



# QUEEN MARY'S GRAMMAR SCHOOL



## Year 12 Induction Booklet 2020



# WELCOME TO QUEEN MARY'S GRAMMAR SCHOOL

Dear Parents

It gives me great pleasure to welcome you and your child to the vibrant community of Queen Mary's Grammar School.

First of all, congratulations are in order! Achieving our entry requirements at GCSE is no mean achievement; your child has done very well indeed: that performance shows the academic potential to reach for the stars and we hope that is exactly what will happen when it comes to important A-Level exams in the future. We will do all we can to help and support your child in that goal; Queen Mary's is, after all, academic in purpose.

However, our school is about **much more** than exam success. We want our students to use their brains and we will have high expectations of them in the classroom, but our ambitions for them are much broader. We are international in outlook and we want to open their eyes to new and exciting opportunities at home and abroad. We are enterprising in spirit and want our students to experience the exciting dynamics of innovation and participation. There are lots of new activities for your child to try! We are also community-minded in our approach. It may be somewhat counter-cultural, but we think that aggressive competition is not the best way to success (if it ever really leads there!). Our style is collaborative; we are a learning community, working *together*.

We are serious about our business and we will never forget our purpose, but we also want Queen Mary's to be a place of inspiration and friendship; a place of fun and laughter (enjoyment and achievement go hand in hand); and a place where young minds find the framework for life-long fulfilment.

The rest of this booklet covers lots of practical information, but I hope that in all the detail we will not lose sight of our overall ambition: equipping your child to live life to the full.



Richard Langton

Headmaster



## SENIOR LEADERSHIP TEAM



**Mr Langton**

**Headmaster**



**Mr Lax**

**Deputy Headteacher**



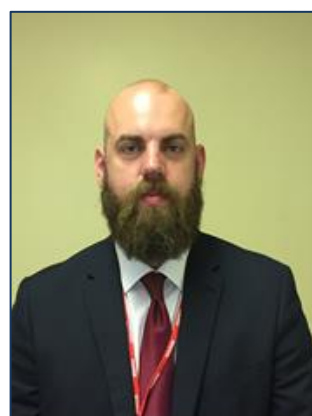
**Mr Collins**

**Assistant Headteacher**



**Mr Kolaric**

**Assistant Headteacher**



**Mr Brown**

**Assistant Headteacher**



## HOUSE SYSTEM

We have four houses, whose names reflect elements of the history of Queen Mary's and which represent different aspects of our school community. Together they help to bind the whole school together into a working community.

**Aragon** comes from the name of our founder's mother, Catherine of Aragon, and represents the school being *international in outlook*.

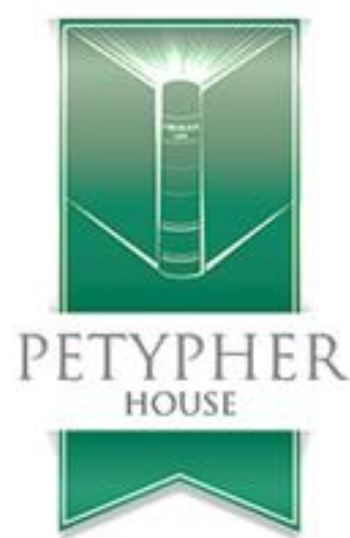
**Petypher** is the name of the school's first known Headmaster and so represents the school being *academic in purpose*.

**Darby** takes its name from a pioneer Headteacher of the 1960s, and so represents our being *enterprising in spirit*.

**Gryphon** borrows its name from the symbol of Queen Mary's Club, our Alumni organisation, and so represents our community being *generous in approach*.

Form groups are made up of a mix of two houses.

Our rewards system builds into the house competition, along with sporting and other competitions throughout the year.





## 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 ...



# HOME SCHOOL AGREEMENT

## SCHOOL

**We aim to provide a happy and safe environment in which all members of the school community are encouraged to develop to their full potential.**

**In doing our best to achieve this, we will:**

- Provide a broad, balanced and well-taught curriculum to meet the needs of our students
- Have high expectations of attendance, uniform, behaviour, punctuality and attitude
- Take account of any individual special needs our students may have and make reasonable provision so that students feel they are accepted, included, understood and supported.
- Set, mark and monitor appropriate work and homework.
- Monitor the progress of pupils against their estimated STAR grades, which are based upon GCSE Average Points Score and benchmarked against national criteria.
- Ensure a fair and consistent approach to any disciplinary matters
- Keep parents informed about their child's progress and any concerns that affect your child's work, behaviour or welfare.
- Provide a wide range of extra-curricular activities: we encourage our students to participate fully in school life, to enjoy learning and to develop socially as members of the wider community.
- Provide a safe and caring environment, looking after the welfare and well-being of all in our community, and encouraging positive attitudes towards others, in line with the ethos of our pastoral charter.
- Provide effective careers advice in support of a successful transition to the world of work.

## PARENTS/CARERS

**As part of the partnership with the school, I/we will:**

- Ensure that my/our child attends school, is properly equipped and is punctual for registration each day at 08.45 am.
- Accept that sixth-form students' timetables may, on occasion, contain a study period at the end of the school day. On those days, my child in the sixth form may 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 (1.00p.m.-2.00p.m.) They must follow the e-registration procedures for signing out and back in once they return to school using the biometric scanners. No student is permitted to sign-out at break-time or in between lessons during the school day.
- Inform school of absence by 09.30 am each day and provide written confirmation by letter or email on their return.
- Provide requests for planned absence well in advance.
- Not book holidays in term time.



- Be aware that although students may enter from 08.00 am they may not be supervised until school starts at 08.45 am. After school hours, pupils may only remain on the school site if participating in an organised school activity or at homework club from 15.40 – 16.40 pm.
- Support a healthy lifestyle for my child by encouraging healthy exercise, eating and sleep habits.
- Accept that any property brought into school, including mobile phones, are done so at our own risk.
- Support the school policies for behaviour.
- See that my child completes homework, as directed.
- Ensure that my child wears correct uniform and that all items are clearly and permanently named.
- Keep the school informed about any concerns or problems that affect my child's work, behaviour or welfare. Work proactively with the school and any external agencies to resolve any issues or facilitate additional support.
- Respect all members of the school community.
- Drive safely and considerately in the vicinity of the school and respect the school's neighbours when parking.

### **Students:**

#### **I agree to help my parents and the school. I will:**

- Attend regularly and come to school ready to learn.
- Treat all members of the school community with respect and offer help and support to any member of that community that may need it.
- Wear correct school uniform, including when travelling to and from school, remembering that I am representing the school to the public.
- Arrive at all lessons and activities promptly and with the correct equipment.
- Not leave the school site during the school day, apart from lunchtimes, or as directed for an early sign-out, unless my parents have signed me out at Reception.
- Ensure that a member of staff always knows where I am by attending all lessons, registrations, assemblies and any other directed time.
- Make the most of lessons: participate, engage, ask and answer questions. Take responsibility for my own learning and progress and work hard to achieve my full potential.
- Use my planner, or equivalent, to record homework set but always be prepared to work independently without direction.
- Behave responsibly and follow the school's rules and requirements about discipline and behaviour, recognising that this applies in school, whilst travelling to school and whilst on school activities or visits.
- Think about my safety and the safety of others and follow any specific safety rules.
- Contribute to the wider school community through involvement in extra-curricular activities and school events.
- Keep the school environment, including the canteen, clean and tidy.



- Use my locker and not carry my bag around school.
- Look after any equipment or books issued to me and return them when asked.
- Communicate with adults in the school and tell someone if I have a problem.
- Not use my phone during the school day unless authorised by a teacher.

### **Sixth Form Specific Student Agreement:**

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

1. Follow the school's procedures for signing-in and signing-out of school using the biometric finger scanners at any time different to the stated school hours of 8.45am-3.40pm. My timetable may contain a study period at end of the school day. On those days, I will sign out after afternoon registration at the start of period 5 or 6 as directed and according to my timetabled lessons. Sixth-form students are allowed the privilege of leaving the school site during lunch-time (1.00p.m.-2.00p.m.) I will follow the e-registration procedures for signing out and back in using the biometric finger scanners 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. Ensure that I arrive and register on time at the relevant MAT school site when allocated a timetabled lesson as part of the "Mercian MAT Block" options. I understand that MAT Block options will be timetabled at the beginning or end of the school day and it is my responsibility to arrange transport to and from the MAT Block option site at those times. I will also ensure that I am on time for any transport arrangements that run between the school sites during the school day.
3. Return a signed "Signing-Out Instructions" letter to school, ensuring that my parents are fully aware of my movements to and from school.
4. Ensure that a member of staff always knows where I am by registering in the library or the Bateman Room at the start of every Supervised / Unsupervised Private Study period, in addition to arriving promptly at the start of every taught lesson.
5. 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.
6. 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.
7. 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.
8. Not get my mobile device out in any part of the school at any time between 8.45a.m. and 3.40p.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. I will ensure that 3 days' notice is given in writing to the School to request permission to attend an Open Day.
10. Complete all parts of the UCAS process in good time, observing deadlines as set by the school. Other applications that require references 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 creating inconvenience.
13. Not carry other pupils in my vehicle during the school day.



## THE SCHOOL DAY

08.42 am	<i>Three warning bells</i>
08.45 – 08.55 am	Registration
08.55 – 09.15 am	Assembly / Form time
09.15 – 10.05 am	Period 1
10.05 – 10.55 am	Period 2
<b>10.55 – 11.20 am</b>	<b>Break</b>
11.20 – 12.10 pm	Period 3
12.10 – 13.00 pm	Period 4
<b>13.00 – 14.00 pm</b>	<b>Lunch</b>
14.00 – 14.50 pm	Period 5 (and afternoon registration)
14.50 – 15.40 pm	Period 6
<b>15.40 pm</b>	<b>End of School Day</b>

*Pupils may only stay on site in a supervised activity.  
Homework club 15.40 – 16.40 pm*

## TIMETABLE

Each pupil will be issued an individual timetable.

We follow a two-week timetable. Details can be found on our live Google calendar on the school website.

## CALENDAR

We have a live calendar on our website which details all the activities of the school. This works through Google and can be linked to your phone or device.



## ABSENCE, LATENESS AND HOLIDAYS

### Absence

If a child is absent, parents or carers should contact the school office by phone or email (absences@qmgs.walsall.sch.uk) before 09.30am on **each day** of absence. The school requires a letter or email confirming the reason for the absence on the pupils return. Only the school can authorise absence and may challenge absence where necessary.

### Planned Absence

Any request for absence should be made in writing at least three days in advance. We ask that parents try and make appointments so they have minimal impact on the school day.

### Absence for Religious Observance

A specific form is available on the school website to request absence for published religious festivals (e.g. Eid, Diwali). Please submit these with at least three days' notice. This form should not be used for family occasions, such as weddings or funerals.

### Persistent Absence

The school monitors absence and those pupils who are persistently absent (<90% attendance) may have additional measures put in place. The school may report persistent absence to the Local Authority.

### Lateness

Pupils who are late for any reason are required to sign the late book in the Pastoral Hub. Pupils who are persistently late will get a detention for every 5 lates in one term up to 15 lates which will result in a Saturday detention.

### Holidays in Term Time

Parents should not book holidays in term time. Only in exceptional cases will any requests be authorised. Any such requests must be made in writing to the Headmaster well in advance and certainly before booking the holiday.

We are required to report instances when parents take pupils out of school for holidays that have not been authorised to the Local Authority who will fine parents.

### Term Dates

Term dates for the current and next academic year are published on our website.



## PASTORAL CARE AND SAFEGUARDING

### Pastoral Care

Our pastoral care is principally managed through the year group.

Your child's first point of contact should be their Group Tutor, who works closely with the Head of Sixth Form and the Sixth Form pastoral team.

Communication between home and school is important. We regularly send information home by email, so please ensure we have an address you check frequently.

If you have any queries or concerns, you should contact the Head of Year in the first instance. Our [enquiries@qmgs.walsall.sch.uk](mailto:enquiries@qmgs.walsall.sch.uk) email is an initial point of contact which will get passed on to the most relevant person to deal with.

### Safeguarding

The school has a statutory responsibility to ensure the welfare and well-being of pupils in our care. We take this seriously and work with many external agencies to gain specialist advice and support.

The school's Designated Safeguarding Lead is: Mr Graham Collins.

The school's Safeguarding and Welfare Officer is: Mr Tom Farnell.





## PASTORAL SUPPORT TEAM

Our pastoral support team work with pupils to deal with any problems or concerns they may experience from time to time.



**Mr Collins**  
**Assistant Head (Pupil Welfare)**



**Mr Brown**  
**Assistant Head (Pastoral)**



**Mr Farnell**  
**Safeguarding and Welfare Officer**



**Mrs Hayden**  
**Pastoral Support Officer**



**Mrs Chatwin**  
**Social Emotional & Mental  
Health Mentor**



## Sixth Form Pastoral Team



Mr R Matley  
Head of Sixth Form



Miss R Weston  
Sixth Form Operations  
Manager



Mrs S Bayley  
Sixth Form  
Administrative Support  
Assistant



## SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

At Queen Mary's we want all our pupils to feel they are full members of our community and to achieve their full potential. We aim to take account of any individual special needs our students may have and make reasonable adjustments so they feel accepted, included, understood and supported.

In line with national guidance, we consider a student to have Special Educational Needs if they have a learning difficulty or disability that calls for provision to be made that is different from or additional to the provision for their peers.

Our SEND Register includes different category codes:

- R a student is being monitored regularly to check on progress and well-being
- K provision is being made that is "different from or additional to" due to a diagnosed condition, learning difficulty or significant on-going health issue.
- E a student who has an Education Healthcare Plan issued by the local authority.

Students with a K or E code are entitled to a termly review of their progress. This is usually with the SENDCo or Assistant SENDCo and will involve a review of progress and support using a target-based system. The opinions and feelings of students are at the heart of our SEND provision.

The majority of SEND provision happens in the classroom, where staff make reasonable adjustments for the needs of students. High quality, differentiated teaching is supplemented by mentoring, group support and personalised intervention from the Pastoral Team.

### Access Arrangements

Where a student's normal way of working involves any adaptations to be made, for example enlarged print, additional time, etc, this will be provided in all tests and exams. These provisions are known as *access arrangements* and require a rigorous application process.

Any diagnostic tests have to be undertaken by the school so please seek advice from the SENDCo if you suspect your child might have a learning difficulty. If your child has had access arrangements at their previous school, please inform us and pass on any relevant paperwork.



**Mrs Youngman**  
SENDCo and  
Head of Year 7



**Mrs Swain**  
Assistant SENDCo



## MEDICAL

Parents should notify the school of any medical conditions affecting their child and keep us updated of any significant changes. We will work with you to complete an Individual Health Care Plan.

Further details about the school's provision, including the Individual Health Care Plan, is in our Healthcare policy on our website.

### Accidents

The school has qualified first aiders to deal with emergencies on site.

If we think your child needs further treatment or assessment, we will contact parents/carers and ask you to collect your child and take them to an appropriate medical facility.

If in an emergency we need to call an ambulance for your child, we will also contact you as soon as possible.

It is therefore essential that the school has up-to-date information to enable us to contact you in an emergency.

### Illness

If your child becomes unwell at school, we may contact you to collect them.

Whilst we want students to be in school as much as possible, it is important to wait until your child has recovered before sending them back to school. Students suffering from sickness or diarrhoea should not return for 48 hours after the last episode.

### Medication

We encourage students to take responsibility for their own health and to manage their own conditions and medication whenever possible.

Students who need to have medication in school must have this agreed in writing through an Individual Health Care Plan or Temporary Medication Form.

Students who have emergency medication (e.g.) for asthma/diabetes/anaphylaxis) are expected to have this readily available with them in school.





## HOMEWORK

We believe that homework is a valuable part of learning. It allows students to:

- Develop confidence and self-discipline in working on their own
- Consolidate and reinforces skills and understanding
- Extend school learning, for example through additional reading or research

In the Sixth Form, we would expect our students to be ready to work independently in all of their subjects. Reading around the subject and completing tasks beyond the taught curriculum are key indicators of successful academics at degree. It is crucial that students and their families understand that A Level study requires a depth and breadth of independent study that goes beyond set “homework”.

The school does not have a fixed homework timetable. Each subject should set a maximum of one hour per fortnight, with no less than two working days given to complete the work. In practice this means a student will receive one or two pieces per evening.

Each student is given a planner in which they should record all homework set. We have found that many of our Sixth Formers now prefer to use a digital alternative

If homework is not completed, appropriate action will be taken by the department and a behaviour point issued to the student. Persistent problems may result in other school sanctions being deployed.

We expect students to:

- Record any homework set and other important information (eg test dates)
- Plan their time and adhere to deadlines
- Find out any work that was missed due to absence and catch up on it
- Resolve any problems with homework before the deadline, if necessary by seeing the member of staff concerned for help

We ask that parents:

- Support students with their homework, but accept that their role should become less involved as students become more responsible and independent.
- Try and provide a reasonable place where students can work or encourage them to make use of the school's facilities
- Encourage pupils to meet homework deadlines
- If parents/carers feel that there is an issue regarding homework they should contact their child's Head of Year.



# BEHAVIOUR

## Positive Behaviour for Lessons

We expect our students to be ready to learn by doing their best at all times and allowing others to learn alongside them.

- Arrive on time in the correct uniform.
- Bags should be left in lockers and not brought into the classroom.
- Ensure you have the correct equipment/materials for the lesson.
- Listen in silence and pay attention to the teacher.
- If you wish to speak, put up your hand and wait until asked to contribute.
- Show consideration to all students and staff in both manner and choice of words.
- When told, pack away and wait in your place to be dismissed.

Termly reports include an Attitude to Learning grade alongside Attainment grades.

## Attitude to Learning

Are you:	Frequency	Grade
<b>Self-regulating</b> motivated, focused and organised in your learning inside and outside the classroom.	<b>ALWAYS+</b> <small>+ regularly going above &amp; beyond, showing a genuine interest in your learning</small>	A
<b>Actively engaged</b> listening and contributing in discussion and showing interest in your learning.	ALWAYS	B
<b>Aspirational</b> responding to teacher and pupil feedback to improve your work and aiming high.	USUALLY	C
	RARELY	D



## Equipment

Students should have the following equipment available in school every day:

- Suitable waterproof bag for transporting books and homework home which fits into their locker.
- Pens (including at least 1 black and 1 green), pencils, ruler, protractor and eraser.
- Calculator (Casio fx85GTX), if required by the A Level option subjects
- Reading book.
- Planner or equivalent
- Headphones for use with computer

## Rewards

The school promotes good behaviour through a system of recognition and reward, including:

- Praise and positive feedback
- House Points: for academic, community service and extra-curricular involvement
- House point certificates
- Attainment and progress stickers
- QMGs Praise Cards

## Sanctions

The school deals with inappropriate behaviour through a range of strategies, including:

- Verbal reprimands or letters of apology
- Additional duties or withdrawal of privileges
- Behaviour points
- School detentions (after school 15.40pm – 16.40pm)
- Saturday or training-day detentions
- Temporary or permanent exclusion



## PROHIBITED ITEMS AND SUBSTANCE ABUSE

### Prohibited Items

Students must not bring any illegal substances, cigarettes, e-cigarettes, vapour pens, matches, lighters, knives or weapons to school. The matter will be treated as a serious breach of school rules. We will take a zero tolerance approach to any offensive weapon and this will be reported to the police.

### Substance Abuse Policy

The School strongly opposes substance abuse (such as drugs, Legal Highs, alcohol, solvents and tobacco) and will take appropriate disciplinary action against offenders. Any student found to be knowingly in possession of an illegal substance, or Legal High substance can expect to be permanently excluded.

## MOBILE PHONES

Mobile phones are not to be used during the school day and should be kept in the allocated secure locker. While care is taken to minimise losses the school cannot take responsibility for property that is lost or stolen.

Pupils found using mobile phones during the day will have them confiscated. They can be collected at the end of the school day. Sixth Form students are afforded the privilege of using their mobile phones for the purposes of research in the Bateman Room (common room), or as directed by a member of staff.

## PERSONAL PROPERTY, LOCKERS

Each member of the school will be issued with a personal key-operated locker. All pupils must have a locker as we operate a no bags policy within the school.

There is a standard charge for a locker, which will be reviewed each academic year. Replacement keys must be paid for.

The school does not take responsibility for any personal possessions brought into school, including mobile phones, unless they are physically secured within a locker.





## EXTRA-CURRICULAR ACTIVITIES

We offer a very full programme of extra-curricular activities and encourage all pupils to make the most of the opportunities on offer to them. From sport to music, history society to futsal there is always something on to take part in.

### ***Farchynys***

Farchynys is the School's Activity Centre near Barmouth in Snowdonia. It offers a drastically different setting to our busy urban site in Walsall and is the base for many activities away from the school.

### ***Homework Club***

We offer a supervised after-school homework club 3.40-4.40pm each day which is held in the library. There is a small charge.



# UNIFORM AND APPEARANCE

Our uniform is in keeping with the School's traditions and expectations of students' appearance and behaviour. We believe that pride in personal appearance promotes a professional and academic outlook on studying.

Boys:

Item	Requirements
School blazer with badge	QMGS Boys Aspire Blazer - <i>Must be bought from Clive Mark</i>
School tie	QMGS Sixth Form crested tie (green) - <i>Must be bought from Clive Mark</i>
Trousers – grey	Trutex flat front trousers - <i>Must be bought from Clive Mark</i>
Pullover – Navy - badged	QMGS badged pullover - <i>Must be bought from Clive Mark</i>
School Scarf	Optional - <i>Can only be bought from School</i>
Shirt – white / pastel colours	Plain white or pastel colours, from Clive Mark or any other outlet
Socks – plain medium grey	Must be plain grey, from Clive Mark or any other outlet
Coat - black	Optional. Must be plain black, single colour no stripes or logos and of sufficient length to cover the blazer
Shoes – black or brown	Conventional style shoes, including suede or nubuck. Boots and pumps are not permitted.

Girls:

Item	Requirements
School blazer with badge	QMGS Girls Aspire Blazer - <i>Must be bought from Clive Mark</i>
School tie	QMGS Sixth Form crested tie (green) - <i>Must be bought from Clive Mark</i>
Skirts – navy	Straight / Pleated (navy). Any variation in skirt must be requested to the Headmaster in writing and agreed in advance - <i>Must be bought from Clive Mark</i>
Trousers – navy	GTB Boot cut Trousers - Navy Blue - <i>Must be bought from Clive Mark</i>
Pullover – Navy - badged	QMGS badged pullover - <i>Must be bought from Clive Mark</i>
School Scarf	Optional - <i>Can only be bought from School</i>
Shirt	Plain white or pastel colours, from Clive Mark or any other outlet
Tights	Must be navy or natural shade (plain no patterns) from Clive Mark or any other outlet
Coat - black	Optional. Must be plain black, single colour no stripes or logos and of sufficient length to cover the blazer
Shoes – black or brown	Conventional style flat heeled shoes including suede or nubuck. Boots, pumps or high heels not permitted



## Appearance

Students must maintain high standards of appearance.

Hair should be worn in simple style and extreme styles or colours are not considered appropriate. Beards or moustaches are not acceptable, other than those who choose to grow a beard for religious convictions. Jewellery is not allowed with the exception that Sikhs may wear a Kara bracelet. Permission must be sought in advance by written request to the headmaster. Minimal, natural looking make-up, may be worn. Girls may have painted nails, all of one colour.

The final decision as to whether students' appearance is appropriate or not rests with the Headmaster.

The school reserves the right to withdraw from lessons or send home any pupil whose uniform or hair style is not considered acceptable.

**Parents are asked to ensure that all items of clothing and property are clearly named.**

## PE KIT

### For Games sessions

- QMGS/Samurai Tracksuit jacket & trousers
- QMGS/Samurai Reversible rugby/hockey top
- QMGS/Samurai games shorts
- Red knee length socks (with or without school brand)
- Football/rugby boots (with kite-marked safety studs)



## FINANCES, FSM/PP, CASHLESS CATERING

### Finance Office

Finances are dealt with by the Mercian Trust's central finance team.

They can be contacted on [finance@the.merciantrust.org](mailto:finance@the.merciantrust.org) or 01922 211389 ex1111

### Free School Meals & Pupil Premium

Details about accessing Free School Meals and Pupil Premium are available on our website or by contacting the Finance Team.

### The Sixth-Form Bursary Fund:

The Department for Education established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16 to 19 year olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support: learning; participation in activities to enrich their learning experience; and pursue applications to Higher Education. There are two elements to the Fund:

1. A fixed allocation of £1,200 per annum available to the most vulnerable young people – students: in care/care leavers; on income support; in receipt of Employment Support/Disability Living Allowance
2. A discretionary fund which is available for the School to distribute as it sees fit, but being targeted towards those who might struggle to stay in Education for financial reasons

More information is available here:

[https://qmgs.walsall.sch.uk/wp-content/uploads/2018/01/2017\\_policies\\_education\\_bursary.pdf](https://qmgs.walsall.sch.uk/wp-content/uploads/2018/01/2017_policies_education_bursary.pdf)

### Parent Pay

Most transactions are completed through an online system, currently ParentPay. You will be sent details of how to register for this separately.

### Cashless Catering

Payment for food in the canteen is made via a cashless system using a student's fingerprint which links to their account. The account may be topped up either using ParentPay or using small amounts of cash in the revaluer in the canteen.





## SAFETY

Everyone in the school is required to show a sense of responsibility for their own safety and for that of others in the school community.

We treat any breach of safety rules as a serious discipline issue.

### Road Safety

The roads around our school site are busy and dangerous.

Please ensure you drive safely and with consideration. We encourage students to use public transport in order to reduce congestion.

Think carefully about the best place to drop-off or pick-up your child **away from the school gates**.

Please help us to ensure your child is aware of road hazards as a pedestrian – particularly regarding crossing roads safely and not walking into a road whilst on their phone.

### Cycling

We welcome students cycling to school as a healthy and environmentally sound form of transport. We provide secure storage facilities on site.

We expect students to wear a helmet and appropriate high-visibility clothing. Students should not cycle on the school site itself but alight when they get to the gates.

### Car Parking

We ask that parents are considerate when parking around the school site.

Please only park where it is safe and legal to do so.

Do not block our neighbours' driveways or park in bus stops.

### Laboratory & Workshop Safety

Specific safety rules in the science, PE, DT and art departments are explained to students in their first lessons.



# IMAGE CONSENT AND CCTV

## Use of Images

We take photographs and occasionally video recordings of students at our school to use them in school publicity, such as in printed publications, on our website and display boards.

Occasionally we have visits from the media for special visitors or high profile events. We also use twitter extensively to celebrate the activities and successes of our school.

We require parental permission for your child to be photographed or videoed and the image made public, both during their time in school and afterwards.

Conditions of use:

1. The permission is valid for the period of time your child attends this school, and thereafter in the case of images previously taken.
2. We will not use full names of any child in a photo or video on our website or in school publications without good reason. The recognition of prize winners or some other school achiever in the press or other media may require full name as part of the photo caption or in accompanying text to properly recognise the success.
3. We will not include personal email or postal addresses, or telephone or fax numbers, on our website or in school publications unless requested and authorised to do so
4. We may include pictures of pupils and teachers who have been drawn or taken by pupils or third parties.
5. We may use group or class photographs or footage with general labels, such as 'a science lesson'
6. We draw your attention to the fact that images published on our website or on social media are available worldwide, including countries where there may be no equivalent data protection legislation
7. Once a child attains the age of 18 years, consent can be given or withdrawn directly by the pupil
8. Consent can be withdrawn at any time in writing, but not for images which have already been published.

## CCTV

The school has CCTV installed across its site, both internally and externally. The purpose of this is:

- To provide a safe and secure environment for students, staff and visitors
- To protect the school buildings and assets
- To support the police and school in a bid to detect crime and support behaviour

The school is registered with the Information Commission and signs are placed on all access points to the school.

Cameras are not installed in any places where students, staff or visitors may have a reasonable expectation of privacy, such as classrooms, toilets or changing rooms.



# SCHOOL COMPUTER NETWORK USER TERMS AND CONDITIONS

Teachers, pupils, students and all other users are required to follow all the conditions laid down in these terms and conditions. Any breach of these conditions may lead to withdrawal of the user's access to the QMGS Computer Network and in some instances could lead to criminal prosecution. In the case of employees, any breach may be considered a breach of the employee's conditions of service, which could lead to dismissal on grounds of gross misconduct.

All users are expected to demonstrate a responsible approach to the use of resources available to them and to show consideration for other users both locally and with whom they may come into contact on the Internet.

Use of the Internet and facilities such as electronic mail services are intended for educational or professional purposes only. It must be demonstrated that any opinion communicated over the Internet is deemed to be that of the author and not that of the School or Governors.

Any use of School computer equipment to access the Internet other than from school premises requires the express permission of the Network Manager.

Subject to the section below on acceptable use, the school equipment and the Internet may only be used for any legal activity consistent with the aims, objectives and rules of the school.

All network users should be aware that user accounts are monitored; all files, electronic mail and web browsing history cannot be deemed private, and may be subject to Freedom of Information Act requests.

## Unacceptable Use

The following activities, whilst not an exhaustive list are unacceptable:

1. Access to or creation, transmission or publication of any offensive, obscene or indecent messages, images, sounds, data or other material.
2. The creation, transmission or publication of any material that is designed or is likely to cause offence, inconvenience or needless anxiety. Any acts considered by the school to be cyber bullying will be dealt with as a serious disciplinary matter whether undertaken in or outside of school.
3. The creation, transmission or publication of defamatory or discriminatory material.
4. The receipt or transmission of material such as this material infringes current legislation, including copyright and the Data Protection Act 1998.
5. The transmission of unsolicited commercial information or advertising, within QMGS Extranet, to users of the Internet or any other computer/ network system reachable via the Extranet.
6. The deliberate unauthorised access to facilities, services, data or resources within the QMGS Intranet or any other network or service accessible by the Extranet.
7. Divulging an individual's password to another network user or the use of another user's account at any time.
8. Where the Internet is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the QMGS Network and associated resources.
9. Any use of the Internet that would bring the name of the School into disrepute.
10. Deliberate Activities with any of the following characteristics or that by their nature would result in:
  - Wasting staff or other users' time or network resources, including time on remote systems and the time of staff involved in the support of those systems.
  - Corrupting or destroying other users' data.
  - Violating the privacy of other users.
  - Disrupting the work of other users.
  - Using the Extranet/ Internet in any way that denies services to other users (e.g. by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading or uploading large files).
  - Continuing to use any item of software after being requested to cease its use because it is disrupting the correct function of the School's network or the Internet (e.g. utilities designed to broadcast network-wide messages, etc.).
  - Introduction of any malware (e.g. viruses, worms etc.).
  - E-mails spam/ spoofing.
11. Damage to any computer hardware. The school reserves the right to charge for acts of wilful vandalism. Use of the School's personal computers (including portables) to access the Internet through an unofficial or unauthorised route.
12. Printing of non-essential material and failure to check that the length of a document is reasonable before printing.
13. Any other use deemed to be unacceptable by the designated person.

