

QUEEN MARY'S GRAMMAR SCHOOL

Important Information December 2016



MOBILE DEVICES	Mobile devices brought into school are entirely at the staff member, student, parents or visitors 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 the responsibility of parents and pupils to ensure that phones are properly insured and kept safe during the day. They must be stored in lockers unless required (by a teacher) for use in lessons. For further guidance regarding all electronic devices including mobile phones, please see the E-Safety policy on the school website. http://www.qmgs.walsall.sch.uk/_content/policies/2016_jan_e-safety_policy.pdf
SNOW	Please see the pre-published guidance on snow arrangements: http://www.qmgs.walsall.sch.uk/_content/letters/2016_snow_letter.pdf
UNIFORM & APPEARANCE	A vital contributor to the high standards of behaviour at QMGS is the appearance of students. Please see pages 6-8 of the School's Behaviour policy for guidance on uniform, jewellery, haircuts and facial hair: http://www.qmgs.walsall.sch.uk/_content/policies/2016_behaviour_policy.pdf
SUPERVISION	Supervision before and after School Parents need to be aware that although pupils are allowed to enter the School after 7.30am, and remain in the canteen between 4pm and 6pm 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 quietly. Any silly behaviour will not be tolerated, and the option to remain in the building will be reviewed.
SUBSTANCE ABUSE AND PROHIBITED ITEMS	Substance Abuse Policy You are reminded that the School's policy is a strong one: anyone found to be knowingly in possession of an illegal substance (such as cannabis) while on the School premises, during journeys to and from School, or while involved in any School activity, can expect to be permanently excluded. http://www.qmgs.walsall.sch.uk/_content/policies/2015_qmgs_substance_abuse_policy.pdf Such a strong line can also be expected in relation to other prohibited items (as set out on p5 of the School's Behaviour policy)
SPORTS STORE	The Sports Store will be open on Thursday 5th January at lunchtime, as a one off opening time for orders placed over the school break or emergency purchases. It will be open on Wednesday lunchtime in the following weeks as normal.
LEAVE OF ABSENCE	Leave of absence If your son/daughter needs to miss School for something unavoidable (such as a music exam or a dental appointment that cannot be scheduled for after School), a formal request for leave of absence should be addressed to the Headmaster giving as much notice as possible, or preferably three working days in advance. Please note that leave will not be granted for holidays unless there are clearly exceptional circumstances. Parents must seek permission from the Headmaster for leave of absence related to religious observance. Pupils must not arrange collection with 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. Your co-operation in this matter is much appreciated.
CARS - HEALTH AND SAFETY	Health and Safety For reasons of Health and Safety, parents should not drive into the School grounds in the morning or before 5pm in the afternoon (6pm on Friday). Please be considerate of others in the Sutton Road, and residents in the surrounding area. Please do not do U-turns in the road, double park, block driveways or ignore the safety marking near the school gates. 6th Form Parking Pupils driving to School are to park ONLY on the Sutton Road in the marked parking areas prepared especially for this purpose, and not in surrounding roads

THE SPRING TERM WILL BEGIN ON THURSDAY 5TH JANUARY AT 10AM