



1573

# QUEEN ELIZABETH'S SCHOOL

## ADMISSIONS INFORMATION

### A GUIDE FOR PARENTS

1<sup>st</sup> September 2009



# **IMPORTANT INFORMATION**

**Queen Elizabeth's School  
Queen's Road, Barnet, Herts EN5 4DQ**

**Telephone Number: 020 8441 4646 (Admissions - Extension 273)**

**Fax Number: 020 8440 7500**

**E-mail address: [admissions@qebarnet.co.uk](mailto:admissions@qebarnet.co.uk)**

**Website address: [www.qebarnet.co.uk](http://www.qebarnet.co.uk)**

**DCSF No: 302 5401**

**Headmaster: Dr. J. Marincowitz B.A., Ph.D., F.R.S.A.**

**Chairman of Governors: B.R. Martin F.R.I.C.S, I.R.R.V.**

**A foundation, day, selective, specialist music  
school for boys aged 11-18**

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**The following information can be found on the School's web-site  
([www.qebarnet.co.uk](http://www.qebarnet.co.uk))**

- **Governors' Statement on Education and relevant School Policies**
- **Public Examination Results and other statistical information**

**Please contact the School if you would like a paper copy of these documents.**

## ADMISSION ARRANGEMENTS 2010 INTAKE

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|--|--|
| Thursday, 17 <sup>th</sup> September 2009              | Prospective Parents' Evening   |
| Friday, 23 <sup>rd</sup> October 2009                  | Deadline for receipt of your Common Application Form at your local authority   |
| Friday, 23 <sup>rd</sup> October 2009<br><b>(Noon)</b> | Deadline for receipt of your supplementary application form at Queen Elizabeth's   |
| Friday, 4 <sup>th</sup> December 2009                  | First Entrance Test  |
| Friday, 11 <sup>th</sup> December 2009                 | Reserve date: first entrance test<br><i>(This date is available for those children who were unable to attend the first examination session.)</i> |
| Friday, 18 <sup>th</sup> December 2009*                | Results posted to parents  |
| Monday, 11 <sup>th</sup> January 2010                  | Second Entrance Test   |
| Monday, 18 <sup>th</sup> January 2010                  | Reserve date: second test<br><i>(This date is available for those children who were unable to attend the second examination. )</i>               |
| Monday, 1 <sup>st</sup> March 2010                     | National Offer Day   |
| Friday, 16 <sup>th</sup> April 2010                    | Appeals information available  |
| Friday, 7 <sup>th</sup> May 2010                       | Final date for appeals information   |

\* This date is provisional and subject to change

# APPLYING TO QUEEN ELIZABETH'S

## A GUIDE FOR PARENTS SEPTEMBER 2010 INTAKE

### INTRODUCTION

Thank you for the interest you have shown in Queen Elizabeth's. We hope that you have enjoyed reading our Prospectus and found the detail there to be useful and informative.

Please note that this Guide should be read in conjunction with the approved Criteria for Admission that is to be found in this booklet.

Before you make an application please do come and visit Queen Elizabeth's during the course of a working day when we might have the opportunity to answer any questions you may wish to ask and show you around the School whilst it is in normal operation.

If you do decide that you wish to apply for a place at the School, we would like to suggest that you read the following guidelines carefully in order to give your son the best possible chance to secure a place at Queen Elizabeth's.

For the last ten years, parents have been asked to specify the distinctive features of the School that have made it the first choice for their sons. Each year the responses confirm that the traditional character of the School, the sound academic performance and the reputation and achievements in competitive activities are the overwhelming features of parents' choice. It is the duty of the Governing Body to protect the choices made by the parents and **it expects that those who send their boys here undertake that their son, if physically able, be willing to support the corporate and extra-curricular life of the School, such as in the areas of sport, music and drama, much of which takes place outside the normal timetable.**

There are up to 180 places available each year for those boys who are transferring from primary or preparatory schools. As these places are allocated according to ability and aptitude, it is necessary, therefore, that we make an accurate assessment of each applicant for admission.

Details of the admissions procedure can be found in the following pages.

**THE CLOSING DATE FOR APPLICATIONS IS NOON  
ON FRIDAY 23<sup>rd</sup> OCTOBER 2009**

## COORDINATED ADMISSION ARRANGEMENTS

- Parents must apply for all maintained schools on one Common Application Form. This form should be obtained from and returned to your local authority.
- If you would like to apply for a place at Queen Elizabeth's, supplementary application forms are available from the School and should be returned directly to the School by 23<sup>rd</sup> October 2009 (noon). In order to make an application here you must also have named Queen Elizabeth's on your Common Application Form that may be obtained from and returned to your local authority by the date specified. If you do not do this and even if your son performs well in our tests your local authority will not offer you a place at any stage as your application will not have been considered.
- You will be able to state no more than six preferences on the Common Application Form.
- You may, if you prefer, name fewer than six schools on your Common Application Form.
- Although you will be asked to rank your preferences in order (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>) this ranking will not be passed on to the individual schools and each application will be processed as if it were equally preferred.
- The ranking is only taken into account if more than one application is successful when you will be offered a place at the school you have ranked highest.
- **It is normally the case that we receive many applications for our places. If you decide to apply to Queen Elizabeth's you should not be concerned about this with regard to ranking your chosen schools in order. If you place Queen Elizabeth's as your first preference and then you are not offered a place, you will not jeopardise your chances of being given a place at those other schools you have named.**
- At the beginning of March 2010 you will be notified about the outcome of your application made here.

Please read carefully the following pages and we hope this will explain clearly our admissions procedure.

## **ADMISSIONS PROCEDURE**

Of the 180 places that are available each year to new boys transferring from primary or preparatory schools, it is intended that up to 160 places will be allocated on the basis of academic ability established by tests taken at the School and up to 20 places will be available each year on the basis of ability in music established by audition arranged by our Director of Music.

**The 20 places for Music are available only to those who sit the second entrance test and who hold a Grade 3 (or higher) test certificate on 23<sup>rd</sup> October 2009 on the instrument(s) to be auditioned.**

If your son sits the second entrance test he can be considered for a music place **also** as he will be considered under that category in which he has performed better and therefore where he stands a better chance of gaining admission. Any music place not filled may be offered to a candidate on the examination waiting list.

We would advise you to read carefully the advice we have included in this Guide regarding the coordinated admission arrangements with the London Borough of Barnet.

## **ACADEMIC ABILITY**

It is intended that 160 places will be offered in this category assessed by tests to be taken at Queen Elizabeth's.

**The first entrance examination will take place at the School on FRIDAY, 4<sup>th</sup> DECEMBER 2009. All applicants must sit the first test.**

When we have received your supplementary application form we shall confirm details of the time of the entrance examination.

We are very aware that young boys can be very nervous on occasions such as these and we shall try hard to put all the children at their ease.

We are anxious to ensure that every candidate has a fair and equal opportunity to gain a place, and the tests will be designed so as to give the same chance of success to children who have had little test experience as to those who have received practice in exam technique.

All candidates must sit the first entrance test and then will be listed in ranked order of test scores. The first 500 candidates on the list will be invited to sit the second test. In addition to this, those whose score is the same as that candidate who is ranked at position 500 will also be invited to sit the second test.

If your son has taken this entrance test, we shall write to you in December to inform you of one of the following:

1. We would like your son to return for a second test.
2. That your son's scores do not place him in the top 500 candidates and we are unable to continue to process your application.

The second test will be taken on **MONDAY 11th JANUARY 2010** at the School.

Parents should be aware that an invitation to the second test in January is not in itself a guarantee of a place at Queen Elizabeth's.

When the second tests have been completed and marked, we shall compile a list in rank order **on the basis of performance in the first and second tests**. The first 160 on the list will be offered places.

If your son has taken this second test, you will receive a letter at the beginning of March to inform you of one of the following:

1. That your son has been offered a place.
2. That we cannot offer your son a place at that time but his name has been placed on a waiting list.

## **ABILITY IN MUSIC**

It is intended that up to 20 places will be allocated on the basis of ability in music.

**Music places are available to those who sit the second entrance test and have passed at least Grade 3 on the instrument(s) to be auditioned. Please note that an examination board certificate from the Associated Board of the Royal Schools of Music or another recognised examination board will be required to confirm this by 23<sup>rd</sup> October 2009.**

Ability in music will be assessed by audition at the School held by arrangement with the Director of Music in January.

## **THE AUDITION**

We are very aware that your son may be nervous or feel some anxiety and we shall do all we can to ensure that the audition will be conducted in as relaxed an atmosphere as possible. We want to give your son every opportunity to perform to the best of his ability in the audition.

Auditions are available on all instruments or voice providing the candidate has passed Grade 3 on that instrument by the date of application. Up to two instruments may be offered if they both meet the required standard of Grade 3

or above. Where two instruments are offered, the candidate will perform one piece on each instrument. Music which was written with an accompaniment must be performed with that accompaniment. **The school will provide an accompanist. Candidates may not bring their own accompanist.**

The audition comprises the following:-

**1. PERFORMING (Marked out of 45)**

Your son will be asked to perform two pieces on his chosen instrument(s), with accompaniment where applicable. Accompaniments on tape or CD will only be accepted for kit percussionists or for pieces from a recognised syllabus which require a pre-recorded accompaniment.

**2 SCALES AND ARPEGGIOS (Marked out of 20)**

Your son will be asked to play scales and arpeggios from the grade chosen by the candidate. (This must be Grade 3 or above.) The panel will select these from the syllabus for this grade. If your son is a percussionist, the panel of adjudicators will request performances of rudiments for the grade offered by the candidate. If your son is offering singing he will be requested to perform from memory the traditional folk song prepared for the grade offered. If your son is offering an Indian instrument, he will be asked to perform ragas or talas of the panel's choosing. If your son has performed on two instruments, then he may complete the exercises on the instrument of his choice.

**3. SIGHT-READING (Marked out of 20)**

Your son will be asked to sight-read a short piece of music after 30 seconds preparation time. Again if your son has performed on two instruments, he may complete the sight-reading exercise on the instrument of his choice. If your son is offering a non-Western instrument, tests in the appropriate notation will be provided.

**4. AURAL (Marked out of 15)**

Your son will be asked to clap back a rhythm and sing back a melody in a major key, and finally to sing back a melody in a minor key, all after two playings.

**Candidates will be awarded marks under the following categories.**

| <b>PERFORMING</b>         | <b>SCALES &amp; ARPEGGIOS</b> | <b>SIGHT READING</b>      | <b>AURAL</b>              |
|---------------------------|-------------------------------|---------------------------|---------------------------|
| Pitch & rhythmic accuracy | Accuracy                      | Pitch & rhythmic accuracy | Pitch & rhythmic accuracy |
| Tone                      | Fluency                       | Fluency                   |                           |
| Intonation                |                               |                           |                           |
| Interpretation            |                               |                           |                           |

When all auditions have been completed, candidates will be ranked in the order of their scores and the first 20 on the list will be offered places providing that a minimum score of 70 out of the 100 marks available has been achieved.

If your son has attended an audition, we shall write to you by the beginning of March to inform you of one of the following:

1. Your son has been offered a place.
2. Your son has achieved the minimum score of 70 but has been ranked behind at least 20 other candidates and has been placed on our waiting list.
3. Your son has not scored the minimum of 70 marks and we cannot continue to process his application in this category.

## **APPLICATION PROCESS**

If you wish to apply for a place at Queen Elizabeth's you must complete a Common Application Form that can be obtained from your local authority. This form, naming Queen Elizabeth's, should be completed carefully and returned to your local authority by Friday, 23<sup>rd</sup> October 2009.

You must also complete the supplementary application form that can be found in this prospectus. This must be returned to **Queen Elizabeth's** by **NOON** on Friday, 23<sup>rd</sup> October 2009.

Please staple to the top right hand corner of the supplementary application form a passport type photograph of your son. The photograph should be approximately 45mm high x 35mm wide and be a clear close up image of your son's face. The photograph should have been taken recently and show a true likeness of him. You should write your son's name and date of birth on the reverse side of the photograph before stapling it to your supplementary application form.

Please note that we use photographs only as a security measure to verify that the child presenting for the test and/or audition is the child named on the application. If a place is secured on the basis of a fraudulent application which effectively denies admission to a child with a stronger claim then the place will be immediately withdrawn.

**Please note that we have no discretion whatsoever if an application is received after the deadline. You must ensure your supplementary application form's safe arrival by noon on Friday 23rd October 2009. You must also ensure that your Common Application Form naming Queen Elizabeth's is received by your local authority by this date.**

All supplementary application forms received by the published deadline will be acknowledged if you send a self addressed envelope for this purpose. We would strongly advise you to ensure that this is received here as soon as possible so that we can acknowledge its receipt before the deadline.

You should indicate on the front of the supplementary application form that, in the event of your son sitting the second entrance test, you wish to be considered also for a music place. In this case you should enclose **a copy** of

his examination board certificate that confirms he has reached at least Grade 3 on the instrument(s) to be auditioned.

In this eventuality your son will be considered under that category in which he has performed better and therefore where he stands a better chance of gaining admission.

## **TIED SCORES**

In the event of tied scores, the following criteria will be applied in the order listed below in order to decide which pupil to admit.

1. Boys who are looked after under the provision of the Children Act 1989 or as amended.
2. On a geographical basis using a map, measuring distances in a straight line from the School, with the closest given priority. (Distances are measured between the front door of the pupil's home and the main school gate.)

## **PUPILS WITH DISABILITIES**

It is a requirement that without exception all our places are allocated on the basis of ability and aptitude. The Governors are anxious to ensure that no parent who has a child with a disability is dissuaded from making an application to the School as we intend for no candidate to be disadvantaged in any way when the assessment process is carried out. If your son has a disability then we ask you to provide the relevant information on the enclosed Supplementary Application Form. A copy of our Accessibility Plan is published on our web site.

## **LATE APPLICATIONS**

It is essential that we receive your application by the published deadline. You should note that consideration will be given initially to those applications received before the published deadline and places allocated accordingly. Only then will the Governors consider any applications received after the deadline.

## **APPEALS**

Those parents who have not been offered a place by **Friday 16<sup>th</sup> April 2010** will be able, if they wish, to appeal to an independent Appeals Panel established by the Governing Body. Parents wishing to appeal should put their requests in writing to the Clerk to the Appeals Panel care of the School if they have not been offered a place by the date specified above. Details of appeal arrangements and procedures will be sent to parents who request them in writing. Requests for appeal arrangements must be made by **Friday 7th May 2010**.

We do hope that you will apply for a place at the School and we wish your son every success.

**Completed supplementary application forms should be sent to Mr. E. Houston, the Second Master, who deals with admissions.**

**Please remember:**

- **YOUR COMPLETED SUPPLEMENTARY APPLICATION FORM**
- **ONE SELF-ADDRESSED ENVELOPE IF YOU WOULD LIKE US TO ACKNOWLEDGE RECEIPT OF YOUR SUPPLEMENTARY APPLICATION FORM**
- **A RECENT PASSPORT SIZE PHOTOGRAPH OF YOUR SON THAT IS STAPLED TO THE TOP RIGHT HAND CORNER OF YOUR SUPPLEMENTARY APPLICATION FORM. YOU SHOULD WRITE YOUR SON'S NAME AND DATE OF BIRTH ON THE REVERSE SIDE OF THE PHOTOGRAPH BEFORE STAPLING IT TO YOUR FORM**

**THESE SHOULD BE RETURNED TO QUEEN ELIZABETH'S BOYS' SCHOOL, QUEEN'S ROAD, BARNET, HERTS EN5 4DQ  
NO LATER THAN NOON  
ON FRIDAY 23<sup>rd</sup> OCTOBER 2009**

**YOUR COMPLETED COMMON APPLICATION FORM NAMING QUEEN ELIZABETH'S MUST BE RETURNED TO THE ADMISSIONS SECTION OF YOUR LOCAL AUTHORITY NO LATER THAN FRIDAY 23<sup>rd</sup> OCTOBER 2009.**

**If you have any queries please contact the School Admissions Office directly.**

**Telephone Number 020 8441 4646 Extension 273**

**E- mail address      admissions@qebarnet.co.uk**

## **ADMISSION AT AGES OTHER THAN 11**

There is only one formal point of admission to the School and this is at age 11 on secondary transfer. Pupils whose parents apply for a place in Years 7-11 at a later stage may be admitted if a vacancy occurs and if that pupil's aptitude meets the requirements of the Governors. The ability and/or aptitude of the child concerned will normally be established by tests conducted at the school. In some circumstances, where it is not possible to test in the normal way, other evidence may be sought to establish ability and/or aptitude. Parents whose child is not offered a place have the right to appeal. Appeals information may be obtained by contacting the Clerk to the Appeals Panel care of the School.

# QUEEN ELIZABETH'S BOYS' SCHOOL

## ADMISSIONS CRITERIA FOR ADMISSION IN SEPTEMBER 2010

Queen Elizabeth's is a selective, foundation, single-sex, non-denominational school providing education for boys in the age range 11 to 18

The number of intended admissions at age 11 for the year commencing September 2010-2011 will be 180.

Parents who decide to apply for a place at the School should read the Prospectus and Guide for Parents carefully in order to give their son the best chance possible to secure a place at Queen Elizabeth's. The Governors will work closely with the local authority in order to co-ordinate admission arrangements.

All parents are encouraged to visit Queen Elizabeth's in order to become aware of the attitudes, values and expectations of the School. This visit will not affect the child's chances of gaining a place at the School.

Repeat applications will not be considered in the same academic year.

**Consideration will be given initially to those Common Application Forms and supplementary application forms received before the published deadline and places allocated accordingly. Only then will the Governing Body consider applications received after the deadline.**

### **Admission at ages other than 11**

There is only one formal point of admission to the School and this is at age 11 on secondary transfer. Pupils whose parents apply for a place in Years 7-11 at a later stage may be admitted **only if a vacancy occurs** and if that pupil's aptitude and ability meet the requirements of the Governors. Parents wishing to apply for a place in Years 7-11 after the normal point of intake must put their request in writing. There is no formal point of admission into the Sixth Form.

The Admissions Forum or the local authority may require the School to admit exceptionally a child who is of the necessary academic standard, either outside the normal admission arrangements or in excess of the published admission limit.

### **Appeals against non-admission**

The Governors will establish arrangements for appeals against non-admission with an Independent Appeals Panel.

Pupils will be admitted at age 11 with reference to ABILITY and APTITUDE for the nature of the education offered by the School. Of the 180 places available it is intended that at least 160 places are allocated on the basis of academic ability established by tests that will take place **at the School**. It is intended that up to 20 places are allocated on the basis of musical ability established by audition at the School. **Music places are available only to**

**those candidates who sit the second academic test and who are of at least Grade 3 standard.**

Any music place not filled may be allocated to a candidate on the examination waiting list.

Parents will be required to state on the supplementary application form whether they wish their son to be considered also for a place on the basis of musical ability.

Where a candidate is entered under both categories, he will be considered under that category in which he has performed better and therefore where he stands a better chance of gaining admission.

Candidates will be admitted in either category only if they have met the necessary standard required by the Governors. Places may remain unfilled and available for allocation at a later date to candidates who do meet the Governors' standards.

### **ACADEMIC ABILITY**

It is intended that at least 160 places will be allocated in this category on the basis of academic ability assessed by two sessions of tests to be taken at Queen Elizabeth's.

All candidates must sit the first entrance test and then will be listed in rank order of test scores. The first 500 candidates on the list will be invited to sit the second test. Those whose score is the same as that of the candidate who is ranked at position 500 will also be invited to sit the second test.

Candidates will carry forward marks from the first test and these will be added proportionally to their second test score. They will then be ranked in order of final scores and the first 160 on that list will be offered places.

In the event of candidates scoring the same mark, the criteria to convert tied scores will be used. (See below.)

More information regarding entrance tests can be found in the accompanying Guide for Parents.

### **MUSICAL ABILITY**

**Places are available in this category only to those candidates who sit the second academic test and who are of at least Grade 3 standard.**

It is intended that up to 20 places may be allocated on the basis of ability in music or singing established by audition. Candidates will be required to play an instrument(s) and/or sing at an audition held at the School by an audition panel that will award a mark out of 100.

Candidates will be ranked by the marks they are awarded and the first 20 on the list will be offered places provided that a minimum mark of 70 has been achieved.

Only candidates who have attained the mark stipulated by the Governors may be admitted on the basis of musical ability. Any music place not filled may be offered to a candidate on the examination waiting list.

In the event of candidates scoring the same mark, the criteria to convert tied scores will be used. (See below.)

More information regarding music auditions can be found in the accompanying Guide for Parents.

### **WAITING LISTS**

Children who sat the second entrance test but have not been offered a place at the school will be put on a waiting list in rank order of final test scores.

Children who attended a music audition but have not been offered a place at the school but have achieved a minimum mark of 70 will be put on the music waiting list in rank order of music scores.

Parents whose children have not been offered a place at the school, and whose children sat the second entrance test, achieving a final score higher than that of the lowest ranked candidate to be offered a place on National Offer Day, will be contacted to establish if they wish be retained on our waiting lists.

Places which become available will be offered to those on our waiting lists in accordance with the published admissions criteria.

Waiting lists will be maintained until 31<sup>st</sup> December 2010.

### **CRITERIA TO CONVERT TIED SCORES TO RANK ORDER**

In the event of tied scores, the following criteria will be applied **in the order listed below** in order to decide which pupil to admit.

1. Boys who are looked after under the provision of the Children Act 1989 or as amended.
2. On a geographical basis using a map, measuring distances in a straight line from the School, with the closest given priority. (Distances are measured between the front door of the pupil's home and the main school gate.)

## **APPLICATIONS TO QUEEN ELIZABETH'S**

You are advised to read the Governors' statement on Q.E. Education and Discipline before you decide to choose this School to share the education of your son. Your choice is governed by law and you have clear rights in this matter, but a wide choice cannot rest simply on the stark claims of rights and duties. Marriage is also governed by laws, rights and duties but they would be a poor basis for a happy, enduring relationship. When you choose a partner to share in the upbringing of your child, you make a choice that far

exceeds the choice of a car dealer or an estate agent. The Secretary of State refers to parents fulfilling “their side of the bargain”. The impact and effect of the School on your son through his formative years will be profound and permanent.

Your son will already reflect much of the pattern of your life and will have absorbed your expectations. It is most important that those expectations are in harmony with the expectations of the School. Should there be a conflict, a boy would be subjected to unacceptable pressures, pulled one way by parents and another by the School.

That is not a situation which we intend, and the surest way to avoid it is to be certain that we have the full agreement of parents from the start. To achieve this agreement we set out our views on education in this Prospectus and ask you to visit the School on a working day.

In order that you should have a clear understanding of the School, we have provided you with a number of detailed policy statements in our Prospectus, invited you to our Prospective Parents' Evening and encouraged you to visit during the course of a normal working day in order that we might be able to explain the School's ethos and Mission in detail.

The Governors would like to make it clear that there is no charge or cost related to the admission of a child to the School.

We recognise that the primary responsibility for education and training rests with the family, and the School offers itself as a partner in that undertaking. It is most important that these expectations are in harmony with the expectations of the School. If we are to provide for our boys a secure environment, safely controlled by adults, in which our boys take an increasing share year by year, they must not have had a wide variation of expectations, nor should they have conflicting signals. It is vital that parents share our view on education and want us as partners.

It is essential that both you and the School as partners in your son's education should have a shared understanding of our respective responsibilities.

For our part, in our Prospectus and during your visits to the School, we shall have made clear our aims and values and stated the responsibilities which we intend to discharge in connection with the education of your son.

In return the Governors expect you as parents to discharge your responsibilities in connection with the education of your son and if you are offered and accept a place at Queen Elizabeth's, you will be asked to sign a Home-School Agreement in accordance with Sections 110 and 111 of the School Standards and Framework Act.

## HOME - SCHOOL AGREEMENT

### **The Home - School Agreement is a statement explaining:**

- the School's aims and values
- the School's responsibilities to pupils of compulsory school age
- what the School expects of its pupils
- the responsibilities of parents

Our Home-School Agreement states that:

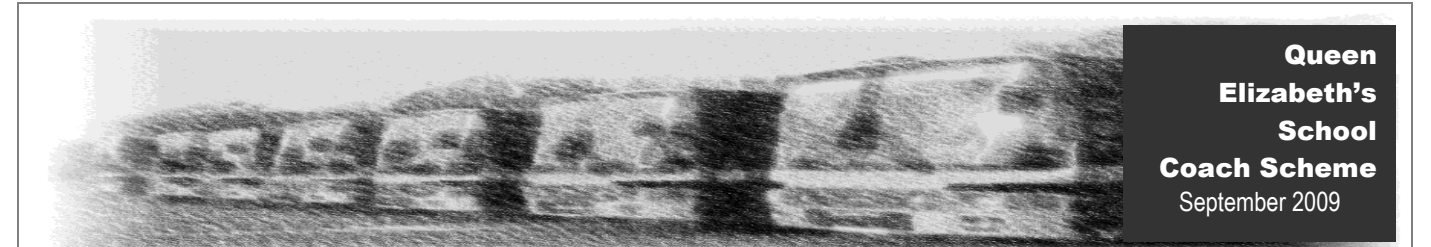
### **We (the School) undertake:**

- to create and maintain a climate for learning that incorporates traditional values and is appropriate for the achievement of high standards
- to ensure that your son follows a broad and balanced curriculum
- to provide your son with a tutoring system tailored to his needs as an individual and as a member of the School community that will enhance the effectiveness of his learning
- to ensure that the School's Mission to make boys confident, able and responsible underpins all aspects of your son's education
- to monitor the quality of your son's teaching and learning
- to review your son's academic progress regularly and approximately every half term
- to provide you with a full profile, a review of your son's performance and an opportunity to meet your son's teachers once each year
- to enable you to receive a Curriculum Information File for each subject your son is taught at School at the beginning of Years 7, 8, 9 and 10
- to publish our homework arrangements every year and ensure that homework is set regularly
- to enable you to receive statutory public examination targets
- to comply with all the published Governors' statutory and non-statutory policy statements
- to ensure that the Governors' policies regarding pupil discipline, behaviour and dress are enforced

- to provide you with the School's Internet policy statement at the appropriate time in the School
- to ensure that any complaint made is dealt with promptly and in accordance with published procedure

**You [the parent(s)] undertake:**

- to explain to your son the contents and importance of the Home-School Agreement
- to ensure your son's regular and punctual attendance except in the case of illness
- to ensure that your son's homework is properly and punctually completed
- to check regularly your son's exercise books and files to monitor his progress and ensure that his work has been satisfactorily completed
- to inspect and sign each week your son's homework diary or personal organiser and act upon any comment made by a member of staff
- to ensure that you work with your son to formulate targets to be agreed with his Tutor and then monitor his performance in achieving them
- to attend all parent/teacher consultation and briefing meetings that will be notified to you in advance
- to support, in full, all the Governors' policies relating to discipline including detention after School
- to ensure that your son's appearance, hair-style and all items of School uniform conform to the Governors' requirements
- to support the School in guaranteeing your son's appropriate and responsible behaviour in School, to and from School and whilst participating in School visits or holidays
- to ensure that your son will make a full commitment to the extra-curricular life of the School
- to ensure that your son complies with the School's Internet policy statement
- to accept and comply with all the published Governors' statutory and non-statutory policy statements.



**Queen  
Elizabeth's  
School  
Coach Scheme**  
September 2009

Queen Elizabeth's School provides a coach service operated by Hearn's, a local company well regarded for performance and reliability.

The service covers eight routes the details of which are shown below. When selecting a route and pick-up/set-down point, please be aware that this will be the only coach and the only place your son will be permitted to board or disembark.

Please note that from time to time Hearn's may choose to amend the route structure slightly, which will impact the pick-up times but not the pick-up point. In these instances you will be advised accordingly.

School behaviour protocols apply at all times. Each vehicle has a Coach Captain and at least one Deputy. Each coach passenger will be given a coach pass which must be presented to the Coach Captain when boarding the coach.

Coach fees are payable termly in advance and it is only after this has taken place that your son will have permission to board the Coach and be issued with a Coach Pass. Cancellations will be refunded only if the seat can be re-allocated.

| <b>Route</b> | <b>Pick up point</b>   | <b>Pick up time to School</b> | <b>Departure Time from School</b> |
|--------------|--|-------------------------------|-----------------------------------|
| One          | Hatch End - Bus Stop between Westfield Park and Station approach | 07:40                         | 15:45                             |
| Two          | Harrow - College Road  | 07:40                         | 15:45                             |
| Three        | East Finchley Station  | 07:30                         | 15:45                             |
| Three        | Hampstead Garden City - Market Place                             | 07:34                         | 15:45                             |
| Three        | Henley's Corner - Bus Stop near Memorial                         | 07:40                         | 15:45                             |
| Three        | Ballards Lane - Tesco  | 07:50                         | 15:45                             |
| Three        | Tally Ho   | 07:55                         | 15:45                             |
| Three        | Mill Hill Broadway - Lloyds Bank                                 | 08:10                         | 15:45                             |
| Three        | Apex Corner - Junction with Ellesmere Avenue                     | 08:15                         | 15:45                             |
| Four         | Greenhills and Salmon Street                                     | 07:35                         | 15:45                             |
| Four         | Kingsbury - outside TA Centre                                    | 07:40                         | 15:45                             |
| Five         | Woodcock Hill - Junction with Draycott Avenue                    | 07:30                         | 15:55                             |
| Five         | Preston Road - John Perrin Place                                 | 07:35                         | 15:55                             |
| Five         | Queensbury - Morrisons Store                                     | 07:43                         | 15:55                             |
| Five         | Queensbury - Chichester Court                                    | 07:47                         | 15:55                             |
| Six          | Harrow - College Road  | 07:30                         | 15:55                             |
| Six          | Kenton Station, Kenton Road - bus lay by Draycott Avenue         | 07:40                         | 15:55                             |
| Six          | Edgware - Camrose Avenue   | 07:50                         | 15:55                             |
| Seven        | Harrow - College Road  | 07:30                         | 15:55                             |
| Seven        | Harrow Weald - Leefe Robinson                                    | 07:40                         | 15:55                             |
| Seven        | Stanmore - The Chase   | 07:42                         | 15:55                             |
| Seven        | Stanmore Station - lay by opposite                               | 07:45                         | 15:55                             |
| Seven        | Canons Corner - McDonalds  | 07:50                         | 15:55                             |
| Eight        | Harrow - College Road  | 07:40                         | 15:55                             |

