



# QUEEN ETHELBURGA'S COLLEGIATE

Academic Year 2024-25

We are looking forward to welcoming all our new and existing students onto campus in September.

The following document contains useful information as we look ahead to the start of the Autumn Term. Please read this carefully and **complete the forms/actions** relevant to you and your child.

Please click on the link in each box in the MENU below to access the information.

**MENU**

<b>IMPORTANT FORMS</b>	<b>START OF TERM AND INDUCTION WEEK</b>	<b>INFORMATION FOR BOARDERS</b>	<b>TRAVEL INFORMATION</b>
Compulsory information that must be completed before September for ALL returning and new students.	Please read through this section for back-to-school dates and information about the students' first week back	Contains general information about students' boarding house, what boarding will be like, what to bring and how to get 'QE Ready' for boarding.	This is for all boarders. Please read through this to see the arrangements for the start of term and complete the relevant forms.
<b>SCHOOL UNIFORM</b>	<b>CASHLESS CAMPUS</b>	<b>IT INFORMATION</b>	<b>LIAISON OFFICER INFORMATION</b>
Provides details of QE uniform requirements and how this can be ordered now for collection during the summer, or delivery to your child's boarding house for their arrival.	QE now operates a cashless campus. Read this for information on how to make sure your child is prepared for this.	Contains details of the computer hardware requirements for students to ensure they can access our teaching provision.	For international students to find out more about our Student Liaison Officers.

We appreciate that there is a lot of information to be aware of at the start of a new school year and that this can sometimes feel overwhelming. Please do not hesitate to contact us should you have any questions at all about the induction process or any other aspect of school life using the relevant email address below:

[chapterhouse@qe.org](mailto:chapterhouse@qe.org)

[kingsmagna@qe.org](mailto:kingsmagna@qe.org)

[faculty@qe.org](mailto:faculty@qe.org)

[college@qe.org](mailto:college@qe.org)

Yours sincerely

*Queen Ethelburga's Collegiate*

# IMPORTANT FORMS

COMPULSORY INFORMATION REQUIRED BEFORE 29th AUGUST

In order to ensure a smooth start to the term and to support our safeguarding procedures, it is essential that we receive from all parents, of both new and existing students, up-to-date medical and other information for your child.

The forms are split into 2 sections – compulsory forms and optional forms. All parents **MUST** complete the relevant compulsory forms no later than 29th August. Optional forms are for requesting additional provision and need only be completed when required.

## COMPULSORY FORMS

**RETURNING  
STUDENTS**

**ALL NEW DAY  
STUDENTS**

**ALL NEW BOARDING  
STUDENTS**

## OPTIONAL FORMS

**ALL STUDENTS  
OPTIONAL FORMS AS REQUIRED**

To complete the forms, please log onto the Parent Portal and then click on the links to the forms shown in the relevant areas.

Should you require any help with the Parent Portal please email [schooladministration@qe.org](mailto:schooladministration@qe.org)

We thank you in advance for your time in providing the relevant information prior to September and for your ongoing support through the forthcoming year. Please note that our automated system will send reminders over the summer holidays for each compulsory annex form which requires completion.



# RETURNING STUDENTS

## (COMPULSORY FORMS)

To complete the forms please first log onto the Parent Portal in a separate window on your device and then return here to click on each link below. All forms must be completed in this section.

MEDICAL FORM	DOCTOR SERVICES REGISTRATION FORM (GMS1)	PARENT/GUARDIAN CONTACT INFORMATION	TRAVEL FORMS
<p>Annex B1 - Medical Form: ALL STUDENTS 2024-25</p> <p>In order to gather as much information about all of our students, we have made some changes to the Annex B Form. We have amalgamated previous forms and now have one form to be completed each year. Please be aware the new form will need to be completed in full each Academic year. If you have any queries, please contact <a href="mailto:nurse@qe.org">nurse@qe.org</a></p>	<p>If returning boarding students have registered elsewhere with another doctor over the summer, they should complete the attached writeable electronic Doctor Services Registration Form (GMS1). The form can also be accessed by logging onto the Portal and then clicking on this link <a href="#">NHS GMS Form</a></p> <p>Please return the completed form by email to <a href="mailto:Medicalform@qe.org">Medicalform@qe.org</a></p>	<p>Please can we ask you to check your contact information by following this link and submit any changes using the <a href="#">Change Request Form</a>. Please include the date that any changes apply from</p>	<p>For all boarding students please see the Travel Information section below</p>



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# ALL NEW DAY STUDENTS

## (COMPULSORY FORMS)

To complete the forms please first log onto the Parent Portal in a separate window on your device and then return here to click on each link below. All forms must be completed in this section.

MEDICAL FORM	ANNEX C - DATA PROTECTION	ANNEX D - STUDENT ACCEPTABLE USER POLICY	ANNEX E - PARENTAL CONSENT FOR SCHOOL VISITS	PARENT/ GUARDIAN CONTACT INFORMATION
Annex B1 - Medical Form: ALL STUDENTS 2024-25		In conjunction with the E-Safety Policy		Please can we ask you to check your contact information by following this link and submit any changes using the <a href="#">Change Request Form</a> . Please include the date that any changes apply from



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# ALL NEW BOARDING STUDENTS

## (COMPULSORY FORMS)

To complete the forms please first log onto the Parent Portal in a separate window on your device and then return here to click on each link below. All forms must be completed in this section.

MEDICAL FORM		DOCTOR SERVICES REGISTRATION FORM (GMS1)	
Annex B1 - Medical Form: ALL STUDENTS 2024-25	<p>In addition to the Medical Form, all boarding students are required to register with the school doctor. Please complete the attached writeable electronic Doctor Services Registration Form (GMS1) or the form can also be accessed by logging onto the Portal and then clicking on this link <a href="#">NHS GMS Form</a></p> <p>Please return the completed form by email to <a href="mailto:Medicalform@qe.org">Medicalform@qe.org</a></p> <p>This form entitles students to NHS medical care. You must ensure the fields marked in yellow on the form are completed which includes:</p> <ul style="list-style-type: none"><li>• The patient details section.</li><li>• The date the student first came to the UK. This can be the expected date of arrival.</li><li>• Sign and date the form.</li></ul> <p>It is important that all students receive timely medical attention for their health and wellbeing requirements. Please note that failure to complete this document as directed could result in unnecessary delays to medical care.</p>		
ANNEX C - DATA PROTECTION	ANNEX D - STUDENT ACCEPTABLE USER POLICY	ANNEX E - PARENTAL CONSENT FOR SCHOOL VISITS	
	In conjunction with the E-Safety Policy		
GUARDIAN FORM	TRAVEL FORMS	PARENT/GUARDIAN CONTACT INFORMATION	
All boarding students whose parents reside outside the UK, please complete the ONE relevant Annex A form (if not previously completed):  <a href="#">ANNEX A1: Guardian Form - Professional Education Guardian</a>  <a href="#">ANNEX A2: Guardian Form - Family Member or Family Friend</a>	Please see the Travel Information section	Please can we ask you to check your contact information by following this link and submit any changes using the <a href="#">Change Request Form</a> . Please include the date that any changes apply from	
TUBERCULOSIS (TB) SCREENING FOR OVERSEAS STUDENT			
Please log on to the Parent Portal and follow these links <a href="#">TB Screening Letter</a> and <a href="#">TB Awareness Leaflet</a> for information regarding how to book an appointment for TB Screening for students who have arrived in the UK in the last 5 years from a country identified on the attachment. If you wish for your child to have the screening, please email the completed form in the attachment and email it to <a href="mailto:nurse@qe.org">nurse@qe.org</a>			

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# OPTIONAL FORMS

During your child's time at Queen Ethelburga's you may wish to complete other forms to provide information to us or make requests. Please see the full list of annex forms available below.

Optional Annex Forms applicable to your child should be completed by following the relevant link and submitted **as soon as possible**.

\*Note that if you have already completed one of these forms in a previous school year, you do not need to complete them again.

<b>ANNEX B2: ALLERGY, INTOLERANCE, SPECIAL DIETARY REQUIREMENT FORM</b>	<b>ANNEX F - EXTRA ACADEMIC LESSONS</b>	<b>ANNEX G - INSTRUMENTAL AND VOCAL TUITION *</b>	<b>ANNEX H - CHARGEABLE ENRICHMENT ACTIVITIES *</b>	<b>ANNEX I - PERMISSION TO DRIVE A CAR TO THE COLLEGIATE*</b>
	Please complete for each school year. This form will not be available until after term has started			Sixth Form students only

<b>ANNEX J - PERMISSION TO BE PASSENGER IN AN AUTHORISED SIXTH FORM STUDENT CAR*</b>	<b>ANNEX K - SCHOOL BUS TRANSPORT REQUEST FORM *</b>	<b>INCIDENTAL BUS FORM</b>	<b>INCIDENTAL BOARDING FORM</b>	<b>TEAM QE PERFORMANCE PATHWAY 2024</b>
For siblings and Sixth Form students only		For those students looking to have a space on the bus occasionally. Please provide us with a minimum of 24 hours to ensure that we can reach the driver to pass on your request. Requests for a Monday must be provided to us by 14:00 on the previous Friday.	To be completed for day students who wish to book incidental boarding.	The Pathway is open to students in King's Magna in Years 8-9 and Faculty Students in Years 10-13

**Return2Play - Head Injury & Concussion Cover** – Return2Play is a medical service which is provided free of charge by the Collegiate to all children on roll. This service assists with the medical management of suspected and confirmed concussion cases should your child receive a head injury from sports or engaging in other activities whilst under the care of the Collegiate. This service provides access to GPs (General Practitioners) who are specialist in the field of concussion. Concussion can be diagnosed in those from age 7 upwards and due to the delicate nature of development of children's brains, it is imperative that suspected and confirmed concussion cases in those under the age of 18 are managed carefully. These appointments are virtual, organised via the Return2Play platform, and can be accessed externally, at your convenience. Additionally, free concussion awareness training is also provided by Return2Play for all parents and carers. To read further information regarding this, please log onto the Parent Portal and then click on this link [Return2Play](#)

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# OPTIONAL FORMS (BOARDING)

## ANNEX A3: GUARDIAN FORM - PERMISSION TO CHANGE GUARDIAN

## PERMISSION FOR SIXTH FORM BOARDING STUDENTS TO KEEP AND ADMINISTER PERSONAL MEDICATION \*

If boarding students wish to change their guardian, please complete this form

Please note that the below forms will not be available until Monday 9th September 2024:

LEAVE REQUEST FORM

TAXI REQUEST FORM FOR LEAVE FROM SCHOOL Y10-13

PARTY PACKAGES

YEAR 11-13 HOLIDAYS@QE - STUDENT DAY PASS

BOARDING STUDENTS HOLIDAYS@QE



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# START OF TERM AND INDUCTION WEEK

Students are all expected to arrive back to school for induction on either Monday 2nd September or Tuesday 3rd September. The arrival day will depend on the school and whether the student is new to QE or a returning student as below.

- All Chapter House students and families – Monday 2nd September
- All new King's Magna, College and Faculty students – Monday 2nd September
- All returning King's Magna, College and Faculty students – Tuesday 3rd September

On these arrival days, there will be a range of activities and talks planned to ensure students and families are welcomed to the school and provided with all of the information they need for a smooth start. All students and families will be registered on arrival in the Phoenix Centre. Boarding students who arrive after 17:00 should register at School Reception where they will be directed to their Boarding House. There will be no activities or tours of boarding houses for parents after 17:00.

Please note that school uniform is not required on Monday or Tuesday and school buses will not be running. For parents and guardians who require transport back to York, we have a shuttle bus running from QE to York Memorial Gardens every hour between 10:00 and 17:00 on Monday and 10:00 and 15:00 on Tuesday.

## Chapter House

Monday 2nd September - Students and parents	
8:30-12:00	Boarding Students and Families to arrive – registration, boarding house visits, meet and greet with staff.
12:00-12:30	Day students and Families arrive – registration and meet and greet with staff
12:30 – 14:00	Barbecue and welcome on the Hub - please <a href="#">click</a> for more information.
14:00 – 15:00	Classroom visits and meet the teachers.
Tuesday 3rd September - Students only from this day	
8:30 – 12:00	Induction morning with class teachers
12:00 – 13:00	Barbecue lunch with class teachers
13:00 – 13:30	Social time in KS2 playground
13:30 – 14:00	Assembly
14:00 – 16:00	Academic House group activities
16:00	School ends (note that after school activities are available until 18:00)
Wednesday 4th September	
8:30 – 16:00	A range of timetabled activities.
School uniform is required and school buses will be running from this day	
Thursday 5th September and Friday 6th September	
8:30 – 16:00	Lessons and Form Time begin
Saturday 7th September to Sunday 8th September	
Closed weekend for boarders – all boarders to remain on site	



## New King's Magna, College and Faculty students

Monday 2nd September - Students and parents	
8:30 - 17:00	Students and Families to arrive – registration, boarding house visits for boarders, meet and greet with staff.
9:00 – 11:00	Welcome Talks Session 1 – Introduction to the academic, boarding, welfare, wellbeing and enrichment aspects of the school
11:00 – 13:00	Welcome Talks Session 2 – Introduction to the academic, boarding welfare, wellbeing and enrichment aspects of the school
12:30 – 15:30	Barbecue and welcome on the Hub - please <a href="#">click</a> for more information
13:00 – 14:30	Heads' Welcome Talks (13:00 - King's Magna, 13:30 - Faculty, 14:00 - College)
14:30 – 16:30	Welcome Talks Session 3 – Introduction to the academic, boarding, welfare, wellbeing and enrichment aspects of the school
Tuesday 3rd September - Students only from this day	
8:30 – 16:10	Range of induction activities with tutors
Wednesday 4th September	
8:30 – 16:10	A range of timetabled activities.
School uniform is required and school buses will be running from this day	
Thursday 5th September and Friday 6th September	
8:30 – 16:00	Lessons and Form Time begin
Saturday 7th September to Sunday 8th September	
Closed weekend for boarders – all boarders to remain on site	

## Returning King's Magna students

Tuesday 3rd September - Students and parents	
12:30 - 13:30	Students and Families to arrive – registration, boarding house visits for boarders, meet and greet with staff.
13:30 – 14:00	Heads Welcome Talk – Mr J Birchall
14:00 – 15:30	Barbecue and welcome on the Hub - please <a href="#">click</a> for more information
15:00 – 17:00	Welcome Talks – Introduction to the academic, boarding, welfare, wellbeing and enrichment aspects of the school
Wednesday 4th September	
8:30 – 16:10	A range of timetabled activities.
School uniform is required and school buses will be running from this day	
Thursday 5th September and Friday 6th September	
8:30 – 16:10	Lessons and Form Time begin
Saturday 7th September to Sunday 8th September	
Closed weekend for boarders – all boarders to remain on site	

## Returning College and Faculty students

Tuesday 3rd September - Students and parents	
8:30 - 17:00	College and Faculty Students and Families to arrive – registration, boarding house visits for boarders, meet and greet with staff.
9:30 – 11:30	Welcome Talks Session 1 – Introduction to the academic, boarding, welfare, wellbeing and enrichment aspects of the school
11:30 – 13:30	Welcome Talks Session 2 – Introduction to the academic, boarding welfare, wellbeing and enrichment aspects of the school
12:30 – 15:30	Barbecue and welcome on the Hub - please <a href="#">click</a> for more information
14:00 – 15:00	Heads' Welcome Talks (14:00 - Faculty, 14:30 - College)
15:00 – 17:00	Welcome Talks Session 3 – Introduction to the academic, boarding, welfare, wellbeing and enrichment aspects of the school
Wednesday 4th September	
8:30 – 16:10	A range of timetabled activities.
School uniform is required and school buses will be running from this day	
Thursday 5th September and Friday 6th September	
8:30 – 16:10	Lessons and Form Time begin
Saturday 7th September to Sunday 8th September	
Closed weekend for boarders – all boarders to remain on site	



**WELCOME BACK BBQ**

WE WOULD LIKE TO INVITE ALL OUR NEW AND RETURNING FAMILIES TO A WELCOME BBQ AT THE START OF TERM.

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New starters (including those with returning siblings) and all Chapter House families  
Monday 2 September 12:30 until 15:30

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Returning families  
Tuesday 3 September 12:30 until 15:30

PLEASE BOOK YOUR PLACES IF YOU PLAN TO ATTEND THE BBQ BY 21 AUGUST

[Book now](#)

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# INFORMATION FOR BOARDERS

For all our new boarding students to prepare and ensure they are ready to start with us in September, we have created a series of 'QE Ready' booklets for you to read through. This will give you an introduction from their House Master/Mistress, a list of things to bring, an outline of a day in the life of a boarder and other useful information. Please click on the links to view the books.



ARE YOU QE READY?  
YEARS 3 TO 5

This booklet cover features a young boy in a yellow shirt reading a book titled 'ZOG' in a library. The background is dark blue with a circular inset showing the boy. A small crest is in the top right corner.



ARE YOU QE READY?  
YEARS 6 AND 7

This booklet cover features a young boy with glasses playing foosball. The background is dark blue with a circular inset showing the boy. A small crest is in the top right corner.



ARE YOU QE READY?  
YEARS 8 AND 9

This booklet cover features a boy and a girl in purple school uniforms walking outdoors. The background is dark blue with a circular inset showing the students. A small crest is in the top right corner.



ARE YOU QE READY?  
YEARS 10 AND 11

This booklet cover features a young man in a blue school sweater smiling. The background is dark blue with a circular inset showing the student. A small crest is in the top right corner.



ARE YOU QE READY?  
YEARS 12 AND 13

This booklet cover features a young woman in a black school jacket holding a book. The background is dark blue with a circular inset showing the student. A small crest is in the top right corner.

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# TRAVEL INFORMATION

## NEW BOARDING STUDENTS

Please can any students who are new to the school contact [travel@qe.org](mailto:travel@qe.org) to discuss their travel requirements and we will be happy to assist you further.

## RETURNING BOARDING STUDENTS

We require all parents of boarding students to inform us of their travel plans as soon as these are known so that we can plan for their arrival. All travel information must be provided via the Parent Portal and not by email, to ensure that the relevant details are logged centrally for all students. All travel forms for September 2024 must be completed by Sunday 25th August. After this time the form will no longer be available on the portal and no further transport can be booked as we require time to coordinate all the transport requests.

**No students are permitted on site until 09:00 on 2nd September 2024.**

Please use the relevant link below to complete ONE travel form for each student.

AIRPORT TRANSFER	PRIVATE ADDRESS TRANSFER	TRAIN TRANSFER	GUARDIAN/ NOMINATED PERSON RETURN*	PARENT RETURN *
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\* No transport will be booked through school with these forms.

## Students Arriving at an Airport or Train Station

When students arrive at their destinations it is important that they look for their driver at the places shown below.

- York Train Station- Students arriving at York train station, please meet your driver at WHSmith within the station.
- Manchester Airport - This is the preferred airport for you to travel to. We always have our Airport Coordinator located at the airport on travel days and he is very experienced and can help assist with any issues that may arise. Please meet your driver or Travel Coordinator at the following places if you are travelling into Manchester airport.
  - Terminal 1 - Meet your driver at WHSmith
  - Terminal 2 - Meet your driver at Starbucks
  - Terminal 3 - Meet your driver at Hanger Café
- Heathrow Airport - Terminals 1-5, please meet your driver at WHSmith located at each individual terminal.
- Gatwick and Stanstead Airports - Meet your driver at WHSmith located at each individual terminal.
- Leeds Bradford Airport - There are heavy parking restrictions at this airport, once you have all your luggage and are ready to depart, please call 07763 472198 and your taxi will drive round to meet you at the entrance.

Any issues, delays or if students cannot locate their driver please contact the Travel Team via Microsoft Teams.

The names of the staff to contact are listed below, we can also be contacted on 01423 333643 or the emergency number out of hours 07763 472198.

### Travel - Teams Staff Contact Names

Fiona Millington, Joseph McAnerney, Beth Wilcox, Michael Howard, Elizabeth Gibson

The travel office will be open on Tuesday mornings throughout the summer between the hours of 09:00 – 12:00. The office will reopen on Monday – Friday 08:30-17:00 from Monday 19th August.

Please be aware that cancellations within 72 hours of the travel date will incur a charge.

### Unaccompanied Minors

For all students travelling as Unaccompanied Minors with the airline, please can you email [travel@qe.org](mailto:travel@qe.org) to advise us of the student's name. We will contact you directly after 19th August to allocate a staff member to collect the student from the airline, we are not able to allocate a member of staff earlier than this time. Please note this service incurs an additional cost.

### Students arriving to school by car or privately arranged taxi (not using school transport)

Please report to the Phoenix Centre on your arrival, where a member of staff will be able to assist you.

If you have any further questions or enquiries, please contact us at [travel@qe.org](mailto:travel@qe.org) where we will be happy to assist you.



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# SCHOOL UNIFORM

We take great pride in the appearance of our students with our modern and colourful school uniform. To purchase a new uniform for September, to buy replacement items or buy the next size up, the quickest and easiest way is to do this online on our new school shop: [shop.qe.org](http://shop.qe.org)

Once you receive confirmation that your order is ready, please collect this from the School Shop collection point which is in the Woodlands Building, near our School Reception as you enter the campus from the main car park. This can be collected during the school holidays (Monday to Friday 7.30am - 5pm) or during the September School Shop opening times (see below\*).

For parents ordering from abroad, uniform can be delivered straight to your child's boarding house for the September 2024 start. Please ensure you state this when placing your order. We require the student's full name and year group, along with the name of the boarding house.

Sizing guides and how to measure your child are available online. Uniform lists and all the information you need to order is contained within our helpful School Uniform Guide. To see the information, please click on the booklet shown [➔](#).

## Limited appointments in-person at the School Shop over the summer holidays

The School Uniform Shop is open for a limited selection of appointments in person over the summer holidays, by appointment only until Friday 30th August. [You can make a booking here.](#)

## Start of Term - September Shop Openings

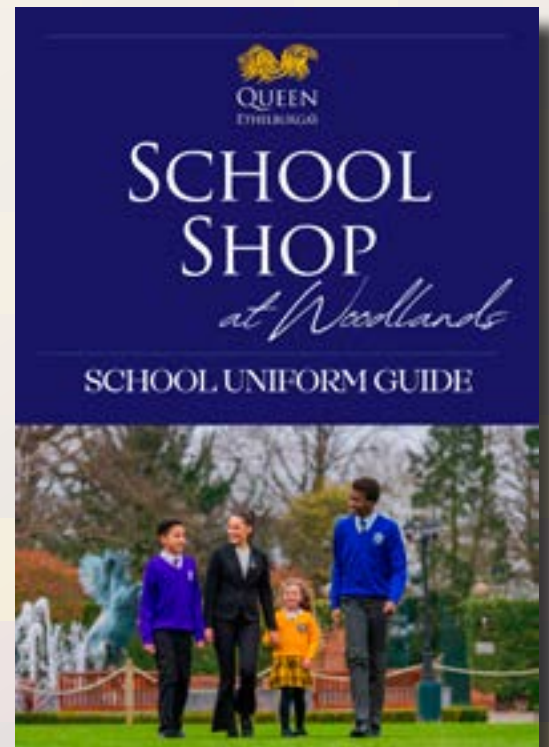
The School Shop will be open slightly longer hours for the first week of term, but to avoid extremely long queues we would strongly recommend you consider one of the options mentioned above, of either placing orders online or making an appointment during the summer holiday.

Between Monday 2nd September and Friday 6th September the School Uniform Shop will be open from 8am until 5pm.

## Refunds and Exchanges

You are welcome to return or exchange any unworn items with the tags still attached. Please ensure you have your sales receipt or online order with you when you visit. The shop is always extremely busy the first week of term, so we would ask unless your refund/exchange is urgent, please wait until after 9/9/24 to do this. If you have ordered sports kit through Kitlocker, please note that you must refund or exchange the items directly with them.

We hope that all of the information you require is provided above, however, if you require any further assistance, please email [schoolshop@qe.org](mailto:schoolshop@qe.org)



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# CASHLESS CAMPUS

Our campus operates an entirely cashless system for all purchases. This means that all transactions, including all food and drink outlets on campus, our school uniform shop, vending machines and boarding sweet shop are cashless for all purchases. Therefore, it is important that your child has access to banking facilities which will enable them to pay by card or via contactless payment whilst on campus.

Adopting a cashless system for pocket money benefits both you and your child. Not only do you have more direct control over your child's pocket money account to oversee their spending, but you will also be able to top up your child's pocket money direct from the comfort of your own home.

We would be grateful if you would arrange to set up an account suitable to your and your child's needs.

## Year 3 – Year 10

With banks now offering ever increasing services for young people, with accounts including bank cards that parents can control from their mobile phones, for example, Go Henry, Rooster, Monzo and Revolut cards, we are encouraging all parents to look at these services and choose an option suitable to them.

## Year 11 – Year 13

For students aged 15 and over, we recommend they open a UK bank account with a high street bank. Queen Ethelburga's Collegiate has collaborated with HSBC in York, who subject to an account application process, are able to open your child a bank account. The Collegiate is here to help with this process and can provide a "bank letter" evidencing that the child studies in the UK and provide a record of the child's UK address which the bank requires to open an account.

We understand that you may need assistance in opening a bank account for your child and we want to assure you that we are here to support you every step of the way. If you have any questions or concerns regarding our cashless system, please do not hesitate to reach out to us via [studentwellbeing@qe.org](mailto:studentwellbeing@qe.org) We will be more than happy to provide any necessary assistance.

## STUDENT BANK ACCOUNTS

For any boarding student who needs to open a UK bank account, the HSBC will be on site on 2nd and 3rd September to assist with this.

Students under the age of 16 need to have their parents or guardians with them to open an account.

Students will need their passports, BRP cards and a proof of study letter. A proof of study letter can be provided on the day.

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# IT INFORMATION

## COMPUTER HARDWARE REQUIREMENTS

To maximise teaching and learning opportunities, a large amount of our educational provision makes use of online resources, educational websites and learning materials. Consequently, it is essential that all students in Year 6 upwards bring to school a Wi-Fi-enabled laptop, or tablet with keyboard, to access lessons. If a new device is being purchased for this purpose, we would recommend one from the Microsoft Surface suite for maximum compatibility. Students will find it more valuable if their device has a touch screen to allow for more easy navigation, handwritten work, and diagram drawing. The device should have antivirus software installed for their security. Boarders may also choose to bring with them a CAT 5 network cable so they can access the school's wired internet system for faster speeds.

IT support is available in school in the event of students requiring any hardware or software help, with staff most familiar with Microsoft products. You do not need to buy Microsoft Office as QE has a licence for all students.

## STUDENT LOG IN DETAILS

As part of the QE educational provision, all students from Year 6 upwards have free access to a complete Microsoft Office software package. This includes use and download of the main Office software such as Word, Excel and PowerPoint, but also more recently released software such as Forms, Sway and Teams.

To access this software, new students will be able to access their usernames and passwords via an email that will be sent to their parent's e-mail address in the last week of the summer holiday.

Existing students should know their log in details as these remain the same as for the 2023-24 academic year, used in school to access the network. As a reminder, the format of the username is as follows: NAME@qe.thorpeunderwood.com (where the NAME usually consists of their first initial and surname).

Should your child forget their Microsoft username or password at any time, these can be requested via the Parent Portal by completing the relevant form via this link [Student Password Reset](#). The IT Department will respond to this request as soon as possible by email to whichever email address is submitted on the form. For data protection and security reasons, we are not able to respond to direct email or phone requests from parents or students asking us to provide usernames or passwords.

Once on their Office account, should there be further technical issues, students can receive direct support from the IT Department by accessing the QE Student SharePoint site. Please follow this link: <https://ethelburgas.sharepoint.com/sites/qestudent>



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# LIAISON OFFICER INFORMATION

There are many members of staff that will provide support to students during their time at QE, also acting as important links with parents.

All boarding students and their parents will be able to contact the boarding house staff with queries but, in addition for international boarders with specific language requirements, we also have a number of international liaison officers.

Day students additionally have access to our Day Student Liaison Officer.

Please log onto the Parent Portal and then click on the relevant links below for information regarding the Day Students and International Boarders Liaison Officers

[DAY STUDENTS  
LIAISON OFFICER](#)

[INTERNATIONAL  
ENGLISH  
LIAISON OFFICER](#)

[CHINESE  
LIAISON OFFICER](#)

[RUSSIAN  
LIAISON OFFICER](#)

[THAI  
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