

Student Starter Information Pack



Welcome from Heads of House

We would like to take this opportunity to welcome all the new students who will be joining Queen Elizabeth's School into Year 9 at the start of September. We would like to thank you for choosing QE as your 'future' and congratulate you on, what we believe is, making a good choice!

Every new student has been allocated to one of the five 'Houses' around which their school life will revolve. Allocation to a House has been done following some advice from the Middle Schools.

Students will remain in their House throughout their five years at QE and we look forward to them gaining a great identity with their House; involving themselves fully in all aspects of school life, especially through the various inter-house competitions and activities which will be organised.

We believe the House system offers students a greater opportunity to take on leadership and organisational roles, giving them valuable life experiences and employability skills which will be an asset for when they move on from QE, either to Higher Education or into the world of work.

Please do not hesitate to contact the Heads of House if you have any questions or queries.

Mr Josh Mead, Mrs Toni Mynard, Mr Craig Finean, Mrs Gemma Heighway and Mrs Clara Taylor.



Queen Elizabeth's School
Wimborne Minster
BH21 4DT
01202 885233
W: www.queenelizabeths.com
E: office@queenelizabeths.com

Uniform

At QE we recognise the influence high standards in appearance have on high standards in education. Parental support in upholding our dress code is greatly appreciated.

What Uniform do I need?

Items that need to be purchased are detailed in the Dress Code and a comprehensive list can also be found on the QE website

<https://www.queenelizabeths.com/page/?title=Uniform&pid=22>

Please note - all girls are expected to wear the school issue skirt or trousers

School Uniform

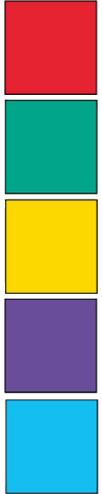
Bartletts Schoolwear
52 East Street, Wimborne, BH21 1EB
T: 01202 856205
E: bartletts.schoolwear@hotmail.co.uk
W: Bartletts of Wimborne

Strictly Appointments only. Please call or email Bartletts to arrange an appointment before visiting. **Late evening appointments are offered on the 18th and 25th July 2022.**

Sports Kit

Star Sportswear
Unit 5, Yeomans Industrial Park, Yeomans Way, Bournemouth, BH8 0BJ
T: 01202 522519
E: qeuniform@starsportswear.co.uk
W: Star Sportswear

Please visit the Star Sportswear shop OR visit the website to place an order online.



Home Learning and Use of Google Apps

All pupils at QE School have access to a Google account. Once set up via their induction they can access this from any device by logging in both at home and in school. The web browser or app Google Chrome is the best choice to support the use of these resources

Using Google Apps effectively allows learners to be organised, well supported and successful. Google Apps are particularly powerful as they are web based, free to access and highly collaborative allowing pupils to share and communicate with their teachers with high impact. Work in Google Apps is saved automatically and can be restored.



Once logged into their school account pupils have access to the following apps:

Google Mail: allowing learners to access emails and updates from their teachers

Google Calendar: allowing learners to see their timetable and other scheduled events

Google Docs: where learners can complete and organise word processing tasks before sharing with a teacher

Google Slides: allows learners to create presentations or projects before sharing with a teacher

Google Sheets: allows learners to organise and create data tasks before sharing with their teacher

Google Classroom: a fantastic and powerful learning tool for pupils to access home learning, ask for help, gain valuable feedback and organise their assignments from class teachers

Google Drive: allows learners to store data, organise folders, download file and share work with teachers

There are many more apps to explore!

The most successful learners will:

✓ **Download the individual Google Apps** on their personal devices (including Google Mail and Google Drive - they're all free!)

✓ Turn **notifications on** so they can receive updates from their teacher

✓ Check their Google Mail emails and Google Classroom **every day for updates**



[Click here to find out more about using Google Classroom!](#)

The video below is a really useful introduction to using google dictation and read aloud to support learning.

<https://www.youtube.com/watch?v=0-SST9XAx2I>

Equipment and Behaviour Expectations

Students must have the following basic equipment with them in school every day.

- **Knowledge organiser**
- **Lanyard and smart card**
- **Pens**
- **Pencils**
- **Green pen**
- **Ruler**
- **Calculator**
- **Compass**
- **Protractor**
- **Whiteboard pen**
- **Glue stick**

Students equipment will be checked by tutors each morning and the behaviour policy used if students do not have this with them.

Lesson start

- Arrive promptly
- Line up outside the room in silence
- Full and correct uniform
- Enter the room in silence
- Sit in seating plan
- Equipment out on desk

Do Now

- Starter activity to recall key information from KO
- Attempt every question

Guided and Deliberate Practice

- Silent working time (unless instructed otherwise)
- Answer questions - no opt out
- Work hard
- High quality presentation

Dismissal

- Pack away in silence
- Stand behind desks
- Wait to be dismissed
- Swift move to next lesson



Pupil Premium

Pupil Premium is additional funding given to schools and is allocated for:

- pupils from low income families who are registered for Free School Meals (FSM), or who have been registered for Free School Meals at any point in the last six years (known as 'Ever 6')
- children that are in care or were looked after immediately before adoption, being placed on a special guardianship or residence order
- children of armed service personnel or those who have been in the services in the last four years.

The Government believes that the Pupil Premium, which is additional to main school funding is the best way to address the current inequalities by ensuring that funding to tackle the disadvantaged reaches the students who need it most. The money is used to support students and ensure that there are no barriers to their achievements at school.

The Government is made aware of each eligible pupil each term via the school census so they have up-to-date information on those eligible. If your child falls into any of these categories it is important that the school has this information correctly recorded so that the school can receive all available funding. You can ensure that we have the correct information by completing the data collection sheets accurately and informing us of any changes. In the case of children who have been adopted from care, it is up to those with parental responsibility to decide if they wish to make the school aware of this and then the school will require evidence, such as the Adoption Court Order.

The Pupil Premium is paid to schools as they are best placed to assess what additional provision their pupils need. More details on how the Pupil Premium funding has been spent can be found on the school's website.

If you think you may be eligible for Free School Meals please visit:

[Free School Meals Online Application](#)

If you don't have internet access, please contact the main school office on 01202 885233.

The QE Pupil Premium Policy can be found on the QE Website Policies page [Pupil Premium Policy](#)

If you have any questions about Pupil Premium funding please contact **Mrs Sally Dean, Assistant Headteacher.**

QE Smart ID Card

Each student will be given their Smart Card when their photograph has been uploaded to our school database in September.

All students are expected to carry their Smart ID card and lanyard at all times. This card has a number of uses:

Restaurant

The card will enable students, whose parents have added funds to the Catering Service in ParentPay, to buy lunch, drinks and snacks in the restaurant. A spend limit can be set for pupil accounts upon request via the main school office. A minimum top up of £10.00 has been set for the Catering Account.* For those students who are entitled to a Free School Meal, a daily allowance will be added to their ParentPay account automatically. It will not be carried over to the next day.

Printing

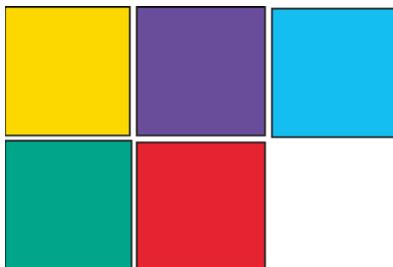
Any work that students need to print can be accessed through a 'follow me' facility, allowing students to use their card to print work at any printer within the school.

Replacement Cards

Should a student lose their card, replacement items can be purchased from the LRC by adding funds to your students LRC account via ParentPay.

Replacement cards are £2.10, lanyards £0.75 and holders £0.50.

* This is to avoid excessive bank charges but, if it poses a problem, please do not hesitate to contact the school finance team: finance@queenelizabeths.com





ParentPay and Cashless Catering

QE is a cashless school and uses ParentPay, which is an internet payment system that enables parents to pay for items without the need for cheques or cash.

This includes:

- Lunch and snacks
- Trips and visits
- Purchases from the LRC Shop (stationery, revision guides, art equipment, replacement ID cards)
- Instrumental music lessons.

A child's account is set up with a unique login name and password which is addressed to the primary parents/carers.

Login instructions will be included in a letter which will be distributed at the Meet the Tutor Evening in June. The ParentPay website address is <https://www.parentpay.com/>

The Benefits

- It is a secure payment method, with all communication between your bank and ParentPay safely encrypted
- Payments made via the internet can be refunded electronically, if necessary, without having to wait for a cheque refund
- Convenience of making payments outside of school hours either via the internet or by cash at local PayPoint stores using a bar coded letter
- An online statement page is available that shows when payments have been made for a particular service option
- It eliminates the risk of a child losing their lunch or trip/visit money in school
- Free School Meals allowances are updated daily and without the need for a token collection system within school
- For parents who share custody, a separate secondary login name and password for a child's account can be provided upon request.

Further information can be requested from the finance office using:
finance@queenelizabeths.com

Instrumental Lessons 2022-23

Instrumental and vocal lessons continue to be an important part of the education programme on offer at QE.

Our aim is to encourage the full development of students' musical potential, their confidence and social awareness.

QE's talented and experienced peripatetic music teachers have been hand-picked by the Music department to ensure your child is taught efficiently and with correct technique, to create rapid yet sustainable progress.

Instrumental and vocal lessons are offered over 32 weeks per academic year.

Each lesson is for 20 minutes, at a cost of £384 per year.

An additional £50 deposit is required at the commencement of lessons, and which will be returned to you once lessons are completed and fully paid for.

Parents who pay for a full year's lessons 'up front' will NOT have to pay this deposit. Students will receive a high quality 1:1 20 minutes lesson, representing very good value for money.

How Lessons Work

Students miss a strictly limited time out of regular classroom lessons, and via rotation rarely miss the same subject every week. Your child will be given their regular lesson time at the start of the year, and it will also be published on the music lessons board outside of the practice room suite. Our peripatetic teachers are in high demand; they also teach at other schools and therefore cannot alter their day at QE.

Students are expected to catch up on any work missed from their timetabled lessons.

They are privileged to be working alongside professional musicians, and therefore out of courtesy, and to ensure excellent progress, it is vital that they make every effort to attend their music lesson. We expect students to arrive 5 minutes before their published time in order to set/warm up.

[Music Lessons terms and conditions 22/23](#)

[Music Lessons 22/23 application form](#)

Steve Glover, Director of Music sglover@queenelizabeths.com

Roxanne Riding, Administration Officer musiclessons@queenelizabeths.com

SIMS Parent App

The SIMS Parent app – easy access to important school information

We have a convenient new way to share information with you about your child's school life. You'll be able to access our new parent app and website. You can access the system from a smartphone, tablet or PC – anytime, anywhere.

What will you find in the SIMS Parent app?

- Important information such as attendance, behaviour, achievement and homework
- School term, inset dates and contact details available at the click of a button
- Access your child's progress checks
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at school, you'll have access to information for all your children, from the same app.

Getting started with the SIMS Parent app

1. We will send you an activation email, simply click on the link from your tablet, PC or smartphone to activate your account.
2. You can then login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
[DON'T TRY AND CREATE A SIMS ID - SEE THE GUIDE ON THE NEXT PAGE](#)
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**.
4. From a PC or Windows phone, login online at www.sims-parent.co.uk

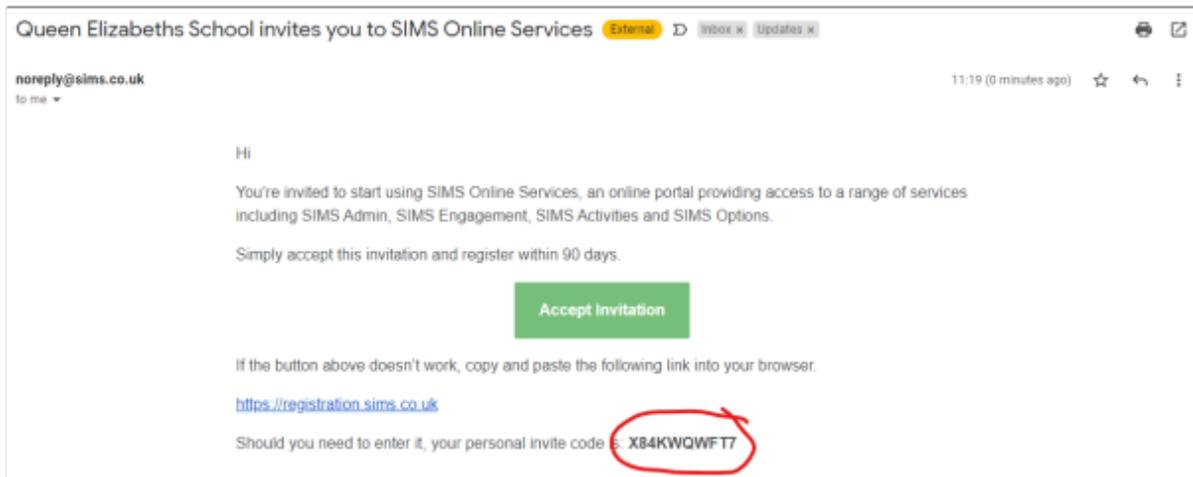
Your activation email will expire after 14 days if it is not used, please contact the SIMS App Helpdesk at simsapp@queenelizabeths.com if you require a replacement after this date.



How to register for your Sims account

Due to changes to the registration process please use the following instructions to register for a Sims account using a third-party account, such as Apple, Google, Microsoft, Twitter, Facebook etc.

Once you receive your invitation, from within the message, please copy the bold invite code underneath the green 'Accept Invitation' button.



When you have copied the code, click the 'Accept Invitation' button, this will open a browser page to the SIMS 'Activate Your Account' page.

A screenshot of the SIMS 'Activate Your Account' page. At the top is the SIMS logo. Below it is the heading "Activate Your Account" and the text "So that we can confirm your identity, please enter your email address and personal invitation code." There are two input fields: "Username" with a placeholder "Email address" and "Invitation Code" with the value "X84KWQWFT7". Below these is a blue "Next" button. Underneath, it says "Alternatively you may complete the registration using an External Account." and a blue button "Register with an External Account" is circled in red. At the bottom, it says "Secured by SIMS ID" and "ESS Hosted Services: Check Service Status".

At the bottom of this page is a blue button 'Register with an External Account'.

Click this button and from the next page select one of the social media icons for your preferred third-party account.

NB: Please do not insert your email address in the Username field at the top, this will generate your own SimsID. We no longer issue a SimsID and are unable to support accounts using this method.

Register your account for SIMS products

Username

This is usually an email address

Password

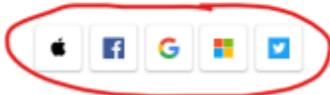
Password

Show Password

[Forgot Password?](#)

Sign in

OR



ESS | **SIMS**

ESS: [Check Service Status](#)

Secured by SIMS ID

From the 'Register' page please click the Social Media Icon that reflects your preferred third-party account.

This will be the account you use as the sign-in method to access your Sims account.

For illustration purposes, we will select the Google icon, this is how students will register for their account using their school email details.

Click the Google icon to open the next account selection page.

A screenshot of the 'Sign in with Google' account selection page. The page title is 'Sign in with Google'. The main heading is 'Choose an account to continue to sims.co.uk'. There are two account options listed, each with a green 'S' icon and a blurred email address. Below these is a 'Use another account' option with a plus icon. At the bottom, there is a disclaimer: 'To continue, Google will share your name, email address, language preference, and profile picture with sims.co.uk.' The footer shows 'English (United States)', 'Help', 'Privacy', and 'Terms'.

For students, please select your queenelizabeths.com account.

For parents, insert your gmail account details.

If your account is not listed please use the 'Use another account' option.

When you are signed in, you will be taken to the SIMS 'Registration' page.



Registration

You will have received a new service invite code from either SIMS or from your school administrator.
Please enter the code below and tap or click Register.

Name [\(not you?\)](#)

Signed in with

Invitation Code

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Your name should automatically populate in the Name field.

Please paste your invite code into the Invitation field and click Register.

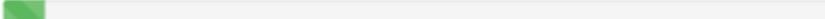
This will then proceed to create your SIMS account.



Registration - Account Creation

Your account is being set up and configured. You will be automatically redirected when this process is complete...

Elapsed 10 seconds



How to use the Mobile App to access your account

Please sign out of your web browser and proceed to download the App from the Apple App store, Google Play store or Android store. If you are a Student it will be Green Sims Student and for parents it will be Purple Sims Parent.

Once the App is installed, launch the App and from the 1st screen click the blue 'Yes, Sign In' button, then click the social media icon for the account you used when registering for your SIMS account. Enter your personal credentials for your account.

You will then be able to access your SIMS account via the App.

Should you experience any issues during the registration process please contact technical support: Telephone **01202 794508** for further assistance.



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WIMBORNE

Academy Trust

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