

## **DISCRIMINATION AND EQUAL OPPORTUNITIES**

Queen Margaret's welcomes staff and pupils from a wide range of backgrounds and is committed to a policy of equality of opportunity for all. Queen Margaret's values all members of its community whatever their ethnic origin, religious beliefs, gender, sexual orientation or abilities.

### **Aims:**

- To promote equal access to all aspects of school life.
- To respect each member of the Queen Margaret's community as an individual.
- To accept the diversity of cultures, languages, opinions and beliefs within Queen Margaret's.
- To provide an environment which questions and counters stereotyping, prejudice and discrimination.
- To provide a balanced curriculum, wide range of activities, training etc which enable each individual to fulfil his/her potential.
- To discourage all forms of bullying, aggression, prejudice, stereotyping etc.

### **Implementation**

#### **Girls:**

- Child Protection policy
- Anti-bullying Policy
- Admissions Procedure
- Disability policy
- Sex Education policy
- Differentiation policy
- PSHE provision
- Curriculum
- Activities programme
- Pupil Support
- EAL provision
- Boarding Curriculum
- School Counsellor
- School Council
- Year Group Representative Meetings
- Provision for Roman Catholic girls
- Provision for Muslim girls
- Provision for Jewish girls
- Provision for Other Faiths
- Means-tested bursaries
- JET Scholarships
- Headmaster Lessons
- Provision for Gifted & Talented
- Code of Conduct for Classroom, Study Periods & Prep

### **Activities Programme**

The School aims to provide a wide range of activities and facilitates the introduction of different/new activities as requested by pupils.

### **Pupil Support**

Girls entering at 11+, 12+ and 13+ are given a Dyslexia screening test as part of the Queen Margaret's entrance examinations. Girls with learning difficulties are identified, monitored and supported at all levels. Individual girls are given help with organisational skills and revision and examination techniques. Girls (including girls with EAL) are assessed to determine their eligibility for Access Arrangements in accordance with the Joint Council for Examination's regulations

### **EAL Provision**

Girls from overseas for whom English is not their first language are assessed within a short time of arrival at Queen Margaret's and then given support as appropriate. The teacher in charge of EAL reports to the Head of English and liaises with Year Heads and Residents in order to promote the welfare of pupils from overseas. The teacher in charge of EAL organises an International Buffet each year and organises the celebration of key festivals e.g. Chinese New Year, as requested by pupils. There is a special emphasis on improving the standard of pupils' spoken English in order to help integration.

### **The Boarding Curriculum**

The Boarding Curriculum is reviewed every two years and aims to provide age appropriate routines and activities to promote smooth transition through the school.

### **Provision for Roman Catholic girls**

Girls attend mass at Thicket Priory, Wheldrake on Sundays and on special days such as Ash Wednesday. Arrangements are made to prepare Roman Catholic girls for confirmation.

### **Provision for Muslim girls**

Muslim girls are allowed to miss Eucharist, if required, and provision is made for the observance of Ramadan. Dietary needs are accommodated, but the school does not operate a Halal kitchen.

### **Provision for Jewish girls**

Jewish girls are allowed to miss Eucharist, if required, and to attend religious services as requested by their parents. Dietary needs are accommodated, but the school does not operate a Kosher kitchen.

### **Provision for Other Faiths.**

Provision for girls of other faiths e.g. Russian Orthodox, Hindu etc are made as required.

### **Means-tested Bursaries**

Queen Margaret's has reduced the value of scholarships and is able to offer bursaries to pupils on entry. The Alison Small Scholarship is available to girls educated at local maintained Primary Schools. The Bianco fund has been established to help pupils whose parents are no longer able to afford the fees.

### **JET Scholarships**

Queen Margaret's accepts pupils sponsored by the JET Scholarship organisation.

### **Headmaster Lessons**

Regular lessons with the Headmaster provide girls in Years I - IV with a channel to raise concerns.

### **Provision for Gifted and Talented**

Queen Margaret's provides appropriate opportunities for enrichment for Gifted & Talented pupils. The school also works closely with parents of girls with special talents e.g. sporting, musical, and equestrian.

### **Staff:**

#### **Please consult the following:**

- **Recruitment Policy**
- **Grievance Procedure**
- **Review**
- **Benefits to staff**

Queen Margaret's advertises vacancies in the TES, local paper and specialist publications as necessary. The school is committed to appointing the best qualified and most suitable applicant, regardless of gender, ethnicity, religious belief etc. Candidates for any post at QM are required to complete an application form and to provide the names of two referees and those candidates invited to interview are given a tour of the school, meet key members of staff informally if necessary and are interviewed by a panel of at least two, including a member of the Senior Management Team. Feedback is given on request to rejected candidates. For teaching and resident staff, references are required before interview. All appointments are subject to the receipt of an Enhanced CRB check and satisfactory references. See Recruitment Policy for further details.

Staff are supported in their professional development (see Benefits to staff).

All staff except for members of the Senior Management Team are eligible to attend meetings of the Staff Committee which discusses issues raised by individual members of staff. The Chair of the Staff Committee has direct access to the Headmaster and is a member of the Curriculum Planning Committee.

The Staff Review system (the Queen Margaret's scheme for appraisal) is devised, and revised by the Staff Committee. Reviews allow individuals to identify obstacles to success and training requirements.

The Headmaster hosts an annual Christmas party to which all members of the teaching, resident, administrative, support, domestic and maintenance staff are invited.

The School Counsellor is available to all staff.

The Deputy Head is the designated member of the Senior Management in charge of staff welfare and operates an 'open door' policy.

The Headmaster is available to staff to discuss any matter of concern.

The School Chaplain is available to discuss any issue of concern to an individual member of staff in confidence.

School Working Parties provide opportunities for all members of the teaching and resident staff to participate in whole school planning and development issues.

Heads of Department, Year Heads and Heads of Boarding are eligible to serve on the Curriculum Planning Committee for a 2 year period. Two places are reserved for serving Heads of Departments, 1 for a Year Head and 1 for a Head of Boarding. Members are elected by their peers.

Mentoring of new staff.

### **Monitoring**

The effectiveness of this policy is evaluated regularly and areas for action identified and incorporated into the School or Boarding Development Plan.

Concerns are identified by a variety of means including:

- The School Council.
- The Staff Committee.
- Regular meetings between the Deputy Head & Chaplain.
- Medical up-date meetings.
- Twice termly reports from the School Counsellor.
- Termly meeting of the PFA Committee with the Headmaster and Deputy Head in attendance.
- End of Term reports.

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