



QUINTON HOUSE SCHOOL

Quinton House School

Upton Hall, Upton

Northampton

Tel 01604 752050



A Guide for Parents/Carers of Senior School Students

September 2016

Please use the school website to learn more about the school at

www.quintonhouseschool.co.uk

Headteacher: Ms C Cozens BSc

Headteacher's Welcome



Dear Parents

I am delighted to welcome you and your child to Quinton House School.

From the very first day that I started at the school I felt that I belonged to a very special community of pupils, parents and staff, all working together in order to achieve the very best for all the pupils in our school.

From the youngest members of our community in the Nursery right through to the young adults that leave us at the end of the Senior School each individual knows that they are valued for who they are and for what they bring to the school.

We believe that the individual is the focus of all the school's activities, in order that they can achieve their potential. We have a committed staff who give much to the pupils, and ask much of them in return in order to prepare them for their future as self-confident, compassionate young people.

I hope that this will be the beginning of an exciting journey for your child as they join us here at Quinton.

Catherine Cozens
Headteacher

Quinton Expectations

There is an expectation that our pupils exhibit the highest standards of conduct, courtesy and consideration for others; appearance; industry and academic achievement are our aim, with an ideal of mutually respectful relationships amongst all members of the school community.

Parent - School Communication

Contact details

It is vital that all contact details are kept up to date and that the school receives communication regarding changes, including temporary changes immediately.

Telephoning the school

The school office is open from 8.00 a.m. until 5.00 p.m. Monday to Friday in term time and from 9.00 a.m. to 3.00 p.m. during the school holidays, except for public holidays. We aim to return your call or email within 24 hours. Teaching staff are heavily committed and unlikely to be available immediately but messages will be passed on.

Points of contact

Requests for planned absence should be made by email or letter to Ms Cozens. In the case of illness, there is a specific absence line upon which you should leave a message detailing your child's name, form group and reason for absence. Each subsequent day of absence must be communicated.

The form tutor or Head of Pastoral Care are typically the first points of contact over general concerns of a pastoral nature. The Deputy Head or Assistant Head would be the second point of contact and for matters of a more serious nature.

Specific academic matters should be raised with the relevant subject teacher or Head of Department.

Our "open door" policy means that parents have access to the Headteacher at any time, to address issues before they become problems.

Absence line, Reception, PA to Head teacher - 01604 752050

A full list of email addresses for Senior School Staff is available on the school's website.

Parentmail: We have a system of sending standard/informational letters and messages to your email. This would include, for example, letters announcing trips, invitations to parents' evenings etc. A parentmail invitation letter will be sent to you to join the system shortly after your child has started at Quinton. If you change your email address or mobile number, please inform the school for our internal records, however you must also login to change these details yourself on the parentmail system.

Parentmail Text: We also have the facility to send urgent text messages (eg "A4500 blocked at J16 of M1 – please use another route to school" or "Your child has arrived safely in Calais"). Therefore it is important that the school is kept informed of up to date email and mobile phone contact details.

The Calendar: Each academic year we publish an online *Parent Calendar*. This includes, as far as is ever possible, accurate information about events during the current term. Events are subject to change—particularly sports fixtures. This is available to view on our school website.

Term Dates

Autumn Term

Term starts	Tuesday 6th September 2016
Half Term	Monday 24th October – Friday 4th November 2016
Term ends	Friday 16th December 2016

Spring Term

Term starts	Tuesday 10th January 2017
Half Term	Monday 13th February - Friday 17th February 2017
Term ends	Friday 31st March 2017

Summer Term

Term starts	Tuesday 25th April 2017
May Day	Monday 1st May 2017
Half Term	Monday 29th May – Friday 2nd June 2017
Term ends	Friday 14th July 2017

Please avoid taking your child out of school for family holidays.
Absence can have a significant impact on a child's progress and attainment.

The School Week												
	8.00 – 8.40	8.40 – 8.55	Period 1 8.55 – 9.50	Period 2 9.50 – 10.45	Break 10.45 – 11.00	Period 3 11.00 – 11.55	Period 4 11.55 – 12.50	Lunch 12.50 – 13.50	13.50 – 13.55	Period 5 13.55 - 14.50	Period 6 14.50 – 15.45	15.45 – 18.00
Monday	Before School Supervision		R E G I S T R A T I O N				Lunch		Afterschool Care 4 – 6pm			
Tuesday	Breakfast Club		B R E A K				Boosters		Supervised Study 4 – 5pm			
Wednesday	Extra-Curricular Activities						Extra-Curricular Activities		Academic Boosters 4 – 5pm			
Thursday												
Friday												

Academic

The Senior School at Upton Hall is home to a full range of specialist classrooms, science labs and ICT rooms as well as the library and dining room. The Ballroom is used for music lessons, House meetings, assemblies, concerts and productions.

The Senior School provides a happy, caring and supportive environment in which the pupils are able to develop the necessary skills for coping with the challenges of adult life. Discipline is firm but fair - with the emphasis on self-discipline.

Pupils are expected to try their best at all times and in every lesson. Work should be presented with care and time taken to ensure the quality is of the highest standard possible. Sub-standard work will be returned for pupils to repeat.

Pupils are challenged in lessons to extend their thinking and deepen their understanding. It is important that pupils ask for help from their teachers if required.

Homework

Homework is an integral part of the process by which pupils learn to develop a study routine and time management skills in preparation for GCSEs.

Homework increases throughout the Senior School:

Years 7 - 9 1 - 2 hrs per night

Years 10 - 11 2 - 3 hrs per night

Sixth Form Students spend as much time working outside of lessons as they spend in lessons.

Pupils use a homework diary to record their homework each day and parents are expected to monitor the diary and sign it weekly to ensure that work is completed by expected deadlines.

Pupils are encouraged to complete homework to their best ability and independently research topics to increase their knowledge on specific topic areas.

After School Provision

The school continues to be busy after the end of the normal teaching day at 3.45 with extra-curricular activities and sporting fixtures, boosters and opportunity to study.

Supervised Study

Supervised Study is available in the Sports Hall every afternoon between 3.45 and 5pm, providing an opportunity for pupils to complete homework in an environment conducive to study.

Academic Boosters

Boosters for most subjects are available through our extra-curricular programme. Pupils are actively encouraged to seek help from subject teachers or through study support to address specific difficulties or when there has been absence.

After School Care

After school care is available between 4pm and 6pm in the Conservatory. Pupils have an opportunity to purchase a light snack directly at close of play at 3.45pm until 4pm. Following this, pupils either go to Supervised Study in the Sports Hall until 5pm, or if they are being collected before 5pm, they remain in the conservatory where they can either start their homework or read.

Careers

A range of careers talks from a range of professionals, as part of our ongoing PHSE development, is arranged to inform our young people in Years 9, 10, 11, 12 and 13 of possible careers and specific career paths. Our aim is to help our pupils make appropriate career decisions by providing up to date information and experiences from working professionals.

Our level of understanding about each student is second to none and we support closely our pupils' decision-making about subject options at GCSE and A Level. Informed choices between employment, vocational training and higher academic qualifications are explored and discussed, as groups and individually, to ensure that each pupil has the tools and information to make the right choice. Students are supported through researching higher education and preparing a UCAS application, with particular focus on completing a personal statement in preparation for the application process for leading universities.

Study Support

We recognise that every pupil is a unique individual. Therefore we seek to raise levels of achievement by providing support and guidance to pupils who experience difficulties in any aspect of their learning. Through appropriate support we aim to help build confidence and self-esteem to remove barriers and enable pupils to realise their full potential. We have an open door policy to enable pupils to access support at lunch and break times.

Reports and Parent Evenings

We closely monitor academic progress and ensure information is shared with both pupils and parents through a combination of the following: half termly monitoring reports, a full report, a parent evening and a target setting meeting.

On parent evenings pupils are encouraged to attend along with their parents. As with all formal occasions at school, full school uniform is expected to be worn.

Lunchtimes

Lunch is served in the Conservatory; pupils queue through the server to the rear of the Main Hall. Sixth Formers and pupils with clubs are served first, from 12.50pm. The pupils with clubs will need to have a lunch pass, issued by the teacher running the club.

From 12.55pm until 1.20pm, there is a rota, with each year group having a ten minute window during which they can choose their lunch. There is always a wide range of dishes to choose from, typically including:

- *A choice of hot meals, with at least one vegetarian option*
- *Alternatives, such as soup or jacket potatoes*
- *A full salad bar serving meats, fish dishes, rice, pasta and salad, with bread rolls/baguettes*
- *A selection of desserts*

Breaktimes

Pupils may bring healthy snacks for breaktimes or alternatively purchase a snack from the Conservatory. Pupils must only eat in the Conservatory or outside, and not in the classrooms or corridors. Litter must be disposed of in the bins provided. Pupils are expected to bring a bottle of water to school to keep themselves well hydrated during the day. There are also water fountains available throughout the school.

Pastoral Care

Pastoral care is regarded as an essential part of the school's ethos and we pride ourselves in providing a warm, family atmosphere with high moral values. Children succeed best when they feel happy, secure and supported, and pupils are encouraged to fulfil their potential through an education that provides opportunity to develop self-confidence, integrity and responsibility. We are small enough to know every child and to be able to offer an individualised approach to their learning, yet large enough to offer a broad curriculum and an extensive range of extra-curricular enrichment opportunities.

Pupils are welcomed into the school community, valued as individuals and encouraged to develop their own talents. Our small class and tutor groups ensure we can deliver personal care to our children. By being involved in the wealth of activities on offer, each pupil adds something positive and purposeful to the life of the school, whether it is through academic achievements, by helping others, through participation in the arts, or by taking an enthusiastic part on the sports field or in outdoor activities. Achievements are recognised, shared and celebrated through regular assemblies.

The House System

Pupils are placed in a House when they arrive at the school and they remain in this House throughout their years at Quinton. Pastoral care is very much focussed through the form group system and the Houses exist to foster an identity between pupils that exists across year groups. The system also encourages healthy competition between pupils across school life.

The three Houses are :

Harrington— Mr Masnica

Knightley—Miss Power

Samwell—Mr Plummer

Housemaster— Mr Macmillan

Mr Macmillan and this team of staff are responsible for the identity of each House, and for organising events. The Houses are supported by the tutor system.

Form Tutors

Tutors will form a personal bond with each tutee and encourage their wider interests and participation in extra-curricular activities and the cultural and sporting life of the school. Each pupil's academic progress, effort and social wellbeing are monitored closely and our high standards dictate a swift response to any concerns through our caring partnership between pupils, parents and staff. Parents are warmly encouraged to support their children by attending sports fixtures, musical recitals and drama productions. Quinton House has a sensitive and carefully directed programme of PSHE which takes into account the increasing pressures on young adults, ensuring our pupils are well rounded, confident and compassionate individuals who are well equipped to deal with our competitive and challenging world. We take great pride in our pastoral provision and the disciplinary structures that support it; the two must be mutually supportive and lie at the heart of the education we provide.

Health

The school must be advised of any medical condition affecting individual pupils. No drugs, medication or prescribed treatments are permitted in school. For pupils who require medication during the school day, completion of our 'administration of medication' form is required. For those pupils with ongoing medical conditions, individual health care plans can be devised in consultation with our Head of Pastoral Care, Mrs Pates and our Student Service Officer, Mrs Rowntree, the pupil and the parents.

Parents are encouraged wherever possible to arrange routine dental and medical appointments out of school hours. Pupils suffering with infectious or contagious diseases must stay away from school and parents must inform the school of the nature of the illness.

If pupils feel unwell whilst in school, they should report to Mrs Rowntree in Reception. Parents will be expected to collect the pupil from school.

Pupils arriving late or leaving early due to being unwell, or for an appointment, must sign in / out at Reception.

If a pupil should require urgent hospital attention, every effort will be made to contact the parents, otherwise a member of staff will accompany the pupil to hospital and remain with them until the parent arrives.

Mobile Phones/Other Electronic Equipment

We accept that some students and parents see possession of mobile phones as an aid to personal security and safety and consequently, where a student does bring a mobile phone to school the phone must be handed into the school office. If contact with parents needs to be made by the pupil then the School Office phone can be used under the supervision of a member of staff.

Use of a mobile phone will lead to the application of proportionate sanctions, including temporary confiscation until the end of the week.

Sixth Form students

Mobile phones may be used by Sixth Form students in the Sixth Form common room. This is a privilege exclusive to the Sixth Form. They should not be used outside of the common room. Failure to adhere to this rule, unless a teacher's permission has been granted, will result in immediate confiscation of the phone and a subsequent loss of break and lunch privileges.

Forbidden Items

Pupils are not allowed to bring to school cigarettes, sharp items, knives, aerosols, fireworks, lighters, matches or any item or substance which could endanger their own health and safety or that of others. The use or distribution of illegal substances, tobacco or alcohol may result in permanent exclusion and the police will be informed if necessary.

Pupils are not allowed to bring items on site which they intend to sell to other individuals for personal profit.

Lost Property

Lost property is held in the sports hall by the PE staff. If it is not claimed after the end of each term it is donated to a local charity. Bags and other personal property left unattended will be taken to the school office as lost property. Pupils must not leave their property on site overnight unless it is in their locker.

Policies

As a school driven by *traditional values*, these are 'backed up' by policies, many of which can be found on the school website, in the *Parents' Area*. The school's Compliments & Complaints Policy can also be found there.

Behaviour, Expectations and Rewards

All pupils are issued with a House Reward card, which tracks Rewards gained by the individual pupil. These are then transferred weekly into their school planner, where parents will be able to observe their child's progress throughout the year. There are special rewards given out, starting at 10 Reward points. Receiving a Reward point signifies that the pupil has gone above and beyond what is normally expected of them.

The Rewards system recognises pupils' contribution to the school and exemplary conduct in any aspect of school life. We ensure that the special rewards are appropriate to their respective age group and children aspire to reach each of the thresholds. All Reward points contribute to the performance of each of our Houses, adding to the collective total as they vie for the House cup.

Sanctions

Sanctions are under the remit of the Head of Pastoral. For a student to receive a sanction, it is a serious matter. Each student is issued with a termly sanction card and any warnings noted on this card are transferred into the pupils' school planner each week with the Form Tutor. We ask that parents visit the relevant page in the planner and sign any sanctions received.

On the accumulation of 3 sanctions, pupils will be handed a detention with the Head of Pastoral. On receiving two further sanctions the pupil will be required to attend a detention with a member of the Senior Leadership Team. If a pupil manages to receive a further sanction in the course of one term, he or she will be invited to attend a Saturday morning detention with the Headteacher. We expect an undertaking from all of our pupils to abide by the rules on Standard Behaviour Expectations.

Relationships

Quinton House School is a very close community and inevitably relationships between pupils do not always run completely smoothly. We have a strict policy towards those that affect the well-being of others but, in truth, relationship problems are usually the result of misunderstanding or 'one off' incidents. If issues are deemed to be or are reported as bullying, there is a set chain of actions that will follow. Bullying or harassment is not tolerated at Quinton House and we will sanction according to our 'Behaviour and Expectations Policy'.

In other cases, inappropriate actions are punished as required. In cases of a breakdown of the relationship between pupils, mediation between the parties is a very effective path. We have a school counsellor who has the expertise to deal with such situations.

We are a coeducational environment and close integration between boys and girls is an integral part of our community life. However, public displays of affection are not allowed at school. We consider holding hands or hugging to be inappropriate on the school site and during the school day.

QHS School Uniform Shop

The school shop stocks the school uniform, including sportswear. It is situated near the Courtyard at the Junior School and can be contacted on 01727 814361 (direct line).

During term time, the shop is open on Tuesdays 3.30pm to 6pm, Wednesdays 8am-10.30am/ 3.30pm-6pm & Thursdays 8am-10.30am. During the school holidays, the shop is open on designated days; please contact the school shop for their opening hours.

Uniform can also be ordered online from www.stevenson.co.uk

Orders will be collated and can be collected from the shop or school Reception.

Dress and Appearance

We are passionate about our standards at Quinton. We feel that the way in which we dress is a statement of intent and business-like standards of dress are essential in bringing about business-like approaches to study.

We expect blazers to be worn, top buttons done up, shirts/blouses tucked in; in addition for the girls, skirts are not to be rolled up, hair should be tied back. *Make up is not allowed at all for girls in Year 7-9*, discrete makeup is allowed for the older girls. Jewellery is restricted to one simple stud in each ear (girls only), and a watch with a simple dark coloured strap. There are no necklaces, bracelets, rings or charity bands to be worn.

Boys hair must be short and off the collar styled traditionally with no extreme cuts. Clipped hair must be graduated to avoid extreme contrasts in length.

Summer Uniform:

First half term (September to end of October; optional)

Summer term (April to July optional; compulsory from after May half term)

Winter Uniform:

Second half term (November) to end of spring term (April)

In the event of unusually cold weather during summer months the Headteacher may declare a temporary return to winter uniform.

A full uniform list is available on the website.

Equipment Required

Pupils are expected to bring the following equipment with them to every lesson, carried in the QHS school bag:

Quinton House School Homework Diary

(to be taken to every lesson and signed by a parent / guardian weekly)

Ink pen with spare cartridges

2 spare pens preferably Berol handwriting pens

2 HB pencils

Pencil sharpener

Eraser

Coloured pencils

Felt tip pens

Glue stick

Scissors

Highlighters

Post-its

Green and red biros

30 cm ruler

Protractor

Compass

Memory stick

Scientific calculator – preferably Casio

Pocket English Dictionary and Thesaurus

Pocket Dictionaries for French and German

Clear pencil case for exam use

Sixth Form Dress Code and Responsibilities

Sixth Formers should wear business attire (no jeans; ties and jackets must be worn by the boys). Girls should also aim for a look appropriate to the “business environment”. Sixth formers are expected to have a skirt suit or trouser suit. Tailored jackets should be worn when on duty and for assemblies. Skirts should be to the knee.

Sixth Formers must abide by the school's other standards (no smoking, no chewing gum, please) You can drive a car, a motorbike or a push bike to school, however car parking privileges could be withdrawn if you drive inconsiderately in the grounds.

Sixth Formers are full members of the school community, and are treated as young adults. They are required to carry out duties, and to support the staff, when requested. They will come to tutor, house and school assemblies and it will be expected that they will support lunchtime supervisions.

Sixth Formers are expected to be role models for the rest of the school community.

School Lockers

Student Lockers at the Main Hall

Lockers are available to be used by form groups whose form rooms are based at the Main Hall. If your son/daughter would like a locker at the Main Hall, it will require you to purchase a padlock for them. The student is responsible for their own key/s. **It is advisable to always keep a spare key at home, should one be lost.**

Student Lockers in the Sports Hall

These lockers are issued with their own key and are available to students whose form rooms are based in the Sports Hall:

As these lockers come with their own key, we will require a £5 cash deposit, which is returnable when the key is handed back into school upon the student leaving Quinton or giving up the locker. **If the key is not handed back in, your deposit will be forfeited.**

Should your son/daughter lose their Sports Hall locker key, they must report it to Mrs Duckett in the senior school main office; they will be required to pay for a replacement.

We will also require all students and their parent to sign an undertaking that they will respect their locker whilst they have the use of it. Any damage should be reported immediately. If it is considered to be wilful damage, you may be asked to pay for any damage caused. A form must be completed and signed before a locker is issued.

Vehicles and Transport

There is a significant volume of traffic on the school site each day and we request that drivers are vigilant and courteous at all times. There is a speed limit of 5 mph which must be adhered to. There are very limited parking spaces on site and we therefore ask that pupils are collected by car from the turning circle. We take our duty of care very seriously and insist that waiting in car parks further down the drive is potentially unsafe, especially in winter months when darkness falls earlier.

Extra-Curricular Clubs

Enriching young lives by stretching body and mind – that’s how we see the outstanding range of extra-curricular programme of clubs, activities and trips at Quinton House School. We offer well over 100 different activities each week: before and after school and at lunchtimes. The vast majority of these are free of charge as we consider this aspect of school life extremely important to the holistic education we provide.

We encourage every pupil to find their passion, pursue and succeed in it. The range of activities and clubs on offer range from a wide selection of sports, including all the traditional team sports such as rugby, football, hockey and netball as well as the more individual sports such as golf, fishing and wall-climbing. If performing arts are your thing, then you may wish to act in the school production or have a go at ballroom dancing. Music is also well represented in this category with a number of choirs, bands and orchestras.

The creative arts are also exceptionally popular and range from glass painting to photography. Whether a child is particularly gifted in a specific area or simply wants to try a new skill, we are confident that there is something which will enthuse and inspire.

Pupils are expected to sign up for at least two clubs. In signing up for a club, a commitment is made to be there and pupils will be held to account for ‘skipping’ clubs. When trying something new, pupils are expected to attend for at least two weeks before being allowed to give up a club; in this case a parental letter is expected.

A specific requirement is that those pupils who learn a musical instrument in school are *required* to participate in at least one musical club (eg choir or band) and to be available for school concerts.

Sports squads training for representative teams take priority over all other after school clubs.

Sign-up for our extra-curricular clubs will take place in September, and thereafter at the beginning of each term.

Senior School Music

We have a lively and thriving music department and encourage a high standard of music making throughout the Senior school. We have ensembles including Senior Choir and Band which we encourage all pupils taking instrumental and singing lessons to join.

Instrumental lessons offered include violin, cello, brass, woodwind, guitar, drum kit, singing and piano/keyboard. These take place during the school day and parents are invoiced termly.

Please contact Miss J Stone, Head of Music, (Joanna.stone@quintonhouseschool.co.uk) if you would like further information regarding instrumental lessons.

Senior School Sport

Sport breathes life into a student body; acting as a glue, giving the school community a common interest, bond and commitment.

At Quinton House, we strive to increase provision of sport and physical activity for all pupils, ensuring that the quality of training sessions and Physical Education lessons are of the highest standard. We aim to inspire our pupils through exciting and challenging lessons and training sessions, leading to fixtures where we play as a team and work hard for each other. Team ethos breeds trust and dedication; qualities that we feel are essential for all of our pupils.

Here at Quinton House, we will take the students on a sporting journey that they can be completely involved with, leading to a life complimented by physical activity.

An annual Consent Form for Sports Activities is required to be completed by all parents regardless of whether their child participates in squad games, as the form also covers those occasions when students during the course of their normal PE or Games session are taken off site to Upton Park for football or around the local area for cross country.

All sporting fixtures and events will be listed on the parent calendar viewable on the school website. Prior to each fixture/event a team sheet will be sent out to those children involved detailing the time and location of the fixture.

Fire Precautions

The school fire alarm is a siren that sounds in a pulsing manner. This is the signal to evacuate the school at once.

Pupils must:

Exit immediately, following the teacher's instructions

Not attempt to tackle the fire, even if there is a fire extinguisher nearby

Not stop to gather possessions, but make sure that they are wearing footwear and basic clothing

Not attempt to re-enter any building for any reason until told to do so by a member of the School's Leadership Team

Proceed calmly and in silence to the fire assembly point (which is the sports field near the Main Hall) via the route which is clearly displayed by the fire notices in each classroom

Once at the assembly area, remain silent and follow all instructions given by staff

If a fire is discovered they should raise the alarm by breaking one of the rectangular red fire alarm points around the school. There is always one near to each exit from a building.

Lockdown

A lockdown is implemented when there is serious security risk to building occupants.

Pupils will be notified by the sounding of a siren and/or a member of staff.

Pupils must:

If the lockdown occurs during lesson time, remain in the classroom they are in.

If the event occurs outside of lesson time then they should move to the nearest building and assemble in the designated assembly area. Main Hall – H8 – H9, Sports Hall – SH1 – SH5 and Juniors - Science Lab.

Move away from windows and doors. Lie flat on the floor or take cover out of sight.

Keep calm and quiet.

The member of staff present may lock or barricade the door, switch off the light and cover the windows.

Remain there and await instructions from the School's Leadership Team.

To Conclude

Whilst this booklet covers the information relevant to the day-to-day life and expectations at Quinton House School, it exists to compliment our 'open door' communication policy.

Should you have any queries, questions or concerns, please do not hesitate to contact us and we will be delighted to help.

For further information and to see what is currently happening, you can visit our website at www.quintonhouseschool.co.uk

