

# Family Handbook



**Queen Margaret's  
School for Girls**

Escrick Park, York

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## How to Use this Handbook:

To Search: Desktop users can press Ctrl F (PC) / Apple key F (MAC) and type in a keyword.

Links: The contents section includes links to relevant information and anywhere that you see >>> links to more information.



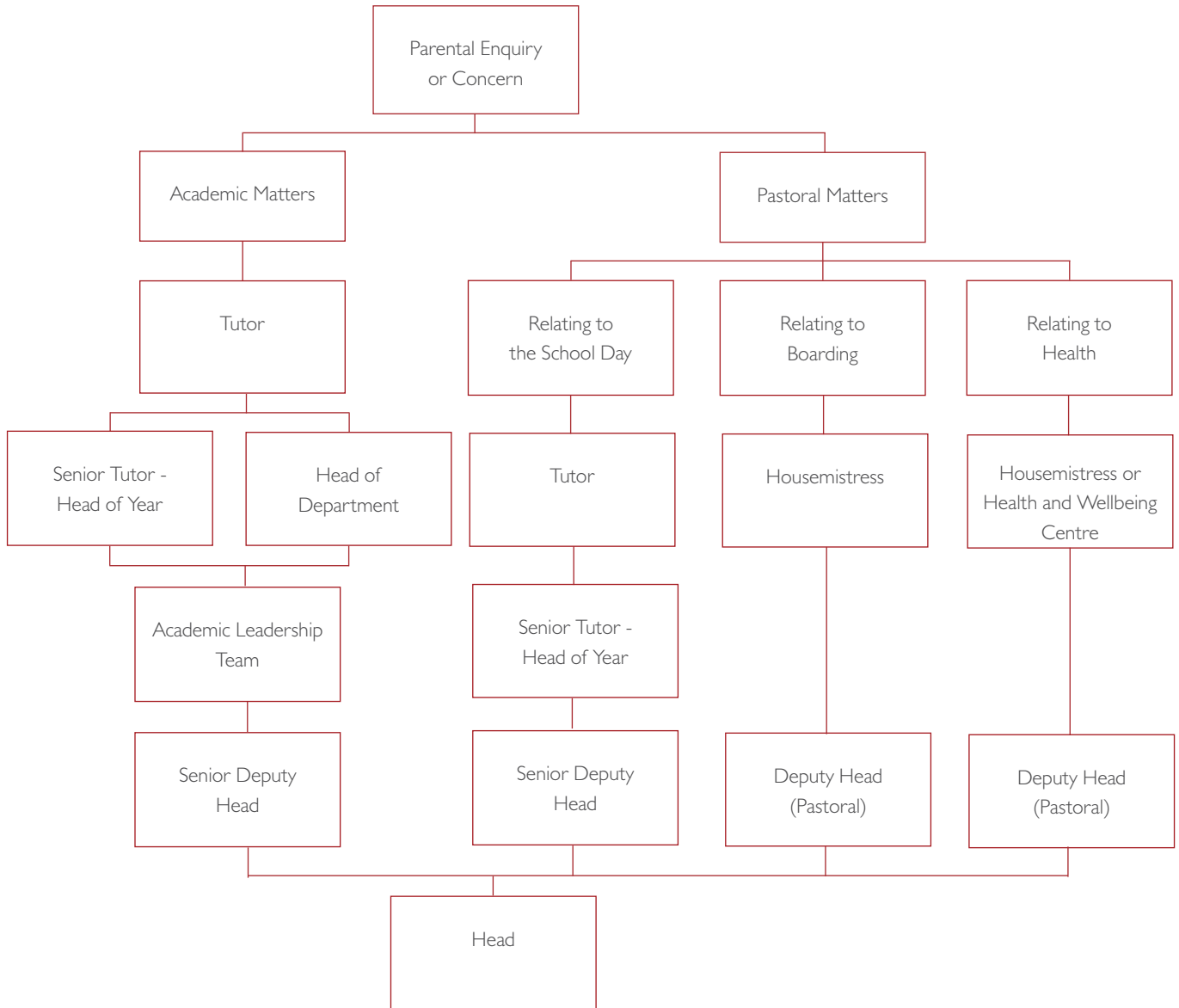
# Welcome

Welcome to the QM Family Handbook, a digital directory for everything you need to know about QM.

We cherish and nurture the relationships we have with our girls and parents and always look to ensure that communication is smooth and key information is readily available. Whether you are a longstanding parent who wishes to search for a little snippet of information or a new girl wanting to gain a broad understanding of the school and the QM Family, this is the place to start.

# Quick Reference Contacts

## Who to contact?



Contact details for Housemistresses and the Health and Wellbeing Centre are available on the next page.

### Other Useful Telephone Numbers

Reception	01904 727600
Admissions Office	01904 727630
Bursary/Finance Office	01904 727640
Fleetways Taxis, York	01904 365365

# Contact Details

## Tutors

Each girl has a Personal Tutor. This member of staff oversees her academic progress and wellbeing, monitors her workload and ensures she is reaching her targets. Tutor contact details are provided on the first day of term.

## Boarding Houses

Please use the contact details below for each boarding house:

Warwick House (Years I - III)	01904 727604	warwick@queenmargarets.com
Winnifred Holtby House (Years IV - V)	01904 727605	winnies@queenmargarets.com
Cloisters (LVI)	01904 727606	sixthform@queenmargarets.com
Cottages (UVI)	01904 727607	sixthform@queenmargarets.com

## Health and Wellbeing Centre

QM's Health and Wellbeing Centre is staffed by three Registered Nurses who offer a comprehensive school nursing service.

School Nursing Team	01904 727608	medical@queenmargarets.com
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The Health and Wellbeing Centre operates by appointment where possible, which can be made via phone or email. The Centre is open Monday - Saturday 08:00 - 20:00. 20:00 - 08:00 is covered on an on-call basis. All Housemistresses are also first-aid qualified.

## How to Make a Complaint

Following our Complaints Procedure most complaints are dealt with informally using the general communications flowchart, see previous page. For further information or to make a formal complaint please view our Complaints Procedure.

[View the full Complaints Procedure>>>](#)

## Safeguarding

For any issues regarding safeguarding please contact the Designated Safeguarding Lead and Deputy Head (Pastoral), Tania Davidson, [tdavidson@queenmargarets.com](mailto:tdavidson@queenmargarets.com).

[View the full Safeguarding Policy>>>](#)

# Our School



What Makes QM Unique?

The Structure of the Year and Daily Schedules

Rewards and Sanctions



# What Makes QM Unique?

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.  
A family of learning and belonging.  
In a truly inspirational setting.

We are somewhere each and every girl can thrive.  
Where they'll be happy and healthy.  
Grow their knowledge, skills and confidence.  
And make friends for life.

Somewhere that's the bedrock for success.  
Opens up opportunities and possibilities.  
Inspires them to forge their own future.  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions.  
To realise their potential.  
To become the best women they can be.  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## History of the School

Queen Margaret's was founded through philanthropy in 1901 when seven girls came through the doors for the very first time, to live and be educated in just a couple of rooms.

Throughout the years, philanthropy has enabled the school to grow and thrive, preparing generations of girls for rich and varied lives. The school was established in Scarborough in 1901 by the Woodard Foundation, an organisation committed to the establishment of boarding schools where teaching would be firmly based on the Christian religion. Following evacuation to Pitlochry during the First World War, and then to Castle Howard during the Second, the school finally came to Esrick Park in 1949. Previously this magnificent country house, built under the guidance of John Carr in 1758 and set in almost 75 acres of beautiful parkland, had been a private residence.

In 1986, following an initiative by the parents and governors, the school was re-established under a new company, limited by guarantee and registered with the Charities Commission. At the same time the school became independent of the Woodard Foundation. Over the last 20 years the school has enjoyed a period of dramatic expansion, investing almost £10 million in new and improved facilities and has gained a reputation for academic excellence.

The school takes its name from Scotland's only female Saint, Queen Margaret, Queen of Scotland 1070-1093. The first Headmistress, Miss Agnes Body, chose this name due to Queen Margaret's practical charity, optimism and enthusiasm - characteristics still seen in QM girls today.

## **The QM Family: Friends for Life**

From a girl's very first day, she will become part of the QM Family and she will remain so for life. Our girls form meaningful friendships, and that feeling of belonging and kinship lasts long beyond their time at school. During the last week of term, UVI leavers will be invited to the Old Margaretian Association (OMA) dinner to welcome them into the Association. Upon leaving school each girl will become an Old Margaretian (OM). QM hosts many social events and provides many networking and mentoring opportunities, cementing the foundations of lifelong friendship.

## **Story of the Red Ribbon**

On every QM girl's final Speech Day she will wear a red ribbon. This is a tradition that dates back to the 1920s and is now very much embedded into Queen Margaret's culture and identity. The ribbon also acts as a visual interpretation for the QM journey, reflecting the importance of value-added learning.

## **All Girls**

As a single-sex school, QM is ideally positioned to educate, inspire and nurture the girls of today, who will be the leaders of tomorrow. In our school, every girl has a voice. Curricula are tailored and timetables are personalised for each girl and all are given opportunities to develop and excel. Our girls can captain the Debating team, choose to study Physics or be part of a Football team.

QM girls enjoy not only equal opportunity but every opportunity. All activities are open to them; they participate, influence and lead. There are no gender stereotypes here. QM girls can work through the challenges of adolescence without fear of embarrassment or distraction. The staff work hard at counteracting negative body imagery and ideals of how girls and women are portrayed in the media. Educators in girls' schools believe strongly in helping girls to accept and be comfortable with 'who they are'. QM prepares girls for the real world so that by the time they reach it they are fearless young women capable of anything and unaware that there are things that as girls they 'shouldn't' do.

## **An Inspirational Setting**

Our incredible facilities and grounds in the North Yorkshire countryside provide the perfect environment for our girls to develop and thrive. With 75 acres of parkland, our girls enjoy a rural setting, just six miles from the City of York.

## **Bespoke Boarding**

With Day, Flexi, Weekly and Full boarding options available to suit busy, modern lifestyles, girls have all the comforts of home whenever they're with us. Our Bespoke Boarding approach means boarding arrangements can be different for each family depending on their requirements; it could mean full boarding, weekdays, set days, or something more flexible. We can accommodate changes in schedules across days, weeks, or terms. Day and Flexi boarders may arrive at school after 07:30 and depart up to 19:30 on full school days.

## **Horizontal Boarding System and Vertical Enrichment Houses**

Our girls benefit immensely from our horizontal boarding system. At QM, boarding is arranged by year group, which helps the girls to bond. The boarding houses are specifically designed to accommodate a girl's needs at different stages of her school life. Our housestaff understand the specific needs of the age group they oversee - after all, the support required by our youngest girls in Year I is very different to that required by our Sixth Formers. In their final year girls will enjoy more independent living with friends in a cottage within the school grounds, helping them to prepare for the next step.

On entering QM each girl also becomes a member of one of our vertical Houses and she remains in this House throughout her time at the school – this provides the opportunity to mix and socialise with other year groups encouraging a spirit of teamwork and friendly competition. There are regular inter-House competitions in Music, Cookery, Sport, Singing and Dancing.

Girls join QM predominantly from across the UK, but also from many other corners of the world – currently 14 different countries. The school offers international students the traditional British boarding experience and our horizontal boarding system enables all girls to really get to know each other and thus build lifelong friendships. The careful balance of different cultures and nationalities of the girls at QM is one which both our British and our international families are extremely proud of.

## **Personal Tutor System**

Each girl has a Personal Tutor. In addition to the support from teachers and house staff, every girl meets her Tutor each week. This member of staff oversees her academic progress and wellbeing, monitors her workload and ensures she is cared for and is reaching her targets. Tutors also provide advice and discuss enrichment activities to ensure each girl is making the most of all the opportunities on offer.



# The Structure of the Year and Daily Schedules

## Structure of the School Year

There are three terms per academic year: Autumn Term, Spring Term and Summer Term. QM operates in two-week cycles. Boarders are expected to be in residence for two weekends and every third weekend is a QM Leave Out (exeat), half term or holiday.

After Leave Outs or holidays, boarders are expected to arrive back to boarding houses on the evening prior to the first day of academic lessons and day girls are expected to return at 08:15 on the first day of academic lessons. Specific times for boarders are available on the calendar and please note that the start of term in September may be a different format.

[View the Term Dates>>>](#)

A Stay in for Leave Out Programme is available for girls who wish to stay in school during QM Leave Out weekends.

[View more details of the Stay in for Leave Out Programme>>>](#)

## Structure of School Day

### Monday - Friday

08:15 – 09:00	Registration and Assembly/ Chapel/Tutorials
09:00 – 09:55	<b>Period 1</b>
10:00 – 10:55	<b>Period 2</b>
10:55 – 11:15	Break
11:15 – 12:10	<b>Period 3</b>
12:10 – 13:30	Lunch/Sport/Enrichment
13:30 – 13:40	Registration
13:40 – 14:35	Period 4
14:40 – 15:35	<b>Period 5</b>
15:35 – 15:55	Break
15:55 – 16:50	<b>Period 6</b>
16:50 – 17:50	Enrichment

### Saturday

08:45 – 09:00	Registration
09:00 – 09:50	<b>Period 1</b>
09:55 – 10:45	<b>Period 2</b>
10:45 – 11:10	Break
11:10 – 12:00	<b>Period 3</b>

Girls involved in Sports fixtures are expected to stay at school for these on a Saturday afternoon. Days are more relaxed during the weekends, where girls can have a lie-in and enjoy their free time.



### **Day Girls**

Parents are welcome to drop their daughter off from 07:30 and miss the rush hour traffic or make that early meeting. If the day runs away then girls can be collected as late as 19:30 at no extra charge or they can simply stay over - our flexible hours and boarding structure are designed to fit in with ever-evolving, busy and modern lifestyles.

[More information regarding overnight stays for day girls>>>](#)

### **Weekend Permissions**

The first weekend after the summer holidays and the last full weekend of each subsequent half term will be a 'QM Community Weekend' when we expect every full boarder to be in school. All other students are very welcome to join Community Weekend activities and stay on the Saturday night. This will be chargeable at the usual rate. Please email requests to the Head's PA, [lcapponi@queenmargarets.com](mailto:lcapponi@queenmargarets.com).

[View further information on fees>>>](#)

On Community Weekends absence from school by full boarders on Saturday night and Sunday will only be permitted in exceptional circumstances, requiring a written request

from a parent or guardian (email will suffice) in advance, to the Head. Requests should be submitted to the Head's PA by emailing [lcapponi@queenmargarets.com](mailto:lcapponi@queenmargarets.com).

[Further information regarding Community Weekends>>>](#)

On other boarding weekends we expect all boarding girls to be in school, however permission may be sought by a parent or guardian from your daughter's Housemistress for an absence. The expectation is that your daughter will be in school for the majority of weekends. Full consideration will be given to all requests, but permission may not always be granted.

Permission for a weekend absence should be requested by the Tuesday prior to the weekend when leave is sought. Girls in Sixth Form have more flexibility at weekends, school commitments permitting.

### **Calendar**

The calendar on the QM website provides listings of all the events, fixtures, rehearsals, performances and meetings happening throughout the year.

[View the QM Calendar>>>](#)

# Rewards and Sanctions

## Code of Conduct

At Queen Margaret's we encourage girls to adopt the highest behavioural and moral standards and to respect the ethos and aims of the school. We aim to develop mutual trust, honesty and common courtesy. We believe that strong relationships, good manners and a secure learning environment play a crucial part in the development of freethinking girls, who are motivated to become life-long learners. In addition, we develop qualities of teamwork and leadership through our extensive programme of enrichment and extension activities.

Queen Margaret's is strongly committed to promoting equal opportunity for all, regardless of age, race, religion, gender, sexual orientation, physical disability or learning difficulty.

We expect all girls to be ready to learn and to participate fully in the school curriculum and activities. Girls should arrive punctually, follow instructions and behave with courtesy at all times. They should care for buildings, equipment, furniture and the environment. We expect all girls to behave at all times in a manner that reflects the best interests of the whole community, whether you are in or outside school.

The Code of Conduct is displayed in all the rooms, including boarding houses and states that all members of the school should:

- Show respect, care and consideration to others
- Never cause unnecessary hurt or unhappiness to anyone else
- Be polite and helpful to others at all times
- Show consideration and tolerance for the views and beliefs of others
- Work to the best of their ability at all times
- Demonstrate high standards of appearance and behaviour
- Keep the school environment clean, tidy and free of litter
- Show respect for the school property and the property of others
- Follow the school's guidelines with regards to keeping themselves safe online
- Take responsibility for their own actions and lead by example
- Take responsibility to look after their own physical and mental health.

We expect all girls to follow the Code of Conduct as it forms the basis for any interaction within the school. If girls are deemed to excel in the Code of Conduct they will be recognised in accordance with our guidelines, as set out in the Rewards and Sanctions page. Any infringement may, therefore, be regarded as a disciplinary matter and will lead to a sanction as outlined in the Rewards and Sanctions page. Girls should remember that every action outside school, including online, will reflect on the whole school community.

## Sixth Form

Sixth Form girls enjoy a greater degree of independence and are recognised as young adults providing them with the perfect stepping stone to the next stage of their lives.

## School Rules

Queen Margaret's policies around behaviour are designed to encourage girls to show positive behaviour, pride in their school, compassion for others, self-respect and good discipline. Our aim is to reward and encourage thoughtful behaviour whilst setting boundaries to manage challenging behaviour.

We undertake to apply any sanctions fairly and proportionately, following reasonable investigation. Sanctions may undergo reasonable change from time to time but shall never include any form of humiliation or sarcasm.

The full Behaviour Policy may be found on the school's website. If there is a need to complain about the operation of the Discipline Policy or the application of sanctions, this may be done by following the Complaints Policy, also available on the school's website.

[View the QM Policies>>>](#)

## Rewards

Girls at QM should be given opportunities to succeed and their success should be celebrated. Verbal praise and the display or publication of good work via notice boards and/or the website are all ways of noting achievements and thus increasing girls' self-esteem. A simple thank you for good behaviour is always valued. For upholding the school's values or contributing positively to the school community, girls may be awarded Goodwill points. House points may be awarded by any member of staff for excellent work in their subject area. A House Commendation is equivalent to five House points and a Head's Commendation is equivalent to ten House points. Commendations and House Points are recorded on the girl's record via the school's system, and the points all count towards House rankings.

## Sanctions

We aim to guide girls in a supportive and encouraging environment, one where mistakes can be made and girls have the freedom to learn from them. A Teacher or Housemistress, or the Deputy Head (Pastoral), Senior Deputy Head or Head may choose to invoke a general sanction for a behavioural issue which occurs either within school, or within the wider context of school, including out of school hours. Within school time Teachers and Senior Tutors may invoke an appropriate sanction. There are a range of ways we endeavour to teach our students about appropriate behaviour; this could be in the form of verbal guidance, giving a student a uniform mark, lateness mark or an order mark, or a detention on a Saturday morning or Friday evening with the Deputy Head (Pastoral) or the Senior Deputy Head, for example. House points are not deducted when an order mark is given.

In circumstances where girls either continue to disrespect the school Code of Conduct, or where a behaviour is considered to be more severe, a student may receive a suspension or, at the discretion of the Head and Governors, a permanent exclusion.

All parents, girls and staff should be aware of the more serious sanctions, including temporary or permanent exclusion from the school, which the Head may impose for serious breaches of the School Rules, including any criminal behaviour.

Examples of serious breaches of the rules include:

- Possession or abuse of drugs or tobacco
- Abuse of alcohol
- Theft
- Bullying
- Physical assault, threatening behaviour or fighting
- Sexual harassment or misconduct
- Making malicious accusations against staff
- Misuse of digital technology or information
- Damage to property
- Persistent disruptive behaviour
- Putting anyone's safety at risk
- Discrimination with respect to age, race, religion, gender, sexual orientation, physical disability or learning difficulty
- Bringing the school into disrepute.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing any girl with medical, learning or other difficulties at a disadvantage in any way.

## Where to find School Policies

Please note that the school's key current policies and procedures, including the Safeguarding Policy, Privacy Policy, Admissions Policy and Complaints Policy are available on the website, linked below. Other policies are held internally. If you require a printed copy of any of these documents, please contact the Administration Office on 01904 727622.

[QM Policies>>>](#)

## Parent Contract and Terms

The terms and conditions within the Parent Contract form a contract between parents and the school and must be adhered to at all times.

# Our People



Governors and Staff  
Prefects and House Captains  
Wider QM Family



# Governors and Staff

## Governors

Terry Burt - Chairman of Governors

Nick Blythe

Sue King

Matt Stripe

Emma Henney

Jonathan Forster

Annabel Forbes

Sarah Barker

Chloe Fairley

Nick Edwards

Lucy Shi

[View biographies for the Governors>>>](#)

Correspondence for the Chairman of Governors should be sent for the attention of Tom King, Clerk to the Governors at the following address: Queen Margaret's, Escrick Park, York YO19 6EU or via email to [tking@queenmargarets.com](mailto:tking@queenmargarets.com).

## Senior Leadership Team

Head

Nicola Dudley (From Autumn Term 2024)

Senior Deputy Head

Claire Rhodes

Deputy Head (Pastoral) and Designated Safeguarding Lead

Tania Davidson

Director of External Relations

Davide Calogero

Bursar (Director of Business & Finance)

Audrey Sanderson

## Academic Leadership Team

Director of Academic Administration

David Free

Director of Academic Department Development

Leyla Seeney

Director of Learning

Sian Thomas

## Heads of Year

Senior Tutor Year I

Christopher Reeve

Senior Tutor Years II & III

Amanda Debenham

Senior Tutor Year IV & V

Louise McAllister

Senior Tutor Sixth Form

Claire Nadin, assisted by

Neil Sherman

## The Staff

Queen Margaret's dedicated team is around 165 strong. Each person is a specialist in their area and passionate about ensuring that every girl is supported and thrives within the caring culture of the school.

[View the full staff list>>>](#)

[For parental enquiries please follow the Communications Flowchart where you will find relevant contact details>>>](#)

# Prefects and House Captains

Our Prefect and Monitor roles are extremely important within the school and their influence is vast. They lead the various school councils, act as mentors and, like all our girls, represent the school at many internal and external events.

Girls can apply for Prefect roles in the Summer Term of LVI to take on the responsibilities during their final year in UVI. Monitor roles are elected leadership positions for girls in Year IV to assist and deputise for the Prefects.

## Senior Prefects 2024/2025

Head Girl: Harriet Wilson

Deputy Head Girl: Pippa Cochran

Deputy Head Girl (Inclusion): Kelly Lau

Deputy Head Girl (Charity): Amelia Fenwick

Deputy Head Girl (Wellbeing): Lulu Raw

Duncan Captain: Eve Lawton-Taylor

Garry Captain: Emilia Smith

QM Hall Captain: Ingrid Wilkinson

Pitlochry Captain: Georgia Scott

School House Captain: Sophie Smyth

St Aidan's Captain: Elsa Montagu Douglas Scott

Environment Prefect: Angelina Franklin

Sacristan: Candy Lau

Art Prefect: Ninan Pumananda

Dance Prefect: Clover Poon

Drama Prefect: Florence Lawson-Tancred

Music Prefect: Hailey Ko

Scholars' Prefects: Emily Powell

Sport Prefect: Tilly Stringer

Marketing and Events Prefect: Jessica Morley



## Wider QM Family

### **Old Margaretian Association**

Chairman

Adrienne Owen (D'Arcy) (1970-1977)

Hon Secretary & Records and Acting Treasurer

Melanie Gooder (Osborne) (1973-1980)

OMA/School Liaison

Davide Calogero

The Old Margaretian Association provides a bond of friendship between former members of the school, supports the school and works to continue the school's traditions.

Correspondence for the OMA should be sent to [oma@queenmargarets.com](mailto:oma@queenmargarets.com).

### **Friends of Queen Margaret's (FoQMs)**

This informal group is made up of parent representatives from all year groups and they support the school through a variety of means - from arranging quiz night fundraisers to running the Pre-Loved Uniform Shop. Our Friends of QM have volunteered to be on the end of the phone or email if you want a parent's viewpoint on anything, have any queries or just fancy a chat and some reassurance.

The group is spearheaded by QM parent, Hannah Harrison; please contact Hannah on [hcawthray@googlemail.com](mailto:hcawthray@googlemail.com) / 07968078479.



# Communication

Girls/Parent Communications

Parent Portal

Forms and Consents

The QM Tutor System



## Useful Contact Details

The QM Communications flowchart and useful telephone numbers and email addresses can be found at the front of this Handbook.

## Girls' Communication with Home

Girls are encouraged to maintain strong and healthy links with home. As a result, all year groups have access to their own mobile devices at age appropriate times during the day to facilitate communication with home. If these times are not appropriate please contact a member of house staff who will arrange another time to contact your daughter. All girls also have access to a quiet room to video call which can be booked through house staff. You can also contact your daughter through the relevant House Study if required.

Girls are advised to be wary about the appropriate use of such devices and not give out any personal details to anyone they meet online and will have additional support around e-safety whilst at QM.

## Mobile Telephones

We are happy for girls who have a mobile phone to bring them to school. Each year group has a set of guidelines for when they may be used and when they must be handed in for safekeeping to the pastoral staff.

Times the girls are allowed access to their devices:

Year I - 17:00 - 18:45 and 19:30 - 20:15

Year II - 17:00 - 18:45 and 19:30 - 20:15

Year III - 17:00 - 20:30

Year IV - 17:00 - 21:00

Year V - 07:30 - 21:00

LVI and UVL - Girls are allowed to keep their devices, however their use at school is a privilege and is entirely dependent on reasonable, moderate and safe use.

The use of devices on a weekend may be flexible depending on activities.

[View the list of internet access times >>>](#)

[Skip to details of the Bring Your Own Device information>>>](#)

[View the E-Communications Policy on the Parent Portal>>>](#)

## Parent Communication

The school uses a number of ways in which to communicate with parents across the year:

- Weekly Window E-newsletter every Friday
- Letters and emails
- School website
- Facebook (@QueenMargarets)
- Instagram (@Queen\_Margarets)
- Twitter (@QueenMargarets)
- LinkedIn (queen-margaret's-school)

## Parent Contact List

[View the list on the Parent Portal>>>](#)

## Parent Portal

All current parents have access to the Parent Portal. New parents will receive login details before the start of term in order to complete important forms including the medical form, consent forms and travel information form.

Parents will also be kept informed of their daughter's academic progress via the Parent Portal. The Portal gives parents access to reports, reward and conduct records, examination schedules and other helpful information. [View reports on the Parent Portal >>>](#)

## Forms and Consents

The Parent Portal is where parents are asked to complete forms and give consents including:

### Medical Forms

We will request medical information annually, prior to the start of each new school year. It is parental responsibility to ensure we are updated so that we can provide the best possible care.

### Travel Forms

At the start of each year, parents of Day girls, Flexi Boarders and Weekly Boarders will be asked to complete a Travel Arrangements form to confirm the usual travel arrangements for their daughter. If arrangements change throughout the year parents should let housestaff know of the changes. Parents of Full Boarders will be asked to complete a Travel form after each holiday. This will request detailed travel arrangements for the forthcoming Leave Out and holiday. This is the opportunity to book a taxi or to book a place on the school minibus to York Railway Station.

It is essential that Travel forms are filled out in a timely manner to ensure the information can be collated and arrangements made.

#### Annual Consents

All students must have annual consents completed before the start of each academic year. This covers the following:

- Activities on and off site - permission is required for school organised on and off site activities. Activities that are considered to be high risk will require additional consent.
- Photograph/video consents - consent is required for images of students to be used in accordance with the school's Taking, Storing and Using Images of Children policy.
- Town Leave - consent is required for students to sign out of school premises unsupervised. This is in accordance with a students' age and details can be found in the on page 50 of the Family Handbook.
- Alcohol consumption - for Sixth Form students only. Alcohol may be offered to pupils who have parent consent, or whom are over 18 at organised school events at the discretion of the Head or the Senior Leadership Team.
- Streaming - permission is required to give your child access to Netflix, BBC iPlayer and Disney+ and parents have the appropriate controls.
- Device content - parents are required to confirm that they will check their daughter's devices before returning to school to ensure that no harmful content is on the device, which could then be shared at school.

#### Guardian Form

International students are required to have a UK based guardian who meets our guardian criteria to support them throughout the school year. Parents should ensure the appointed guardian is fully aware of their responsibilities. Our Education Guardianship policy is available on the QM website at <https://queenmargarets.com/our-policies>

[Complete forms on the Parent Portal >>>](#)

### The QM Tutor System

QM prides itself as being a caring environment with particular concentration on the individual girl. The unique and nurturing environment of the individual tutoring system at QM means every girl gets the time and attention they need to thrive.

At QM each girl has a personal Tutor who will meet with her individually each week. The Tutor oversees a girl's academic progress and wellbeing, monitors her workload and ensures she is reaching her targets. Tutors provide advice and discuss enrichment activities to ensure each girl is making the most of all the opportunities on offer. The Tutor will discuss reports with individual tutees, encourage girls to review their own progress and take responsibility for their own learning. Tutees usually stay with their Tutors for the duration of each key stage (Years I-III, Years IV-V, LVI-UVI) moving to a new Tutor as they progress through these stages.

The Tutor is a first point of contact for the tutee if she has a problem. The Tutor liaises with the Head of Year, academic staff and boarding staff on all matters to do with the general welfare of the girls and to develop appropriate strategies and targets for individual girls. Parents meet with the Tutor on the first day of the Autumn Term when the girls return to school. The Tutor maintains regular contact with parents via telephone or email, and will often be the first point of contact. A parent should expect to hear from their daughter's Tutor at least once every three weeks, and more if and when necessary.

#### Head of Year

The Head of Year acts as a bridge between academic and pastoral matters. They work closely with academic and boarding staff to ensure girls attain their academic potential. We recognise our girls as individuals and Heads of Year work closely with Tutors to help support girls in a bespoke manner.

#### Feedback from Parents:

"We have been very happy with the tutoring system at QM. We think it is a very important part of the girls' school life. Tutors provide the support that the girls need to guide them through the academic process, timetable balancing etc and emotional support with regards to the friendship upsets that inevitably happen! They are the girls' representative in the staff room and provide an independent ear. We have been extremely happy with how this system has worked for both our girls."

"As parents it is reassuring to feel that someone is looking out for your child and that you have a point of contact with whom you can discuss a range of issues anytime."

# Uniform and Equipment

Uniform Years I - V  
Sixth Form Dress Code and Uniform  
Sports Kit  
Digital Technology



# Uniform: Years I-V

## Years I - V Dress Code

At Queen Margaret's we encourage girls to take pride in their appearance and to learn to dress appropriately for every occasion. Girls are asked to familiarise themselves with the following code:

- Girls must wear the official school uniform 08:15 – 17:30 (Monday to Friday) and 08:15 – 12:00 (Saturday) unless given permission to do otherwise by the Senior Deputy Head or the Deputy Head (Pastoral). This includes all academic lessons, assemblies, Chapel services, tutorials, registrations, breaks and lunchtimes in that period.
- Skirts, trousers, smart white shirts, jumpers and jackets must be those approved as uniform
- Tights or socks (black) must be tidy at all times
- Shoes should be black, leather and polished, with safe and sensible heels and should be kept clean
- Sports kit must not be worn for any lessons (with the exception of Sport and Physical Education)
- Hair longer than shoulder length must be tied back when girls are in uniform
- Make-up is not permitted
- One pair of plain ear studs is allowed and a discreet gold or silver chain may be worn
- No rings or other jewellery are permitted with school uniform, with the exception of a single, simple bracelet, avoiding extremes of fashion
- Nail varnish may not be worn with school uniform.

## Where to Purchase

Selected uniform items are available to purchase online from **Schoolblazer** ([www.schoolblazer.com](http://www.schoolblazer.com) / 0333 7000 703). **Schoolblazer** provide a growth guarantee over the summer holidays, meaning parents can return items for free before 30 September if they do not fit at the end of summer holidays. Items are dispatched within three working days. Information can be found at [www.schoolblazer.com/how-to-shop](http://www.schoolblazer.com/how-to-shop).

Our 'Pre-Loved' Uniform Shop is run by Friends of QM volunteers and offers spare and replacement items of school uniform and Sports kit to all year groups. The shop is open on selected dates during term time and the summer holidays, please note that pre-orders are not available. For more information, including opening dates and how to make a donation, please contact [uniform@queenmargarets.com](mailto:uniform@queenmargarets.com).

## School Uniform (Numbers are a suggestion for boarders)

- 2 Tartan skirts \*/~
- 4 Three-quarter length white blouses
- 2 Charcoal v-neck jumpers \*
- 1 Grey tailored jacket \*
- 6 Pairs of black opaque tights
- 4 Pairs of short black socks (Summer Term)
- 1 Pair of black plain polished leather shoes
- 1 Pair of wellingtons
- 4 Towels - name taped both ends and with a hanging loop in the centre of the long side, inc one for use when swimming
- 3 Pyjamas or nightdresses
- 1 Dressing gown
- 1 Pair of slippers (suitable for outside in case of fire practices)
- Plain, neutral bras to be worn under school blouses
- Knickers
- Hot water bottle
- Informal clothing (mufti) to include smart jacket
- Waterproof winter coat.

## Other Useful Items

- Sunscreen
- 1 Reusable water bottle
- Hairbrush and toiletries
- Coat hangers
- 2 Laundry net bags (small)
- 1 Warm duvet and pillow
- 2 Duvet covers and pillowcases (named twice outside top and bottom corners)
- 2 Single fitted sheets
- Pencil case and standard school Geometry set
- Notebook
- 1 Overnight bag (clearly marked)
- 1 Trunk or large suitcase with handles (clearly marked)
- 1 Mug
- 1 Small alarm clock (Years II - V)
- Selection of posters and/or photos to decorate notice board
- Calculator – recommended Casio ClassWiz 991EX (a GCSE and an Advanced version are available. The Advanced version is required for A level Mathematics, the GCSE one is suitable for all other courses).
- 1 Box for tuck
- 1 Padlock and key
- 1 Reading light or night light (optional)
- 1 Heat mat if bringing hair straighteners (Years IV and V).

Items marked \* should be purchased from **Schoolblazer** or via the Pre-Loved Uniform Shop  
~ Smart grey trousers are an acceptable alternative.

# Uniform: Sixth Form

## Sixth Form Dress Code

Sixth Formers are not required to wear a uniform but they must take pride in their appearance. They are expected to dress in a manner that is smart/casual, comfortable yet purposeful, and suitable for a school working day.

### Guidelines

- Clean footwear - trainer type shoes allowed but no sport trainers or sliders\*
- No frayed or ripped clothes, or holes in clothes
- Smart denim jeans are acceptable
- No jogging bottoms/loungewear\*\*
- Skirts must be of an appropriate length
- Appropriate tops (eg shirts, jumpers, roll-necks, cardigans, smarter jumpers) and no bare midriff showing
- In Chapel - respectable dress - shoulders should be covered. Appropriate wear if cold eg jackets/blazers/ jumpers/cardigans - no outdoor coats
- Light make-up, if any
- Piercings - ear piercing and one discreet side nose stud allowed. Other piercings should not be visible during the school day
- Sportswear is not appropriate for academic lessons.

### Please note:

For Open Days, end-of-term services, concerts, confirmations, tours and generally when representing QM whether at school or elsewhere: All Sixth Formers should have a smarter outfit, for example a tailored jacket/blazer or smart cardigan, jumper, tailored shirt, smart skirt/trousers/dress and suitable footwear.

\* All students should have a 'non-trainer' pair of shoes/boots in school.

\*\*Casual clothes and loungewear can be worn in the boarding house when not in lessons.

Sixth Formers are regarded as role models for students lower down the school and their appearance should reflect this.

## Required Items (Numbers are a suggestion for boarders)

- 2 Tailored jackets
- 1 Winter coat
- 4 Smart shirts and tops
- 4 Smart dresses, skirts or trousers
- 6 Pairs of tights
- 1 Low heeled, leather shoes
- 1 Low heeled, leather boots

## Other Useful Items

- Photos/posters to decorate room
- Pens and stationery equipment
- 1 Reusable water bottle
- 1 Mug
- 1 Hot water bottle
- 1 Desk lamp (optional)
- Coat hangers
- 2 Laundry net bags (small)
- 1 Rug (optional)
- 1 Fleece blanket (optional)
- 1 Overnight bag (clearly marked)
- 4 Towels – name taped both ends and with a hanging loop in the centre of the long side, inc one for use when swimming
- 3 Pyjamas or nightdresses
- 1 Dressing gown
- 1 Pair of slippers (suitable for outside in case of fire practices)
- Underwear
- 1 Heat mat if bringing hair straighteners
- 1 Warm duvet and pillow
- 2 Duvet covers (named twice outside top and bottom corners) and pillow cases
- 2 Single fitted sheets
- Alarm clock
- Hairbrush and toiletries
- Washing powder

# Sports Kit: All Years

## Dress Code

- All girls must wear the official QM Sports kit for all Sport lessons, practices and matches
- No jewellery may be worn with Sport kit
- Appropriate footwear should be worn dependent upon the activity.

## Sports Kit List: Years I - IV

(Numbers are a suggestion for boarders)

- 1 Black/burgundy games skirt \*
  - 1 White tennis skirt \*
  - 1 Black/burgundy hoodie \*
  - 2 White polo shirts \*
  - 2 Burgundy polo shirts \*
  - 1 House colour polo shirt \*
  - 1 Pair of House colour games socks \*
  - 2 Pairs of cycle shorts \*
  - 1 Pair of burgundy tracksuit bottoms \*
  - 1 Black swimming costume
  - 1 Swimming cap
  - 1 Pair swimming goggles
  - 2 Plain, neutral sports bras
  - 2 Pairs of hooped games socks \*
  - 3 Pairs of white ankle sports socks
  - 1 Black long-sleeved base layer top (optional)
  - 1 Black base layer leggings (optional)
  - 1 Pair games gloves (optional)
  - 1 Spare swimming costume (optional)
  
  - 1 Pair white training shoes with non-marking soles
  - 1 Pair studded boots (for grass)
  - 1 Pair Astroturf boots
  - 1 Lacrosse stick (Autumn Term) +
  - 1 Hockey stick (Autumn Term) +
  - 1 Tennis racquet (Summer Term, unless taking lessons in Autumn/Spring Term)
  - 1 Dental gumshield+
- (this must be worn for both Hockey and Lacrosse)
- 1 Pair of shin pads
  - 1 Sports bag.

## Senior Sports Kit List: Years V - UVI

(Numbers are a suggestion for boarders)

- 1 Burgundy/Black skort \*
- 2 White polo shirts \*
- 1 Black mid layer (zipped top) ~
- 1 Pair of burgundy tracksuit bottoms\*
- 2 Plain, neutral sports bras
- 3 Pairs of white ankle sports socks
- 1 Pair of appropriate footwear (see Years I-IV kit list)
- 1 House colour polo shirt \*
- 1 Pair of House colour games socks \*
- 1 Black swimming costume
- 1 Swimming cap
- 1 Pair of swimming goggles
- 1 Spare swimming costume (optional).

In addition, if your daughter is picked to play in any Senior Teams (Hockey, Netball, Lacrosse) she will be required to purchase the following, which will be arranged by the school with **Schoolblazer**:

- 2 numbered senior playing shirts +
- 1 white Netball shirt with velcro tabs +
- 2 pairs of Senior hooped games socks (burgundy/black)
- 1 pair of studded boots
- 1 pair of Astroturf boots
- 1 Lacrosse Stick OR 1 Hockey stick OR 1 Tennis racquet +

- Items marked \* should be purchased from **Schoolblazer** or via the Pre-Loved Uniform Shop
- ~ The mid layer top can be replaced with a Senior QM hoodie, which is available to purchase from the Sports Department.
- Items marked + can be supplied by the school. Lacrosse sticks will be provided by the school for Years I - III and added to the first school bill.

## Mouth Guards

It is mandatory for girls to wear a mouthguard when participating in Hockey or Lacrosse. We work with OPRO, who are the largest manufacturers of Custom-Fit mouthguards in the world. Order an OPRO Mouthguard at: <https://opro.info/QueenMargarets> and use code QueenMargarets10 for a 10% discount.

# Other Optional Uniform

## Dance

- I Warm-up tracksuit
- I Hooded printed tracksuit top +
- I Tracksuit bottoms +

## Ballet

- I Burgundy leotard with matching belt (Years I-V) +
  - I Black leotard (LVI-LVII) +
  - I Burgundy skirt +
  - I Pair pink Ballet shoes with pink elastic or
  - I Pair pink satin pointe shoes +
  - I Pink tights or pink socks +
  - I Black character shoes +
- (Black character skirt if you already have one)

## Modern and Tap

- I Black Jazz pants +
- I Black T-shirt +
- I Pair black Jazz shoes (Modern) +
- I Pair black Tap shoes
- I Creative or black strappy cotton catsuit with belt +
- I Black Sports bra
- I Plain, neutral coloured Sports bra (to be worn with all dancewear)

All items marked + are available from the Dance Department during the first week of term and will be charged via invoice.

For information on Dance uniform please contact Head of Dance, Alison Leadley (01904 727600).

## Riding

- I Riding hat to standard PAS 015 (navy or black)
- I Body protector
- 2 Jodhpurs or breeches (navy or beige)
- I Showerproof jacket
- I Pair Riding boots
- I Gloves and whip

For information on Riding kit please contact Sarah Robinson, Proprietor of the Riding School on 07763 940237.

## Labelling

All items of clothing and bedding MUST be clearly marked using sew-in name labels and some spare name labels should be given to the Housemistress for items purchased during term time. One supplier of labels, but by no means the only one, can be found at [www.jjcash.co.uk](http://www.jjcash.co.uk). Within the house and during periods of free time, girls do not need to wear uniform. All non-uniform clothes should be clearly marked with sew-in name labels and should be suitable for washing and tumble drying. Any items of clothing left at the end of the academic year will be donated to charity.



# Digital Technology

At Queen Margaret's computers and Information Technology (IT) are an integral part of life. As such we provide access to our School computer network for all girls and staff. As well as every person at the School having their own personal account on the school network, giving them access to use the School computer facilities and email systems, we also operate a Bring Your Own Device (BYOD) wireless network. This allows girls and staff to connect their own personal devices to a separate wireless network at the school and gain access to many of the school's IT services.

We also believe that access to the wider Internet should go hand-in-hand with an Internet Safeguarding Education programme and suitable filters and blocks dependent upon the age of the girl. All access to the Internet either through a personal device connected to the school's BYOD wireless network or from a school computer, is filtered according to the age of the user. We also use the same filtering system to enforce times when the wireless network is unavailable to girls.

By running a BYOD set up at the school we can allow girls to use the devices which they are most comfortable with and that their parents are happy for them to have. We make use of the Google Suite for Education to provide our email services and also to provide access to the productivity and collaboration tools from Google. This means that girls can create documents in Google Docs and share it with their peers or teachers, regardless of what computer systems they are using. This system also gives all of our users unlimited Cloud storage with Google for their time at the school.

We expect all girls to have their own device (preferably a laptop) for use in lessons, when directed by their teachers, and to complete their own prep and research. Whilst much of this work could be completed on a tablet or smartphone, any work which involves a large amount of typing will always be easier on a laptop.

Practically all devices will be capable of connecting to our network and Google Suite for Education, however there are a couple of considerations that should be taken into account when choosing which devices to bring to school:

1. All personal devices should have an anti-virus package installed. This includes phones and tablets. Advice can be provided on what software to use if required
2. Access to the Google Suite for Education works best with the Google Chrome browser
3. "Windows 10 S" and "Windows 11 S" operating systems are not compatible with Google Chrome and are not recommended.
4. There are very few apps available for the Windows Phone system that work with Google Suite for Education. Apple iOS (iPhone and iPad) and Android devices have the greatest compatibility
5. Amazon Kindle e-reader devices will not connect to our wireless network. You can still add books to these devices by connecting them to a laptop and manually adding books from your Amazon account
6. If you are bringing a mobile device (tablet or smart-phone) to school then there are a number of apps which it would be useful to have pre-installed for accessing the Google Suite for Education tools:

- Gmail – for checking school emails
- Google Drive – for accessing and saving documents into your cloud storage
- Google Docs – for opening and editing word processing documents
- Google Sheets – for opening and editing spreadsheets
- Google Slides – for opening and editing presentations
- Google Classroom – for assignments and class resources
- Moodle Mobile – for accessing lesson resources and links.

## Setting Up Devices to use QM Wifi

[View information \(once girls have a login\)>>>](#)

## Insurance, Warranty and Support

We strongly recommend that parents ensure that all electronic equipment is adequately insured. The school's "Pupils' Personal Effects Insurance" (extra cost) scheme does cover laptops and tablets, but not mobile phones. We would also advise parents to seek extended warranties at the point of purchase. QM's Department of Digital Strategy can only offer an advisory service in supporting issues with personal electronic equipment and cannot carry out repairs other than those immediately associated with the connection of devices to the QM network.

# Learning



Prep Expectations  
Assessment and Reporting  
Parents' Conferences  
Beyond QM



Queen Margaret's seeks to promote excellence inside and outside the classroom. The curriculum is regularly reviewed as we believe that the girls should receive a core curriculum which provides them with the essential skills for future study and employment, whilst providing a wide choice of subjects from which they can select as they discover their passions and seek to achieve their potential. All girls at QM have the opportunity to learn and make excellent progress. The education we provide prepares the girls for the opportunities, responsibilities and experiences of adult life.

### **Prep Expectations/Timetables (Study Periods)**

Every year group in school has a prep timetable with an expected amount of time to be allocated outside of lesson time for learning. Within the timetable all girls are given study periods. The number of periods allocated will depend on the year group of the girl. These are supervised, again depending on year group, and the girls are encouraged to learn and work independently. Time is devoted within each year group for prep from Monday - Thursday evenings.

### **School Academic Voice**

The School Academic Voice is an opportunity for the girls to have their say about the curriculum and all matters relating to learning. There are representatives from all year groups who meet on a fortnightly basis and share ideas on how they best learn and what strategies they find effective both inside and outside the classroom. These ideas are then fed to staff who are able to consider the suggestions raised

### **Assessment and Reporting**

Girls in Years I - III are assessed on their Attitude to Learning every half term. Girls in all other years, along with Attitude to Learning levels, are also provided with current attainment and minimum target grades. Descriptors for levels and grades are provided on the reverse of reports which are available for parents and girls to view on the Student and Parent Portals on the last day of each term.

Comments from Teachers and House Staff are provided on the reports twice a year and Tutor comments are provided three times a year.

Girls taking part in paid extra-curricular activities also receive an activity report twice a year.

### **Grade Card Attainment Levels**

Staff use their professional judgement to provide current attainment and minimum target grades. Basic descriptors are provided on reports and girls can speak to their teachers if they have any concerns or need further information.

### **Parents' Conferences**

All parents will be invited to at least one Parents' Conference throughout the course of each academic year. These are an opportunity to speak with teaching staff about progress and targets for future progression. Parents are often given the opportunity to watch a concert and/or socialise with other parents over refreshments. Staff are available for individual discussions. Grade cards are given to parents in advance of these meetings so that they can also be referred to during the meeting.

The Parents' Conference Dates for 2024/25 are:

Year I - Friday 14th February 2025 (Wenlock Library)

Year II - Friday 14th March 2025 (Wenlock Library)

Year III - Friday 22nd November 2024 (St Margaret's Chapel)

Year IV - Thursday 6th March 2025, 17:30

(St Margaret's Chapel)

Year V - Friday 24th January 2025 (St Margaret's Chapel)

LVI - Friday 28th March 2025 (Wenlock Library)

UVI - Friday 18th October 2024 (St Margaret's Chapel)

## Extended Project Qualification

This stand-alone qualification allows students to embark on largely self-directed projects and carries UCAS points, helping candidates stand out to prospective universities.

Targeted to Key Stage 5, students can devise the subject of their qualification and this might have developed from an area of study, topical current affair or from a personal interest or hobby. The key to success is the ability to work autonomously and adapt a self-disciplined and independent approach to learning.

As a result of completing the qualification students will become more critical, reflective and independent learners; develop and apply decision making and problem solving skills; increase their planning, research, analysis, synthesis, evaluation and presentation skills; learn to apply new technologies confidently and demonstrate creativity, initiative and enterprise.

## Higher Project Qualification

The Higher Project Qualification (HPQ) is designed to complement GCSE studies. It is worth half a GCSE and is ideal preparation for the Extended Project Qualification (EPQ). Like the EPQ, the HPQ is an excellent fit for self-motivated and independent students as they will work on a project chosen by them and agreed with staff.

## Sport Curriculum

Within the curriculum your daughter will take part in the following sports:

### Years I - II

#### Autumn and Spring Terms:

Hockey, Netball, Lacrosse, Swimming and Gymnastics

#### Summer Term:

Tennis, Rounders and Athletics

### Years III - V

#### Autumn and Spring Terms:

Hockey, Netball, Lacrosse and Swimming

#### Summer Term:

Tennis, Rounders and Athletics.

Girls are encouraged to participate in other activities>>>>

## Sixth Form Sport

Sixth Form girls are required to participate in at least three sessions of Sport with the choice of a wide range of activities, a vital component to a healthy and confident life. Those girls who wish to continue with team sports in either a highly competitive way or as a recreational sport can do so. The Department runs 1st, 2nd and 3rd Teams in Hockey, Netball and Lacrosse. These sports are played during the Autumn and Spring Terms. Places in competitive teams are also available in Swimming, Badminton, Squash and Tennis. Other activities available to the girls include Omnikin, Aerobics, Pilates, Basketball, Volleyball, Spinning, Combat, Fitness Training, Gym sessions, Football and much more. GCSE and A Level Physical Education courses are available, as well as the National Pool Lifeguard Qualification.

## Educational Opportunities

Opportunities for foreign and adventurous travel take place during school holidays when possible. The Sport Department has previously organised tours to destinations such as Sri Lanka, South Africa and Portugal, and there has been a biennial ski trip. There are also visits led by academic departments and in recent years there have been educational visits to Iceland and China. Closer to home, the girls are encouraged to be active for charity and in recent years there have been Coast to Coast Cycle Tours, a successful completion of the National Three Peaks Challenge and a circuit of the Nidderdale Way.

## Personal, Social, Health Education (PSHE)

PSHE is a programme of learning through which pupils acquire the knowledge, understanding and skills they need to achieve and succeed in their lives, whilst also developing the qualities and attributes that reflect the ethos and aims of the school. In their lessons the girls are challenged to view the world through the eyes of others. They engage with current affairs, expand their general knowledge, debate issues of ethical, cultural and environmental importance and present their views on a changing world. There may be no single answer to the questions posed but it is hoped that the thought process will be lively and help the girls develop the maturity to spot differences and work flexibly towards solutions.

## Sixth Form Life Skills

Our Life Skills programme runs throughout the Sixth Form, and provides students with key transferrable skills. Example sessions include; Car and Household Maintenance, Personal Finance and Budgeting, Cooking at University, Interview Skills and First Aid.

# Beyond QM

## University Destinations

QM girls go on to study an exceptionally wide range of higher education courses from Science, Business and Economics to the Liberal Arts, Humanities and Social Sciences and also Modern Foreign Languages. They have obtained sought-after places at a wide range of top universities, including: Oxford, Cambridge, LSE, UCL, Exeter, Durham, Bristol and Edinburgh. Our girls often go on to study at impressive Art and Design institutions such as the Prince's Drawing School, Central St Martin's, Leeds Arts University, Falmouth and Rhode Island, USA. Some girls choose to take a Gap Year after leaving school to broaden their horizons before undertaking further study, and a significant minority have gone down the practical and vocational route offered by colleges such as the Oxford Media and Business School.

[View current university destinations >>>](#)

## Careers

QM's Careers Education, Information, Advice and Guidance (CEIAG) and Higher Education provision helps girls, as and when relevant and appropriate to their ages and individual interests, to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the subject choices they make
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills needed for working life
- Make realistic, but ambitious, choices about further study and develop a plan of action for the future
- Understand the different routes available after Year V including training, further and higher education and entering the world of work
- Be able to make effective applications for jobs, training and further and higher education
- Develop their presentation and interview skills and personal confidence choosing appropriate FE and HE courses, including the UCAS Application process
- Explore alternatives to university
- Complete a CV and job application letter
- Plan for the world beyond QM.

QM's outstanding and dedicated academic staff support girls in making careers choices. GCSE preparation commences with the help of a Tutor and in Years IV and V girls receive personalised careers guidance including *Morrisby Profiling* - a specially targeted psychometric test to help the girls consider options for their future career direction.

## Sixth Form Support

Our Sixth Formers receive dedicated careers support which is tailored to their ambitions. Careers clinics run twice a week and trips to higher education events are also arranged. Tutors provide guidance with personal statement writing and the UCAS process, as well as encouragement to pursue opportunities which will enhance their applications, such as work experience or of the Duke of Edinburgh's Award.

# Health and Spiritual Wellbeing

Worship at QM  
Health and Wellbeing Centre  
Gold Mental Health Award  
Girls on Board  
Anti-Bullying Alliance  
Food and Nutrition



# Worship at QM

QM is built on an Anglican foundation welcoming girls from all backgrounds, and our regular guest speakers come from a wide range of Christian denominations and faith backgrounds including the Bishop of Selby and the Imam from York Mosque.

## St Margaret's Chapel

St Margaret's Chapel was consecrated in 2002 and is a focal point of school life where the whole school gathers together for Morning or Evening Prayer twice a week, including Sunday. Special arrangements may be made for girls of other faiths.

## The Lady Chapel

The Lady Chapel is situated in the basement of Escrick Hall and is available for silent prayer at all times. Holy Communion is held in the Lady Chapel.

## Confirmation

Girls are prepared for confirmation into the Anglican and Roman Catholic faiths, and the Confirmation Services usually take place at school during the Spring Term. Families and friends are all welcome to join us for the Confirmation Services which are usually followed by lunch in The Wenlock Library.

## School Grace

Benedic nobis filiabus regis, O Domine Deus,  
Ut nos, quae una cenamus, amicitiam et sodalitatem una  
discamus.  
Per Iesum Christum,  
Amen

O Lord God, bless us, the daughters of the King,  
So that we who dine together  
may learn friendship and comradeship together  
Through Jesus Christ  
Amen

## School Prayer

Vouchsafe, O Lord, we pray Thee to prosper with Thy Blessing  
the work of this School, dedicated to Thy glory and the good  
of Thy people; and grant to those who teach and learn, and  
serve here, that being preserved by Thy fear, enlightened by  
Thy Truth, and abounding in charity, they may daily advance in  
wholesome learning, and in the knowledge and likeness of Him,  
Who is the Way, the Truth and the Life, Thy Son  
Jesus Christ our Lord. Amen.

## School Hymn

We know as we set forth again,  
Queen Margaret's motto as our guide,  
The first move on the longest path  
Is always just a single stride.  
Both back and forth with pride we look,  
To forebears whose bold paces shook  
The ground on which they strove and led  
To futures, where we now are sped.

Oh Lord, bless these our best endeavours,  
Hard work and play due gifts will bring,  
We have a new day  
Let's find a new way,  
For I am a daughter of the King  
Ego sum filia Regis;  
We are the daughters of the King,  
Omnes filiae Regis sumus  
We are the daughters of the King!

All mysteries to us will yield  
In classroom or on playing field,  
The key we own unlocks the door  
To vistas wider than before.  
And we will fill our given span,  
In concert with our friends and peers,  
In harmony with fellow man,  
Triumphant through succeeding years.

Oh Lord, bless these our best endeavours...

# Health and Wellbeing Centre

QM's Health and Wellbeing Centre is a well-equipped department with a waiting room, treatment rooms, well-stocked dispensary, lounge, counselling room, four single bedrooms, shower, bath and toilet facilities. The Centre is staffed by three Registered Nurses who offer a comprehensive school nursing service.

The Health and Wellbeing Centre operates by appointment where possible, which can be made via phone or email. The Centre is open Monday - Saturday 08:00 - 20:00. 20:00 - 08:00 is covered on an on-call basis. All Housemistresses are also first-aid qualified.

In addition, the School Medical Officer holds surgeries via telephone consultation on Monday and Wednesday mornings for Full Boarders and Flexi Boarders who are registered with Elvington Medical Practice. The School Medical Officer, along with their colleagues, will also see students by appointment at Elvington Medical Practice. The Emotional Wellbeing Practitioner (Counsellor) is available for confidential advice.

## If a girl becomes unwell

Day girls who become unwell whilst at school can be admitted to the Health and Wellbeing Centre, and if they are staying in school that evening/night, they can be cared for by Housemistresses who are all first-aid qualified. If a girl is too unwell for lessons, we encourage Flexi and Weekly Boarders to return home to be cared for by their family where possible. Full Boarders are able to be cared for at QM.

Unwell boarders from Years I-V do not generally stay in house during the day and must go to the Health and Wellbeing Centre where a joint decision with the Housemistress will be made about where they should stay. Unwell Sixth Form girls can stay in their rooms during the day, but this must be discussed with the nurses to ensure guidelines are in place for regular monitoring.

## Services

Healthcare checks	Sports injuries
Weight management	Childhood vaccine programme
Physiotherapy	Travel and flu vaccines
Confidential advice	Management of chronic illness
Overnight stays	Asthma reviews
First aid	Mental health services
Counselling	

## Seeing a GP at Queen Margaret's (Boarders)

It is preferred that all boarders register with Elvington Medical Practice, registration will be completed by the nursing team on arrival at QM. At home during the holidays if there is a medical need, the advice would be to register with a local GP as a 'temporary patient'. Nursing staff will always ask girls in Years I-V if they can accompany them into a GP appointment. Girls can have a private consultation if requested but where possible girls will not visit the GP unaccompanied. Travel and flu immunisations are arranged via Elvington Medical Practice for boarders who are registered or via The Immunisations and Vaccination Team's flu programme.

## Confidentiality

In accordance with the school doctors and nurses' professional obligations, medical information about girls, regardless of their age, will remain confidential. The doctor and nursing staff will always respect a girl's confidence, however, information may be passed to the parents/guardians. Students will always be informed prior to parents and staff being informed that medical confidence needs to be broken due to safeguarding concerns.

## Specialist Appointments

Parents are encouraged to take all girls to specialist hospital appointments, whether they are ongoing conditions or initial appointments. We appreciate that this cannot always be possible with some boarders and will, therefore, do our utmost to coordinate the appointment for the girls. If parents cannot attend then the girl will be escorted by a member of the nursing team or an experienced Housemistress.

## Dental and Optometry

All routine dental or optometry appointments must be organised during holiday time. Emergency dental treatment can be arranged through Clifton Moor Dental Centre and emergency orthodontal treatment through Trinity House Orthodontics in Selby. Invoices will be sent to the Bursary for billing purposes.

## Medication

There are strict guidelines on medication at Queen Margaret's. All prescribed medication must be discussed with the nursing team and girls are not allowed to have their own stock of 'over the counter' medication in house. The school follows a strict policy on paracetamol.



### **Emergency Care**

In the case of an emergency the school will try to contact parents as soon as possible. Until this time the Head will act in loco parentis and give consent for all emergency medical treatment that is needed. The section on the Medical Questionnaire must be signed by parents giving clear instructions.

### **Emotional Wellbeing**

The school's Emotional Wellbeing Practitioner is available by appointment with the Health and Wellbeing Centre. They provide girls with emotional support to maintain good mental health through individual appointments or group sessions, and offer specialist knowledge and staff training.

### **Sports Injuries**

Girls often attend the Health and Wellbeing Centre with sports injuries and nursing staff have regulations on monitoring these injuries. Girls are initially assessed and then given an appointment to return to be re-assessed until nursing staff are happy the injury has resolved. Appointments with the school's physiotherapist can be arranged via the Health and Wellbeing Centre.

### **New Girls - Medical Questionnaire**

The Medical Questionnaire should be completed prior to girls starting at QM during the Admissions process. This questionnaire can be found on the Parent Portal, login details for which are sent to parents as part of their New Starter Pack.

### **New Girls - Mini Medicals**

'Mini Medicals' are offered to our new students, these are voluntary in nature. This is an opportunity for new students to meet and spend time with the Health and Wellbeing Centre team at a time when they are not ill or injured so that, should they require support in future, they are already familiar with the arrangements. Mini Medicals are an opportune time for students to talk about their medical and social health with the Health and Wellbeing Centre team.

## **Gold Mental Health Award**

In September 2022, Queen Margaret's achieved a five-year accreditation from the Carnegie Centre of Excellence for Mental Health in Schools, for its outstanding mental health and wellbeing provision. The Gold School Mental Health Award recognises QM's ability to weave mental health and wellbeing into every aspect of school life. A critical part of the Award is ensuring that mental health is fully embedded through policy and strategic planning.

[More information can be found here >>>](#)

## **Girls on Board**

'Girls on Board' is an approach to help girls between the ages of 8 and 18 navigate the often troubled waters of friendship problems. This approach helps girls, their parents and their teachers to understand the complexities and dynamics of girl friendships. The language, methods and ideas empower girls to solve their own friendship problems and recognises that they are usually the only ones who can. By empowering girls to find their own solutions, parents need worry less, schools can focus more on the curriculum and the girls learn more effectively – because they are happier.

'Girls on Board' is helping school communities across the country ensure their girls are happier at school, less distracted by friendship issues and more focused on the important things.

[More information can be found here >>>](#)

## **Anti-Bullying Alliance**

QM has achieved the United Against Bullying Bronze Award from the Anti-Bullying Alliance. The United Against Bullying programme awards have been given to schools that have evidenced their work to improve the wellbeing of all pupils.

[More information can be found here >>>](#)



## Food and Nutrition

Queen Margaret's food has previously been named the 'Best School Food in the UK' (Tatler Awards), recognising excellence in every aspect of the food provision from the locally sourced produce to the hygiene, menu ideas, presentation and, of course, the taste. School menus change daily, rotating on a tri-weekly basis with additional specials, and menus are created with input from staff and girls via the School Council. Local produce is sourced by the school's in-house Catering Team, furthermore, there is always a great deal of choice and something new, different or special to look forward to including themed lunches and barbecues on The Terrace in summer.

As far as is practicable, the school endeavours to maintain a nut-free status. There may be environments where nuts are present, however, so we encourage staff and pupils to be nut and food allergy aware and provide training to minimise risk. Meals are safety prepared for all known food allergies - allergy information is available for all food in the Dining Room. All diets are catered for.

The Tuck Shop is open at age-appropriate times.

# Enriching



Vertical House System  
Extracurricular Activities



Girls devote time to a range of enrichment activities, work experience, and volunteer work to supplement their academic studies and broaden their perspectives with high levels of participation in Art, Dance, Drama, Music, Sport and many other clubs and societies. Many of these are incorporated within the schools' core fees however some are available at an additional charge.

Activities subject to an additional charge (marked £) require a full term's notice in writing to be changed or cancelled. Missed lessons/sessions without 48 hours' notice will be charged for unless specified otherwise below. The prices for the 2024/25 academic years are listed in this handbook.

### **Weekend Boarding Activities**

As well as the enrichment activities, following consultation with all year groups our Director of Boarding creates a weekend activity schedule for boarders. Day girls can also join in if they wish.

For further information visit the [Boarding pages](#)>>>

## **Vertical House System**

Every girl is allocated one of six Houses: School, QM Hall, Pitlochry, Garry, St Aidan's or Duncan. These enable different year groups to mix and get to know one another and are the focus for inter-House competition in many aspects of school life. MasterChef, Fun Song and Sports Day are some of the highlights in the School calendar each year. All girls are encouraged to stay in school after lessons on a Friday evening to participate in House meetings and activities.

### **The Vertical Enrichment Houses**

#### **School House**

Named after a House at the original school building in Scarborough.



#### **QM Hall**

Named after a House at the original school building in Scarborough.



#### **Pitlochry**

Named after the town where the school was evacuated to during the First World War.



#### **Garry**

Named after the River Garry running through Pitlochry.



#### **St Aidan's**

Named after St Aidan of Lindisfarne, the Apostle of Northumbria.



#### **Duncan**

Named after the location of QM's sister school in British Columbia.



# Creative

## Dance £

Dance encourages each girl to use movement as a mode of expression and communication. It engages the physical, emotional and intellectual dimensions of the girls taking part.

Grade and vocational examination classes can be taken in Royal Academy of Dance (RAD) Ballet, Cecchetti Ballet, Imperial Society of Teachers of Dancing (ISTD) Modern Dance and Tap Dance. These can be taken in small groups, as a pair, or individually as an extra subject.

To enhance their enrichment opportunities, girls are offered specialist workshops, including Contemporary, Hip Hop, Jazz, Scottish, Choreography and more. These will take place during evenings or weekends and will be added to your account as a shared participant charge.

## Lesson Tuition

Charges for the 2024/25 academic year are listed below. All lessons are 45 minutes each, with 30 lessons over the academic year. An adjustment will be made should the full number of lessons not be received during the year. Additional lessons will be charged pro rata.

Individual: £300 per term

Pair: £220 per term

Group: £144 per term

If your daughter will be taking Dance tuition, please send a brief report from the Dancing Principal of her previous school.

## Diploma in Dance Instruction (Sixth Form) £

The Diploma in Dance Instruction (from the Imperial Society of Teachers of Dance) is aimed at anyone 17 years or older who wishes to begin training as a Dance teacher.

## Drama Productions

There are many opportunities to perform at QM. Girls can audition for our full-scale productions of an exceptional standard or they can volunteer to work as part of our Backstage Crew. Our most recent event was an incredible production of *Oliver* and our Junior Drama Picnics take place in the school grounds annually. Productions are a fantastic way to develop a girl's performance experience, technical skills and confidence.

## LAMDA £

We are delighted to be offering girls the opportunity to develop and deepen their confidence and performance skills with the LAMDA Performance Examinations.

One of the UK's oldest and most respected awarding bodies, LAMDA has been offering practical examinations in communication and performance subjects for over 130 years. In this time, the qualifications have helped candidates of all ages and abilities to develop lifelong transferable skills. Across the globe, the examinations unite learners of all ages, abilities, backgrounds and cultures in enthusiasm for the English Language and a desire to develop skills for life. Pupils who study for the LAMDA Performance Examinations at QM will develop numerous skills such as unlocking imagination; fostering an appreciation of literature, poetry and drama; and improving standards through the spoken word.

All lessons are delivered by experienced and qualified LAMDA teachers. Lessons are 30 minutes each, with ten lessons over each term. Girls will be required to complete a performance examination to an external examiner in the Summer Term.

Lessons are available on an individual or group (maximum four girls) basis. LAMDA classes are charged on a termly basis. £157 for group classes and £315 for individual classes.

A full term's notice in writing is required if any chargeable activity is to be changed, paused (excluding study leave for public or internal academic examinations) or cancelled. If notice is not received then an additional term's charge will be made. Lessons missed without 48 hours' notice will be charged for, unless this is because of an approved school activity.

### **Culinary Arts for Sixth Formers**

This enrichment activity gives girls the chance to improve their meal planning and cooking skills. It is the perfect opportunity for girls to become more confident in understanding recipes, time management, menu planning, food presentation, and food safety and hygiene, and it encourages independence so they can prepare their own healthy meals.

### **Photography Club**

Photography is one of the four A Level Art subjects girls can study at QM so this club offers students a chance to build skills and consider if it is a good one to pursue at A Level. From technical details to creative thinking, the group explores all the opportunities there are to use a camera.

### **Painting Club**

Open to all year groups, Painting Club encourages students to work on their own personally motivated pieces. Students are given the opportunity to hone skills and techniques in a range of paint media, from watercolour and acrylic to oil paint.

### **LVI Life Drawing**

LVI students studying A Level Art subjects are encouraged to take part in Life Drawing, providing them with the skill to observe and record the human body as a three-dimensional form, a fundamental experience in every young artist's training.

### **Environmental Council**

As part of the Environmental Council, students from all year groups meet every month to identify ways in which we can live a greener life here at QM. Recent Clothes Swap events have been a huge success and helped to highlight the impact of fast fashion, and every student is now encouraged to carry a reusable water bottle to cut down our plastic waste on campus.

### **Gardening Club**

Whether you are already a green-fingered goddess or just curious about growing your own plants, get involved with Gardening Club and have a chance to sow, tend and harvest your very own fruit and vegetables!



# Music

## Music Lessons £

Music is an important part of life at QM and most of the girls taking instrumental or singing lessons participate in one or more of the many musical ensembles and concerts on offer over the course of the academic year. It is preferred that girls have lessons in school unless there are particular reasons for not doing so. Lessons are available in the following subjects:

Piccolo	Flute	Oboe
Clarinet	Bassoon	Saxophone(s)
Recorder(s)	French Horn	Trumpet
Trombone	Tuba	Cornet
Tenor Horn	Euphonium	Violin
Viola	Cello	Double Bass
Harp	Acoustic Guitar	Electric Guitar
Electric Bass	Guitar	Piano
Pipe Organ	Singing	Electronic Keyboard
Composition	Percussion (including Drum Kit)	
Individual Music Theory Lessons		

## Lesson Tuition

Charges are made for each instrument studied. QM aims to provide each girl with a total of 30 lessons over the whole academic year. As term lengths vary the number of lessons per term will differ. An adjustment will be made at the end of the year should the full number of lessons not be received. Additional lessons will be charged pro rata. If a girl misses a lesson without giving 48 hours prior notice then it will be charged, unless this is because of an approved school activity. Activities subject to an additional charge (marked £) require a full term's notice in writing to be changed or cancelled.

Instrument/Singing Lesson	40 minutes: £392 per term
	60 minutes: £559 per term
Instrument Hire	£43 per term*

\*Parents sometimes wish to hire instruments from other sources and the Music Department is happy to advise on this matter if desired.

## Commitment to Practice

QM has a large, highly qualified and very experienced professional instrument teaching staff, many of whom teach at other schools and colleges throughout Yorkshire. In order to derive full benefit from their expertise, it is imperative that girls show a commitment to individual practice. All girls are expected to organise their personal time in order to maintain a regular practice routine whenever possible.

## Music Ensembles

All musical interests and abilities are accommodated at QM. In addition to the study of individual instruments, girls are actively encouraged to participate in a number of groups and ensembles.

All girls taking instrumental or singing lessons are encouraged to join at least one group. Music Scholars are expected to take part in at least two activities, one being Senior Orchestra.

## 'Wednesday @ One'

In addition to a full and busy annual programme of events and concerts, there is also an informal lunchtime concert series open to all, held in the Music School foyer called 'Wednesday @ One' for those wishing to hone performance skills in front of a relaxed and supportive audience.

## Cantiamo

Once a week all girls in Years I and II will gather for Cantiamo, the Years I and II Choir that regularly perform in concerts and events both in and out of school.

A full term's notice in writing is required if any chargeable activity is to be changed, paused (excluding study leave for public or internal academic examinations) or cancelled. If notice is not received then an additional term's charge will be made. Lessons missed without 48 hours' notice will be charged for, unless this is because of an approved school activity.

## Example Music Group Schedule (subject to change on a termly basis)

Activity	Day/Time	Year Groups
Cantiamo (Junior Choir)	Monday 12:00-13:30	Years I and II (compulsory)
Chamber Choir	Monday 16:50-17:50/ Thursday rehearsals 12:30-13:30	Strictly by audition only
Chamber Music	Monday 17:30-18:30	All
Senior Orchestra	Tuesday 12:30-13:30	All
Wind Band	Tuesday 16:50-17:50	(Grade 3 and above)
'Wednesday @ One'	Wednesday 13:00-14:00	All
Funk and Soul/Jazz Ensemble	Thursday 16:50-17:50	All
Rock Band	Wednesday 17:30-18:30	All
Cello/String Group	Friday 12:30-13:30	All





# Sport

A healthy body and healthy mind go hand in hand. QM offers a wide variety of Sport enrichment activities, catering to all levels of ability and enthusiasm. These activities give girls the opportunity to improve skills outside of the curriculum in a smaller group setting.

## Sport in the Curriculum

[View the information within the Learning section>>>](#)

### Matches

Sport is extremely inclusive at QM. Most girls will play in competitive matches during their time at school. Parent support is most appreciated.

Years I - II: Matches are organised on a Monday after 16:00 both at QM and away (local opposition). Your daughter will also have matches on a Saturday afternoon, again both at QM and away.

Years III - IV: Matches are organised on a Tuesday after 16:00 both at QM and away (local opposition). Your daughter will also have matches on a Saturday afternoon, again both at QM and away.

Years V - UVI: Matches are organised on a Wednesday afternoon both at QM and away. Your daughter will also have matches on a Saturday afternoon, again both at QM and away. We tend to travel further afield on a Saturday. Girls who play Squash, Badminton and for QM Mavericks. Netball teams will have matches on different evenings depending on the fixture list. Alongside the Netball teams, QM Mavericks play in the York Ladies League. This is a great opportunity for the girls to play against mature players. The Squash team also plays in the York League and this has proved to be a great success for our Squash players.

### Cardio Suite

QM has its own Cardio Suite which is available to all Sixth Form girls free of charge. Girls need to have an induction and are able to use this facility every day during term time from 07:00 – 21:30 (in twos). Sessions are also available for Year V.

### District and County Programmes £

There is an opportunity to attend the North Yorkshire Hockey Development Programme on Sundays; many sessions will be at

QM. This is a great opportunity for your daughter to enhance her Hockey skills and if successful she will represent North Yorkshire Hockey. Parents will be responsible for payment, consent and if the training is not at QM then you will be expected to arrange transport.

There is the opportunity for budding athletes to train twice a week at York Athletics. Transport will need to be arranged for this and girls need to be affiliated to York Athletics Club. If deemed good enough girls may be put forward for trials in Netball for district and county teams. QM also runs Yorkshire Lacrosse. All training is based at QM. Girls again who are deemed to be at the right level will be put forward for trials.

### Tennis & Squash £

QM has a reputation for excellence in Tennis and Squash. Tennis is one of our major summer sports and our highly-qualified LTA and ES licensed Coaches offer girls the opportunity to receive coaching throughout the academic year - our Head of Racquets, Karen Mitchell, has recently been awarded the LTA Meritorious Award for Services to Tennis and represents Yorkshire. QM attends the ISTA Tennis Championships at Eton each year and has successfully made the last 16 in the country in the LTA Schools Tournaments on numerous occasions. The school has four hard Tennis courts, nine AstroTurf courts and an indoor court. Many girls enjoy the health and social benefits which come with playing Tennis - lessons are offered during the school week but outside the girls' academic lessons.

Individual: £46 per hour

Pair: £35 per hour

Group: £29 per hour

(above costs are charged pro rata if a shorter lesson is agreed)

### Higher Sports Leaders £

Open to girls in LVI, this course teaches girls how to plan, lead and evaluate safe sporting activities or sessions. Girls complete 30 hours of leadership during the course and this can be through leading adults, children or people with disabilities. The course is worth 16 UCAS points on completion.

### National Pool Lifeguard Qualification (Sixth Form) £

From line throws to CPR, girls will learn lifesaving skills that can be useful throughout their lives. Approximate cost, £150.

## Horse Riding £

The QM Riding School is ideally located on our campus and has recently undergone major renovations.

The school offers riding lessons to girls of all standards. Lessons are scheduled to fit with academic timetables and cover all aspects of riding, groundwork and horse husbandry. Hacking takes place on the beautiful adjacent Escrick Park Estate. Groups are small and beginners or nervous riders can be taught individually until confident enough to join a group.

Queen Margaret's Riding School is able to take students' horses and ponies on full or working livery during term time. For further information on lessons and livery please contact Sarah Robinson, Proprietor of the Riding School on 07763 940237 / [ridingschool@queenmargarets.com](mailto:ridingschool@queenmargarets.com).

Please note the Riding School is a separate legal entity from the school but with which there is close mutual cooperation. For convenience, the cost of lessons is added to your termly account by QM on behalf of the Riding School.

- 30 minute ridden lesson: £35
- 1 hour horse husbandry (non ridden): £30
- Full livery: £150 per week
- Working livery: £80 per week

Please refer to page 24 for a list of the equipment girls will need to participate in riding lessons. >>>>



## Personal Training (Years III - UVI) £

QM offers Personal Training sessions, Strength and Conditioning sessions, Sports Performance Development sessions, Bespoke Group Fitness sessions and Sports Squad Conditioning sessions. Girls will be given the relevant professional guidance in key areas of health and fitness including sports specific conditioning, strength and power development, mobility, speed, agility, flexibility, stress management and nutrition and weight management strategies.

Before any training is given a thorough consultation is carried out including postural assessment, movement competency screening, body composition analysis, BIA non invasive upon request. Alongside the above a comprehensive fitness evaluation is carried out including V02 max assessment, muscular strength and endurance assessment, maximum muscular strength and power assessment, speed and agility testing and mobility and flexibility assessment. A needs analysis is then completed allowing each individual's goals and targets to be established and periodically monitored ensuring that the most appropriate supervised programme is continually being delivered.

1 hour coached sessions (bespoke options also available)  
Individual: Basic £43 per hour/Intensive £50 per hour  
Pair: £32 per hour  
Trio: £28 per hour.

A full term's notice in writing is required if any chargeable activity is to be changed, paused (excluding study leave for public or internal academic examinations) or cancelled. If notice is not received then an additional term's charge will be made. Lessons missed without 48 hours' notice will be charged for, unless this is because of an approved school activity.

### Example Sport Schedule (subject to change on a termly basis)

Monday	12:30-13:20	Senior Open Fitness Session	Sports Hall
	15:00-16:00	Senior Lacrosse	Lacrosse Pitches
	17:40-18:40	Swimming Club (I-UVI) Team Swimmers	Pool
	17:40	Senior Squad Strength and Conditioning	Sports Hall
Tuesday	07:45-08:45	Squad Tennis Year IV & Seniors	Tennis Courts
	12:30-13:30	Senior Netball	Astro
	19:00-21:00	Mavericks Netball	Sports Hall or Away
Wednesday	12:30-13:30	Lacrosse Club	Lacrosse Pitches
	12:30-13:00	Open Badminton	Sports Hall
	12:30-14:15	Cardio Suite (Year V)	Cardio Suite
	12:30-13:15	Badminton Club	Sports Hall
	14:00-15:00	Badminton Club	Sports Hall
	15:00-16:00	Badminton Club	Sports Hall
	14:30-15:15	Cardio Suite (Year V - UVI)	Cardio Suite
	15:00-18:00	National Pool Lifeguard Qualification (£)	Pool
	17:40-18:40	Swimming Club	Pool
Thursday	07:45-08:45	Squad Tennis, Years II and III	Tennis Courts
	12:30-13:15	Cardio Suite	Cardio Suite
	12:30-13:30	Senior Hockey	Netball Courts
	12:30-13:30	Recreational Netball	Astro
	17:40-18:40	Swimming Club (open to all)	Pool
	17:30-18:30	Senior Teams Strength & Conditioning	Sports Hall
	19:00-21:00	Mavericks Netball	Sports Hall or Away
Friday	12:30-13:30	Senior Lacrosse	Lacrosse Pitches
	12:30-13:30	Cardio Suite (LVI)	Cardio Suite
	12:30-13:30	Senior Badminton	Sports Hall
Saturday	07:15-08:15	Swimming Club	Pool

(Please note there is an extra charge for Tennis, Squash and Riding lessons, Personal Training, Pilates, National Pool Lifeguard Qualification and York Hockey Club. An affiliation is required for Mavericks Netball teams).

# Spiritual, Moral, Cultural

## **School Council**

Led by the Head Girl, the Council meets every half term to discuss academic, pastoral and enrichment issues and put together ideas for the future of the school.

## **Charity Council**

Led by the Charity Prefect, the council organises charity fundraising events and activities across the school. Recent initiatives have included wearing yellow to raise money for Children in Need, a clothes collection for a local children's hospice and a Christmas card competition with proceeds going towards the Charity Council's chosen charity.

## **Queen Margaret's Maggie**

'Maggie' is a business enterprise task offered to LVI girls to gain real-life experience of running a business. Maggie is a coffee car used to serve visitors during Sports matches and Theatre productions, for example. The girls can use the enterprise as an opportunity to raise funds for projects they are working on and is the ideal vehicle (quite literally!) to 'learn by doing'.

## **International Council**

The International Council is made up of student representatives from each year group and from different countries, a Deputy Head Girl and members of staff. The main purpose of the International Council is to unite all international and British girls at QM. The Council aids integration and promotes cultural diversity and the interests and welfare of both international and British girls.

## **Voluntary Communion Service**

Held weekly.

## **The Queen's Society**

The Queen's Society is made up of the school's Academic Scholars. The group meets four times each term for a variety of different activities. Sometimes members will give a presentation to the rest of the Society on a subject which interests them; sometimes they discuss an issue or an idea; sometimes they simply play a mind-stretching game. Members of the Queen's Society also take a lead in the fortnightly Scholars' Talks. For these, girls research a topic of their choice, and deliver an online presentation for the rest of the school community to watch. The Queen's Society also hosts guest speakers as part of an ongoing program of lectures.

## **Amnesty International**

At QM Amnesty International focuses on addressing various human rights violations across the world. In the past, issues such as women's rights, poverty and prisoners have been studied. Amnesty International never takes sides but always campaigns for human rights to be protected.

## **National Council of Young Women**

QM is an official link school to the National Council of Young Women. Girls in Year IV and above meet a couple of times a term and organise a conference in the Autumn Term. There is also the opportunity to attend other conferences across the UK.

## **Classics Club**

Available to Year IV and Year V students. Studying elements of the literature of Greece and Rome, and developing an understanding of their social, historical, and cultural contexts. The club is a chance to explore the classical world in a more relaxed atmosphere through various activities.

## **French and Spanish Culture**

The Years I-III French and Spanish Culture Club meets every week. It is an opportunity to discover more about the varied cultures of French and Spanish speaking countries.

## **Mandarin Chinese Club**

Students can learn basic Mandarin characters and daily expressions, talk about Chinese history and culture, practise calligraphy and Chinese painting, and make new friends who share interest in China and Chinese society.

## **Beyond Allies**

All students are welcome with an open mind. Sessions have recently been focused on Pride Month and Black History Month.

## **Book Club**

There are Junior and Senior Book Clubs which meet weekly. Books are chosen to reflect the interests of the group, and allow students a chance to explore literature that they wouldn't ordinarily have much chance to study within the curriculum.

# Adventure

## **The Duke of Edinburgh's Bronze Award £**

All girls in Year IV are eligible to undertake this project, which takes a minimum of six months to complete. Girls will attend a weekly expedition training session lasting 45 minutes from September to June. This will be followed by a practice and qualifying overnight camping expedition. Girls will also be required to regularly participate in a sport, actively learn a skill and undertake voluntary work during their free time. Girls will be given assistance in selecting appropriate activities, many current interests may be useful.

## **The Duke of Edinburgh's Gold Award £**

All girls in LVI are eligible to undertake this project, which takes a minimum of 18 months to complete. This is a major challenge which will only be fulfilled with a great deal of perseverance and commitment. There is a requirement for attendance at a weekly expedition training session lasting 30 minutes throughout the year. These culminate in a two day practice camping expedition and a four day qualifying walking expedition in the Easter Term. Girls will also be required to regularly participate in a sport, actively learn a skill and undertake voluntary work during their free time. In addition, all participants will select and take part in a residential activity for a minimum of five days.

## **Educational Trips and Study Tours £**

QM's extensive programme of trips and expeditions opens up opportunities for girls to learn new skills, experience different cultures, enhance their learning and cement lifelong friendships. Suggestions are gathered from the QM Family before a schedule is planned for the year. Trips from study tours to skiing, walking challenges to competition finals take place throughout the school year and during some school holidays.

## **Exchanges and Cultural Programmes £**

QM is part of the worldwide organisation of schools whose patron is Queen Margaret of Scotland. The member schools span five continents yet share common goals and ideals. It is our aim to promote cultural programmes with as many of the member schools as possible. We have been involved with St Margaret's in Australia and St Margaret's in Chile for a number of years with exchange opportunities available for Year IV and LVI girls.

Australia: St Margaret's School, Melbourne  
Canada: St Margaret's School, Victoria BC  
Canada: Queen Margaret's School, Duncan BC  
Chile: St Margaret's British School for Girls, Valparaiso  
England: St Margaret's School, Bushey  
England: Queen Margaret's, York  
Japan: St Margaret's School, Tokyo  
New Zealand: Queen Margaret's College, Wellington  
New Zealand: St Margaret's College, Christchurch  
Scotland: St Margaret's, Aberdeen  
Singapore: St Margaret's School, Singapore  
USA: St Margaret's School, Tappahannock VA

Through cultural exchanges with our sister schools and future tours and trips it is hoped that our girls will make lifelong friends, learn about other cultures and develop new skills which will better prepare them to take their place and succeed in an ever-changing world.

## **EAL**

Our non-UK/EEA Full Boarding fee includes EAL (English as an Additional Language) support. EAL lessons for EEA girls are billed per term in arrears and the cost varies according to whether they are taken individually or as part of a group. Some girls may take two or three EAL lessons per week as required, the cost per lesson is as follows:

Individual: £49 per hour  
Pair: £40 per hour  
Small Group: £29 per hour  
Large Group: £23 per hour

# Boarding

Boarding Houses  
Boarding Staff  
Weekends  
Independence  
Duties and Laundry  
Pocket Money  
Safety  
Vehicles and Travel  
Visitors to the School

EM

# Boarding Houses

Boarding provides a rich opportunity for girls to broaden horizons, foster lifelong learning and celebrate different strengths. This learning is a way of life, not just an add-on. Each member of our boarding community is encouraged to develop strengths and interests through our wider curriculum and is supported to do so by our boarding team.

Girls board 'horizontally' with their year group enabling them to form close friendships within their year. Specially designed boarding houses allow girls to grow in independence as they move through the school.

## Junior Boarding: Warwick House

Warwick House is QM's junior boarding house for girls in Years I - III. Warwick House creates a vibrant boarding community right in the heart of the school. Girls board horizontally; they share dorms with others in their own year group, and they have bright and modern common areas.

With Years I-III housed under one roof, on any given evening Warwick House is thriving with a great mix of boarders. It gives a central base for our girls so they can easily pop back to their dorms to retrieve books needed during their school day, and sports participation is easy as changing facilities are provided within Warwick House itself.

House staff and Senior Tutors are based in Warwick House, ensuring that the key support staff for the girls are close by and easily accessible. We offer a nurturing environment for all of our boarders, in particular the youngest of our students. There are many favourite traditions including evening toast with house staff, 'fairy lights' before bedtime, 'birthday whispers', and more.



### **Years IV and V: Winifred Holtby House (Winnie's)**

Winnie's is the modern purpose-built boarding house for girls in their GCSE years. Year IV girls board together in dorms with five beds and Year V girls board together in dorms with four beds. Every dorm has its own dedicated study room opposite. Day girls also have rooms in Winnie's with lockers, chairs and space to change; they also have access to study rooms. The main common area on the ground floor is equipped with a newly fitted breakfast bar which doubles as a cafe area in the evenings. Year V girls also have access to a quiet common area on the mezzanine.

House staff and the Senior Tutor for Years IV and V are based in Winnie's, ensuring that the key support staff for the girls are close by and easily accessible in these all-important GCSE years.



### **Sixth Form: Cloisters and Cottages**

Cloisters purpose built boarding house is made up of recently renovated twin rooms with light and modern loft-style living. Each room includes a washbasin, wardrobes and spacious desks with plenty of storage so the girls can manage their own study space. A café and living room downstairs provide communal areas where girls can choose to cook for themselves. Cottages are six period homes arranged along 'Main Street' running from Esrick Hall to the gates of Esrick village. Each cottage has single rooms, a kitchen with cooking facilities, and a sitting room. Girls have a taste of independent living in the Cottages. Provisions are supplied for breakfasts, however the Dining Hall is always available. Washer dryers are provided if girls wish to launder their own clothes.





## **Boarding Staff**

[View telephone numbers and email addresses>>>](#)

## **Guardian Angels**

The Guardian Angel programme is designed to support new girls coming into boarding. A current girl is assigned to support and guide each new girl from before their arrival right through to when the individual girl has settled into her new environment.

## **Allocation of Dorms**

Dorms are allocated based on interests, friendships and personalities in consultation with staff. For all years up to LVI dorms are reallocated each term to ensure integration across the year group. It will be likely that your daughter will be in a dorm with girls who are already her friends as well as girls who she may be less familiar with to widen her friendship circle. It will be necessary for your daughter to pack up her room over the holidays.

## **Weekends**

As well as the enrichment activities offered at QM, boarding staff and girls organise many weekend activities. Recent activities have included high energy trips to the trampoline park, climbing wall and go karting, to more relaxed visits to museums and stately homes, the cinema, shopping and craft-making. Activities are also arranged in school including house pizza nights, pampering evenings and fashion shows. Weekend activities are compulsory for Years I - III boarders and boarders from Years IV - UVI and day girls can select activities based on their other commitments.

Leave Out (Exeat) weekends are not compulsory and the school offers its Stay In For Leave Out (SIFLO) programme which provides girls in all year groups with an exciting schedule of trips and activities.

[Find out more about SIFLO>>>](#)

## **Community Weekends**

The first weekend after the summer holidays and the last full weekend of each subsequent half term is a Community Weekend. An initiative that has been recognised by the BSA as an exemplary example of boarding innovation (recent Winner of the BSA's Boarding Innovation Award). With six Community Weekends held every year, each one is led by vertical houses or other girl-led groups such as the International Council, giving the girls the opportunity to develop essential soft skills such as communication, leadership and negotiation.

Community Weekends are far-ranging with different themes and activities planned for each – from Halloween and performing arts themed weekends to activities such as football zorbing, extreme adventure zip wire, surf simulator, inflatable obstacle course and climbing wall.

## **Integration Throughout the Year Groups**

The boarding staff organise many informal occasions when year groups come together, eg Year I having breakfast in the UVI Cottages, or Year V chatting with LVI over coffee and pastries to find out what Sixth Form is like, and there are many mentoring opportunities.

## **Equipment**

[View boarding kit lists>>>](#)

All furniture is provided so please do not bring additional items unless this has been cleared beforehand. Plugs are square-pin and 13 amp; 3 amp fuses must be fitted. Do not bring candles or joss sticks. Girls are welcome to bring a radio, MP3 or stereo but these should not be played at an anti-social volume and headphones are recommended. DO NOT bring fan heaters, fridges, kettles etc. All electrical items must be PAT tested upon arrival. Should an item fail the PAT test, girls will not be able to use the item and will be required to take it home.

Girls can bring photographs to decorate their noticeboards. However, Blu Tack and Sellotape on the walls is not allowed as this damages the paintwork.

## **Personal Items: Lockable Spaces**

All students are required to bring a padlock for their wardrobe. This enables them to lock away their own belongings. Girls are encouraged to look after their keys carefully to avoid padlocks having to be broken by staff in the event that a key is lost. Padlocks can be purchased from school.

## **Electronic Devices**

Communication with home, parents and friends is important to boarders and the school fully accepts the possession of such devices for this purpose.

[View social media access times >>>](#)

[View mobile and internet access times >>>](#)

# Independence

## Town Leave

As girls move through the school it is appropriate that they are able to assume the age-appropriate responsibility of signing out to the local town. Following extensive consultation to ensure our Town Leave policy is fit for a modern and connected world, as well as ensuring our students are fully prepared during time at home and university, the following Town Leave arrangements will be in place from September 2024. Please note these are subject to change.

Additional parental consent is not required for standard Town Leave as long as the 'Annual Consents' form on the Parent Portal has been completed. If you would like your daughter to do anything outside of the arrangements below, specific permission will be required. Girls must sign in and out whenever leaving/arriving at school. We require written consent from parent if a girl intends to travel in someone's car. [View our Cars on Campus Policy >>>](#)

Year Group	Escrick Park and Escrick (including Park)	Day and Time	York +	Day and Time	Group Size
I	Yes	Weekend - 17:00	No	N/A	4
II	Yes	Weekend - 17:00	No	N/A	4
III	Yes	Weekend - 18:00	No	N/A	3
IV	Yes	Weekend - 18:00	Designer Outlet Only	Weekend - 18:00	2
V	Yes	Any day - 18:00	York and Designer Outlet	Weekend - 19:00	2
LVI	Yes	Any day - 18:30	York + 1 hour (Leeds)	Weekend - 19:00	2
UVI	Yes	Any day - 19:00	York + 1 hour (Leeds)	Weekend - negotiation	2

## Key Expectations

- All members of the group must carry their mobile phones with them and ensure they are charged
- Town Leave is a privilege which can be revoked
- Students must ask their Housemistresses' permission and discuss the travel plans (ie train, expected time of return)
- There should be a discussion with the Housemistress if a meal time is missed to ensure the student will eat whilst they are out
- UVI can eat their supper before going to Escrick
- Year V and above can visit the Thai restaurant in Escrick for a meal when they sign into the village
- LVI and UVI can visit the Fat Abbot restaurant in Escrick for a meal with the agreement of their Housemistress.

## Cellars and Alcohol Consumption

'Cellars' is our Sixth Form social space. Cellars is usually open on a Saturday evening for LVI and UVI students to socialise and relax. Sixth Form students who have received consent from their parents, via the Parent Portal, are able to drink up to three alcoholic drinks at Cellars. Students are not allowed to give their alcoholic drink to anyone else and the consumption of alcohol is at the discretion of the Housemistress, consideration will be given to any medical conditions including medication and when the student is next required to drive their car.

Examples of these may include the UVI Christmas Dinner and the UVI Leavers' Dinner.

During the Summer Term of UVI students are taken to the local Social Club in the village and introduced to the owner, where they are permitted to go on a Wednesday evening and are allowed to buy two alcoholic drinks, if they are over 18. This is a privilege which can be revoked if required.

In addition to Cellars, alcohol may be served at other organised school events, which have been approved by the Head.

Sixth Formers are not permitted to drink alcohol when they are out of school on 'Town Leave', they are not permitted to have alcohol in their dorms and are not permitted alcohol at any other time.

## **Staying Out**

If a girl wishes to stay out (at a friend's house, for example) we need permission from parents. If she is invited to stay overnight parental consent is required. Written permission from a parent/guardian and the 'host' parents' permission should be gained by Wednesday evening so as to allow the weekend arrangements to be made. After this time it will not be possible to make appropriate arrangements. It is up to the girls concerned to make arrangements in good time. If a girl intends to go in someone's car we MUST have written consent from parents - agreeing to a girl travelling in that specific person's car. The exception to this rule is if a girl is travelling on public transport where the driver is a professional driver, or she is travelling with an approved member of QM staff.

## **Duties**

Girls will be expected to complete various age-appropriate duties on a rotational basis to ensure that the year group runs efficiently and the accommodation remains tidy.

## **Laundry**

For Full Boarders most laundry is done at school and we have a timetable for which garments are washed on different days. Bedding, pyjamas and shirts are sent to an external laundry. Cloisters LVI Boarding House has its own laundry and each UVI Cottage has a utility room where girls can do their own washing if they wish.

## **Pocket Money**

Girls in Years I - IV can deposit pocket money with their Housemistress and this will be distributed when needed. We recommend a maximum of £50 per term for boarders and £10 per term for day girls. Older girls tend to have their own bank account. If your daughter is joining QM from Year IV or above, we recommend opening a bank account prior to arrival. This allows frequent observation by parents, and ease of topping up the account when needed. Larger sums can be deposited with the Bursary. £50 notes are not widely accepted or easily changed so £20 notes are the maximum denomination that girls should have.

# Safety, Vehicles and Travel

## Fire Safety

Fire evacuation practices routinely happen. Whenever the fire alarm sounds, girls must assume that there is a fire and the house must be evacuated as quickly as possible in silence. Girls must exit by the nearest fire exit. This should be done in silence and everyone must go straight to the allocated fire assembly point (training is provided).

## Searching and Confiscation

Staff may need to search an individual child, their room, or their possessions. This will be carried out if there is suspicion that the girl has banned items on them or in their room. This will be done in accordance with our Search and Confiscation Policy at all times.

## Vehicles On School Premises

To ensure the safety of all pedestrians there is a speed limit of 25 miles per hour on the school drive decreasing to 5 miles per hour on all school routes including the Cinder Track. The Cinder Track is a single track route so please remain watchful for other vehicles and pedestrians.

## Car Parking

For the safety of the girls, there are marked spaces in the school's main car park and parking is also available in front of the main school building (at the edges of the gravel). However, if it is dark please do not shine lights towards Main Reception as it makes it difficult for girls to see their parents' cars. Disabled parking is available in front of Scarborough House.

## Travel Arrangements

It is the parents/guardians' responsibility to ensure that their daughter arrives at and departs school at the correct time. If parents/guardians require us to arrange boarders' travel we need at least three weeks' notice. This enables us to coordinate the arrangements and order coach travel, train tickets and taxis if necessary. For every Leave Out weekend (except) and holiday girls are taken to and met by QM staff at York station. If we receive notifications within a suitable timeframe, taxi and coach arrangements can be made for collection and drop off. We have a close relationship with Station Taxis in York and taxi fares can be added to the end of term bill. The taxi drivers that we use have all been checked for their suitability to work with children. Taxis to and from airports can be recharged. All other

recharges need to be approved via email. QM provides a buddy scheme for transport whereby younger girls are paired with older pupils where possible. However, the older pupil does not take responsibility for the younger girl. It is a requirement of the school to ensure that all girls are suitably looked after by a responsible adult, therefore girls must be under the care of a specific named adult who is contactable. If this is not the boarder's parent or guardian, then an email from the parent specifying who this is would be necessary. Girls are not allowed to stay at hotels on their own. Note, we are happy to assist girls with booking their own train tickets but are unable to book tickets on behalf of parents due to changes in technology which require many tickets to be downloaded via an app.

## Boarding House Opening and Closing Times

There are clear times that the boarding houses open and close - this is designed to take into consideration that some boarders are travelling some distance. If travel arrangements dictate that a girl will arrive outside of these hours, ideally your daughter's guardian should be used for interim childcare arrangements. However, if this is not possible please contact your daughter's Housemistress well in advance so that alternative arrangements can be discussed.

## Regulation and Supervision of Visitors

The school is delighted to welcome members of girls' families and guests to the school, particularly to support matches, attend concerts and plays etc. On such occasions there is no need for parents and guests to sign in, but we respectfully ask that in order to protect the safety and welfare of the girls, and to ensure that all are accounted for in the event of an evacuation, that visitors observe the following:

- If you are coming into school, during school hours, but not attending a public event, please sign in at Reception
- If you are visiting the boarding houses after the Main Reception is closed, we ask that you sign in with the member of staff on duty when visiting the house, and stay in the common areas of the house
- Family members should not enter girls' sleeping accommodation other than in the company of a member of house staff (except at the beginning and the end of term when parents are welcome to assist their daughters with unpacking, packing and settling in).

It is important for our fire registers that we know who is in the building at any given time and would ask that parents adhere to this protocol. Sisters and friends from other year groups in the school are always welcome to visit other boarding houses but should be introduced to the member of house staff on duty unless already known to her.



### Shuttle Bus Service

Our shuttle bus service collects girls from key points around the local area before school and drops them off again after school. The service operates Monday - Friday during term time only.

The most up to date information, including pick up/drop off locations and times can be found on the school website at the link below:

[View the latest shuttle bus information here >>>](#)

For more information and shuttle bus bookings please email [transport@queenmargarets.com](mailto:transport@queenmargarets.com).

# International Information

Travel to the UK  
Visa Applications  
Newland Chase Education  
CAS Numbers  
Child Student Visa Compliance  
Education Guardians  
Timezone, weather, currency and electricity  
Insurance  
Contact with Home  
English as an Additional Language  
Stay in For Leave Out (SIFLO)  
Orientation Programme  
One-Year GCSE and Pre-A Level Programmes



## Travel to the UK

There are a number of airlines that operate flights into the UK and both Heathrow and Gatwick are international hubs. Leeds Bradford and Manchester International airports provide many flight options as well and are in closer proximity to the school.

It is highly recommended that girls fly in and out of either Manchester or Leeds Bradford airports. If their flights come into Heathrow, it is also recommended that they get a connecting flight to Manchester or Leeds Bradford. This ensures that girls are not travelling through London on public transport on their own. We may make recommendations for girls' travel arrangements based on individual circumstances.

## Visa Applications

Students who are studying at QM for longer than six months will need to apply for a Child Student visa in advance of their travel, regardless of their EU or non-EU status. EU students who are studying at QM for less than six months will be able to apply for a Standard Visitor visa instead of a Child Student visa. A Standard Visitor visa does not require a CAS number or an online application in advance of travel.

## Newland Chase Education (NCE)

We have engaged Newland Chase Education, who are recognised experts in the field, to carry out all administrative work in relation to the issue of Child Student visas and to ensure our complete compliance with the UK Home Office requirements. There will be an administration charge for this service, which covers all of the administration costs for the duration of the visa:

£100 for studies of one academic year or less  
£350 for studies exceeding one academic year

These charges will be added to the student's account on the first bill to be issued after the CAS (Confirmation of Acceptance for Studies) has been allocated. An additional £25 will be added for the cost of the CAS itself. Payment for the visa application is collected by the UK government as part of the online application process. It costs £490 to apply for a Child Student visa from outside the UK, and also £490 to extend or switch to a Child Student visa from inside the UK. These costs can be found at: <https://www.gov.uk/child-study-visa>

Many students who join QM for a limited period under a Visitor visa find that they are benefiting greatly from the QM experience and wish to stay on. If you think that your daughter

might find herself in that position we strongly advise that an application is made for a Child Student Visa in the first instance.

## CAS Number

A CAS number is a Confirmation of Acceptance for Studies serial number, and is required as part of the visa application. This number will be shared with you by Newland Chase upon receipt of the required documentation, which can be found on the Government website at <https://www.gov.uk/child-study-visa>

Please note that while acceptance of a student into the school into any year is made on the basis that the student will remain at the school until the end of her A Level course (see the Terms and Conditions of Acceptance) UKVI currently issues visas for separate periods of study. This means that if a student completes the GCSE course at Queen Margaret's a new visa will be required to enable her to join the A Level course. Newland Chase Education will handle that process. The administration and other fees set out above will be charged in respect of this new visa.

## Child Student Visa Compliance

To comply with Child Student Visa legislation, any passports should be handed to the Admissions Team on arrival and all travel arrangements at Leave Out weekends (excats) and holidays must be confirmed and documented. Term dates are published in a timely manner and are available via the [school website](#); requests for early departure must be approved by the Head and will only be considered in exceptional circumstances. Unauthorised early departure may affect visa compliance.

## Education Guardians

All international boarders are required to have an education guardian appointed by their parents. The role of the education guardian is to act on behalf of the parents and the child, as necessary, sometimes making decisions on behalf of the parents and as such should be responsible and mature in their approach and understanding of the role that they are fulfilling. The education guardian should fulfil the following criteria:

- Live within two hour's drive from Queen Margaret's
- Be over the age of 25
- Be trusted by the parents of the girl to make key decisions about the child's welfare, if the parents are not available
- Be prepared to collect the child at short notice, in the case of emergencies
- Be prepared to attend Parents' Conferences, if required by the parent.

Education guardians can only be given access to the Parent Portal by a parent, once the Education Guardianship Policy has been read and understood. This is done by completing a form on the Parent Portal with details for the guardian”.

[View the Education Guardianship Policy >>>](#)

Queen Margaret's is not at liberty to recommend guardians to parents, as the appointment of the guardian is the decision of the parent. We do, however, recommend that all education guardians are approved by AEGIS or BSA:

<https://aegisuk.net/>

<https://www.ukbsa.com/bsa-certified-agent-and-guardian-scheme/>

### **Time Zones**

The UK is GMT +0 (October – March) and GMT +1 (April – September). The exact dates of the changeover vary slightly from year to year.

### **Weather**

The British Isles enjoy a temperate maritime climate. This means it is mild with temperatures 15 - 28°C in summer and 0 - 15°C in winter. We usually have four distinct seasons: Autumn (September – November), Winter (December – February), Spring (March – May) and Summer (June – August).

Nestled in the Vale of York, QM enjoys warm summers and relatively mild winters. The Vale is in the rain shadow of the Pennines so has a lower rainfall total than areas to the west.

### **Currency**

The UK currency is pounds and pence (GBP / Pounds Sterling / £). There are notes of various denominations (£5, £10 and £20), Coins range from £2 down to 1 pence (100 pence = £1). £50 notes are in circulation but are not widely accepted. All major credit cards are accepted in the UK and there are cash machines readily available. Debit cards can also be used, but it is advisable to check with your local bank before leaving home to ensure if a specific card will work.

### **Electricity**

The voltage in the UK is 240 volts and the plugs are 3 pinned rectangular bladed with an internal protective fuse (these are not the same as other European countries). We encourage girls to bring an appropriate adapter, which can be obtained in numerous electrical/travel stores. If bringing a number of devices, it may be wise to bring 2-3 adapters.

### **Medical Insurance**

The school nurses are able to administer 'in house' care, for which there is no charge. For more serious issues, we recommend girls have their own Travel and Medical insurance to cover any travel problems, accidents, dental treatment, or serious illness requiring specialist care. If girls have any pre-existing medical conditions, these need to be fully shared on the Medical Questionnaire which must be completed and returned before they arrive at QM. Please ensure supplies of any regular medications being taken are sufficient for the duration of stay.

### **Other Insurance**

The school has its own insurance which covers girls for their daily activities and trips. However it may also be advisable to take out a Personal Belongings Insurance to cover more expensive items such as cameras, laptops and mobile phones.

### **Contact With Home**

The UK has an extensive mobile phone network and many providers have phones which are able to be used here. It is wise to contact your provider regarding services available in the UK. QM provides excellent Wi-Fi across campus. We provide all girls with QM usernames and will provide contact details to families.

### **International Council**

The International Council exists to promote bilingualism and cultural diversity and organises events to celebrate international festivals, support charity work and raise awareness about world issues.

[View further information>>>](#)

### **English as an Additional Language**

Upon entry to QM girls are assessed to establish whether they require English as an Additional Language (EAL) tuition. Tuition is included within the non-UK/EEA Full Boarding fee. Lessons can be taken on an individual, pair, or group basis. Conversation Club is also available and open to all.

IELTS lessons are available for Sixth Form girls who require this qualification for their university applications.



### **Stay in For Leave Out (SIFLO)**

There are usually six Leave Out Weekends each year which are carefully planned around academic commitments. Our 'Stay in for Leave Out' (SIFLO) programme combines the chance to visit some amazing cities, join fun and exciting trips to historic and cultural attractions and take part in a range of exhilarating outdoor and sporting activities. By balancing these activities with downtime for relaxation with friends that every pre-teen and teenager needs, girls are able to make the most of the wonderful setting and facilities of QM.

During these weekends, the QM Family feel comes to the fore, with girls from across the year groups joining together in a dedicated 'sleepover' boarding house, cementing friendships and encouraging new connections.

The SIFLO cost for the 2024/25 academic year is circa £4,075 and this is non-refundable. The charge will be added to the full boarding fee for the Autumn Term to cover all costs including

the additional nights in school, all food, activities, entry fees for attractions, travel costs and staffing. The school reserves the right to alter or suspend the programme if it is not viable to run it.

[View further information >>>](#)

### **Orientation Programme**

We know that leaving home to come to a new country and a new school is a huge step for girls who are joining QM from overseas. Our Orientation Programme is specially designed to make the transition as easy as possible. The week-long programme takes place immediately before the start of term. It helps girls to get settled in to their new home so that, when the new term begins, they feel prepared and ready to begin their learning journey with us.

The Orientation Programme is filled with lessons and activities that will help to forge friendships, reduce any culture shock and overcome any language barriers. Girls will be given intensive English as an Additional Language (EAL) lessons, they'll get the opportunity to familiarise themselves with our beautiful campus, and they'll have chance to explore York and the local area. The Orientation Programme can be arranged via the QM Admissions Team; [admissions@queenmargarets.com](mailto:admissions@queenmargarets.com)

### **One Year GCSE and Pre-A Level Programmes**

Our One-Year GCSE Programme offers a bespoke curriculum for girls in Year V. The programme acts as an excellent springboard into the British education system for girls to go on and study A Levels at QM and, later, for entry into British universities. For those girls simply wishing to experience the many benefits of British boarding and develop their English language skills in preparation for Sixth Form, QM also offers an unassessed Pre-A Level option.

[View further information >>>](#)



# Fees and Charges



QM

## Core Fees 2024/25

Board Type	£ Per Term	£ Per Annum
Full Boarding (UK/EEA)	14,560	43,680
Full Boarding (non-UK/EEA)	16,435	49,305
Weekly Boarding:		
Five nights per week	12,250	36,750
Flexi Boarding:		
Three nights per week	10,655	31,965
Flexi Boarding:		
Two nights per week	9,995	29,985
Flexi Boarding:		
One night per week	9,325	27,975
Day Girl	8,220	24,660
Additional overnight stays		£100 per night

## What's Included?

Included in our core fees are breakfast, lunch and supper (plus breaktime refreshments) for all girls - Day Girls and Flexi Boarders may arrive at school after 07:30 and depart up to 19:30 on full school days to enable them to participate in clubs and activities, and to make busy family life that little bit easier for parents. For non-UK/EEA students at QM, we have made our full boarding fee as all-encompassing as possible; the non-UK/EEA full boarding fee includes EAL (English as an Additional Language) support and routine weekend activities. QM offers a comprehensive co-curricular enrichment programme, and many of these activities are also included within the core fees. Some extra subjects and activities will incur additional charges (eg private Dance, Tennis, Riding, LAMDA and Music lessons).

[View full enrichment information>>>](#)

There are some other costs, such as examination entry fees, shuttle bus services and school uniform, which should also be taken into consideration - we have a well stocked Pre-Loved Uniform Shop onsite. Every term there are many activities and school trips (both as part of the curriculum and extracurricular) which our girls have the opportunity to be involved in. The costs for any such activities are usually added to the termly school bill - your specific consent will be sought for activities with a cost of £30 or more.

## Weekly Boarding

- Weekly Boarders can stay in school as many nights as required from Sunday night to Friday night (inclusive).
- All Saturday nights stayed will be charged at the full additional overnight stay rate and are not included in the core fee. However, Weekly Boarders who stay on 3 or more Saturday nights in any term will, instead, be charged the difference between the Weekly and Full Boarding fees.
- Weekly Boarders have an allocated bed and dorm.

## Day and Flexible Boarding

- A Flexi Boarder can stay in school as and when needed and the number of nights is not restricted by those included in the fee. Nights stayed need not be on a fixed night or number of nights each week. Similarly, a Day girl can stay as and when needed subject to there being available accommodation.
- The Flexible Boarding fees include an average of one, two or three overnight stays per term week; these nights can be aggregated over a term so girls can stay as and when needed.
- All Flexible Boarding fee options include two additional nights each term for a girl to stay in school at the start of term. Day girls are also welcome to stay, subject to there being available accommodation, and will be charged at the additional overnight stay rate.
- All Saturday nights will be charged at the full additional overnight stay rate and are not included in the core fee.
- Overnight stays not utilised in a term cannot be carried forward to another term and will not be refunded.
- Terms can be of different lengths and hence the number of nights included in each fee will vary term by term.
- All additional nights in excess of those included in the fee are charged at the full additional overnight stay rate.
- Flexi Boarders have an allocated bed and dorm. This may not be the case for Day girls.

## The Small Print

- Fees are due in cleared funds before the start of each term.
- Unpaid fees may be subject to an interest charge of, currently, 6% above base rate.
- We offer a discount of 5% off the core fees of your eldest daughter when sisters are attending QM together; up to a maximum of 15% discount per family when three or more sisters are in school.
- A full term's notice in writing to the Head is required if a girl is to be withdrawn from the school; if notice is not received a term's fees in lieu of notice will be charged.
- If you wish your daughter's place to change to a fee in a lower tier, notice is required in writing to the Head before the end of the Half Term of the Summer Term preceding the start of the school year for which you wish the change to take place. If notice is not received then fees will be charged at the higher tier for the full year.
- Changes to a fee in a higher tier will take effect from the start of the next term.
- Day and Flexi Boarders may arrive at school after 07:30 and depart up to 19:30 on full school days; there is no charge for breakfast, lunch or dinner.
- Full Boarders now have the cost of weekend activities included in the fee.

# Glossary and Map



EM

# Glossary

Barnip	A cough sweet available from the Health and Wellbeing Centre.
Cellars	The Sixth Form café bar.
Cinders Track	Track around the grounds from the Main Entrance to the Year IV and V Boarding House, Winnie's.
FoQM	(Friends of Queen Margaret's) - Group of parents who meet regularly to act as ambassadors, develop friendships across the community and devise a calendar of fundraising and social events.
Fun Song	House competition in Autumn Term where girls perform songs in The Chapman Theatre.
Hogwarts	Study area for Year IV.
Le Café	A kitchen and common room for junior year groups
Leave Out	Every third weekend of term time is a half term, holiday or a Leave Out weekend where girls spend the weekend at home or with their guardian. There is also the option to stay in school for Leave Out weekends (SIFLO)
Mark Reading	Final assembly at the end of each term to celebrate girls' achievements.
Monitors	Year IV girls who assist and deputise for the Prefects.
Mountgarret	Fiction library.
Mufti	Casual clothes when girls are not in uniform.
OM	(Old Margaretian) - Former pupil of Queen Margaret's.
Poston	Study area for Year III.
Prefects	UVI girls with leadership positions within the school.
Red Stairs	The grand staircase in the Main Building.
Soft Song	House Music competition in the Spring Term.
SP	Study Period
Speech Day	A day of events usually held on the last Saturday of the Summer Term for the whole school and the wider QM Family to celebrate the year's achievements and the leaving Upper Sixth students.
Temple	A folly, quarter of a mile from the school grounds.
Tutor	A member of the academic staff who acts as your daughter's first point of contact for both academic and pastoral queries and concerns and meets with her weekly.
Wenlock	Traditional non-fiction library also used for registration, events and dinners.
Winnie's	Short name for Year V Boarding House named after OM Winifred Holtby, a famous journalist and novelist.
Winter Garden	Room with stained glass windows at the top of Red Stairs in the Main Building used for various meetings.



## Key

- 1 Main Reception
- 2 Wenlock
- 3 Chapel
- 4 Theatre and Dance Studio
- 5 Dining Room
- 6 Health and Wellbeing Centre
- 7 Security
- 8 Red House
  
- M Main School Building
- C Centenary Building


## Boarding

- 9 Warwick House - Scarborough Wing
- 10 Warwick House - Atholl Wing
- 11 Winifred Holtby House
- 12 Cloisters
- 13 Stables
- 14 Carr House
- 15 Gardeners Cottage
- 16 Red House Cottage
- 17 Parkgates
- 18 Covers

## Academic and Enrichment

- 19 English
- 20 Mathematics
- 21 Science
- 22 Classics
- 23 Art and Technology
- 24 History
- 25 Geography
- 26 Languages
- 27 Music
- 28 Indoor Swimming Pool
- 29 Sports Hall
- 30 Squash Courts

Please note, if using a sat nav use the following postcode to be directed to the main entrance:  
YO19 6EG



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