



QUEEN MARY'S GRAMMAR SCHOOL



Year 7 Induction Booklet 2024



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! Getting through our entrance test is no mean achievement; your child has done very well indeed: His performance shows that he has the academic potential to reach for the stars and we hope that is exactly what will happen when it comes to important 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. 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



Ms Naguthney

Assistant Headteacher



Mr Collins

Assistant Headteacher



Mr Hudson

Assistant Headteacher



Mr Kolaric

Assistant Headteacher



Mrs Youngman

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. Information on the House System can be found [here](#).

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 represents the school being *academic in purpose*.

Darby takes its name from a pioneer Headteacher of the 1960s, and 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.



CORE VALUES

Core Values

QMGS

- C**ourage.
facing new challenges with determination & resilience
- R**espect
for yourself & tolerance of others
- E**quality
opportunities for all, whilst recognising & celebrating diversity
- D**iscipline
developing personal responsibility
- I**ntegrity
to be honest, sincere, reliable & selfless
- T**eamwork
stronger together



HOME SCHOOL AGREEMENT

Success at school is based on a successful partnership between school, student and home. This agreement, together with the other information in this booklet, explains that partnership. The Value and Ethos of the School are set out on our website:

[Values and Ethos - Queen Mary's Grammar School \(qmg.s.walsall.sch.uk\)](http://qmg.s.walsall.sch.uk)

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, according to department policies
- Monitor the progress of students 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 co-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 core CREDIT values and Atomic Habits
- 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:

- Support the values and ethos of the school, including encouraging our child to strive for their best and to be actively involved in our community
- Respect all members of the community and be reasonable in expectations
- Ensure that our child attends school, is properly equipped and is punctual for registration each day at 08:45
- Inform school of any absence on each day of absence and provide written confirmation by letter or email on their return
- Provide requests for planned absence well in advance (3 days)
- Not book holidays in term time
- Be aware that although students may enter from 08:00 they may not be supervised until school starts at 08:45. After school hours, students may only remain on the school site after 16:00 if participating in an organised school activity or at homework club
- Support a healthy lifestyle for my child by encouraging healthy exercise, eating and sleep habits
- Make support that students have digital access in the home environment and communicate with the school if there is an issue with this
- Encourage digital responsibility and be vigilant over online use, using filters and parent restrictions as appropriate
- Accept that any property brought into school, including mobile phones, are done so at our own risk



- Support the school [Behaviour Policy](#)
- See that my child completes work set, monitor their progress, and support them in their work and organisation
- 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 and any changes in contact details. 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
- Understand there is no access onto the school site for parents except by arrangement

STUDENTS

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

- Accept the core CREDIT values and Atomic Habits as the basis for how QMGS operates
- Strive for the highest possible attendance and come to school ready to learn in a punctual manner
- 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 punctually and with the correct equipment
- Not leave the school site during the school day, unless my parents have signed me out at Reception (sixth form may use the digital sign in/out machines)
- 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
- Complete all work as directed
- Use Microsoft Teams to record and complete homework set with the support of my parents
- Check school email regularly for updates and information
- Behave responsibly and follow the school's rules and requirements about discipline and behaviour, recognising that this applies in school, whilst travelling to school, whilst on school visits or online
- Think about my safety and the safety of others and follow any specific safety rules
- Contribute to the wider school community through involvement in co-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.
- Positively 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 member of staff



THE SCHOOL DAY

08:00 No student should be on site before 08:00 unless in a supervised activity.

08:42 *Three warning bells*

08:45 – 08:55 Registration

08:55 – 09:15 Assembly / Form time

09:15 – 10:05 Period 1

10:05 – 10:55 Period 2

10:55 – 11:20 Break

11:20 – 12:10 Period 3

12:10 – 13:00 Period 4

13:00 – 14:00 Lunch

14:00 – 14:50 Period 5 (and afternoon registration)

14:50 – 15:40 Period 6

15:40 End of School Day

16:00 No student should be on site after 16:00 unless in a supervised activity.

Homework Club

We offer a supervised after-school homework club in the library 15:40 – 16:40 Monday – Thursday. There is a small charge.

TIMETABLE

Each student will be issued an individual timetable.

In years 7-9 nearly all classes are taught as a form. As students move up through school there are more options and setting.

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

Parents will have access to their child's timetable through the school's Parent App.

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

You can find our [attendance policy](#) on our website.

Absence

If a child is absent, parents or carers should contact the school office by phone or email (absences@gmgs.merciantrust.org.uk) before 09:15 on **each day** of absence. The school requires a letter or email confirming the reason for the absence on the students return.

Only the school can authorise absences and will 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. Parents can only collect students for absences which have been notified in advance.

Absence for Religious Observance

A [specific form](#) is available on the school website to request absence for published religious festivals (eg 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 students who are persistently absent (<90% attendance) will be monitored on a weekly basis. Specific intervention will be identified to challenge and support individual cases of absence. The school may report persistent absence to the Local Authority who in turn may issue legal proceedings.

Lateness

Students who are late for any reason are required to sign the late book at Reception. Students who are persistently late will be sanctioned in line with the school's behaviour policy.

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 students 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 Form Tutor, who works closely with the Head of Year.

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.merciantrust.org.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 students 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.

Additional safeguarding information can be found [here](#).



YEAR 7 PASTORAL TEAM

The year 7 pastoral team will be the key contacts during your first year at QMGS. The current team is shown below, but may be subject to minor change.



Mr Magee
Head of Year 7



Mr Sepede
Assistant Head of Year 7



Mr Dryhurst
7S Form Tutor



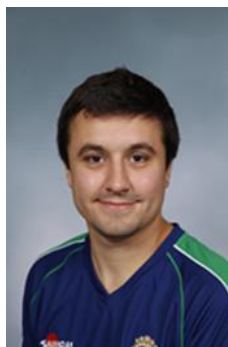
Mr Francis
7R Form Tutor



Mr Hammond
7Q Form Tutor



Mr Short
7X Form Tutor



Mr Hawkins
7Y Form Tutor



Mr Finch
7Z Form Tutor



PASTORAL SUPPORT TEAM

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



Mr Collins
Assistant Head (Pupil Welfare)



Ms Naguthney
Assistant Head (Behaviour)



Mrs Hill
Student Services Manager



Mr Farnell
Safeguarding and Welfare Officer



Mrs Young
Social Emotional & Mental
Health Mentor



Mrs Hayden
Behaviour Support Manager



Mrs Sarwar
Behaviour Support Manager



SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

At Queen Mary's we want all our students 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. SEND information can be found [on our website](#).

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.

SEND Team



Mrs Youngman
SENDCo



Mrs Swain
Assistant SENDCo



Ms Dooley
SEND Learning
Support Assistant



Miss Mierczynska
SEND Learning
Support Assistant



Mrs Kang
SEND Admin
Support



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. Further guidance can be found on the [Public Health Agency website](#).

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 should not bring any other medication into school.

Students who have emergency medication (eg 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

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.

Teachers will use Microsoft Teams to set homework and students should use Microsoft Teams to help them organise their work. In some cases, homework is submitted electronically on Teams.

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:

- Always check MS Teams for homework which has been 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 students to meet homework deadlines
- Check MS Teams with their child to ensure completion of homework
- If parents/carers feel that there is an issue regarding homework they should contact their child's Head of Year.

We publish homework extension booklets on our website with ideas for each subject which students might use to extend their learning. Homework is included within our [Quality of Education Policy](#).



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. Our [Behaviour Policy](#) can be found on our website.

- Arrive on time in the correct uniform.
- Ensure you have the correct equipment/materials for the lesson.
- Bags should be left in lockers and not brought into the classroom.
- 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
Self-regulating motivated, focused and organised in your learning inside and outside the classroom.	ALWAYS+ <small>+ regularly going above & beyond, showing a genuine interest in your learning</small>	A
Actively engaged listening and contributing in discussion and showing interest in your learning.	ALWAYS	B
Aspirational 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 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 (preferably Casio fx85GTX)
- Reading book.
- Headphones for use with computer

Rewards

The school use an Achievement point system to acknowledge positive events. These points are monitored on a regular basis and as well as contributing to the House Competitions, individual certificates and rewards are issued to students. Parents are notified every time a student is awarded an achievement point through the Parent App.

Sanctions

Similar to achievement points. the school logs behaviour points, which are issued for a variety of minor reasons. In the same way as achievement points, parents are notified every time a student is awarded a behaviour point through Parent App.

The school monitors behaviour points and will respond to patterns in behaviour as well as specific incidents as they arise. We operate a “high challenge, high support” approach where high standards of discipline are expected and instilled within the school. Where such standards are not met the students will be held to account but equally empowered to reflect on their behaviour and supported when identifying ways in which they can improve.

For more serious issues, or the accumulation of behaviour points, other the school uses other sanctions, including detentions, inline with our behaviour policy.



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. Further detail relating to prohibited items can be found within our [Behaviour Policy](#).

Substance Abuse Policy

As outlined in the [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 unless explicitly instructed to do so within a lesson whilst supervised by a teacher. Phones should be kept in the allocated secure locker or safely on the student. Small valuable lockers are available in the PE changing rooms (operated by £1 coin). While care is taken to minimise losses, the school cannot take responsibility for property that is lost or stolen.

Students found using mobile phones during the day will have them confiscated. They can be collected at the end of the school day. Sanctions will be applied to repeat offenders.

PERSONAL PROPERTY, LOCKERS

Each member of the school will be issued with a personal locker. All students must have a locker as we operate a no bags policy within the school. Lockers are operated by a padlock; we recommend a combination padlock so students do not lose their keys!



CO-CURRICULAR ACTIVITIES

We offer a very full programme of co-curricular activities and encourage all students to make the most of the opportunities on offer to them. From sport to music, embroidery to futsal there is always something to take part in. Most clubs and societies happen during the lunch break but some, especially sporting activities, can happen before and after school. Information about our co-curricular programme is available on our website.

Farchynys

Farchynys is the School's Activity Centre near Barmouth in Snowdonia. It offers a considerably different setting to our busy urban site in Walsall and is the base for many activities away from the school. All year 7 students usually spend a week at Farchynys during the Summer Term.

Mandarin Excellence Programme (MEP)

The school is a lead school nationally in the Mandarin Excellence Programme, an initiative to expand the teaching of Mandarin Chinese in the UK. All our year 7 students study Mandarin, with an option for some of them to join the MEP cohort. This ambitious and demanding programme sets out to create fluent Mandarin speakers – it is not a scheme for the faint-hearted!

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 our traditions and expectations of students' appearance and behaviour, full details can be found in the [Behaviour Policy](#). We believe that pride in personal appearance promotes a professional and academic outlook on studying.

Item	Requirements
School blazer with badge	QMGS Aspire Blazer
School tie	QMGS school tie
Trousers – grey	Flat-front trousers
Shirt	White buttoned shirt
Socks	Plain grey or black
Pullover	QMGS badged grey v-neck pullover (<i>optional</i>)
Shoes	Black polished leather, centre lacing or slip on. No boots.
Coat	Any coats should be plain coloured without obvious large logos and of sufficient length to cover the blazer.
Turban/head covering (if worn)	Colour must be consistent with school uniform

Appearance

Students must maintain high standards of appearance.

Hair should be worn in simple style. 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.

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 student whose uniform or hair style is not considered acceptable.

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



SPORTSWEAR

Our sportswear is in keeping with our high expectations of appearance, performance and behaviour of our students. The kit is manufactured by Surridge Sportswear, is high quality and built to stand the rigours of sport. Students will also require shin pads and a hockey stick; details will be provided to them when lessons start.

For PE Lessons (*single lesson once a week*)

- QMGS/Surridge PE shirt in house colour
- QMGS/ Surridge PE shorts
- Trainers with non-marking soles
- White ankle socks

For Swimming Lessons (*single lesson once a week*)

- Plain black swimming trunks

For Games Lessons (*double lesson once a week*)

- QMGS/Surridge junior tracksuit top & trousers
- QMGS/Surridge reversible games top
- QMGS/Surridge games shorts
- Red & Navy knee length socks (with school logo)
- Football/rugby boots (with safety studs)

On games days, students are expected to come into school in their FULL tracksuit and trainers. No school uniform is required on this day.

Year 7	Friday
Year 8	Thursday
Year 9	Tuesday
Year 10	Monday
Year 11	Wednesday

All items of uniform and sportswear can be bought via Clive Mark, either in their Walsall store or [online](#).



FINANCES

Finance Office

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

They can be contacted on merfinance@merciantrust.org.uk or 01922 211389 ex1111

Free School Meals

If you believe your child is eligible for Free School Meals details of how to apply to Walsall Council are available on our [website](#).

It is important that this is done regardless of whether the student has been receiving Free School Meals in their primary school as this information does not transfer automatically when the student joins us.

Financial assistance

Support will be made available to students eligible for Pupil Premium on entry to Year 7. More avenues of support can be found via our [website](#).

Online Payment System

Most transactions are completed through an online system ParentMail. You will be sent details from the Finance Office of how to register for this separately.

Cashless Catering

The school uses a biometric fingerprint system [BioStore](#) to facilitate catering payments for food in the canteen. The account can be topped up using an online payment provider.



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 walk, cycle or 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

There is no access for parents to park on the school site.

We ask that parents are considerate when parking in the local neighbourhood.

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.
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 student.
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.



COMMUNICATION

EduLink App

We have recently introduced EduLink as an app which enables parents (and students) to monitor attendance, behaviour and achievement points, messages, and through which School Reports are distributed to parents.

The app will also provide you with the ability to update your contact details, so we always have the most up-to-date information in case of an emergency. The majority of school communication is sent via EduLink which also emails to you, so it is crucial that you keep your contact details updated. Further details and log-in details will be sent to you at the start of term.

Evolve

We use a system called Evolve to manage off-site visits and our accident book. Occasionally parents will receive emails from this system linking to electronic consent forms for trips.

DIGITAL LEARNING

The school use Microsoft Education 365 for learning and each student will receive a unique account. This provides free access to MS Office for students to use at home on a single device.

MS Teams is used for the recording of homework, in the form of 'assignments'. In some cases, teachers may also request that homework is submitted electronically on Teams. Your child will be able to download and access Teams using their QMGS email details. Your child will also receive a session on using Teams as part of their induction at the school.

The links below will assist with familiarising yourselves with the platform for both parents/carers and students:

Distance learning with Microsoft 365: [Guidance for parents and guardians](#)

Distance learning with Microsoft 365: [Remote learning with Office 365 for students](#)



E-SAFETY POLICY (INCLUDING ACCEPTABLE USE AGREEMENT)

The Mercian Trust (TMT) has outlined its commitment to safeguarding and promoting the welfare of all students in its Childs Protection and Safeguarding and Health and Safety Policies. Safeguarding determines the actions taken to keep children safe and protect them from harm in all aspects of their school life in order to ensure that they have the best outcomes. This is underpinned by a culture of openness where both children and adults feel secure, able to talk, and believe that they are being listened to.

The Mercian Trust is committed to: fulfilling its moral and statutory responsibility, ensuring that robust procedures are in place, outlining the actions that it will take to prevent harm, to promote well-being, to create safe environments and to respond to specific issues and vulnerabilities.

The Mercian Trust will meet its commitment by:

- Having robust processes in place to ensure the online safety of students, staff, volunteers, trustees and governors.
- Delivering an effective approach to online safety, which empowers The Mercian Trust to protect and educate the whole Mercian Trust community in its use of technology
- Establishing clear mechanisms to identify intervene and escalate an incident, where appropriate.

Use of ICT systems and accessing the internet is subject to the E-Safety Policy and Acceptable Use Agreement found [here](#)

GDPR (DATA PROTECTION)

The General Data Protection Regulation (GDPR) aims primarily to give control to individuals over their personal data. Further GDPR information and our Privacy Notices can be found [here](#).

