



WELCOME TO QUEEN ELIZABETH'S HOSPITAL JUNIOR SCHOOL

FROM THE HEADMASTER

I hope that you find this handbook helpful. Set out here is much useful information and a lot of good advice about the School but no handbook can cover everything! Please do not hesitate to contact the School if you have a query – a quick conversation can often put your mind at rest.

At QEJ Junior School we want all pupils to be happy and successful. Their achievements should always be reinforced by supportive parents who work closely with the staff throughout a pupil's time at the school. We look forward to working closely with you.

This handbook contains information and advice about the running of the School but the details may vary from time to time and none of the information here forms part of the School contract between parents and the School.

Mr. Martin Morris, (Headmaster of QEJ Junior School)

Chairman of Governors

Mr N J Tyrrell

c/o QEJ, Berkeley Place, Clifton, Bristol BS8 1JX

Headmaster of QEJ

Mr S W Holliday

Postal address

Telephone

Queen Elizabeth's Hospital Junior School
Berkeley Place
Bristol
BS8 1JX

0117 930 3087

Useful telephone numbers

Bursar 0117 930 3048
School Nurse 0117 930 3062
Games field 01275 393 730
Senior School 0117 930 3040

Website

Email

www.qehbristol.co.uk

juniors@qehbristol.co.uk

The Junior School Office will be open between 8.15am and 4.15pm term time and some of the school holidays. At other times a message can be left on the answer phone or by contacting the Senior School Office – 0117 930 3040

We hope this booklet will be useful and if you would like to make any suggestions for next year's New Parents Handbook, please let us know!

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AIMS AND ETHOS OF THE SCHOOL

QEH aims to provide a first-class education for boys. We seek to help each boy to develop his academic potential to the full and to provide opportunities for him to explore and extend his other abilities across a wide range of activities.

QEH aims to be a friendly, supportive community where boys learn to respect one another and themselves. We aim to offer a high standard of pastoral care, reinforced by appropriate spiritual and moral guidance, so that boys feel secure and grow into responsible members of society.

QEH aims to extend the ways in which financial support can be awarded to support boys in the school.

SCHOOL HISTORY

John Carr, a Bristol merchant who died in 1586, made provision in his will for the establishment in Bristol of a bluecoat school on the lines of Christ's Hospital, already flourishing in London. The School's charter was granted by Queen Elizabeth I in 1590 and specifically charged it with 'the education of poor children and orphans'. This special and continuing responsibility is still maintained by the School's emphasis on pastoral care and by the use of its endowment income to provide a large number of assisted places for those whose parents' means are limited.

The School opened in 1590 and continued through various vicissitudes as a boarding school until 1920 when day boys were first admitted. In 1945 it became a two-form entry grammar school on the direct grant list of the then Ministry of Education. The Government decided in 1975 to end the direct grant, and the School is now fully independent, with 540 day boys and a new Junior School, which opened in 2007.

In 1984 Her Majesty the Queen graciously agreed to become the School's Patron, a fitting prelude to the commemoration in 1990 of its 400th anniversary. The visit of The Princess Royal and the opening of the new theatre were two of the highlights of our quarter centenary celebrations.

Queen Elizabeth's Hospital, known for centuries as the City School, has close historical links with the City of Bristol. The Lord Mayor's Chapel was used for the boarders' Sunday services, and the choir sings on various civic occasions. 1997 was the 150th anniversary of the construction of the current building on Brandon Hill.

Boarding at the school came to an end in the summer of 2008.

The Junior School was founded in September 2007 in response to local demand, and opened with a full complement of boys aged from 7 to 11 (Year 3 to Year 6). In September 2010 a second Year 5 class is being added to the School, once again in response to local demand. Therefore, September 2011 will see the school with two Year 5 and Year 6 classes.

QEH JUNIOR SCHOOL STAFF FROM SEPTEMBER 2010

Mr Martin Morris BEd BA	Headmaster	Co-ordinator Science
Mr Richard N Hall BA PGCE	Year Six Senior Master/Pastoral	Maths & D.T
Mrs S Lucy Taylor BSc PGCE	Year Five Senior Mistress/Academic	Art & R.S
Mr Robert Leighton BEd Hons	Year Five	Geography
Mrs Joy Richards BA PGCE	Year Four	English & Languages
Miss Keira Holtham BMus. PGCE	Year Three	Music, Drama & PSHE
Mr Philip Thomas BEd	Head of Sport	PE & Sport, History, & ICT
Mrs Roberta Macleod	School Secretary PA to Headteacher	
Ms Carrie Russell	Classroom Assistant Year 6/ After School Care Leader	
Mrs Kim Baker	Classroom Assistant Year 3/ After School Care Leader	
Mrs Cath Saliveros	Classroom Assistant Year 5/ Librarian	
Mrs Pam Mortimore	Classroom Assistant Year 4	

BURSARY

The Bursary is responsible for fees and accounting. The Bursar's Department is situated on the ground floor at Reception and is normally open from 8.00am to 5.00pm every day during term time and 9.00am to 4.30pm during school holidays. The direct telephone number is 0117 930 3048. Queries relating to fees or problems with paying fees should be addressed to the Bursar in the first instance.

Mr J W Parker	–	Bursar	from September 2010 Mr R Cook
Mrs L Riches	–	Assistant Bursar	
Mrs S Taylor	–	Secretary	
Mrs J Cotterell	–	Secretary	

HOUSE SYSTEM

On entering the school each pupil is allocated a house for competitions in a range of sporting and other activities. Each has a member of staff in charge. Much of the running of house activities is vested in the pupils to encourage team spirit, leadership and responsibility.

Each House will meet once a week to discuss school related issues and support each other.

House	Colour	Housemaster/Housemistress
Bird's	Yellow	Mrs J Richards
Ramsey's	Red	Mr R Leighton
Hartnell's	Green	Miss K Holtham
Carr's	Blue	Mr R Hall

ADMISSIONS (full policy attached)

Admission to the Junior School is by assessment, interview and report. The school hopes that all boys will progress successfully into the Senior School at the end of Year 6, although this transition is not guaranteed as all boys will sit an entrance exam in the Spring term of Year 6.

JUNIOR SCHOOL DAILY ROUTINE (possibly subject to change))

8.00 – 8.45am	Before School Care in classrooms
8.45am	Registration with Class Teachers
8.50	Lessons Begin
9.10 – 10.40am	Morning lessons commence
10.10 – 10.30am	Morning Break
10.30 – 11.45am	Lessons
11.45 – 1.00pm	Lunch Break on Tuesdays and Thursdays for whole school
11.45 – 12.40pm	Mondays & Fridays for Years 3 & 4 Wednesdays & Fridays for Years 5 & 6
1.00	Afternoon Lessons commence
1.00 – 1.20	Assembly on Mondays, Wednesdays & Fridays Flexible afternoon Break Time according to need
3.30pm	End of School for Years 3 & 4 (A member of staff will be on duty until 4.00pm)
3.40pm	End of School for Years 5 & 6
4.00 – 4.45pm	Homework Club
4.00 – 5.00pm	After School Clubs
4.45 – 6.00pm	After School Care (Led by the After School Care Leader) A member of staff will also be on duty until 6.00pm.

MORNING ARRIVAL AT SCHOOL

Boys can arrive at school from 8.00am. We want to encourage independence and so your son should be left at the front door where he will be welcomed by a member of staff. He should make his way to his classroom where he will be supervised. Planned morning activities will be available or he will be able to carry out independent work. Registration will take place at 8.45am.

LATE ARRIVALS

Boys who arrive at school after 8.45am should go straight to the Office to sign in. Registers will then be updated.

ABSENCE

If a boy is absent for illness, the school should be notified immediately. The School Office will contact you to follow-up an unnotified absence. An explanatory note addressed to the Class Teacher should be brought in to school on your son's return.

Given the long holidays, we will actively discourage parents from withdrawing their son for holiday travel or extended breaks. In unavoidable circumstances, parents should write directly to the Headmaster.

COLLECTION OF BOYS DURING THE SCHOOL DAY

Should it become necessary to collect your son from school before the end of the school day, please notify the School Office, giving as much notice as possible. Your son's Class Teacher will be informed and he should be collected from the main entrance.

COLLECTION OF A SICK BOY

Any boy who is being collected due to illness will be either in the School Office or the Health Centre. You will be advised where to collect him.

END OF DAY COLLECTION ARRANGEMENTS at 3.30pm (Years 3&4) & 3.40pm (Years 5&6)

All boys will be taken by their Class Teacher to the Garden area at the back of the Junior School. You are most welcome to come in to School and wait for your son in the Garden. If raining, parents should wait in the corridor leading down from the classrooms. It is assumed that all boys will be collected by a parent unless otherwise informed. Please advise us of any changes to your son's collection arrangements.

All boys who will be travelling home by school bus will be escorted to the bus stop by a member of staff.

COLLECTION FROM THE SPORTS FIELD

On a Monday, Wednesday and Friday afternoon you may pick up your son, after his games lessons, from the sports fields at Failand. The boys will not normally be ready for collection until 3.15p.m. at the earliest as we insist they shower and change first. Please inform the Junior School Office if this would be more convenient for you.

LATE COLLECTION AT THE END OF THE DAY

Please advise the School Office if you know you will be delayed. Messages will be passed on to the member of staff on duty and it is often reassuring for a child to know the reason for the delay or that a message has been received. Boys will go with the member of staff on duty until 4.00pm – either in the outside play area or a classroom. Boys not collected by 4.00pm will automatically join homework club in the designated class room with the Duty Teacher. Please come to the main door and you will be let in to the school by the After School Care Leader.

COLLECTION FROM AN AFTER SCHOOL ACTIVITY

After School Clubs will normally finish at 5.00pm. You will be advised where to collect your son, depending on where the club takes place. Registers will be taken at each After School Activity.

ASSEMBLY

Full School assemblies will take place on Monday, Wednesday and Friday, 1.00-1.20pm with the Wednesday assembly being predominately singing.

Assemblies will be led by the Headmaster, other Junior School staff and members of the Senior Management Team from the Senior School. Visiting speakers may occasionally take assemblies. There will be a planned series of themes, musical, sharing and celebration assemblies taking

place each week. Periodically parents will be invited to attend where a year group is leading a particular assembly or achievement certificates are being awarded. It is a requirement that all pupils attend assembly.

WELFARE AT THE JUNIOR SCHOOL

The Health Centre is located in Upper Berkeley Place and is open Monday-Friday 8.15am - 4.15pm. The School Nurse, Mrs Nicky Burns can be contacted directly on 0117 930 3062 (office or 07929 958 813 (mobile). She can also be reached by e-mail at nburns@gehbristol.co.uk.

The school nurse will be available for any first aid treatment by pupils, staff and visitors, and to look after your son in case he becomes ill within school. For minor problems, staff in the Junior School will care for your son. All staff in the Junior School will be first-aid trained.

Your son's medical notes will be kept confidential. However, there are times when his health issues will need to be shared with the teaching staff, particularly for school trips and sporting activities. It is vital that you inform the school nurse of any existing or new medical conditions relating to your son.

Medications should only be brought to school when absolutely essential and the school nurse and Junior School Headmaster must be notified at all times. All Medications will be kept locked in the Health Centre and be administered as and when prescribed. Pupils should keep any inhalers and Epipens with them at all times and spares should be kept in the Health Centre.

An annual "Consent for Medical Treatment" form should be completed and returned to the Health Centre at the start of each academic year. This will also allow you to advise us of any changes in your son's health.

Sports injuries at Failand are dealt with by the School Staff and the School Nurse on duty should be notified.

In a medical emergency an ambulance will always be called. Parents will be informed and your son will be accompanied to hospital by a member of staff. A copy of your contact details and G.P will be taken to hospital.

If a boy has an accident during the school day or has had to see the school nurse, a note will be sent home with the boy advising parents of the medical treatment. We will also try to contact parents by telephone.

Healthy Eating

The Senior School Kitchen will provide a very good choice of food at lunchtime and the boys will be encouraged to eat a healthy meal. Boys may bring in a healthy snack for break times – fruit, vegetables or plain biscuits. Sweets, including chewing gum, chocolate and crisps will not be allowed in school. Boys will be given water bottles and will be encouraged to drink water throughout the day. Other soft drinks are allowed (in named containers) but no fizzy drinks or glass bottles should be brought in to school.

Lunches

We encourage all boys to have school lunches, which will be freshly prepared daily in the Senior School Kitchen. Each day we will offer a choice of meals, containing meat or fish, a vegetarian choice and a salad selection. Boys will be supervised at lunchtimes by all members of staff and Lunchtime Supervisors. Boys will go to the Dining Hall at 11.45am and will then have the opportunity to play outside under supervision until 1.00pm (or 12.40p.m. on games afternoons). If

it is wet, boys will go to their classrooms, under the supervision of lunchtime staff. Afternoon registration will take place at 1.00pm. Some extra-curricular clubs may take place at lunchtimes.

DISCIPLINE AND BEHAVIOUR (full Code of Behaviour policy and Exclusions' policy attached)

All boys will be expected to behave in an appropriate way, observing our Code of Conduct. We place great importance on courtesy and respect for others. Close liaison with parents will be maintained at all times through the Class Teacher in the first instance, and then if necessary Mr Hall who is in charge of Pastoral Care throughout the school.

Any unkind behaviour, whether verbal or physical will not be tolerated in any circumstances. Any such incidents will be dealt with promptly and fairly. It is our policy that parents will be informed if their son is involved in such an incident and will be invited to discuss the matter with all concerned. Sanctions, where necessary will always be constructive and parents will be advised before sanctions take place. The school reserves the right to request that a boy stays at home either temporarily or permanently if the misdemeanour warrants such a sanction (see specific policies attached).

There will be a pupil reward system for each year group. House points and stickers will be used as well as 'Star Performer' certificates for outstanding achievement and Headmaster Awards to celebrate any aspect of school life.

As stated in the Junior School Rules, mobile 'phones will not be permitted in the Junior School.

FRIENDSHIPS

Great care will be taken in ensuring our boys are happy at school. They will all be developing their social skills, independence and confidence. If friendship 'wobbles' do occur, please encourage your son to talk, in the first instance, to their class teacher. Parents are most welcome to make contact with the class teacher to discuss any concerns.

ANTI-BULLYING POLICY (full policy attached)

Bullying is the physical, verbal and/or emotional abuse (including ostracizing) of an individual by one or more other people. We will ensure that all pupils understand what bullying is and the harm it can do. We believe that adults can set a good example in their own behaviour.

We will do everything possible to prevent a bullying problem in school but should it occur, the school will take a firm line to ensure that the bullying stops. We will also ensure that every boy knows where, when and to whom he can talk about bullying or other concerns. Boys must feel confident that talking to adults is the proper course of action if they witness or experience bullying.

Incidents of bullying should be referred to the Class Teacher immediately. Senior staff may then be called in to help. The School's response must be flexible depending on circumstances. The School will follow a series of procedures ranging from the 'No-Blame' approach and 'Restorative Justice' to formal sanctions.

CONTACT WITH CLASS TEACHERS

Please inform the School Office if you would like to see a Class Teacher. Staff will generally be busy before and after school, but if we make an appointment, they will all be very happy to meet you at a mutually convenient time.

MEET THE TEACHERS AND CURRICULUM INFORMATION

At the beginning of the Autumn Term there will be an opportunity to meet your son's Class Teacher and receive information about the curriculum specific to your son's Year group. It will not be the opportunity to discuss details about your son's learning.

CONSULTATION EVENINGS

Consultation Evenings for parents will take place in the Autumn and Spring Terms.

REPORTS

Regular reports will be sent to parents. Parents will receive a detailed summative report at the end of each academic year. Reports will have a reply slip to acknowledge receipt and an opportunity for parental comment.

VOLUNTARY PARENT HELPERS

We really appreciate the support of parents throughout the school year. Parents who wish to support the Junior School and be involved with the boys must be the holder of a CRB Clearance Disclosure. Details are available in the Office.

PARENTS' ASSOCIATION

QEH Junior School has its own Parents' Association called "The Junior Friends". The Association is a valued support for our school and every parent is a member. We join in some events with QEH Senior School throughout the year. There are parental representatives for each year group on the Junior Friends' Committee, which meet once or twice a term.

HOMEWORK AND HOMEWORK DIARIES

All boys are given a Homework diary in which work will be recorded. Parents will be encouraged to use the diaries to make comments and pass on any messages to the Class Teacher. Homework will gradually increase as the boys move through the School, (see homework Policy).

UNIFORM LIST FOR JUNIOR SCHOOL ENTRY

All boys will be required to wear a navy blue blazer with the school badge* and dark grey trousers*. Shirts should be white. Plain black leather shoes of standard pattern and a school tie* must be worn. Pullovers* must be navy blue with badge and V-necked. Socks must be grey or of a dark colour. Boys will also require a pair of trainers for outside play.

PLEASE MAKE SURE ALL UNIFORM IS CLEARLY NAMED.

The following games clothes are required:

1 gold/ navy rugby jersey*	1 navy tracksuit trousers*
1 pair dark blue rugby shorts*	1 navy waterproof top*
1 pair school rugby socks*	1 pair shin pads
1 pair rugby/soccer boots	
1 white T-shirt (house colours)*	A gum shield is compulsory for Years 4, 5 & 6
1 pair white PE shorts	Custom-made gum shields may be bought
1 pair white PE socks	at school in the first week or, if you
1 pair white PE shoes / trainers	prefer, you can make arrangements
1 pair dark blue swimming trunks/shorts	with your own dentist or sports shop
1 towel	

In the summer term boys play cricket in tracksuit trousers or PE shorts unless playing in school matches, when members of the school teams will wear white cricket clothing.

* Available from Ikon School & Sports, 190 Henleaze Road, Bristol BS9 4ED (Tel: 0117 962 0011). An online ordering service is available at www.ikonschools.com and there is a link on the QEH website.

The Friends of QEH run a very successful **used clothing cupboard** and any further information can be obtained from the Junior School Office.

BOOK BAGS AND PE BAGS

You will be given a QEH Junior School book bag for taking reading books, homework and diaries home. You will also be given a small sports bag for PE uniform which will need to be clearly named. These bags are initially free of charge, however if they are lost or damaged you will kindly be asked to purchase another bag from the School Office.

LOST PROPERTY

Please ensure that all your son's belongings are well labelled. All items of named lost property will be returned to their owner as soon as possible. Un-named items will be stored in the School Office. Lost items should be reported, in the first instance, to Class Teachers who will investigate. Lost property and cloakrooms will be cleared regularly throughout the term.

EXCURSIONS AND TRIPS

Excursions and trips are planned carefully to complement the various curriculum areas. A letter outlining details of the trip will always be sent to parents in advance, with a permission slip.

For residential visits, parents will be invited to attend an information evening for each year group prior to the trip.

EXTRA CURRICULAR ACTIVITIES

A wide range of extra curricular activities will be on offer at the Junior School, taking place either at lunchtime or after school. A list of clubs and activities will be published in the first week of each Term and they will start shortly after this, once the boys have decided which activities they would like to try.

LEARNING SUPPORT

We are supported by the Learning Enhancement Teacher from the Senior School, who will be in school at regular intervals. All aspects of learning support, including extension work for the more able boys, will be fully discussed with parents with regular reviews and parental updates taking place.

MAILINGS

We place great importance on communication and keeping all parents informed. Letters will be sent home with the boys in their book bags. Parents also have the option of receiving certain mailings by e-mail. Please inform Mrs Macleod, the School Secretary if you would like to communicate in this way.

PARKING

Our over-riding concern will be the safety of boys attending the Junior School. By September you will receive your parking permit for the West End Car Park. You will be able to park free of charge for half an hour slots to drop boys off each morning and pick them up again in the afternoon between:

7.55 - 8.55am

3.15 – 6.15pm

The permits will only be valid during the weeks the boys are at school. They are not transferable and are for use by QEH Junior School parents only. Unauthorised use will lead to the withdrawal of the card.

PLEASE DO NOT PARK OR DROP OFF BOYS IN UPPER BERKELEY PLACE.

PLAYTIMES

Boys will spend playtimes, weather permitting, outdoors enjoying the space, fresh air and time socialising with friends. There will be various types of play equipment for them to use. All break and playtimes will be supervised by Junior School staff.

SPORT (possibly subject to change)

Swimming will take place throughout the year for boys in years 3 and 4. You will be informed in September about during which weeks of the year and on which days your son will swim. This will dovetail with gym sessions in the school's gymnasium. Boys will have the opportunity to play tennis in this session during the Summer Term. On Monday afternoons Years 3 & 4 will go to the playing fields at Failand to play different Games. Years 5 & 6 will go to Failand on Wednesday afternoons. Rugby will be played throughout the Autumn Term, Football during the Spring Term and Cricket and Tennis in the Summer Term. We have School teams and regular fixtures are always put in place to play other schools.

SWIMMING

Swimming will be an integral part of the Physical Education curriculum for boys in Years 3 and 4. All boys in these years will be expected to take part unless there is a specific reason for not doing so – in which case a letter explaining the circumstances should be sent to your son's Class Teacher.

CYCLING

Whilst we would like to promote a healthy lifestyle with plenty of exercise when travelling to school, there is very limited space to store bicycles at the Junior School. Any boy cycling to school should inform the School Office so provision can be made to store the bicycle safely. No boy should cycle to school alone – only under the supervision of a parent.

MUSIC

The Music curriculum is delivered across the school in year groups. In addition to this, individual Music lessons can be arranged with self-employed visiting instrumental teachers. Tuition will be available on a variety of instruments.

Lessons will normally be of 30 minutes, with ten lessons being given per term.

Fees for instrumental tuition are established by the School. Accounts are rendered termly and are payable directly to the teacher concerned. Any lessons missed by pupils cannot be credited for the next term. If a pupil wishes to give up lessons, a half-term's notice must be given in writing to the teacher concerned, otherwise the fee may be charged in lieu of notice. For convenience, correspondence etc. may be conducted care of the school, but arrangements made are strictly between the parents and music teacher concerned. Any increase in fees normally occurs in September, and you will be notified in advance.

Some instrumental lessons will have to be given during school time. These will be arranged on a rota basis (i.e. missing a different school period for each successive lesson).

Teachers will be glad to advise and help, and it is also possible to rent an instrument (with a view to later purchase) from various music shops

Further information and a form requesting lessons will be available from the Junior School Office at the beginning of the Autumn Term.

Calendar 2010-2011

Date	Event
Autumn Term Tuesday 7 th September Friday 22 nd October – Monday 1 st November Friday 10 th December	Term begins Half Term Term ends
Spring Term Wednesday 5 th January Friday 18 th February – Monday 28 th February Friday 1 st April	Term begins Half Term Term ends
Summer Term Tuesday 27 th April Monday 2 nd May Friday 27 th May – Monday 6 th June Friday 8 th July	Term begins May Day Bank Holiday Half Term Term ends

Other School Policies and Documents;

Other School Policies and Documents that are available to you on request are as follows;

- a. Curriculum Policy;
- b. Welfare, Health and Safety and First Aid policies;
- c. Complaints procedures; parents can also request a list of all the formal complaints (those which have gone to the panel procedure), made during the course of the previous year. (No such complaints were received for the academic year starting September 2009).
- d. Homework Policy
- e. Previous Inspection report (where appropriate);
- f. Academic results for the previous academic year (KS2 test results).

Please make any request you might have to the School Office where the Secretary, Mrs. Macleod, will be only too happy to help you.