



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

September 2021

Dear parent/guardian

### **Homework Club and after school facilities**

I am pleased to announce that the Homework Club will be re-starting from Monday 13 September.

No students are allowed on site, unsupervised, after 4pm. This applies to all year groups. We have re-evaluated our safeguarding procedures and it is clear that we cannot guarantee supervision after this time.

The Homework Club will provide supervision for a maximum of 30 students between 3.40pm and 4.40pm, Monday to Thursday. It will be based in the Library and will allow students to work independently. It will cost £2 per day (to cover the cost of staffing) and places will be available through a pre-booking system.

The booking system will operate through Parentmail. Sessions should be pre-paid via this system with a minimum notice of 48 hours for safeguarding purposes. Staff will check Parentmail for bookings and use that as a register of attendance. Parents are also able to pay half-termly or termly to secure their son or daughter's place in advance. Support on how to use the booking system is available here:

<https://www.parentmail.co.uk/help/parenthelp/payments/book-and-pay-for-school-dinners-and-clubs/>

Students should also not be on the site before 8.00am. They may enter the school site after 8.00am and remain outside or in the canteen until 8.30am, after which they will be allowed unsupervised access to their form rooms. They should then wait for the member of staff to arrive who will take registration.

I am committed to continuing to provide for the needs of the students, but have to make safeguarding a top priority. I am, of course, happy to take individual concerns or questions.

Yours sincerely,

Richard Langton  
Headmaster