

# QUEEN MARY'S GRAMMAR SCHOOL

## Important Information April 2017



<p><b>MOBILE DEVICES</b></p>	<p>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 (p6-8), please see the E-Safety policy on the school website.  <a href="http://www.qmgs.walsall.sch.uk/_content/policies/2017_march_e-safety_policy.pdf">http://www.qmgs.walsall.sch.uk/_content/policies/2017_march_e-safety_policy.pdf</a></p>
<p><b>UNIFORM &amp; APPEARANCE</b></p>	<p>A vital contributor to the high standards of behaviour at QMGS is the appearance of students. Please see pages p8-9 of the School's Behaviour policy for guidance on uniform, jewellery, haircuts and facial hair: <a href="http://www.qmgs.walsall.sch.uk/_content/policies/2017_behaviour_policy.pdf">http://www.qmgs.walsall.sch.uk/_content/policies/2017_behaviour_policy.pdf</a></p>
<p><b>SUPERVISION</b></p>	<p><b><u>Supervision before and after School</u></b>                  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. This policy is being reviewed and parents will be informed of new arrangements in the summer term.</p>
<p><b>SUBSTANCE ABUSE AND PROHIBITED ITEMS</b></p>	<p><b><u>Substance Abuse Policy</u></b>                  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. <a href="http://www.qmgs.walsall.sch.uk/_content/policies/2016_substance_abuse_policy_may.pdf">http://www.qmgs.walsall.sch.uk/_content/policies/2016_substance_abuse_policy_may.pdf</a>                  Such a strong line can also be expected in relation to other prohibited items (as set out on p6 of the School's Behaviour policy)</p>
<p><b>LEAVE OF ABSENCE</b></p>	<p><b><u>Leave of absence</u></b>                  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.  <b><u>Pupils in Y7 – Y11 will not be allowed out of School unless their parents sign them out in the Exeat Book.</u></b> Your co-operation in this matter is much appreciated.</p>
<p><b>CARS - HEALTH AND SAFETY</b></p>	<p><b><u>Health and Safety</u></b>                  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.   <b><u>6<sup>th</sup> Form Parking</u></b>                  Pupils driving to School are to park <b>ONLY</b> on the Sutton Road in the marked parking areas prepared especially for this purpose, and not in surrounding roads</p>

**THE SUMMER TERM WILL BEGIN ON TUESDAY**  
**25<sup>TH</sup> APRIL AT 10AM**