



QUEEN ELIZABETH GRAMMAR SCHOOL



Y7



Headteachers Welcome

It is with great pleasure that I welcome you and your child to our school community as they prepare to join us in Year 7.

The move from primary to secondary school is an important milestone, and we understand that it brings both excitement and uncertainty—for both students and their families. Please be assured that we are fully committed to ensuring that every child feels safe, supported, and confident as they settle into this next stage of their education.

At QEGS, we pride ourselves on providing a nurturing environment alongside high expectations. We aim to help every student grow in independence, develop strong relationships, and achieve their full potential. Our experienced staff work closely together to support not only academic progress but also the personal development and wellbeing of each child.

We place great importance on transition and will work hard to ensure that your child's move to secondary school is as smooth as possible. Through induction events, pastoral support, and clear communication, we aim to build strong foundations from the very start.

We also recognise the vital role that parents and carers play. A strong partnership between home and school is key to success, and we look forward to working closely with you in the years ahead. Should you ever have any questions or concerns, please do not hesitate to get in touch.

Thank you for placing your trust in us. We look forward to welcoming your child and supporting them on what promises to be an exciting and rewarding journey.

Yours sincerely,

D Marchant
Headteacher



Learning at QEGS

**Students are expected to follow the *QEGS Code of Conduct*.
These expectations apply everywhere, at all times and follow the principles
of being a *QEGS Learner*.**

Where appropriate and reasonable, adjustments may be made to routines within the curriculum to ensure all students can meet behavioural expectations in the curriculum.

These principles are exemplified through our expectations for **each lesson** and behaviour **at other times**.

Curious

- Be attentive, **engaged** and ambitious about what they will achieve.
- Be punctual, meet deadlines and listen carefully to instructions and do as asked by staff.
- Be **an independent thinker**, approach new viewpoints and information with an **open mind**.
- Work hard and support the learning of others.
- Be **resilient** and persevere with challenges.

Creative

- Take **pride** in their work and appearance.
- Don't be afraid to take a **risk** and get things wrong, this offers a learning opportunity.
- Produce work that is their own, and **unique** to them with an **individual touch**.
- Produce work that is **vibrant** and reflects your creativity and style

Critical Thinker

- Complete all work set on time and to a high standard.
- **Reflect** on their learning through feedback and DIRT time.
- Speak with **confidence** and **articulate** their ideas in lessons.
- Be adaptable to different experiences and situations.
- Greet the teacher as they enter the classroom and start the 'Do Now' task promptly.



Learning at QEGS

Considerate

- Treat others with kindness, tolerance and **respect**.
- Have integrity and take responsibility for your actions.
- Follow instructions, first time, every time.
- Be prepared for learning; bring the correct equipment, wear the full school uniform, take coats off inside, and be punctual.
- Be **respectful** of the contributions and opinions of others, speak clearly and at an appropriate volume, and take turns to contribute in lessons.
- Report any injury or hazard immediately to the appropriate member of staff or reception
- Avoid bringing valuable or prohibited items to school.

Community Minded

- **Respect** other people's property and the school environment.
- Act in a way that keeps you and others safe.
- Move promptly between lessons. Walk purposefully to lessons but avoid running.
- Look after the school environment: do not litter.
- Make sure we can keep you safe by signing out at reception, if permitted to leave the school site at any point in the day.
- Understand that when you wear the school uniform, you represent QEGS; demonstrate that you



Our School Day

Students are taught five lessons per day; to increase curriculum flexibility these are split between two weeks, known as Week A and Week B. There are two break times during the day, and lunchtime as outlined below, assemblies will take place during registration once a week.

| | Start | End |
|-----------------------|-------|-------|
| Registration | 8.50 | 9.05 |
| Period 1 | 9.05 | 10.05 |
| 1 st Break | 10.05 | 10.20 |
| Period 2 | 10.20 | 11.20 |
| Period 3 | 11.20 | 12.20 |
| 2 nd Break | 12.20 | 12.35 |
| Period 4 | 12.35 | 13.35 |
| Lunch | 13.35 | 14.45 |
| Period 5 | 14.45 | 15.45 |





Break and Lunch

Students get two 15-minute breaks and 1 hour 10 minutes for lunch. They can purchase food and drink at each of these times.

First Break (10.05 – 10.20) students can purchase a range of morning snacks including bagels, toast, pancakes, fruit and yoghurts.

Second Break (12.20 – 12.35) students can purchase more substantial snacks, paninis, bagels from either the canteen or the snack bar.

Lunchtime (13:35-14:45) is an opportunity to sign up to a wide variety of extra-curricular clubs and activities. The canteen offers a full range of hot and cold meals during this time and ensures everyone has the chance to refuel!

How to pay

We use a cashless system at QEGS. Money can be put onto your child's account using the ParentMail app. Each student has their own card contactless card which allows them to pay for food and drinks at the canteen.

Water

We have several water fountains around school which students can use to fill up their water bottles. They are only activated to work at break and lunchtime.

Toilets

Toilets are located in the main building, sports hall and Birnie building. Students need to use the toilets at break and lunchtimes and not during lessons.

To check if your child is eligible for free school meals visit:

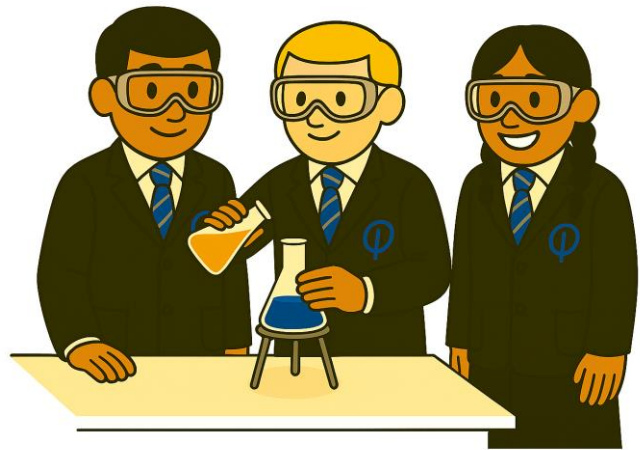
<https://www.gov.uk/apply-free-school-meals>



Our Curriculum

Our Key Stage Three Curriculum is designed to cover the National Curriculum. All students in Years 7-9 will study the following subjects:

1. Art
2. Computing
3. Drama
4. English
5. French
6. Geography
7. German
8. Global Studies
9. History
10. Mathematics
11. Music
12. Physical Education
13. Science
14. Technology



Technology is taught on a carousel. All students will study Design & Technology or Food & Nutrition for the first half of the school year, then swop to the other Technology subject.

Students are taught in two or three teaching groups. Some of their lessons will be with their form group and others will be mixed. This helps all our Year 7 students mix and get to know a larger proportion of the year group.

In Year 10 and Year 11, the majority of students will study 10 subjects for their GCSEs.

In Year 12 and Year 13, the majority of students will study 3 subjects for the A-Levels.



Your Equipment

It is essential that all students are fully prepared to learn throughout their time at QEGS. In order to maximise academic achievement, it is vital that every student has the correct equipment for each of their lessons.

1. A scientific calculator (Cassio FX-83GT-CW)
2. A 30cm ruler
3. Black pens
4. 1 green pen
5. HB pencil
6. Eraser
7. Pencil Sharpener
8. Protractor
9. Compass
10. Glue stick
11. Safety Scissors
12. Black whiteboard pens
13. A4 whiteboard
14. 12 coloured pencils
15. A water bottle





Uniform & PE Kit

Uniform helps create a sense of unity and consistency across the school and reduces anxiety about what to wear each day.

This allows students to focus on learning rather than what to wear, reducing bullying and creating consistency across the Year groups. We pride ourselves on having high standards of presentation and uniform which promotes a sense of identity and unity amongst the students in our community.



All students in Year 7-11 are required to wear a plain white school shirt, the school tie, a black blazer with the school badge, black smart trousers or black pleated knee length skirt, black socks and black shoes.

All students in Years 7-11 are required to have a PE kit. This includes the QEGS PE top, black shorts, white socks for PE, blue football socks for games and trainers.



In addition, students will need football boots, shin pads and a gum guard for hockey and rugby.

Branded school uniform can be purchased from Sam Scotts.

<https://samscotts.co.uk/collections/qegs-uniform>

Branded PE kit can be purchased from Halbo.

<https://halbro.com/product-category/your-store/qegs-penrith/>

For further details on our school uniform visit <https://tinyurl.com/25w2yj4u> and for further details on our PE kit visit <https://tinyurl.com/fth75cfk>



Communication & Payments

At QEGS we use ParentMail as our primary method of communication with parents and carers. This secure online system allows us to keep you up to date with important information such as school news, events, letters, reminders, and emergency notifications. Messages are sent directly to your email address and/or via the ParentMail app, ensuring you receive information quickly and reliably.

Payments for Lunches and Trips

ParentMail also provides a convenient, cashless way to make payments for school lunches, trips, and other school activities. This helps to improve security, reduce the need for cash in school, and make the payment process simple and efficient. Parents can view payment requests, check balances, and make payments online at any time.

We strongly encourage all families to ensure they are registered and regularly check ParentMail so that you don't miss any important updates or deadlines.





EduLink

EduLink plays a central role in how the school monitors and supports students' achievement and behaviour.

Students and parents can access EduLink to track homework deadlines, view links to learning resources, check weekly timetables and monitor behaviour, achievements, and attendance.

Parents and students can download the EduLink app for Apple or Android mobile devices.



EduLink One **For parents and students**





Form Time and Form Buddies

Form time plays an important role in helping Year 7 students settle into life at QEGS. It provides a consistent, supportive start to each day and helps students quickly become familiar with school routines and expectations.

A variety of activities take place during form time, including reading, team-building activities, and opportunities for students to get to know one another. In addition, the whole year group comes together for a weekly assembly, helping to build a strong sense of community.

Form tutors are the first point of contact for Year 7 students and play a key role in supporting both their academic progress and wellbeing. They are there to offer guidance, answer questions, and help students adjust to secondary school life.

To further support transition, each Year 7 form is paired with a group of Year 13 buddies. Students will meet their buddies on induction day, where they act as tour guides and friendly faces, helping to answer questions and ease any worries about starting at QEGS.

Throughout the year, Year 13 buddies also lead one form time session each week, offering ongoing support and helping younger students feel confident and settled.





Year 7 Pastoral Team

The pastoral system in our school is designed to ensure that all students are supported academically, socially, and emotionally. This is achieved through a structured team approach involving Heads of Year, Form Tutors, and Pastoral Managers. Each role has distinct responsibilities but works collaboratively to promote student wellbeing, engagement, and achievement.

Head of Year

Mr Rollinson is The Head of Year 7 and will provide strategic leadership for the pastoral care, behaviour, and academic progress of our Year 7 students.



Form Tutors

Form Tutors are the primary point of contact for students on a daily basis and play a vital role in building positive relationships and monitoring student wellbeing.



Pastoral Managers

Mr Henderson, Mrs Anderson and Mr Schafer are our Pastoral Managers who will provide targeted pastoral support, working closely with our Heads of Year to address individual student needs.

Working Together

Effective pastoral care relies on clear communication and collaboration:

- **Form Tutors** provide daily support and identify emerging concerns
- **Pastoral Managers** deliver targeted interventions and manage ongoing issues
- **Heads of Year** oversee the strategic direction and ensure consistency

All staff are expected to contribute to a culture of high expectations, strong relationships, and proactive support for every student.



Expectations & Attendance

Students in Year 7 will be made aware of the following during their induction and transition days;

- The aims and core principles of all behaviour expectations
- The expected standard of behaviour they should be displaying at school and as a representative of the school
- That they have a duty to follow the code of conduct
- The school's key rules and routines
- The rewards they can earn for meeting the behaviour standards, and the consequences they will face if they don't meet the standards
- The pastoral support that is available to them to help them meet the behaviour standards

Attendance

Regular school attendance is critical for academic success, social development and future opportunities and is an integral part of our QEGS ethos.

Students are expected in school on time every day, if a student is too unwell to be in school this must be logged on ParentMail by 08:50 for every day of the absence.

Where possible medical appointments should be made outside of the school day, where this isn't possible evidence of appointments must be sent to absence@qegs.cumbria.sch.uk. We expect students to be absent for the minimum amount of time; we are unable to authorise a full day of absence for appointments except for exceptional circumstances.

For leave of absence for exceptional circumstances please complete the form on our school website. Please note, in line with government law are unable to authorise family holidays.



Behaviour

At QEGS, we have high expectations for all students. These expectations are achievable and are designed to create a safe, supportive, and positive community in which students are happy and able to learn to the best of their ability.

We believe that strong partnerships between home and school are essential in supporting students to meet these expectations. We therefore ask that parents and carers:

- Agree to and support the Home–School Agreement once their child joins QEGS
- Familiarise themselves with the school’s Behaviour Policy and reinforce its expectations at home where appropriate
- Engage effectively with the school, for example by regularly monitoring Edulink for updates on achievement, behaviour, and communication
- Support their child in adhering to the school’s behaviour expectations
- Inform the school promptly of any changes in circumstances that may affect their child’s behaviour or wellbeing
- Discuss any behavioural concerns with the school in a timely and constructive manner
- Take part in pastoral work following concerns or incidents of misbehaviour, such as attending reviews of targeted behaviour interventions
- Raise any concerns about the management of behaviour directly with the school, while continuing to work in partnership in line with the school’s Communications Policy
- Take an active part in the life, values, and culture of the school

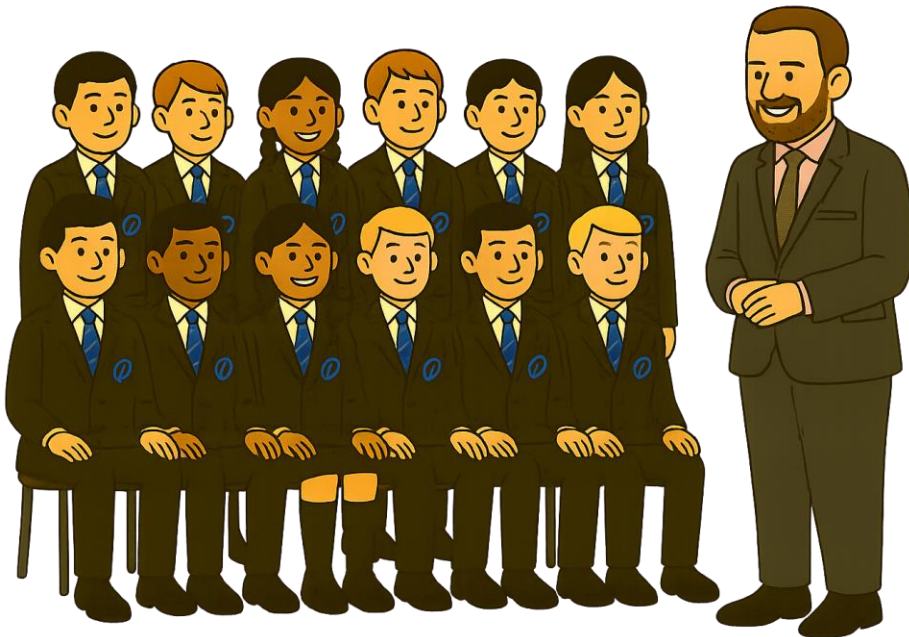
By working together, we can ensure that every student is supported to succeed both academically and personally.



Rewards

When a student's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the QEGS ethos and promotes positive behaviour choices.

- Positive behaviour will be rewarded with achievement points linked to the QEGS Learner Criteria (Curious, Creative, Critical Thinker, Considerate, Community Minded)
- Verbal praise and recognition
- Communicating praise to parents/carers via a phone call or written correspondence
- Certificates, prize ceremonies or special assemblies
- Whole-class or year group rewards and celebration events
- Positions of responsibility
- Public display of students' work around the school
- The QEGS Awards – in development!





Safeguarding

Miss Marshall is our **Designated Safeguarding Lead (DSL)**. She is also our Senior Assistant Headteacher.

At QEGS we have a safeguarding team made up of the Heads of Year and Pastoral Managers.

The DSL is primarily responsible for the safety and wellbeing of every student at QEGS. This means Miss Marshall leads or supports on matters related to safeguarding and child protection, working closely with staff, students, families, and external agencies to create a safe and supportive environment. Whether a child is facing challenges at home, online, or in school, she is there to listen, act and ensure our pupils receive the right support. Safeguarding is everyone's responsibility, but the DSL role involves:

- Responding to concerns raised by staff, students, or parents
- Coordinating support and referrals to appropriate services. These services are often determined by the Local Authority the child's home address is in
- Ensuring our safeguarding policies are followed and regularly updated
- Providing support and guidance to staff on safeguarding concerns

If you ever have concerns about your child's safety or wellbeing your first point of contact is usually your child's tutor or Head of Year, however if you believe that there is a safeguarding concern, please do get in touch with Miss Marshall directly.

If you would like any further information on the safeguarding arrangements for our areas, please see the following:

Westmorland and Furness: <https://wfscp.org.uk/welcome>

Cumberland: <https://cumberlandsafeguardingchildren.co.uk/cumberland-safeguarding-children-partnership>

As a school we are part of the Police-Education partnership, *Operation Encompass*. This means school are informed if incidents of domestic abuse have occurred to allow us to support children in school.



Students With Additional Needs

Mr Munro is our **Special Educational Needs Coordinator (SENDCo)**.

We are committed to supporting students with a wide range of additional needs, ensuring that every student feels included, understood, and able to succeed. We work closely with primary schools during transition to gather key information, including assessments and reports, so that support is in place from the very start of Year 7.

Our approach is rooted in high-quality, inclusive teaching, with every teacher responsible for adapting lessons and removing barriers to learning. Where needed, students may receive additional interventions, access to assistive technology, or pastoral and wellbeing support from our specialist team.

To help students settle quickly and confidently, we may offer extra transition visits or personalised plans, and we maintain strong communication with families throughout the year.

We also work with external professionals—such as Educational Psychologists, the Mental Health Support Team, and specialist advisory teachers—to ensure students receive well-informed, tailored support.

All students are encouraged and enabled to take part fully in lessons, trips, clubs, and wider school life, with reasonable adjustments made wherever needed. Key elements of our support include:

- Adapted classroom practice and accessible learning materials
- Pastoral and emotional support from our ELSA and pastoral team
- Ongoing progress monitoring and early identification of emerging needs
- Active involvement of students and families in shaping support
- Collaboration with external agencies when specialist input is required

Through this inclusive and personalised approach, we aim to ensure that every child with additional needs feels welcomed, supported and equipped to thrive at QEGS.



Our Enrichment Offer

We pride ourselves on the wide range of experiences we offer beyond the classroom, enabling students to enrich their learning and deepen their understanding through curriculum-linked trips and visits, alongside numerous enrichment opportunities.

Our programme includes a vast range of experiences, such as the annual sponsored walk, which raises money for local charities chosen by the School Council; the Mason Mile, a fun run held in honour of a former teacher with a passion for running; and the Year 7 Vocal Festival, where our youngest students perform in a local church to showcase the songs they have learned in their music lessons.

During the Summer term, we hold our Activities Week, when all students are taken off timetable to participate in a wide variety of enrichment experiences. These have included trips to London, visits to the battlefields of Belgium and Normandy, residential experiences at Rock UK for Year 7, as well as Year 12 Careers Fairs and Year 10 Work Experience. It is a busy but hugely rewarding week for all involved.

On the next page is an outline of the trips and experiences we offer, including the relevant year groups and approximate costs. Wherever possible, we aim to give families as much advance notice as we can for higher-cost trips, allowing payment to be made in instalments over time.

This year, we have been fortunate to fund a greater number of local and day trips through the School Fund. The School Fund is a voluntary contribution that we ask all QEGS parents and carers to support, where possible. This enables us to cover the cost of many local trips without requesting a separate payment for each individual visit.

The School Fund contribution is £35 per year and is used to support trips and a wide range of enrichment activities. It also helps fund additional 'store cupboard' ingredients and materials for our Technology curriculum that are not fully covered by the government funding the school receives.



Trips and Visits

| Trip | Year Group | Approximate Cost |
|--|-------------------|--|
| Kendal, Vindolanda (Geography/History) | 7 | Vindolanda - £20 Kendal - School Fund |
| York, St Bees (Geography/History) | 8 | York - £30 St Bees -School Fund |
| Theatre Trips: Macbeth, Woman in Black, Measure for Measure | 8, 10, 11 | £40 |
| Music Competitions | All | School Fund |
| Debating Competitions | KS3, KS5 | School Fund |
| Arran (Geology) | 12 | £400 |
| Iceland (Earth Science) | 12/13 | £600 |
| Paris | 10 | £500 |
| Battlefields – Belgium | 9 | £600 |
| Normandy | 8 | £500 |
| Rock UK | 7 | £400 |
| London | 9 | £600 |
| Blackpool Pleasure Beach | 8,9,12 | £50 |
| Dance Competitions | All | £30 |
| University Visits/Careers Fairs | 12/13 | School Fund |
| Oxford/Cambridge Visits | 12/13 | £120 |
| German Exchange | 9/10/12 | £450 |
| Nepal | 12/13 | £4000 |
| Ski Trips | Y8-13 | £1850 |
| Art Trips to Morecambe/Edinburgh/Lake s Zoo | 10/11/12 | £50 |
| Environmental Science Trips - Renewi/Centre Parcs/Mungrisedale/Bankwo od Farm | 12/13 | School Fund |
| Geography Field Work – Liverpool, Keswick | 10/12 | School Fund |
| Science LIVE! A-Level Science Trips | 12/13 | £50 |



Transport and school drop-off/pick-up

Planning how your child will travel to school is an important part of preparing for Year 7. Many of our students travel independently by bus or train, while others are driven part or all of the way by carers. Whatever the journey looks like, we encourage students to develop safe and sensible travel habits from the very start of their time at QEGS.

School transport arrangements, including eligibility for council-funded transport and bus passes, are managed by **Westmorland and Furness Council**. Parents and carers should check the current guidance and application details directly using the council's website:

<https://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport>

Travelling by Train

Some students choose to travel to school by train. We strongly advise that students practise their journey before September so they feel confident and familiar with the route. Students should arrive in good time for their train, follow all railway safety guidance, and be mindful of their behaviour while travelling. Parents may also wish to discuss contingency plans with their child in case of delays or cancellations.

Being Dropped Off by Car

If you are dropping your child off by car, we ask that families **do not stop directly outside the school**, as this can become very busy and unsafe at peak times. Instead, we recommend using the **Aldi car park** and allowing students to walk safely to school using the **pedestrian crossing**. This helps reduce congestion, supports student independence, and improves safety for everyone.

We appreciate your support in helping students arrive at school safely, calmly, and ready to learn each day. If you have any questions about transport, please contact the school office for advice.



Student FAQs

What will happen if I get lost?

Don't worry! There will be many members of staff on the corridors during lesson change over to help point you in the right direction. Our older students will also help you to find your way around.

Is there lots of homework?

In Years 7-9 students get 40 minutes of homework in: English, Maths, Science, French, German and DT. This can be to revise for a test, research a topic or produce a piece of work to enhance your understanding. Teachers will give you a week to complete your homework once it has been set via Edulink.

What happens if I am not in a form with all of my friends?

Do not worry! You will have many opportunities to see all your friends before school, at break time, at lunchtime and during extra-curricular activities. Joining secondary school is a great time to make new friends and your form tutor will help you to get know everyone in your form during the first few days. It is important to remember that some students are the only member of their primary school joining QEGS so please take time to talk to these students, especially if you see them on their own.

What is your first day at school like?

On your first day, you will be able to get to know the school . You will arrive through the main reception where you will have an assembly with Mr Marchant. Please do not worry if some of your friends are not in your form group, you will get chance to meet up with them at break time and lunchtime.



Student FAQs

How long do we have for lunch?

You will have 1 hour and 10 minutes for lunch. Lunch begins at 13:35 and you will spend time outside on the field if it is sunny. You can either bring a packed lunch or buy lunch from the canteen.

How many lessons are there each day?

There are five one-hour lessons during the day. Your day will start with registration at 8:50 from which you will go into lesson 1. This is followed by first break at 10:05, with lesson 2 and 3 together until 12:20 when it is second break. Period 4 is after this, followed by lunchtime at 13:35. The last lesson of the day starts at 14:45 until the end of the day at 15:45.

Can I bring my bike to school?

Yes, we encourage students to walk and cycle to school where possible in order to help protect the environment. You are not able to ride your bike on the school grounds and will need to walk your bike between the gates and the bike rack. Please remember to bring a lock to ensure that your bike is safely stored in the bike rack.

Are there any school clubs?

We are proud to offer an extensive range of extracurricular activities and clubs. The majority of the activities take place at lunchtime. A timetable will be sent home during the first half term. Throughout the year, you will also have the opportunity to contribute to lots of school events.



Student FAQs

Will I get a detention if I forget something?

You will not get a detention for forgetting one piece of essential equipment and we understand that you are learning lots in the first few weeks, your form tutor will help to guide you through this transition period.

what happens with mobile phones?

Our approach to mobile phones is currently under review and will be confirmed by discovery day.

Can I have musical instrument lessons?

If you have had music lessons at primary school and want to continue or if you would like to start playing an instrument just let us know. Miss Wilkinson, Head of Music, will ask you to complete a short form and will do her best to arrange lessons for you.

What times does school/start finish?

The school day starts at 8.50am if you arrive in school early, you can wait calmly and quietly in your form room until your tutor arrives, or buy some breakfast from the canteen. The school day finishes at 3.45pm – then you can either walk home, wait for your designated bus, or walk to the train station.



Parent FAQs

Can students bring their own lunch?

Students may choose to bring a packed lunch or purchase food from the canteen. The canteen is open at break time and lunchtime and provides hot and cold options.

How are form groups decided?

Form groups are mixed ability groups that are put together by the Key Stage Three team at the start of your child's journey at QEGS. We work with our colleagues from primary schools to put children in groups that will allow them to flourish at QEGS.

They are always made up of children from multiple primary schools and we cannot guarantee that children can be in the same group as their friends. However, we are very confident that once they have completed the transition programme then they will have made lots of new friends in their form.

Are students placed in ability sets for subjects?

Students will study in mixed ability groups across the year and we try to mix these up for some lessons to enable students to work with a range of people. Students will be placed in ability sets for some subjects from Year 8.