



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

## School closure and next steps

19<sup>th</sup> March 2020

Dear parent/guardian

Further to Wednesday's announcement from Gavin Williamson, the Secretary of State for Education, mandating the closure of schools in England from Friday, I am writing to let you know that our last day of normal teaching in school will be Friday 20<sup>th</sup> March. The school shall not be open for all students from Monday 23<sup>rd</sup> March.

It is an uncertain morning for Years 11 and 13. There are many questions for them about the next stages in their education, many of which we don't have the answers to at this point. We are here to support them and will continue to liaise with UCAS, the DfE, Ofqual and the exam boards to make sure we are informed and the students are dealt with fairly. Whilst we may create more opportunities for them to continue study towards A-levels or university, the message is clear: they have to continue on the path they were on. GCSEs and A-levels are the natural preparation for the next steps. Routine, study and academic curiosity have to continue.

### Key workers

You will be aware that the Prime Minister has announced plans for schools to remain open for children of key workers and those who are most vulnerable. Therefore, we are trying to gather as much detail as possible to ensure we are fully prepared. We are asking all parents to complete a very short questionnaire (link below) letting us know if you consider yourself a key worker and you do not have adequate and age-appropriate childcare in place in the event of school closure. **This must be completed by 9am on Friday 20<sup>th</sup> March.**

At the moment our understanding is that key workers include those occupations below, but this may change:

- Social Workers
- NHS Employees
- Prison Officers
- Emergency Services Employees
- Delivery Drivers
- Care Home Workers

We are awaiting further guidance and if you consider yourself a key worker in another occupation please indicate this using the Other option and the free text field in the questionnaire.

<https://forms.office.com/Pages/ResponsePage.aspx?id=E1T1PdfOSEuPbjC8TawIT3BJaE5hQ4BGiUJstzCZV9ZUNFdBNjk2QTNZQlhSMzJVS1JKTzRKRFgwNC4u>

### Digital learning

We have published a landing page on the School's website, which gives guidance on home learning:

<https://qmgs.walsall.sch.uk/school-closure-student-work/>

An additional information document, containing more detail, is included with the email version of this letter. Please let the school know if you haven't received this. Quite a lot of the work is directed towards the use of Microsoft Teams, which the students should be familiar with. There are two ways of accessing Microsoft Teams, one of which is via the School Website and the other of which is via a direct link to Microsoft Office. Please note, if you are accessing Teams from a mobile device, you will have to install the Teams App from the App Store or Google Play Store in order to do so. This information has already been communicated with students at school.

*School website route:*

1. Open an internet browser
2. Go on the school website: [www.qmgs.walsall.sch.uk](http://www.qmgs.walsall.sch.uk)

3. Look at the right of the page and click on the 'More' Tab if on a desktop/laptop. Scroll down the page until you see the 'More' tab if on a device. Then click on 'Email'.
4. Click on this link and ask your child to sign in using their school email and password.
5. Click on Teams.
6. This will open Teams, where you will see icons for each class your child is in.

#### *Microsoft Office Direct Route:*

1. Open an internet browser
2. Go on: <https://teams.microsoft.com/>
3. Ask your child to sign in using their school email and password.

#### *Student tips for studying remotely*

- Routine is important! Follow your timetable at home; so if you would have had Chemistry and Maths in the morning, spend your time studying those subjects between 9 – 11am.
- Regularly login to your MS Teams classes as well as your school email. Check for updates and messages, and act upon them!
- Submit work to your teachers on time, just as you would if you were in school. If this is via email, always use your school account.
- For those of you who were due to take GCSE and A Level exams this year, work to the natural end of these courses – they are the building blocks for the next phase of study in the sixth form or at university
- Be proactive! Don't just rely on the work being sent out by teachers and departments. Use other resources like exam board websites and revision sites.

#### **Vulnerable groups and FSM**

We are currently compiling a list in school of vulnerable students where we know that more regular contact has to be made. These are for health, SEND or safeguarding reasons. The pastoral team will be proactive in keeping contact with these groups, including by inviting them into school, and please use the normal email channels to contact staff with questions. We are currently investigating options to support those students who receive free school meals.

#### **Safeguarding and other concerns**

We maintain our responsibilities for safeguarding and, as previously mentioned, will be proactive in monitoring students where there have been issues in the past. If any parent or student needs to make contact with the school because of a safeguarding concern, they should do so via Mr Collins (the designated safeguarding lead) through his email address:

[gk-collins@qmgs.walsall.sch.uk](mailto:gk-collins@qmgs.walsall.sch.uk)

#### **Behavioural expectations**

We continue to expect the highest standards of behaviour and conduct of the students during this period of enforced school closure. Can I ask that all parents re-enforce this, with particular reference to online activity via social media and other sources? If there are any issues, please contact Mr Brown (behaviour lead) through his email address:

[tb-brown@qmgs.walsall.sch.uk](mailto:tb-brown@qmgs.walsall.sch.uk)

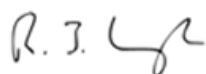
#### **Trips and visits**

All UK and international trips currently booked between now and 30th June are cancelled. Money will be refunded through the online payments system as soon as possible. We are aiming to do this by mid-April at the latest. Where it is not possible to repay through the online payment system cheques will be issued. UK and International trips between 1st July and 31st August are remaining booked and the situation will be monitored.

We shall continue to work to support the students and please do contact the school through [enquiries@qmgs.walsall.sch.uk](mailto:enquiries@qmgs.walsall.sch.uk) with any questions.

Thank you for your ongoing support at a difficult and uncertain time.

Yours sincerely



Richard Langton, Headteacher