

# QUEEN MARY'S GRAMMAR SCHOOL

## Important Information April 2019



<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. Devices will be confiscated if they are used outside of this guidance between 8.45am and 3.40pm (to be returned at the end of that day). 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://217.199.187.196/qmgs.walsall.sch.uk/wpcontent/uploads/2019/01/2019_esafety_policy.pdf">http://217.199.187.196/qmgs.walsall.sch.uk/wpcontent/uploads/2019/01/2019_esafety_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 p7-9 of the School's Behaviour policy for guidance on uniform, jewellery, haircuts and facial hair:  <a href="http://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2018/12/2018_behaviour_policy.pdf">http://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2018/12/2018_behaviour_policy.pdf</a></p>
<p><b>SUPERVISION</b></p>	<p><b>Supervision before and after School</b>                  Parents need to be aware that although pupils are allowed to enter the School after 7.30am, and remain in the canteen before 8am. There is no staff supervision guaranteed at these times. Pupils remaining after School must attend a regulated activity, including the H/W club. Unsupervised students need to be off site by 4.15pm. The H/w club can be booked in advance through Parent Pay</p>
<p><b>SUBSTANCE ABUSE AND PROHIBITED ITEMS</b></p>	<p><b>Substance Abuse Policy</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://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2019/01/2019_substance_abuse_policy.pdf">http://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2019/01/2019_substance_abuse_policy.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>Leave of absence</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 Head of School 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 Head of School for leave of absence related to religious observance, using the form available on the school website  <a href="http://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2018/12/2018_religious_observance.pdf">http://217.199.187.196/qmgs.walsall.sch.uk/wp-content/uploads/2018/12/2018_religious_observance.pdf</a>                  Pupils must not arrange collection with their mobile phone. All contact with parents regarding pupils leaving the site must be through reception.  <b>Pupils in Y7 – Y11 will not be allowed out of School unless their parents sign them out in the Exeat Book.</b> Your co-operation in this matter is much appreciated.</p>
<p><b>CARS - HEALTH AND SAFETY</b></p>	<p><b>Health and Safety</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>6<sup>th</sup> Form Parking</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. Please note that pupils driving to school are not allowed to carry other pupils as passengers.</p>

**THE SUMMER TERM WILL BEGIN ON:**

**Monday 29<sup>th</sup> April at 9.45am**

**It will be week 1**