



# QMGs Home-School Agreement

*Quas dederis solas semper habebis opes*



This paper copy of the home-school agreement is to be signed and returned to the school. An unsigned version of the document will also be available from the school's website.

**The Ethos of the School is set out in our motto and the “Four Pillars” of the House System:**

We will encourage our pupils to be:

- Academic in purpose
- International in outlook
- Enterprising in spirit
- Generous in approach

All these are brought together by the sense of *community* that marks us out. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have – experience, expertise, enthusiasm – both with those who live on our doorstep and those from further afield.

**Also central to the school's ethos is our Pastoral Charter:**



- Human dignity matters
- Justice is an absolute priority
- Serving others is part of the School's DNA
- A sense of Community holds everything together
- Inclusion & diversity are fundamental principles
- Our approach must be holistic: what we **do** must be informed by who we **are**
- Generosity is the key to our motto: it often means getting your hands dirty
- Supporting others means we have to step out of our comfort zone
- There is always hope ...

## **A. Parents/Carers: I/we will**

1. Ensure that my/our child attends school, is properly equipped and is punctual. Registration is in his/her form room at 9.00am and 2.15pm every day (except for sixth-form students that may have been given prior permission to sign-in later due to school-sanctioned activities elsewhere).
2. Inform the school on the first day of absence before 9.00am and each day thereafter. I/we will provide an absence letter stating the dates and reason on the first day of my/our child's return to school.
3. Provide a formal request for leave of absence. If my son/daughter needs to miss school for something unavoidable (such as a music exam or a dental appointment that cannot be scheduled after school). It should be addressed to the Headmaster giving as much notice as possible, or preferably three working days in advance. Please also see the 'Religious Observance' form related to published religious festivals.
4. Not take holidays in school time. Leave will only be granted for holidays when there are clearly exceptional circumstance (see also letter regarding Holidays During Term Time).
5. Not arrange collection for my child during the school day via their mobile phone. All contact with parents regarding pupils leaving the site must be through reception. Pupils in Y7 - Y11 will not be allowed out of School unless their parents sign them out in the Exit Book.
6. Accept that sixth-form students' timetables may, on occasion, contain a study period at the beginning or end of the school day. On those days, my child in the sixth form may sign in 15 minutes before the start of the earliest timetabled lesson and sign out once the last timetabled lesson has finished after afternoon registration. Sixth-form students are allowed the privilege of leaving the school site during lunch-time (1.15p.m.-2.15p.m.) They must follow the procedure for signing out and back in once they return to school. No student is permitted to sign-out at break-time or in between lessons during the school day.
7. Be aware that although pupils are allowed to enter the School after 7.30am, and remain in the canteen between 4pm and 6pm but there is no staff supervision guaranteed at these times. Pupils remaining after school must find work to get on with quietly which could be homework set for that evening or reading a book. Pupils in Years 7-9 must attend Homework Club in the library. I understand that any silly behaviour will not be tolerated, and the option to remain in the building may be reviewed.
8. Support my/our child in leading a safe and healthy lifestyle, through healthy eating and ensuring that my/our child gets regular and sufficient sleep. This also includes overseeing my child's use of the internet and their e-safety (see also 'Computer Network Student User Agreement' and 'Students' Acceptable Use Agreement').
9. Accept that mobile devices brought into school are entirely at my/our or my child's own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school. It is my/our responsibility as parents and my child's to ensure that phones are properly insured and kept safe in a locker during the day. Mobile devices should not be visible anywhere in school at any time between 9a.m. and 4p.m. unless instructed by a member of staff for educational purposes during a lesson, or in the Bateman Room for sixth form students only. For further guidance regarding all electronic devices, including mobile phones, please see the most recent E-Safety policy on the school website.

10. Support the school's policies and guidelines for behaviour, including Saturday and Training Day detentions where appropriate (see the most recent Behaviour Policy on the school website for more details).
11. Support the school's uniform policy. A vital contributor to the high standards of behaviour at QMGS is the appearance of students. Please see the school website for the most recent guidance on uniform and appearance.
12. Make the school aware of any concerns or issues that might affect my/our child's work or behaviour. This includes any learning support that he/she may need to fully access the curriculum.
13. Ensure that my/our child is supported by providing a suitable environment in which to do homework as scheduled in the homework timetable and by taking an interest in his/her work and homework diary.
14. Support my/our son/daughter in any extra-curricular activity which he/she takes up
15. Support the wider life of the whole QMGS Community by supporting QMA activities and by contributing to the LIFT Fund if at all possible.
16. Read and act upon information sent home in letter form or via email, and available via the school's website and Twitter feed, confirming receipt where required.
17. Where possible, use Parent Pay to pay for lunches, trips etc.
18. Ensure that my child returns all resources and equipment borrowed from the school, when requested, including: textbooks, library books, CCF kit etc.
19. Monitor my child's progress from termly attainment grades and full reports.
20. Attend parents' evenings, academic reviews and other discussions about my/our child's progress
21. Update the school of any changes to personal details.
22. Drive carefully and responsibly by observing the Highway Code and to respect our neighbours by not parking on restricted areas or creating an inconvenience. No parent is permitted to park on the school grounds or pick up children from Reception between the hours of 8am and 5pm unless a prior appointment has been made.
23. Support the ethos and values of the school.

## **B. Pupils / students: I will:**

1. Uphold the principles of the school's pastoral charter (see first page of this document).
2. Treat all members of the Queen Mary's community with respect and to offer help and support to any member of that community that may need it.
3. Ensure that a member of staff always knows where I am by attending all lessons, registrations, assemblies and any other directed time.
4. Attend registration promptly every morning at 9.00am and every afternoon at 2.15pm
5. Arrive at a classroom punctually with the correct equipment to ensure a prompt start to every lesson and in good time for a register to be taken on 'Lesson Monitor'. This includes all cover lessons.
6. Follow the set procedures for signing out of the school during the school day using the 'Exeat' book at Reception. If I have an unavoidable appointment then I will bring a letter to the school from home in advance of the appointment. No pupil is allowed to leave the school site without prior arrangement with parents/carers.
7. Follow the school's uniform policy, maintaining the highest standards of appearance and dress at all times, when travelling to and from school and when representing the school on a visit
8. Behave responsibly and follow the school's rules and requirements about discipline and behaviour, when travelling to and from school and when representing the school on a visit. Where directed adhere to the school's disciplinary measures including: impositions, lunchtime detentions, full-school detentions, Saturday and Training Day detentions.
9. Achieve the highest possible attendance figures at school.
10. Use the homework diary to record set work and independent learning and to plan effectively for deadlines and other events. Complete all homework as directed by a member of staff: on time and to the best of my ability.
11. Pass on all information sent between the school and my parents.
12. Make the most of lessons: participate, engage, ask and answer questions, and ask for help.
13. Develop an interest in each subject by 'going beyond' the taught curriculum and engaging in activities beyond the textbook e.g. wider reading, trips and relevant online resources.
14. Use teacher verbal and written feedback, end of term grades, written reports and parents' evening information to help me improve my work.
15. Work hard to achieve an academic performance in line with STAR estimated grades.
16. Contribute to the wider school community through extra-curricular activities, supporting whole-school events such as Open Evenings, music performances and drama productions etc.
17. Keep the school environment, including the canteen, clean and tidy.
18. Avoid getting my mobile device out in any part of the school at any time between 9a.m. and 4p.m. unless instructed by a member of staff for educational purposes during a lesson.
19. Communicate with adults in the school and to tell someone if I have any problems.
20. Use English to communicate with staff and pupils at all times. It is a mark of respect and consideration for others in the community.
21. Use my locker (allocated by Reception upon receipt of a £5 deposit) to avoid carrying my bag around school during the day. No bags should be left in corridors and under stairs. Bags are to be used for carrying belongings to and from school only. Sports kit must be placed in the P.E. block storeroom before 9am.

### **C. Additionally, in the Sixth Form: I will:**

- 1. Follow the school's procedures for signing-in and signing-out of school using the designated sheets at any time different to the stated school hours of 9am-4pm. My timetable may, on occasion, contain a study period at the beginning or end of the school day. On those days, I may sign in 15 minutes before the start of the earliest timetabled lesson and sign out once the last timetabled lesson has finished after afternoon registration. Sixth-form students are allowed the privilege of leaving the school site during lunch-time (1.15p.m.-2.15p.m.) I will follow the procedure for signing out and back in once I return to school. I understand that I am not permitted to leave the school site at break-time or in between lessons.**
2. Return a signed "Signing-Out Instructions" letter to school, ensuring that my parents are fully aware of my movements to and from school.
3. Ensure that a member of staff always knows where I am by registering in the library at the start of every Supervised Private Study period, in addition to arriving promptly at the start of every taught lesson.
4. Use Supervised Private Study in an independently responsible manner as directed by the attending staff by completing set academic work, going beyond the set curriculum, wider reading and research, preparing for university or other post-18 pathways, mentoring, or any other directed activity that contributes to the wider life of the school.
5. Use Private Study in the Bateman Room in a responsible and thoughtful manner. I understand that the opportunity to study independently in a more relaxed environment during the school day is a privilege that may be removed if the school's behaviour policy is not followed.
6. Treat the Bateman Room and surrounding areas of the Collier Centre with respect by considering the health and safety of others at all times and by keeping all rooms clean and tidy at all times.
7. Always attend sixth form assembly every Wednesday morning at 9.05 a.m.
8. Not get my mobile device out in any part of the school at any time between 9a.m. and 4p.m. unless instructed by a member of staff for educational purposes during a lesson, in sixth form supervised study, or in the Bateman Room for sixth form students only.
9. Attend a maximum of two university open days during the school day. The majority of universities now hold open days on Saturdays.
10. Complete all parts of the UCAS process in good time as directed by the school. Other applications that require references (e.g. work, apprenticeships etc) should be submitted to the school in good time.
11. Avoid taking a part-time job that could have a detrimental impact upon my academic studies.
12. Drive carefully and responsibly with due respect for the Highway Code; any restrictions stated by my insurance and for our neighbours by not parking on restricted areas or by creating inconvenience.
13. Not carry other pupils in my vehicle during the school day.

**D. The school: We will do our best, through the application of our policies, to:**

1. Ensure that our pupils achieve their academic potential through providing a balanced and varied curriculum, and the highest standards of teaching and learning practices.
2. Have the highest expectations of attendance, uniform, behaviour, punctuality, class work, and homework.
3. Take account of any individual special needs that our pupils may have and make appropriate and reasonable provision where possible.
4. Monitor the progress and performance of our pupils, through the setting and marking of regular assessment points, and to measure that progress against individual estimated grades.
5. Contact parents on the first day of absence if no communication from parents/carers has been recorded in advance or on that day. We will also contact parents promptly if concerns are raised regarding persistent non-attendance or lateness.
6. Ensure a fair and consistent approach to any disciplinary matters.
7. Provide a wide range of extra-curricular activities to encourage our pupils to gain experience outside of and beyond the classroom. We will encourage our pupils to participate fully in School life: to enjoy learning; and to develop socially as members of the wider QM community.
8. Provide a safe and caring environment, placing the highest priority upon the welfare and well-being of our pupils, engendering respect for others and our working surroundings.
9. Provide effective pastoral support through PSHE, Heads of Year, Form Tutors and other support staff and encourage pupils to develop positive attitudes towards others, in line with the ethos of the school's pastoral charter.
10. Keep parents and carers informed about school matters and in particular about the progress and behaviour of their child, through termly attainment grades, written reports, parents' evenings, academic reviews and other contacts.
11. Respond promptly and positively to parents' and carers' questions about their child's progress and life in the school.
12. Provide effective careers and post-18 pathways advice in support of a successful transition to a world of work beyond QMGS.

**School policies that add detail to the above are available on request from the school Reception and from the school website (please also see the 'School Policy Map' for a list of all policies).**

**This Home-School Agreement document will be permanently available from the school's website. Please sign below and return this copy to the school.**

Son / Daughter's Full Name (print clearly) \_\_\_\_\_ Form/Group \_\_\_\_\_

I have read and understand the above (sign below):

Parent (sign here) \_\_\_\_\_ Date \_\_\_\_\_

Pupil (sign here) \_\_\_\_\_ Date \_\_\_\_\_

The Headmaster \_\_\_\_\_ Date \_\_\_\_\_