



Parents / carers and students must complete an online [Microsoft Form](#) by 07.10.2022 to indicate that this Home-School Agreement and the consents shown on Appendix 1 have been read, understood and agreed to. Please note we deliver the statutory Sex and Relationships Education and expect all students to follow this. All School policies that are referenced in this Home School Agreement are available on the School [website](#)

The Ethos of the School is set out in our motto and the “Four Pillars” of the House System:

We will encourage our pupils to be:

- Academic in purpose
- International in outlook
- Enterprising in spirit
- Generous in approach

All these are brought together by the sense of *community* that marks us out. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have – experience, expertise, enthusiasm – both with those who live on our doorstep and those from further afield.

Also central to the School’s ethos are our Core Values:

Core Values

QMGS

Courage.
facing new challenges with determination & resilience

Respect
for yourself & tolerance of others

Equality
opportunities for all, whilst recognising & celebrating diversity

Discipline
developing personal responsibility

Integrity
to be honest, sincere, reliable & selfless

Teamwork
stronger together

A. Parents/Carers: I/we will

1. Ensure that my/our child attends school, is properly equipped and is punctual. Registration is in the form room at 8.45am and the beginning of period 5 at 2pm every day (except for sixth-form students that may have been given prior permission to sign-in later due to school-sanctioned activities elsewhere). Please see our Attendance Policy [here](#).
2. Inform the school on the first day of absence before 8.45am and each day thereafter. I/we will provide an absence letter stating the dates and reason on the first day of my/our child's return to school.
3. Provide a formal request for leave of absence. If my child needs to miss school for something unavoidable (such as a music exam or a dental appointment that cannot be scheduled after school). It should be addressed to the Headmaster giving as much notice as possible, or preferably three working days in advance. Please also see the 'Religious Observance' form related to published religious festivals which is available [here](#):
4. Not take holidays in school time. Permission for absence will only be granted when there are clearly exceptional circumstances. I understand that permission is at the sole discretion of the Headmaster. Please see current Government guidance on Holidays during Term-Time [here](#).
5. Not arrange collection for my child during the school day via their mobile phone. All contact with parents regarding students leaving the site must be through reception. Students in Y7 – Y11 will not be allowed out of School unless their parents sign them out in Reception.
6. 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 lunchtime (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.
7. Be aware that students are only allowed to enter the school after 8.00am. They should remain in the dining room or outside until 8.30am, after which they may go to their form room. Students remaining after school must either be in an organised activity or be under supervision in the HW club until 4.40p.m. (by pre-booked arrangement using parent pay). No student may remain unsupervised in school after 4.00p.m. and all students must be offsite by 5.30pm. I understand that any unacceptable behaviour will not be tolerated, and the option to remain in the building may be reviewed.
8. Support my/our child in leading a safe and healthy lifestyle, through healthy eating and ensuring that my/our child gets regular and sufficient sleep. This also includes overseeing my child's use of the internet and their e-safety (see also: 'E-Safety Policy and Students' Acceptable Use Agreement on the School website).
9. Accept that mobile devices brought into school are entirely at my/our or my child's own risk. The School accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school. It is my/our responsibility as parents and my child's to ensure that phones are properly insured and kept safe in a locker during the day. Mobile devices should not be visible anywhere in school at any time while in school, unless instructed by a member of staff for educational purposes during a lesson, or in the Bateman Room for sixth form students only. For further guidance regarding all electronic devices, including mobile phones, please see the most recent E-Safety policy on the school website.
10. Support the school's policies and guidelines for behaviour, including Saturday and Training Day detentions where appropriate (see the most recent Behaviour Policy on the school website for more details).
11. Support the school's uniform policy. A vital contributor to the high standards of behaviour at QMGS is the appearance of students. Please see the school website for the most recent guidance on uniform and appearance.

12. Make the school aware of any concerns or issues that might affect my/our child's work or behaviour. This includes any learning support that my/our child may need to fully access the curriculum.
13. Ensure that my/our child is supported by providing a suitable environment in which to do homework as scheduled in the homework timetable and by taking an interest in my/our child's work set on MS Teams, according to the school policy.
14. Support my/our child in any extra-curricular activity
15. Support the wider life of the whole QMGS Community by joining a Queen Mary's Parent's Association Committee, attending QMA events and by contributing to the LIFT Fund, if at all possible.
16. Read and act upon information sent home in letter form or via email, and available via the school's website and Twitter feed, confirming receipt where required and returning reply slips when asked to do so, including via digital platforms such as MS Forms.
17. Use ParentMail to pay for lunches, trips etc.
18. Ensure that my child returns all resources and equipment borrowed from the school, when requested, including: textbooks, library books, CCF kit etc.
19. Monitor my child's progress from termly attainment grades and full reports.
20. Attend parents' evenings, academic reviews, and other discussions about my/our child's progress
21. Update the school of any changes to personal and contact details as soon as possible.
22. Drive carefully and responsibly by observing the Highway Code and to respect our neighbours by not parking on restricted areas or creating an inconvenience. No parent is permitted to park on the school grounds or pick up children from Reception between the hours of 8am and 5pm unless a prior appointment has been made.
23. Support the ethos and values of the school.
24. Be aware that CCTV operates across the site to increase safety and protect the building and assets therein. Footage may be shared with the police to deter and detect crime. Cameras do not operate in areas where there is reasonable expectation of privacy, such as classrooms, toilets and changing rooms.
25. Be aware that gates remain open from 7.00am until 9.15am and again from 4.00pm until 6.00pm. Outside these peak flow times, any visitors to the school will need to press the buzzer to communicate with Reception staff in order to gain entry to the site.

B. Students: I will:

1. Uphold the principles of the school's core values (see first page of this document).
2. Treat all members of the Queen Mary's community with respect and to offer help and support to any member of that community that may need it.
3. Ensure that a member of staff always knows where I am by attending all lessons, registrations, assemblies and any other directed time.
4. Attend registration promptly every morning at 8.45am and every period 5 at 2.00pm
5. Arrive at a classroom punctually with the correct equipment to ensure a prompt start to every lesson and in time for a 'SIMS Lesson Monitor' register to be taken. This includes all cover lessons.
6. Follow the set procedures for signing out of the school during the school day using the 'Exeat' book at Reception. If I have an unavoidable appointment, then I will bring a letter to the school from home in advance of the appointment. No student is allowed to leave the school site without prior arrangement with parents/carers.
7. Follow the school's uniform policy, maintaining the highest standards of appearance and dress at all times, when travelling to and from school and when representing the school on a visit
8. Behave responsibly and follow the school's rules and requirements about discipline and behaviour, when travelling to and from school and when representing the school on a visit. Where directed adhere to the school's disciplinary measures including: impositions, lunchtime detentions, full-school detentions, Saturday and Training Day detentions.
9. Achieve the highest possible attendance figures at school.
10. Use MS Teams every day for homework and independent learning tasks and to plan effectively for deadlines and other events. Complete all homework as directed by a member of staff: on time and to the best of my ability.
11. Pass on all information sent between the school and my parents.
12. Make the most of lessons: participate, engage, ask and answer questions, and ask for help.
13. Develop an interest in each subject by 'going beyond' the taught curriculum and engaging in activities beyond the textbook via the Key Stage 3 Extension tasks and wider reading booklet as well as trips and relevant online resources.
14. Use teacher verbal and written feedback, end of term grades, written reports and parents' evening information to help me improve my work.
15. Work hard to achieve an academic performance in line with STAR estimated grades.
16. Contribute to the wider school community through extra-curricular activities, supporting whole-school events such as Open Evenings, music performances and drama productions etc.
17. Keep the school environment, including the canteen, clean and tidy.
18. Avoid getting my mobile device out in any part of the school at any time while on the school site, unless instructed by a member of staff for educational purposes during a lesson.
19. Communicate with adults in the school and to tell someone if I have any problems.
20. Use English to communicate with staff and students at all times. It is a mark of respect and consideration for others in the community.
21. Use my locker to avoid carrying my bag around school during the day. No bags should be left in corridors and under stairs. Bags are to be used for carrying belongings to and from school only. Sports kit must be placed in the P.E. block storeroom before 8.40am.

C. 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 the end of the school day. On those days, I will sign out after afternoon registration at the start of period 5 as directed and according to my timetabled lessons. Sixth-form students are allowed the privilege of leaving the school site during lunchtime (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 designated 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 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. Always attend sixth form assembly, as directed.
9. Not get my mobile device out in any part of the school at any time while on the school site, 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.
10. Attend a maximum of two university open days during the school day. The majority of universities now hold Open Days on Saturdays, and all will offer virtual online visits. I will ensure that 3 days' notice is given in writing to the School to request permission to attend an Open Day.
11. 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.
12. Avoid taking a part-time job that could have a detrimental impact upon my academic studies.
13. 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.
14. Not carry other students in my vehicle during the school day.

D. The school: We will do our best, through the application of our policies, to:

1. Ensure that our students achieve their academic potential through providing a balanced and varied curriculum, and the highest standards of teaching and learning practices.
2. Have the highest expectations of attendance, uniform, behaviour, punctuality, class work, and homework.
3. Take account of any individual special needs that our students may have and make appropriate and reasonable provision where possible.
4. Monitor the progress and performance of our students, through the setting and marking of regular assessment points, and to measure that progress against individual estimated grades.
5. Contact parents on the first day of absence if no communication from parents/carers has been recorded in advance or on that day. We will also contact parents promptly if concerns are raised regarding persistent non-attendance or lateness.
6. Ensure a fair and consistent approach to any disciplinary matters.
7. Provide a wide range of extra-curricular activities to encourage our students to gain experience outside of and beyond the classroom. We will encourage our students to participate fully in School life: to enjoy learning; and to develop socially as members of the wider QM community.
8. Provide a safe and caring environment, placing the highest priority upon the welfare and well-being of our students, engendering respect for others and our working surroundings.
9. Provide effective pastoral support through PSHE, Heads of Year, Form Tutors and other support staff and encourage students to develop positive attitudes towards others, in line with the ethos of the school's core values.
10. Keep parents and carers informed about school matters and in particular about the progress and behaviour of their child, through termly attainment grades, written reports, parents' evenings, academic reviews and other contacts.
11. Respond promptly and positively to parents' and carers' questions about their child's progress and life in the school.
12. Provide effective careers and post-18 pathways advice in support of a successful transition to a world of work beyond QMGS.

This Home-School Agreement document will be permanently available from the school's website under the Parent & Students tab.

Appendix 1 - Parental Agreement and Consent

Copyright permission: During your child's time at school we may publish your child's work; including copying, issuing copies, lending, performing, showing, playing, communicating and adapting the work. This includes our website, social media, books, marketing material including brochures and flyers, providing it to third parties for research and analysis and school display boards. We will respect any third party intellectual rights and apply data protection and privacy rights

Internet access: This is an acceptable use agreement that your child can use the ICT systems and internet provided by The Mercian Trust (TMT) when appropriately supervised by a member of school staff. You are agreeing to the conditions set out for pupils using the TMT ICT systems and internet, and for using personal electronic devices in school. Further details can be found [here](#)

Photographs/CCTV: 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. Further information can be found [here](#)

School Visits: The school runs a busy programme of co-curricular activities including activities which take place off-site. We seek consent when your child joins the school for day visits in the local area and for participation in sporting fixtures against local schools. We will make you aware when your child is taking part in these activities. We will seek specific consent for educational visits which involve a residential, international or adventurous activity. Our Educational Visits are managed under a trust-wide policy, further information can be found [here](#)

Privacy Notices and Data Sharing: The General Data Protection Regulation (GDPR) aims primarily to give control to individuals over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. Further GDPR information and Privacy Notices can be found [here](#).

Biometrics: The school uses a biometric fingerprint system called BioStore to facilitate cashless catering payments for food in the canteen. Further information can be found [here](#)