



QUINTON HOUSE SCHOOL

Senior School Parent Guide



Welcome

Dear Parents and Carers,

Quinton House School prides itself on the positive and supportive family atmosphere providing outstanding care and attention for individual students. All students are expected to demonstrate the traditional values and high standards of good behaviour upon which the school was founded.

We strive to maintain our strong academic results with each student working hard across the range of subjects to fulfil their individual academic potential. All children in Year 7 and 8 should strive to achieve our QHS Diploma presented for demonstrating examples of Quality, Harmony and Success in our end of year Prize Giving.

The school provides a wide range of extra-curricular activities which will enable our students to develop their own individual interests, talents and skills.

We hope that all children will work hard, enjoy their time with us, and make the most of the many opportunities that are offered to them.

Kindest regards,

Tim Hoyle
Heasmaster



QHS School Ethos

Quality

Quinton House pupils demonstrate quality at every opportunity.

- Aspiring to be the best they can be.
- Having a positive and resilient approach to their education.
- Working hard to represent themselves and the school to the best of their ability.

Harmony

Quinton House pupils respect the school and wider community.

- Having tolerance for others and their opinions to create a friendly, caring place for all.
- Respecting all members of the school community and following the rules set for behaviour and appearance.
- Taking responsibility for looking after the school environment.

Success

Quinton House pupils exceed their personal goals.

- Recognising that everyone is unique and striving to achieve goals for personal growth.
- Challenging themselves to achieve their agreed targets in academic subjects throughout each year, including in formal examinations.
- Building their skills and talents by taking advantage of a varied extra-curricular programme.



Pupil Expectations

Arrive on time to lessons with all the equipment needed for the lesson.

Listen in silence when the teacher is giving instructions, raise a hand to gain attention and follow instructions promptly and accurately.

Stand when visitors enter the classroom as a sign of respect and welcome.

Complete work in class and at home to the best possible standard, ensure homework is completed on time and books are kept in good condition.

Treat others, and other's property with respect and consideration at all times, help others in difficulty and report examples of unkind behaviour to a member of staff.

Dress cleanly and neatly in the specified uniform for the activity.

Stay within the published bounds of the school, do not leave the school without permission.

Adhere to the school policy for the use of mobile phones.

Obey all health and safety regulations in classrooms and around the school.

Move calmly and sensibly around the school site, keeping to the left in corridors, stairs and on paths; open doors for others and be vigilant in the presence of visitors.

Never use inappropriate language nor make racist, sexist or other abusive or humiliating remarks.

Do not chew gum, eat snacks only in the conservatory or outside.

Do not drop litter and support our efforts to keep the school site tidy.



Academic

The Senior School provides a happy, caring and supportive environment in which pupils are able to develop the necessary skills for coping with the challenges of adult life.

Pupils are expected to try their best at all times and in every lesson.

Work should be presented with care taken to ensure the quality is of the highest standard possible.

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

All homework is recorded on Firefly, our Virtual Learning Environment.

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

We use the Firefly VLE platform where all pupils log in through a dedicated Microsoft Office 365 account. This also allows us to use the pupil and parent apps to allow parents to monitor your child's homework and messages from their teachers.



After School Provision

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

Supervised Study

Supervised Study is available in the Sports Hall every afternoon between 3.45 p.m. and 5.00 p.m., providing an opportunity for pupils to complete homework in an environment conducive to study.

After School Care

After school care is available between 5.00 p.m. and 6.00 p.m. in the Courtyard.

Pastoral Care

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 role 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. 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 House Master and three Houses are:

House Master - Mr Macmillan
Harrington (Yellow) — Mr Masnica
Knightley (Blue) — Mr Plummer
Samwell (Red) — Miss Fillmore

Mr Macmillan and his 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

Form Tutors will become the 'expert' on each student 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.

Study Support

We recognise that every pupil is a unique individual. Through appropriate targeted support we aim to help build confidence and self-esteem to remove barriers and enable pupils to realise their full potential. Mrs Bates is our school SENDCo.



Behaviour, Expectations and Awards

Rewards

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 house points contribute to the performance of each of our Houses, adding to the collective total as they compete for the House Cup. House points can be awarded by all members of staff and are recorded electronically. Pupils can view their awards via the Firefly VLE. Pupils receiving 50 house points in the academic year are awarded a merit, 100 points for bronze, 150 for silver and 200 for gold.

Sanctions

We expect our pupils to demonstrate good behaviour and manners at all times and to abide by the school rules and regulations. Our Behaviour Policy is included on the Policies section of the school website.

If a student receives a sanction, parents are emailed explaining the reason for the sanction. We ask that you take the time to discuss the incident with your child to help them understand what has gone wrong and how to ensure the behaviour is not repeated.

On the rare occasion that a pupil accumulates 3 sanctions, they will be given a one hour detention after school. A continuation of these issues will involve additional sanctions in accordance with the behaviour policy.

Relationships

Quinton House School aims to establish a positive school culture in which all members of the school community feel safe, confident and treat each other with respect and courtesy, particularly with regard to individual differences. Bullying is not tolerated at Quinton House School and we will sanction according to our 'Anti-Bullying Policy' and 'Behaviour Policy'.

As a Cognita School, Quinton House School has signed up to the principles embodied in our group membership of the Anti-Bullying Alliance. The Bullseye Group of volunteer students works alongside our staff pastoral team to eradicate any bullying behaviour in school.

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.

Dress and Appearance

We expect all students to wear the correct school uniform and to take pride in their appearance.

We expect blazers to be worn, top buttons fastened, shirts/blouses tucked in; in addition for the girls, skirts are not to be rolled up, hair should be tied back for all years except Year 11. 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. 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. Please note that all students in years 7 to 10 are expected to wear only the official school coat around the school site.

A full uniform list is available on the school website.



Careers

We offer a variety of careers talks from a range of professionals as part of our ongoing PHSE development to inform our young people of possible careers and specific career paths.

We work to support our pupils' individual decision-making about subject options at GCSE and their educational journey beyond Quinton House School. 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.

There is a Speed Interview Evening preparing Year 11 students for Sixth Form interviews and a Sixth Form Information Evening with more than 12 sixth form providers attending to talk to students and parents about their future options.

There is a Work Experience Week for all students in Year 10 in the Summer Term.



Lunchtimes

Lunch is served in the Conservatory. The pupils having games and those attending clubs or activities are served first.

There is a student Food Council that meets regularly with our Catering Manager, Mr Ward.

There is a lunch rota, with each year group having an assigned time 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.

Reports and Parents Evenings

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

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.

Health

The school must be advised of any medical condition affecting individual pupils. 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 First Aid Manager, Mrs Rihal, the pupil and the parents.

Parents are encouraged 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 Russell in Reception.

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

We accept that some students and parents see possession of mobile phones as an aid to personal security and safety. There is a Mobile Phone Policy allowing students to have mobile phones on their possession, though these must be turned off during the school day and can only be used with the permission of a member of staff. If contact with parents needs to be made during the school day by any pupil then the School Office phone can be used under the supervision of a member of staff.

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. Please ensure that all items of school uniform and sports kit are named.

Policies

School policies can be found on the school website, in the Parents' Area. The school's Complaints Policy can also be found there. Additional policies are available by contacting Mrs Samantha Tipler, Headmaster's PA.



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 (provided)
- Pen and 2 spare pens preferably Berol handwriting pens
- 2 HB pencils
- Pencil sharpener
- Eraser
- Coloured pencils
- Glue stick
- Scissors
- Highlighters
- Post-its
- 30 cm ruler
- Protractor
- Compass
- Memory stick
- Scientific calculator – preferably Casio
- Named Pencil case for exam use.



School Lockers

Each student will be allocated a locker for their use. The student is responsible for their own key and will be required to pay £5 for any replacement key that is required. Mrs Russell will always store a spare key in Reception.

The key should be handed back into school upon the student leaving Quinton or giving up the locker. If the key is not handed back in, the £5 charge for a replacement key will apply.

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 key 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 limited parking spaces on site and we ask that pupils are collected by car from the turning circle.



School Transport

The school provides a home to school bus service. There are two buses after school, one at 4pm and one at 5.15pm to allow children to attend clubs and activities.

Timetables and details of the bus service can be obtained from Mrs Sparrow, Business Manager.

A booklet detailing the routes and prices is available from the School Office.



Extra-Curricular Clubs

The wide range of activities and clubs that include all the traditional team sports such as rugby, football, hockey and netball, as well as the more individual sports such as table tennis and wall-climbing. Music and Drama are also well represented with a number of choirs, music groups and orchestras with a programme of concerts and events. There is a school production every year and the school takes part in a Shakespeare Schools Festival. The creative arts are also exceptionally popular and range from Art Club to Photography Club.

In order to achieve the QHS Diploma pupils must sign up for at least two clubs. When trying something new, pupils are expected to attend for at least two weeks before being allowed to leave a club; in this case the student must approach and agree that they will not be attending with the teacher. Sign up for our extra-curricular clubs will take place in September, and thereafter at the beginning of each term. Form Tutors will provide details at the start of each term.

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

If selected to represent the school in any activity, it is expected that the student will make every effort to attend and will personally discuss any concerns with their respective teacher. The School Calendar provides a comprehensive list of key dates and activities.



Senior School Sport

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.

A Consent Form for Day Trips and Sports Activities is required to be completed by all parents regardless of whether their child participates in squad games, as the form also covers day trips and those occasions when students during the course of their normal PE or Games session are taken off site to our partnership facilities at Bugbrooke for Rugby and Football, Moulton College for Hockey and Nether Heyford for Cricket.

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. All students selected to represent the school are expected to play unless agreement to the contrary has been reached by the teacher in charge.



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 Orchestra 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.

All students are expected to attend the Christmas Carol Service which will take place at 6pm at All Saints Church, Northampton on Tuesday 10th December. Families and friends are welcome to join us.



School Trips and Visits

Examples of opportunities for UK and overseas expeditions include:

- Year 7 residential to Yorkshire
- Language expeditions to France, Germany and Spain
- English and Drama excursions to the Royal Shakespeare Company in Stratford, the Royal and Derngate Theatre, Symphony Hall in Birmingham and West End Theatre venues
- History excursions to Berlin, the First World War Battlefields at Ypres, and the Jack the Ripper Tour in London as part of GCSE study
- Geography field study excursions
- The Houses of Parliament
- Sports tour to South Africa for Rugby and Netball, and tour to Yorkshire for Cricket
- Outdoor and Adventurous Activities with Bushcraft and PGL
- Duke of Edinburgh Award Expeditions at both Bronze and Silver levels
- World Challenge Expeditions to Nepal and Tanzania
- Academic and social excursions; the National Youth Music Festival
- Bi-annual Senior School Ski Trip.

The QHS Diploma

The QHS Diploma Awards for demonstrations of Quality, Harmony and Success are to be presented at the end of each year for Years 7 and 8.

Quality: Students have attitudes and an approach to school life that epitomise this. Our excellent students are hard-working, showing resilience and perseverance. When things get tough they are unfailingly positive about their learning and the opportunities available to them. Students are also expected to demonstrate a good attendance record, high standards of appearance and dress, punctuality to lessons and good personal organisation.

Harmony: Our School Ethos is based upon students feeling and demonstrating a sense of belonging and mutual trust within the school community, based on principles of a caring family. They also understand the part that we play in contributing to this community and the larger community in which the academy is placed.

Success: Our students are encouraged to embrace the challenges offered and strive to achieve the best they possibly can in every way they can. Students celebrate success in a wide range of academic, cultural and sporting activities as they develop and build the skills they will need to become successful adults.



Peer Leadership Opportunities

All students at Quinton House School are provided with a variety of opportunities to develop their leadership skills and to take on positions of responsibility.

Leadership Opportunities include Prefects in Year 11; House Captains; School Council Members; Food Committee; Charity Ambassadors; Bullseye (anti-bullying group); Reading Buddies; Digital Leaders; Performing Arts Ambassadors; Maths Champions, Language Ambassadors, Prom Committee; Eco Council; Sports Ambassadors; Year Book Committee; and Sports Captains.

Students have the opportunity to study for the Duke of Edinburgh Bronze Award in Year 9 and the Duke of Edinburgh Silver Award in Year 10. Senior School students may also take part in 'The Global Challenge' Expeditions, visiting Nepal and Tanzania in recent years.

Global Dimension

There is a unique global dimension to our education with shared projects with other Cognita Schools in Spain, Singapore, Chile and Vietnam. The school has twinned with other Cognita schools around the world and to provide every child with opportunities for working together on joint projects.

Parent - School Communication

Contact details

Please keep all contact details up to date and inform the school regarding changes, including temporary changes.

Telephoning the school

The school office is open from 8.00 a.m. until 4.30p.m. Monday to Friday in term time and from 9.00 a.m. to 4.00 p.m. during the school holidays, except for public holidays. Mrs Tipler is the Headmaster's PA and Office Manager and Mrs Russell is the Senior School Secretary and Receptionist

Requests for any planned absence should be made by email or letter addressed to the Headmaster. 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. We also ask that each subsequent day of absence be communicated.

Form Tutors should be the first point of contact for general concerns of a pastoral nature.

The Head of Key Stage is the second point of contact. Mr Sirett is Head of Year 7; Mr Brough is Head of Year 8; Mr Clarke is Head of Years 9 and 10; and Mr Masnica is Head of Year 11. The current Head of Years 7 and 8, Mrs Masnica, will support both Mr Sirett and Mr Brough before commencing her maternity leave.

Pastoral Deputy Head, Mr Muskin or the Head of Pastoral Care, Mrs Pates, are the points of contact for more serious concerns.

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

The Deputy Headteacher, Mrs Goody, or the Headmaster, Mr Hoyle, are also available should you wish to contact them.

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

A full staff list is available on the school website. Please note that our email address format is firstname.surname@quintonhouseschool.co.uk.

School - Parent Communication

Schoolcomms: We have a system of sending school letters and messages to your email. This would include, for example, letters announcing trips, invitations to parents' evenings etc. A schoolcomms 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 and log in to change these details yourself on the schoolcomms system.

Schoolcomms Text: We also have the facility to send text messages (eg. "Your child has arrived safely in Calais"). This is a great way for us to communicate. Therefore it is important that the school is kept informed of up to date email and mobile phone contact details.

The Calendar: At the start of each term parents will receive a School Calendar containing all the term's events and activities. This includes, as far as is ever possible, accurate information about events during the current term. Events are subject to change—particularly sports fixtures. You can also view key dates on the school website calendar.

Uniform Shop

Stevenson's are the suppliers for the school uniform, including sportswear. This is an on-line service and can be ordered from www.stevenson's.co.uk

Orders will be collated and can be collected from the School Office the following week. A home delivery service is also available if required.



Term Dates

Autumn Term

Term starts Wednesday 4th September 2019
Half Term Monday 21st October – Friday 1st November 2019
Term ends Friday 13th December 2019 at lunchtime

Spring Term

Term starts Monday 8th January 2020
Half Term Monday 17th February - Friday 21st February 2020
Term ends Friday 3rd April 2020

Summer Term

Term starts Tuesday 21st April 2020
May Day Friday 8th May 2020 (VE Day)
Half Term Monday 25th May – Friday 29th May 2020
Term ends Friday 10th July 2020 at lunchtime

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