

# BRITISH FAMILIES EDUCATION SERVICE



## NOTES FOR PARENTS OF BOYS AND GIRLS

ATTENDING

# QUEEN'S SCHOOL

(This pamphlet should be read in conjunction with the official B.F.E.S. booklet, „Parents' Guide to the British Families Education Service in Germany“, normally distributed to families with passage documents. Additional copies of the latter may be obtained from HQ., BFES, BFPO 34.)

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## 1. THE SCHOOL - BUILDINGS AND FACILITIES

Queen's School, delightfully situated in the North West of Joint Headquarters, Northern Army Group and 2nd Tactical Air Force, was the first School of its kind to be built in Germany under the auspices of the British Families Education Service. Opened in September 1955, it is a Secondary Day School designed to cater at present for over 400 boys and girls of post primary age.

In addition to the normal classrooms, there are Chemistry and Physics Laboratories, a Rural Science Laboratory with greenhouse and gardens, Woodwork and Metalwork Shops, well equipped practical rooms for Domestic Science, Art, Needlework and Commercial Subjects, and a large Library.

The Main Hall, which is used for assembly purposes, and as a Dining Hall, has a small stage suitable for school dramatics.

Adjacent to the main building is the Gymnasium.

## 2. RULES AND ROUTINE

The School Rules are few and simple. They embody common sense precepts and restrictions necessary for the orderly and efficient running of the school. They are all incorporated in this pamphlet and indicated by asterisks. Children are acquainted with these rules on joining the school and are given periodical reminders. Parents are asked to co-operate in their observance.

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- \* No child is allowed to enter the school before 8.45 a.m.
- \* Only prefects and monitors are allowed to enter form rooms before assembly.
- \* All satchels and cases must be taken to assembly and not left in the cloakroom.

Assembly .....	8.55
Mid-morning Break .....	10.45 -11.05
End of morning School .....	12.35
School Lunch .....	12.45
Beginning of afternoon School ..	1.55
End of afternoon School.....	4.15

(See para. 15 for special Friday routine)

3. CURRICULUM

On entry between the ages of 11 and 12, children are graded according to the recommendation from their Primary School Headteacher in B.F.E.S. or U.K. and according to their ability and attainment as suggested by their performance in the Moray House Tests.

As all boys and girls resident within the catchment area are eligible to attend, the school aims to provide for widely varying abilities and standards of attainment. In this sense it is Comprehensive.

The curriculum, however, of the different forms in the first and second years has much that is common and transfer from form to form is a practical proposition whenever the need becomes apparent.

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After two years the boy or girl should be much more stable and definite streaming is possible. The 'grammar' stream pupils proceed to the public examinations of London University, i.e. General Certificate of Education, at Ordinary and Advanced Levels.

There are certain optional subjects after the first year and it is the school policy to give parents prior notification of important options and in any case to meet parents' wishes as far as is compatible with school organisation.

The curriculum for other children continues to provide the normal broad education and opportunity will follow for the exercise of particular skills through the medium of Commercial and Domestic Science courses for girls. Technical courses in Woodwork, Metalwork and Technical Drawing for boys. Children are entered where appropriate for the examinations of the Royal Society of Arts in Commercial subjects, English and Arithmetic, and for the G.C.E. in Domestic Science and Technical subjects.

Arrangements are also made for boys to sit the entry examinations for the various grades and branches of the Services.

#### 4. RELIGIOUS INSTRUCTION

Regular non-denominational instruction based on the Durham County 'Agreed Syllabus' is given. Parents may, if they so wish, withdraw their children from such lessons, and from the simple act of worship which opens the school day.

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Children of Roman Catholic parents attend a separate morning worship held by Roman Catholic members of the Staff. Religious instruction of such children is in the care of Army and R.A.F. Roman Catholic Chaplains.

5. GENERAL ORGANISATION

All children are allocated to a House. The Houses are Cornwall, Edinburgh, Gloucester and Kent. House Masters, Mistresses and Assistants are primarily concerned with the boy's/girl's participation in school activities, the establishment of the right relationship to the school community, and general development.

A boy's/girl's Form Master or Mistress is changed at certain stages and he/she is primarily concerned with scholastic progress. Consultation with Staff is welcomed, but appointments should be made beforehand through the Headmaster. It is hoped that parents will make themselves known to Staff in special contact with their child.

The character of a boy/girl and his/her general progress at school depends to a large extent on home environment and training, particularly in the earliest years. It is felt that, although a consistent home discipline is essential, a child should be encouraged to assume responsibility to an increasing degree in matters of a personal character such as care of possessions, health, general bearing, and performance of obligations to the school. In particular the school makes each child responsible for books. Text-books are signed for on loan-cards

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by the children who are then responsible for their safekeeping and eventual return at the end of each term. All text books should be provided with a stout paper cover to assist in their preservation.

- \* A satchel or case must be used to carry books to and from school.

Every boy and girl should read books outside the range of the set school books; in general 'bloods' are not harmful, but the reading habit so acquired should be transferred to literature. All pupils are members of the School library and are given every encouragement to use the facilities which it offers. There are at present 1,250 fiction books, 2,300 non-fiction books, including a well-stocked Reference section, and in the coming year at least 1,000 new books will be added to the stock. Besides books, the Library takes a large number of weekly and monthly periodicals which cover a wide range of hobbies and interests. Private reading and interests are factors of enormous importance in general education, and it is often in these spheres that a child's real aptitudes are shown.

- \* Comic papers of the strip variety are not allowed in school and are confiscated if they appear.

## 6. HOMEWORK

Parents should try to provide facilities for homework. As homework is to some degree a training in self-discipline and self-reliance, regular help should not be given. When a child is helped, parents

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should, in the interests of the child, write 'Helped' at the top of the work. In a case where a prescribed time is regularly exceeded, the Headmaster or Form Master/Mistress should be informed. Similar action should be taken where a conscientious child is worried by school or homework.

Children are provided with a Homework Record Book, which they are responsible for keeping and presenting to the parent for signature at the end of each week.

Homework is set for  $1\frac{1}{2}$  hours per night except as follows:-

5A, 4A .....	2 hours
3C, 2C, 1A, 1B ..	1 hour
3D, 2D, 1C .....	$\frac{3}{4}$ hour
3E .....	$\frac{1}{2}$ hour
6th Form .....	As necessary

7. REPORTS

These are compiled at the end of each term. The parent is asked to sign the report and return the folder on the first day of the following term.

8. GAMES

The school utilises Army and R.A.F. sports facilities in various parts of the H.Q.

The major games are:-

For Boys: Association Football, Basketball, Crosscountry Running, Cricket, Athletics, Swimming.

For Girls: Hockey, Netball, Tennis, Rounders, Swimming.

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In addition there exist more specialised clubs which children may join on a voluntary basis, covering other forms of indoor and outdoor sport (See para. 15). Inter-House and Inter-School Matches (chiefly with Windsor School, Hamm) are organised during the season and colours are awarded to those boys and girls deserving such recognition.

Games are organised also on Saturday mornings and transport is provided for children participating.

9. MILK

Milk or cocoa is served daily without charge to all children during the winter. Lemonade is served during the summer.

10. LUNCH

Provision is made within the school for the serving of lunch. The price is 1/- per day. For non-entitled children (NAAFI, AKC, etc.) the charge is the full economic cost, viz. 1/11.

Money for lunches is collected at the beginning of each school-week for the week. It greatly facilitates collection if children are provided with the exact money. The limitations of dining room and kitchen facilities make it unfortunately necessary to exclude children living in the H.Q. area as a matter of principle except in emergency circumstances.

\* Children staying for lunch are forbidden to leave the school premises without permission.

11. TUCK SHOP

A tuck shop, selling small items of chocolate and other confectionery, run by the Administrative Officer, is open each day at morning break. Profits are applied to the School Fund. (See para 17).



12. ABSENCE

Parents are asked to co-operate in ensuring the maximum attendance of their children.

- \* At registration on the day of return from absence, a letter from the parent or guardian, stating the reason, must be given to the Form Master/Mistress. All such letters should be addressed to the Headmaster.

13. CLOTHING

The difficulties confronting parents are fully appreciated and school uniform is thus not compulsory. It is hoped, however, that as articles of clothing become due for replacement the following items may be purchased: (all obtainable from the N.A.A.F.I.)

BOYS: Black blazer, black cap, both with school crest and motto.  
Grey trousers (long or short)  
White or grey shirt  
School tie (black and gold stripes)

GIRLS: Black blazer and beret with crest and motto.  
In summer, yellow and white checked gingham dress. Otherwise grey skirt, white blouse, school tie (black and gold stripes), grey cardigan.

Brightly coloured shirts, ties and pullovers should be avoided.

- \* Boys will wear a jacket and tie in school except when shirt sleeve order is authorised.
- \* Girls will not wear jewellery of any description.
- \* Wellington boots will not be worn in school
- \* Clothing will be marked with the owner's name.

#### 14. CLOTHING AND FOOTWEAR FOR PHYSICAL EDUCATION

Boys are required to provide one pair of shorts (white) for the Gymnasium and one pair of shorts (navy) for Games. Football jerseys are issued for Games.

After a games period each boy must shower. It is essential that this takes place and only through medical reasons will the boy be excused. A towel must be provided.

Girls are required to provide navy blue pleated shorts and white blouse (e.g. Aertex) for Games, and blue or white Tee-shirt for Gym. Towels must be provided for footbaths or showers after P.E. periods.

It is uniform policy within B.F.E.S. Secondary Schools that footwear should not be provided by the schools except in cases of financial need. Parents should thus provide football boots and plimsolls for boys, hockey boots (canvas uppers, rubber soles) and plimsolls for girls. These items are necessary if a child is to derive full benefit from the P.E. lessons.

- \* Plimsolls must be marked with the owner's name.

15. ACTIVITIES, CLUBS AND SOCIETIES

One of the most important functions of the school is to give children self-confidence. This is done partly by knowledge acquired in the classroom, and partly by means of out-of-school activities of a variety sufficient to give the child a real achievement in some sphere. Transport problems render this ideal difficult to obtain. On each Friday, therefore, the length of each lesson and interval is curtailed so that the normal routine ends at 3.20. From 3.20 to 4.15 is Clubs Period. Children are given a choice of some twenty clubs at the beginning of each term. Every effort is made to place them in the club of their first choice. They are required to remain in that club for the term. The clubs aim to provide children of different ages with a social, intellectual or recreational activity out of the run of the ordinary school routine, e.g. dramatics, chess, recorder playing, philately, fencing, printing, modelling, country dancing, ballroom dancing, sports, etc.

16. CAREER GUIDANCE

The Senior Master and Senior Mistress act as Career Master and Mistress respectively. They are in possession of a mass of information on a wide variety of careers and will be pleased to give guidance to any parents wishing it. They are in close touch with Youth Employment Officers of the Ministry of Labour in the U.K. The latter visit the school at regular intervals to give advice and assistance.

17. SCHOOL FUND

A school fund exists to cover the cost of items not covered by normal financial provision, e.g. school visits, inter-school matches, school magazine and sports programmes, parties, etc. The school depends very largely on parents for the replenishment of this fund and the Headmaster invites contributions in his termly letter to parents.

18. MEDICAL AND DENTAL

A School Health Service is maintained by Service Medical and Dental Officers. Individual examinations are carried out regularly. Parents are invited to be present. The responsibility for actual treatment lies with parent and unit.

19. LOSSES AND BREAKAGES

Parents are liable for losses and breakages of school property incurred through negligence by their children.

All personal property should be clearly marked and kept in safe custody. School desks are provided with hasp and staple. The provision of a padlock is the responsibility of the parent.

20. SCHOOL DETENTION

School detention, awarded for unsatisfactory work or conduct, is held on Thursdays, at lunch time for children living outside the H.Q. area and from 4.15 to 5 p.m. for children living within the area. Appropriate alternative punishments are given

on dark winter evenings in the case of girls who might otherwise be forced to walk home alone in the dark. Saturday detention (held at 10 a.m.) is awarded for serious breach of School discipline and in the case of children persistently in Thursday detention.

#### 21. MISCELLANEOUS SCHOOL RULES

\* The following are out-of-bounds:-

The school garden, the front of the school, the woods around the school, all practical rooms and laboratories unless a member of staff is present.

\* Bicycles must not be ridden inside the school gates and must be stored in the space provided.

\* It is forbidden to bring the following to school:- sheath knives, catapults, chewing gum.

The school can only be responsible for watches and valuables when these are handed in to the P.E. Staff during P.E. and Games.

#### 22. PARENT - SCHOOL RELATIONSHIPS

Once a term on the average parents are invited to visit the school (usually on a Wednesday evening) to meet the staff and discuss with them any individual problems.

On such evenings there is also an opportunity of inspecting the school and seeing, particularly in practical subjects, the sort of work the children are doing.

#### 23. COMBINED CADET FORCE (C.C.F.)

All physically fit boys over the age of 14 are eligible to join the C.C.F. All boys enter the Basic

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Section and do basic Army training such as Drill, Weapon Training, Field Craft and Map Reading. If they successfully complete their first year by passing Certificate 'A' Part I, cadets can choose whether they join the R.A.F. Section or the Army Section and continue with more advanced training. The majority of training is done in school time as a normal school activity. All cadets are expected to attend annual camp. This is held usually in the first week of the summer holiday.

