant teachers.
- a) Your form teacher will talk to you about your assessment card, to help you to see how you can make progress in your work.

Subject	Effort	Achievement
English		
Maths		
Science		
History		
Geography		
Religious Studies		
French		
Art		
Design Technology		
Music		
Information Communication Technology		
Drama		
Physical Education		
Games		

3. EFFORT GRADES

Grade A pupils *always* work very hard and concentrate in lessons.

- I share my ideas, challenge myself and ask for help when I need it
- I take great care with the presentation of my class work and prep
- I am always on time for lessons and have all the equipment I need
- I always hand my prep in on time

Grade B pupils work hard and concentrate well in most lessons

- I answer questions and share ideas
- I take care with the presentation of my class work and prep
- I am on time and have the equipment I need for lessons
- I hand my prep in on time

Grade C pupils need encouragement to work hard and concentrate well in some lessons

- I might need to be encouraged to concentrate and stay on task
- I don't always do my work as well as I could or as quickly as I should
- I might need help to be on time and have all the equipment I need for lessons
- I sometimes hand my prep in late

Grade D effort marks are not given very often. Children who receive this effort mark are a cause for concern, when one or more of the following apply.

- I need frequent reminding to pay attention in class
- I often distract others during lessons
- I make little effort to present my work as well as I could
- I am often late for lessons and do not have all the equipment I need
- I rarely complete a task as well as I could or as quickly as I should
- I often hand my prep in late

4. WRITTEN ASSESSMENTS

- a) At the end of the school year all children have written assessments in English and Maths, and in Years 5 and 6 there are also assessments in Science.
- b) You will be told how to prepare for these and shown the sort of questions that you will be asked. Try your best in the assessments but your work during the rest of the year is equally important.
- c) Year 6 can take the Senior School Awards exams on the Saturday in January before the start of the Spring Term. There are also **Music, Drama, Art** and **Sport** awards.

5. GOOD WORK

- a) For good work and effort you can be awarded plus points for your house. A really good piece of work may be awarded PLUS 4: you are given a special piece of paper that you show to the Headmistress, with your work, which he will sign.
- b) At staff meetings just before the Assessments the form teacher mentions those children in the form who have tried particularly hard, or have made particular progress that term. These children's names are read out by the Headmistress in assembly.

6. PROBLEMS with WORK

- a) If you do not finish your work properly, or if it is messy or careless, you may have to do the work again in your free time.
- b) If your work is not good enough on several occasions, your form teacher will talk to you about it. You may be given a Report Book to be given to the teacher each lesson for comments on your work. You show the Report Book to the form teacher every day and to the Headmistress once a week. You may be given a Prep Report Book, if prep is a particular problem. A Report Book is meant to help you improve your work; it is a means of advice and encouragement, rather than a punishment.
- c) Some children find reading or spelling particularly difficult. Mrs Neale may arrange for them to have individual lessons with her, or with Mrs Watkins, Mrs Stirzaker, Mrs Thresher or with Mrs Harrison in the Learning Support room.
- d) If you are worried about your work, do talk to someone about it: the teacher who teaches you that subject or your form teacher.

7. HOMEWORK, PARENTS' MEETINGS and REPORTS

- a) All children have a **Personal Planner**. Years 4, 5 and 6 should enter details of their 30 minutes prep. Year 3 have reading practice and other tasks most days. You should write down the details of all homework in your planner. This will help you to remember what to do - and your parents to check that you have done it!
- b) Your **planner** is also the place to write down reminders about music lessons and messages to take home. There is a space for comments from teachers to your parents and from your parents to teachers.
- c) There are Parents' Evenings for day pupil parents in the Autumn and Spring Terms. Boarder parents and guardians have their own meetings in the Autumn and Spring Terms. The dates are given in the calendar.
- d) Your parents receive a full written report at the end of the Autumn and Summer Terms and a summary report at the end of the Spring Term.

8. GOING ON TO SENIOR SCHOOL

- a) You do not have to pass any exams to go on to the Senior School. Your results during the year and in the end-of-year assessments are given to the Senior School to help them decide which form will be right for you. If you were struggling with your work and needed more help than we can provide at Queen's, the Headmistress would talk to your parents about finding another school where you could get the extra help.
- b) In Year 6 pupils complete a "Record of Achievement" of sport, music, activities and interests. This information is taken into consideration, when we recommend which House you go into in the Senior School. We also try to make sure that you go into the same House as some of your friends.
- c) In the Summer Term before you go on to the Senior School you will be invited to meet your Senior House Parent and the Prefects. They will show you round your new House and answer any questions you have, to help you settle in.

E. SPORT, MUSIC and ACTIVITIES

1. SPORT

- a) The main boys' sports are rugby in the Autumn Term, hockey in the Spring Term and cricket in the Summer Term. The main girls' sports are hockey in the Autumn Term, netball in the Spring Term, tennis and rounders in the Summer Term.
- b) Swimming training takes place all the year round. There are also opportunities for swimming in PE, activity time and for boarders at weekends. Swimming matches take place mostly in the Summer Term with an inter-house gala at the end of the Spring Term.
- c) Other sports which have school matches and House competitions are cross-country, chess and athletics. Opportunities exist in PE lessons, activities, or free time for dance, squash, gymnastics, soccer and tennis.
- d) We are proud of our teams and the staff work hard in coaching them. The children are delighted to represent their school, but it is a commitment and, if selected for a team, a pupil is expected to play. Away matches in particular sometimes return late, but the dates and times are shown in advance in the calendar and we publish the teams at least 24 hours ahead.

2. MUSIC

- a) There is a strong musical tradition in the school with a large orchestra and Junior and Senior choirs, as well as several smaller groups of instrumental players.
- b) If you want to learn a musical instrument, talk to Miss Scutt who will help you to decide which instrument would probably suit you best. You will also need your parents' permission, in writing, to have individual lessons on your chosen instrument.
- c) Most individual music lessons happen during ordinary lesson time, but there is a rota so that you do not miss the same subject lesson each week. Miss Scutt will show you where to go for your lesson and how to find your lesson time on the timetable. You should see the teacher who is teaching your form for that lesson, to ask permission to go to your instrumental lesson and to find out what work you will have to catch up. If there are any problems with your lesson time, Miss Scutt is the person to see to sort them out.
- d) Boarders who learn a musical instrument will be given a regular practice time and room so that they can practice each day. Only pupils who learn the piano in school are allowed to play the pianos around the school. You should ask Miss Scutt if you want to use any of the keyboards or other school instruments in the Music Room. No child should touch any of the instruments belonging to other children that are kept in the store cupboard next to the Music Room.
- e) All pupils in Years 3 and 4 will need their own descant recorder. If they already possess one, they should bring it to school; if not, they may be purchased from Miss Scutt.

3. ACTIVITIES

- a) On **Tuesdays** and **Thursdays** there is a range of activities, which changes from term to term. Activities which are offered at some time during the year may include Board Games, Chess, Climbing, Computers, Cookery, Crafts, Drama, Gymnastics, Football, Horse Riding, Handicrafts, Sports Hall, Textiles, Drawing & Sketching, Netball, Athletics, Swimming, Tennis, Squash, Cricket, Rounders and Gardening .
- b) At the beginning of the term teachers explain the activities that are available that term. You fill in a form with your first and second choice for each day. You usually get your first choice activity, except where too many children choose a particular activity.
- c) **Years 3 and 4** are expected to do one activity per week.
- d) **Years 5 and 6** are expected to stay for activities on two afternoons, one of which could be the Squad Practice on Mondays, unless they have some commitment such as Guides, Scouts or a sports club outside school.
- e) **Horse Riding** takes place on Thursday afternoons each week at a riding stables on the Blackdown Hills. There is a special charge for this activity so you must have a letter from your parents if you want to start horse riding. Miss Cameron organises horse riding.
- f) **Speech** is another activity for which you need your parents' permission. It takes place on Wednesday and Friday lunchtimes and Friday afternoons. Mrs Marston organises the timetable and she also takes the lessons.
- g) **Dance** takes place on Friday lunchtimes and after school and is organised by Mrs Walker. You need your parents' permission to join the tap and ballet classes.

F. BEHAVIOUR (Rewards and Sanctions)

The behaviour and attitudes of pupils at Queen's College Junior School are very good. Children are kind and courteous to each other and to staff and visitors. We encourage good manners and presentation. We rarely see poor behaviour but if we do, action is taken promptly.

1. HOUSE SYSTEM and POINTS BOARD

- a) The pupils in the Junior School are divided into 4 Houses:
- Blackdowns (black) Brendons (blue) Mendips (red) Quantocks (green)
- b) Brothers and sisters always follow each other into the same House.
- c) Each House has two House staff.
- d) Prefects are appointed throughout the year.
- e) House activities and competitions take place throughout the year and points are awarded for 1st, 2nd, 3rd and 4th place. These points go toward deciding the overall House Championship. House competitions include Rugby, Netball, Chess, Hockey, Cross-Country, Cricket, Rounders, Swimming, Athletics and Tennis.
- f) The one House activity that operates all through the year is the **Points Board**. This is a termly competition that counts double towards the overall House Championship.
- g) Points are awarded to individual pupils by any member of the staff, including teaching assistants, matrons, secretary and visiting Senior School staff. These points are recorded on a board kept in the staff room and added up at the end of the week, to be read out in assembly on the Tuesday morning. Two sorts of points can be awarded: plus-points in blue or black, and minus-points in red.
- h) **Plus Points** can be awarded for any good work done in class or prep, with a maximum of +4 for any one piece. A +4 certificate is completed by the member of staff and given to the pupil, who then shows it to the Headmistress. Plus points are also awarded for helpful behaviour and contributions to the good running of the school. Individual high scorers are commended in assembly each week. Any pupil scoring 100 plus-points is awarded a Bronze Centurion badge and certificate, Silver for 200 plus-points, Gold for 300, Gold Plus for 400 and Gold Double Plus for 500. Year 3 also have Star of the Week certificates, which are awarded in assembly.
- i) **Minus-points** are sometimes given for unacceptable behaviour. Single minus-points are given, not 2's or 3's. Particularly bad behaviour may result in a Minus 4 slip being completed and given to the pupil, who has to show it to the Headmistress at the earliest possible opportunity.

2. SANCTIONS

a) Why do we have sanctions?

If you do something wrong you are likely to be told-off and you may be given a sanction. This is to show you quite clearly what is right and wrong and to encourage you to go the right way next time. Teaching staff and matrons try to be fair; if you are given a punishment, remember that it doesn't mean that the staff don't like **you** – just that they do not like what you have done. If you are punished, the staff try to find a suitable action which may involve putting right some of what you have done wrong. They will also try to get this out of the way as soon as possible so that you can make a fresh start. If you think you have been treated unfairly, tell your form teacher about it, or see the Headmistress.

b) What sort of sanctions are used?

- i) The staff may use a variety of sanctions which depend on what you have done wrong and how serious it is:
 - Minor tasks that may reflect the nature of the offence eg. if you have left your clothes in the wrong place you might be asked to sort some of the kit in the lost property bin.
 - Minus points, or minus 4 for a serious incident, which you have to report to the Headmistress who may take further action such as contacting your parents.
 - Detention: Detention takes place at morning break. You will then go into Detention the following day which usually lasts about half an hour.
 - Longer tasks and additional duties eg. clearing up an area of the school.
 - Banning from relevant facilities eg. Birchall Hall, Computers or Art Room. For example, if you misuse something in the Art Room and break it, you are likely to be banned from the Art Room for a period of time.
- ii) Very serious matters such as stealing or bullying are dealt with by the Headmistress. She will probably talk to your parents about what has happened. If you continue to make the lives of other children in the school unhappy in these sort of ways you may sadly be asked to leave the school.

G. SCHOOL RULES

1. WHY DO WE HAVE THEM?

We all want to live happily and safely together in the limited space of the school. So we need to get on well with other people, respect their property and use our common sense. Over the years we have found that these rules help us to do this. If you do not understand the rules, or if you think they should be changed, you have the opportunity to air your views through the School Council. If you are new, don't worry - you are not expected to know them all at once!

2. PERSONAL POSSESSIONS

- a) We encourage the following, especially amongst boarders:
- i) Board games and other games you can play with your friends.
 - ii) Equipment for hobbies: chess, stamps, art, informal drama props etc.
 - iii) Equipment for outdoor sports: cricket bats, hockey sticks, rugby balls, tennis balls and rackets, but not hard cricket/hockey balls.
 - iv) *(for boarders only)* Skate-board, roller-blades and scooters as long as you have a helmet, knee and elbow pads and wear them every time.
 - v) Posters for decorating dormitories and classrooms.
 - vi) Interesting specimens for classroom topics.
 - vii) Reading books suitable for your age and ability.
 - viii) Soft toys to cuddle in bed.
- b) The following items are forbidden at school, usually because they are dangerous, messy, annoying to other people, or too easily broken.
- i) Knives.
 - ii) Firearms, fireworks or explosives of any kind, matches.
 - iii) Radios, CD players, iPods, MP3s, hand-held computer games *(except for boarders)*.
 - iv) Bubble/Chewing gum, sweets and all other food (except fruit for boarders) unless specific permission has been granted. Juniors may not accept sweets from Seniors. *(Boarders may bring in a small amount of tuck.)*
 - v) Livestock (e.g. maggots!)
 - vi) Bottles of ink.
 - vii) Spray deodorants, talcum powder, hair spray or hair gel.
 - viii) Game cards.
 - ix) Mobile phones (except with special permission from the Headmistress). Where granted the mobile phone will be looked after by Matron during the school day.

Also, you should not wear make-up or jewellery (except simple ear-studs). *(Boarders may wear small, inexpensive items with their own clothes in free time.)*

3. MONEY

- a) You do not need to bring any money to school unless required for a school trip or own clothes day.

- b) **Day pupils** If you do need to bring money to school (eg. when going to a friend's house for the weekend), you should hand in the money to the staffroom, or to matron, for safe-keeping during the day.
- c) Boarders should give in all pocket money to the Houseparents who look after it safely and give it out when you need it.
- d) No pupils may buy, sell, or swap articles in school.
- e) If you wish to raise money for charity by sponsored events you should first discuss your plans with the Charity Representative – Mrs Beats. She will suggest a suitable limit for anyone to promise in sponsorship (usually 20p).

4. WATCHES

- a) Watches should be named, preferably engraved, with your name or initials.
- b) They should be handed in to a matron or member of staff for safe keeping during PE and Games.

5. FOOD

- a) A drink and biscuit are available to all pupils at break. A drink and fruit are available after lessons or games each day, before activities or team practices.
- b) There are drinking-water fountains on the tarmac area and one in the chess quad. You may bring in a bottle of water, with a non-spill top, for drinking during the day at appropriate times.

6. BICYCLES

- a) If you wish to cycle to school you should have passed the Cycling Proficiency test and should bring a note from your parents.
- b) You should wheel your bicycles in the school grounds. If you need to cross Trull Road you should do so on foot at either the pelican or zebra crossings.
- c) For your own safety, you should wear a cycle-helmet.

7. UNIFORM etc

- a) You are expected to arrive at, and leave, school in school uniform on all occasions unless otherwise directed. This includes official school events in the evenings, unless uniform would be unsuitable, eg. for discos or parties.
 - i) Uniform should be worn neatly, in particular shirts and blouses tucked in, socks pulled up, loops tucked in.
 - ii) Top buttons of shirts should be done up. Ties should be worn neatly, tied at the neck, thin end not showing.
 - iii) Only the middle button of a blazer should be done up.
 - iv) Girls with hair longer than collar-length must wear it tied back.
 - v) Slides and ribbons should be in school colours (blue, black, yellow, white) and of plain design, not in fancy patterns.
 - vi) Boys should have hair in a conventional style and no longer than collar length.

- b) When pupils are given permission to be in summer-wear/shirt-sleeve order, they must wear either summer-wear or winter-wear but not a combination of the two. Boys should wear short-sleeved white shirts from the start of the Summer Term. Girls should wear their summer dresses.
- c) The day for the beginning of shirt-sleeve order will be announced. From that date pupils may be in shirt-sleeve order or normal uniform until the end of the Summer Term.
- d) Shirt-sleeve order means: no jumper or tie, short-sleeved shirt. If preferred, you may take off your jumper but keep your tie on.
- e) For official occasions (eg. Speech Day) boys will require ties.
- f) Sweaters and blazers are never worn without ties by boys.
- g) If you are a boarder you should change into play clothes at the end of the official school day ie. after lessons, games, or activities. You should hang up blazers, skirts, long trousers and play-clothes in the wardrobes. Other clothing should be neatly folded on the tops of lockers or chairs. Boarders should only change before prep if they have sufficient time; otherwise they should change after prep or after supper - this is usually necessary after activities in the Summer Term.
- h) Jewellery and Make-Up: jewellery and visible cosmetics are not allowed. For pierced ears, single studs only may be worn. Hair should be left its natural colour and worn in a neat style that is practical for varied school activities. (*Boarders may wear small, inexpensive items with their own clothes in free time.*)

8. OUT OF BOUNDS

The following areas are out of bounds to pupils unaccompanied by a parent, guardian, or member of staff:

- a. Any area outside the Junior School grounds, but also including the mound and area behind the cage.
- b. Staff accommodation.
- c. Staff rooms.
- d. Store cupboards including stock cupboards, sports store, larder.
- e. Changing rooms except for the purpose of changing clothes.
- f. Areas specifically set aside for the opposite sex eg dormitories, changing-rooms, toilets.
- g. Outside the main building after dark ie. when security lights come on.
- h. On the road behind the Haynes Building and in Pre-Prep playground in the afternoon break after lessons or immediately after games, when traffic is going to and from Pre-Prep.
- i. Any pupil who has to leave the school within normal school hours (eg. for a hospital appointment or music exam) **must book out with the Secretary and book back into School on return.**

9. AREAS of the SCHOOL

- a) **Paths:** pupils should walk along the paths and keep off the grass.
- b) **Corridors:** pupils may not slide along any floors.
- c) **The Upper:** you may play on the Upper (the grass), during dry periods of the year.
- d) **Staff Room:** pupils should not enter, but knock and await a reply.
- e) **Matrons' Room:** if the door is closed, pupils should knock and wait for permission to enter.
- f) **Back Door** (by the Staff Room): girls should use this door when going to and from their changing room area, but not as part of a route through the main school building to somewhere else. Boys should not use this door unless directed by a member of staff, in very bad weather, or looking for a member of staff in the staff room.
- g) **Form Rooms:** day pupils should leave their bags for school books tidily in their form rooms during the day. Games kit should not be kept in form rooms, but in the changing rooms. Form rooms are for that form only; pupils should not hang around in other forms' rooms.
- h) **JRC (Computer-Room):** Pupils should ask permission from the MoD to use the computers. They must remember to log off the computers after use.
- i) **Chess Quad:** This is a quiet play area where you can play draughts or other quiet games. Do not play ball games in the chess quad, or do anything else which might damage the flower beds.
- j) **Birchall Hall:** pupils should ask the MoD for permission to go in the Birchall Hall. They should ask staff to set up, or take down, the table-tennis tables, to avoid damage to them, or to themselves. Pupils should not go into the equipment cupboard without permission. Pupils may run around and play active games in the Birchall Hall provided these games are safe and sensible. They may not throw things or go onto the stage.

- k) **Art Room** - guidelines for the use of the room in free time:
- i) You may work in the Art Room in your free time with permission from the MoD or the Art Teacher.
 - ii) A pupil working in the Art Room must wear an apron and leave the room as they found it (or tidier)! You must tidy away all equipment you have used. The sink area must be clean and dry.
 - iii) No pupil is allowed to use the fretsaws, or bench drill without supervision.
 - iv) No pupil is allowed to use craft knives, junior hacksaws, or glue guns without permission.
 - v) If you wish to paint or use glue, you must put paper down to protect the work surfaces.
 - vi) You may use the pencil crayons etc with permission, and you are encouraged to return any empty coffee mugs to the kitchen!
- n) **Dining Hall/Meals:**
- i) You must wash your hands before every meal and have them inspected before going across to the dining hall in Senior.
 - ii) You join the back of the queue and wait quietly.
 - iii) You are expected to eat one of the choices on offer, but may ask for a small helping. You should try to choose a balanced diet and the Lunchtime Supervisor will help you with this.
 - iv) You should try to avoid wasting food.
 - v) At the end of your meal plates must be added to the correct piles on the trolley.
- o) **Dormitories:** (see the Boarders' Handbook for more details)
- vi) Day pupils may not go up to boarders' dormitories.
 - vii) Boarders may return to their dormitories between breakfast and bed bell only with specific permission from Matron, except to change at the proper times.
 - viii) Boarders may not enter a dormitory other than their own without the permission of a member of staff on duty.
- p) **Changing Rooms:**
- i) Your kit should be stored in the changing room, on your peg. Swimming kit goes on a separate peg. Boys' boots and trainers go in the boot lockers.
 - ii) All kit should be kept in the relevant PE/Games bag.
 - iii) When coming up from games, boots and trainers should be changed outside the changing rooms. Boots may not be worn indoors at any time.
 - iv) Athletics: trainers are to be worn for track and field events. No pupil may run in bare feet. Spikes may only be used with permission from the PE staff.
 - v) Clothing may not be placed in boot/shoe lockers.
 - vi) You may not use another pupil's kit.

- vii) If you are taking part in Games you are expected to shower afterwards.
- viii) You should use other areas of the school for chatting and socializing, not the changing rooms or the cloakrooms/toilets.

q) **Tarmac and Upper:**

- i) All games must be played within the bounds of the Upper and not behind any of the buildings or hedges, unless specific permission has been given to do so.
- ii) When the Upper is damp, change into trainers to play ball games; change back when the whistle goes at the end of break and put equipment away.
- iii) No ball harder than a tennis ball may be used for any games at play time.
- iv) In the Spring Term especially, informal hockey, with a tennis ball, may be played on the tarmac at lunch break and after 4.30 pm on Wednesdays and Fridays, but you **must** wear a gumshield. Hockey may not be played before school, during morning break, afternoon break or immediately after school, when more people are on the tarmac. You should stop playing when adults are going by. Push the ball but do not hit it, and keep the stick on the ground.
- v) Use old hockey-sticks from the bin in the play equipment store.
- vi) Do not play games that involve throwing balls at other people
- vii) Ball games should not be played against the walls of the Birchall Hall because windows might be marked or broken.
- viii) You may not climb up walls or onto roofs to retrieve balls; you must wait for the caretaker to do this for you.
- ix) Boarders Only - Skateboards may not be used to jump off walls or seats in the Pre-Prep area; they may not be used in the Pre-Prep playground after 6.45 pm. You may use the ring road when there is less traffic but you must put a bollard on the crossing near room 1 to warn cars; remember to put the bollard away when you stop using the ring road. You must wear full protective clothing whenever you use roller-blades, skateboards etc: helmet, knee-pads, elbow-pads.
- x) Pile-on games are not permitted at any time.
- xi) Remote control vehicles are not permitted in school.

r) **Adventure Playground:** you may play on it only when an adult is supervising you.

Climbing Wall: you must have permission from a member of staff to use the climbing wall.

r) **Pre-Prep Car Park:** should not be used.

10. EXTREME WEATHER

- a) In heavy rain and high wind you should go outside as little as possible. You should wear a coat or anorak when you go outside.
- b) When there is snow or ice you should behave with consideration for the safety and comfort of both yourself and others in the school.

11. VISITS from SENIOR PUPILS

Senior School pupils are welcome to visit Junior as long as they:

- a) Report in to the MoD on arrival and report out when leaving.
- b) They obey Junior School rules.

12. MANNERS

All manners are based on a respect for other people and all pupils are expected to show good manners at all times.

a) **Politeness** to all adults whether staff, parents or visitors:

- i) Call members of staff 'Miss', 'Mrs' or 'Mr' followed by their name.
- ii) Pupils should open doors for adults and not push through in front of them.
- iii) Pupils should show respectful concentration by being silent when they are being addressed as a group.
- iv) Be polite to visitors and direct them to the secretary's office.

b) **Around the School:**

- i) To prevent accidents, do not run down corridors or anywhere inside the school buildings.
- ii) If you see something that belongs to someone else lying around the school, pick it up and return it to them, or hand it in to lost property.

c) **In the Classroom:**

- i) Stand up and stop talking when the Headmistress enters with visitors.
- ii) Put up a hand to answer a question; do not call out.

d) **Assemblies:**

- i) Be silent as soon as you enter the Birchall Hall for assembly and listen quietly. Enter and leave in an orderly manner.

e) **Table Manners:**

- i) The basis of good table manners is to eat neatly and simply without putting your neighbours off their food or upsetting their enjoyment of the meal.
- ii) Use a knife, fork and spoon properly.
- iii) Keep your elbows off the table.
- iv) Ask your neighbour politely for items you want. Don't shout or stretch across someone. Help others by passing what they want.
- v) Try to avoid making a mess on the table but if you do, ask the Lunchtime Supervisor to help you clean it up.

13. SWIMMING POOL

There are strict rules for safety in the Swimming Pool that you will be told by staff taking swimming, and which are displayed on the wall of the Swimming Pool. You must only enter the swimming pool area with a member of staff and must behave sensibly in the pool at all times.

14. MINIBUS

You should wear seat-belts whenever you travel in a minibus. You will be shown how to open the doors from the inside, so that you can get out in an emergency.

15. ELECTRICAL EQUIPMENT

There is valuable equipment in many classrooms that could easily be damaged and might be dangerous if you messed around with it. You should leave all equipment completely alone unless you are following the instructions of a member of staff. Special rules apply to the computers, which will be explained by Mrs Beats.

Revised June 2011