

Thursday 8th July 2021

Virtual Tutor Evening



During the meeting we ask that you keep your microphones muted. There will be opportunities at the end for further questions.

If you do have an urgent question during the meeting, then simply use the “raise hand” button to signal this. You should see this button on the pop up bar. Otherwise, you can type your question into the chat function.

Use this button to mute your microphone

Use this button to virtually raise your hand.

Use this button to type a question into the chat function.



Points of Contact.

Miss Hargadon
(Tutor)

n.hargadon@tqea.org.uk

Mr Raajan Gill
(Head of Year)



r.gill@tqea.org.uk

Mr Neil Harding
(Principal)



n.harding@tqea.org.uk

First point of contact every day

Attendance + Punctuality

Communication with parents

Planners

The role of the Form Tutor at TQEA

Uniform and Equipment

High expectations and routines

Monitor progress in all subjects

Recognise and celebrate successes

Academy Planner

- Home-Academy agreement
- Key information
- Record homework
- Communication
- Parent and Tutor signature weekly



	Homework Details	Date Due	✓ Done
Thursday 3rd			
	Teacher/Home Note:		
Friday 4th			

Notes and Things to remember:	
Parent/Guardian Signature:	Tutor Signature:
19	

So what is Tutor Time?

<u>Monday</u>	Thought of the Week / Attendance Checking / Behaviour Monitoring / Celebration
<u>Tuesday</u>	CHARACTER VALUES / BEHAVIOUR CURRICULUM
<u>Wednesday</u>	FORM TIME READING
<u>Thursday</u>	ASSEMBLY
<u>Friday</u>	NO TUTOR TIME ON A FRIDAY

Your opportunity to make sure that you are READY for the week.

These are key days to help you develop your literacy skills. At TQEA you will read three novels every year as a form group.

In our assemblies we will recap on our learning for the week and celebrate all of our successes.

This is an opportunity to work together to develop our four key character values and focus on key elements of the school day.

Character Values

At TQEA we reward students on four key character values.

Throughout Year 7 you will be tasked with demonstrating these four values both inside and outside of academy. These are the foundations on what we base our culture and ethos upon.

For each of the character traits that you demonstrate, rewards will be given at various points of the year.

Our TQEA core 'Character Values'



We are **proud** of our Trust and our Academy at all times.

We are **proud** to wear our uniform perfectly.

We are **proud** of our talents which are nurtured to the full and we celebrate our successes.

We live the mission of "**We Can and We Will**" in all we do.

We teach the importance of never giving up and overcoming the challenges we face.

We commonly use examples of the adversity successful people face before becoming successful.

We see **resilience** as part of the way we learn and see the struggle of learning in a challenging, but supportive environment, as being the norm.



We teach the value of **hard work** and its place in achieving our dreams and our goals.

We develop high **aspirations** in every child and nurture **ambition** from the moment students arrive at TQEA.

We celebrate **effort**.

We are a **caring, compassionate** community as adults and children.

We teach the value of manners, of **positive greetings** and recognise students for their daily acts of **kindness**.

We teach the importance of supporting the less fortunate in society.

We make it our mission to ensure that we leave TQEA prepared to make a positive contribution to society.



My Expectations.

- *Arrive to tutor time on time and with the correct equipment*
 - *Enter the classroom in silence and stand behind your allocated chair*
 - *Quietly place your equipment for learning on your desk (pencil case, exercise book, student planner, reading book)*
 - *At the end of tutor time stand behind your desk and chair in silence*
 - *Move quietly and calmly to your next lesson*
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- *Be polite and well mannered*
 - *Be friendly and kind to all*
 - *Make a conscious effort to get along with others*
 - *Represent the tutor group in a positive way*

Uniform.

- School Blazer to be worn at all times unless directed by a member of staff.
- School tie should be worn at all times, appropriately attached to the top button of the shirt.
- Plain white long-sleeved shirt (tucked in and fully buttoned at all times). A short-sleeved shirt is permitted at the discretion of the Principal in periods of hot weather. Parents will be informed when this is acceptable.
- **Black** full ankle socks (not trainer/sports sock style), or black tights (not footless and no leggings).
- Plain all black leather, or leather like, formal school shoes with black laces. Trainers, pumps or shoes with logos or other design features are not allowed. There should be no mesh, material, canvas or coloured trim or soles. A Velcro shoe is permitted, but it **must** be a sturdy leather shoe. No pumps will be allowed. Shoes should be sturdy and appropriate for all weathers.
- No Nike Air Force One trainers will be allowed in school, even with a medical note. A suitable alternative should be arranged and agreed with the academy.
- All trousers should be full length and of a formal style with no skinny styles, stretch fabrics, jeans, chinos or leggings. We are aware that many suppliers, such as local supermarkets, will try to sell you inappropriate styles by stocking them in their 'uniform' section. Please be mindful of this when making your selection.
- Girls may choose to wear instead a plain, black **pleated** skirt that comes to just above the knee. No other skirt will be allowed. Inappropriate skirt lengths will be challenged and will need to be addressed immediately.
- An optional school jumper, navy with red stripe, is available and purchased only via the uniform online shop. When students get warm the jumper should be removed and the blazer kept on.
- A waterproof coat for winter use is strongly recommended. No hoodies, zip-up tops or denim jackets are to be worn on the academy site.
- Every student must come to school with a full-sized **bag** that is large enough to fit all of their exercise books in and their **equipment**

Uniform.

PE Kit:

- Shorts with TQEA logo. Girls may choose TQEA logo skirt.
- Navy blue sports polo with TQEA logo (fitted option for girls if desired).
- Plain navy blue football socks.
- Plain navy blue tracksuit bottoms with no logos.
- Fleece lined outdoor ¼ zip TQEA top.
- Trainers (Not fashion or canvas).

Recommended additional layers for outside PE lessons (these items are all non-TQEA branded and can be purchased at a wide range of local shops/supermarkets).

- Base layers (long sleeved) plain navy blue or black tops to go underneath the PE t-shirt
- Black or navy leggings or running leggings
- Gloves for sports not including throwing and catching (but still bring them for warm ups, coaching time etc.
- Plain woolly hats (with no dangling strings or adornments))
- Waterproof raincoats either navy blue, black or plain dark colours (not fashion coats which are not waterproof)

Hair

Hair should be one natural colour with no patterns or shapes cut into it. No shaved / No. 1 haircuts either all over or part. We find that hair colours / cuts that do not conform to our requirements distract from learning.

Uniform.

General

- **No** excessively wide or coloured belts. Belts should be plain and black with a discreet buckle.
- Undergarments should be an appropriate colour to protect modesty e.g. neutral or white vests, bras etc.
- Students are permitted to wear one pair of small stud earrings which are to be removed during PE lessons. No cartilage piercings are allowed.
- Students are not allowed to have any facial or body piercing, including the tongue or nose. A discreet clear retainer may be worn for other piercings.
- Students may wear a wristwatch, **one** discreet ring and **one** discreet necklace tucked under the shirt.
- All jewellery must be removed for PE lessons.
- If students do not follow our policy, jewellery will be confiscated until the end of the day. If this is repeated an adult will be required to collect any confiscated items.
- Chewing gum, canned drinks and fizzy or energy drinks are not allowed in school.
- Boys to be clean shaven at all times.
- Coloured nail varnish and acrylic or gel nails are **not** allowed. Any applied over a weekend or holiday period must be removed by the time we return to the academy.
- A small amount of discreet make up in Years 9-11 only is permissible. **No** false eyelashes are permitted. Your child may be asked to remove make-up that is considered unacceptable.
- No headwear, hats or caps to be worn on school site.

Uniform.

With regards to shoes, please remember that all shoes must now be completely black leather, or leather like, with no mesh, material or canvas parts. **No trainers of any kind** are allowed.



Uniform.

Pleated skirts only. No skin tight material, no body con and no short skirts.



No ankles on show, leggings, skin tight material or jeans.

No trainer style socks, sports socks or coloured socks. Please wear full ankle socks in plain grey or black.



Uniform.

Our uniform policy can be found on the transition section of our website:

<https://tqea.attrust.org.uk/academy-life/transition-2020/>

This year we will be holding our annual uniform shop in the school hall on Friday 23rd July. Further information on the timings of the uniform shop can be found by emailing Mrs Bickley (j.bickley@tqea.org.uk). Alternatively, uniform can be purchased from the online uniform shop via the following link:

<http://www.yourschoolwear.co.uk/queen-elizabeth-academy-196-c.asp>

If you require additional financial support with the purchasing of uniform then please email Mr Gill (r.gill@tqea.org.uk) for further information on how we can help with this. Financial support will need to be requested BEFORE 3.00pm on Friday 16th July.

Equipment.

The minimum equipment you should have is:
2 x Pens
1 x 15cm Ruler
1 x Pencil
1 x Pencil Case

These will be issued in September.

EQUIPMENT LIST

- A decent sized school bag
- A well-stocked pencil case with pens and pencils
- Calculator
- Compass
- Your School Planner (**which must be signed every week by a parent/guardian**)
- Ingredients for cooking (when requested)
- PE kit (on days you have sport)
- A reading book (can be borrowed from school library)
- Relevant subject books
- A packed lunch (if applicable)

Optional Items that may be useful

Coloured Pencils
Highlighters
Maths Set
Dictionary
Umbrella/Waterproof Coat

We also run an equipment shop in school should you require additional equipment throughout the day.

3 x Pens	£0.20
1 x Purple Pen	£0.10
2 x Pencils	£0.10
2 x 15cm Ruler	£0.30
1 x Pencil Case	£0.50

****Fully Loaded Pencil Case****

3 x Pens	2 x Pencils
1 x Purple Pen	1 x 15cm Ruler
1 x Pencil Sharpener	
1 x Rubber	
1 x Pencil Case	

£1.00

1 x Calculator	£2.50
1 x Protractor	£0.20
1 x Compass & Pencil	£0.20
1 x Highlighter Pen	£0.10
2 x Pencil Sharpeners	£0.10
2 x Rubbers	£0.10

Opening Times

Before School; 08.30am – 08.40am
Break Time: 10.45am – 11.05am

Attendance

- We are following Government guidelines of all pupils in **full time from September.**
- We are a fining school and will be taking legal action in line with the **Government policy on non-attendance from September.**
- We will be having a significant rewards structure purely for attendance so that all pupils will be able to have in school experiences and gift card prizes for excellent attendance.
- Parents should contact the school and work with us if there are any significant barriers that are preventing attendance either in the short or longer term.

Our attendance policy can be found on the website using the link below. Any questions on child attendance should be emailed to Mrs Gibson (b.Gibson@tqea.org.uk)

<https://tqea.attrust.org.uk/academy-life/transition-2020/>

Use of Mobile Phones.

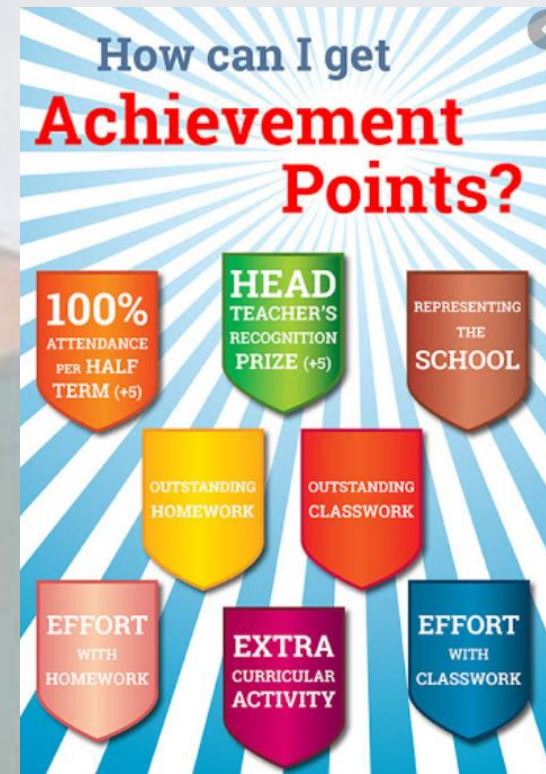
The full Mobile Phone policy can be found on the TQEA website by using the following link:

<https://tqea.attrust.org.uk/wp-content/uploads/2020/06/20-Mobile-Phones-Use.pdf>

- Students may bring mobile phones to school so long as they are switched off and kept in bags for the duration of the school day including lunch and break times.
- Students are to keep mobile phones switched off and in bags when representing the school off site or on school visits.
- Students are not to take mobile phones into school exams including controlled tests. Phones should be handed to staff members for safe return after the test.
- Should a student break TQEA expectations and be found with a mobile phone switched on and/or out of their bag at any point in the school day the phone will be confiscated, the incident logged and a high level detention set.
- Parents will be contacted to collect the phone and the sim card from the school office.
- Students cannot collect their confiscated phone and sim card from the office unless on production of a written request by their parent.
- Any member of TQEA staff is authorised to and has the legal right to confiscate a mobile phone if seen on site.
- TQEA does not accept responsibility for loss or damage to mobile phones brought into school.
- Should a student need to make a phone call (emergencies only) they can ask the office to make the call for them.
- Should parents need to contact their child during the school day, they should call reception and a message will be sent to their child.
- Students are not to misuse their mobile phone in relation to any other student or member of staff. Should any prying, bullying or intimidation take place, the school will investigate and apply the full weight of the TQEA Behaviour, Child Protection and E-Safety policies. The school reserves the right to involve the police.
- Students are not allowed to take photographs or videos on their phones under any circumstances in school.
- TQEA recognises that mobile technology can be a useful educational and, at times, safeguarding tool and a teacher may make an exception to the rules occasionally by encouraging students to use aspects of this technology in their lessons. Where this happens, the teacher will apply the Behaviour, Child protection and E-Safety policies appropriately. Students will not expect that, because they use mobile technology infrequently in one lesson, this allows them to do so in other lessons.
- Students will follow accepted protocol when ill or distressed; they will seek the opinion of a staff member who will make arrangements for them to contact home if necessary. Students must not make direct contact home on their mobile phones.

What happens if I do something wrong?

- The teacher will always warn students to modify their behaviour for low level behaviours
- De-escalation techniques will be used and expectations re-established
- Behaviour steps will be applied if necessary
- Reflection period may be required at the end of the academy day



What happens if I do something well?



What do I need to do before September?

- Go onto the TQEA Transition page on the website and watch the videos from staff and the virtual tour of the school.
- Make sure I have got all of the correct uniform ready for my first day – especially the correct shoes!
- Make sure I have got all of the correct equipment that I need.

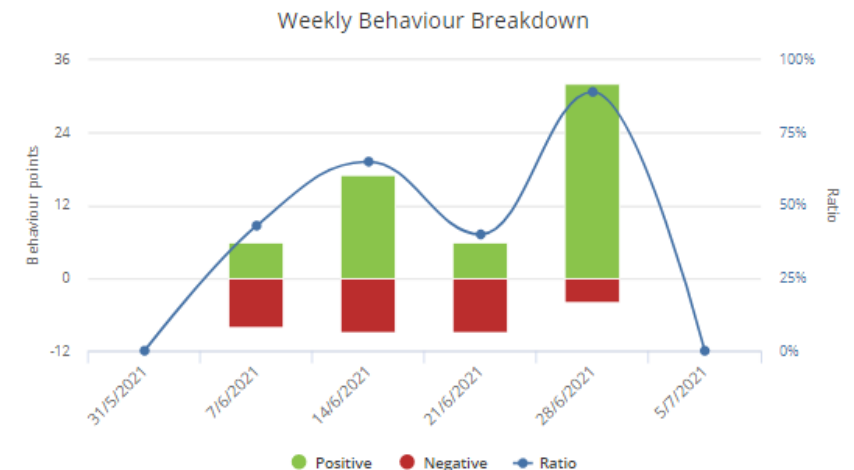
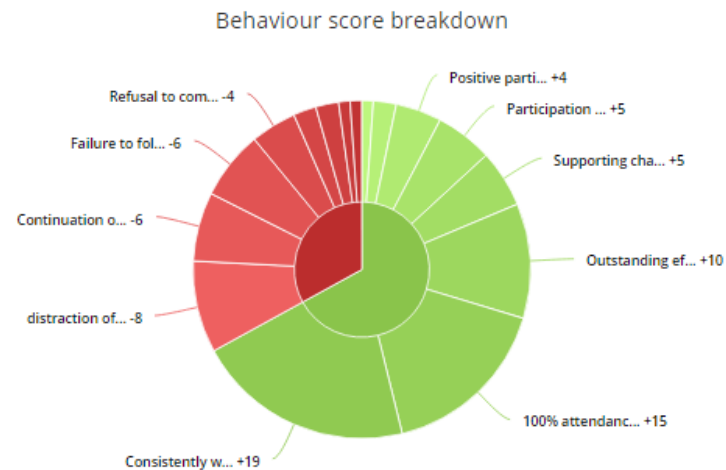
Class Charts (behaviour and home learning)

In September all students and parents will be given an access code to create their own accounts for Class Charts. This is the app we use to send out key information and it also updates you on the student behaviour throughout the day (both positive **AND** negative)! This allows you to keep track of your child's behaviour throughout their time at TQEA.

At TQEA, we have same day detentions. Therefore, if a detention is issued from the beginning of the day until the end of lunch time, the detention will need to be sat on that afternoon and parents will receive a notification through the app. If the detention is given Period 5, then the detention is set for the following day. The app will give the reason for the behaviour log (both positive and negative) and let you know which member of staff this was given by.

All home learning is also logged on Class Charts so that parents can monitor when their child has home learning due!

Behaviour



Question & Answer.

Are the form groups vertical or horizontal?

In previous years we have had vertical tutor groups that have had students from all year groups. However, we have changed that for the next academic year and all tutor groups will now be horizontal, meaning that students will only be with students from their own year group.

Can children go home for lunch and then return to school?

Students must remain on the school site for break and lunch time. Once students arrive at the school in the morning, the gates to the playground are locked and remain this way until the end of the day to ensure all students are safe.

Question & Answer.

When are Year 7 coming back?

Year 7 will be expected into school on **Monday 6th September 2021**. During the first days back, students will have extended time with their tutors to go over all of the important information that they missed out on from Transition Days.

If you have any further questions then please email these to me at n.Hargadon@tqea.org.uk and I will be more than happy to get back to you!