



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

September 2024

Dear parent/guardian

### Homework Club and after school facilities

Our after-school Homework Club will be re-starting from Monday 16 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 refreshments) and places will be available through a pre-booking system. Students eligible for Pupil Premium will have the cost of this provision paid automatically. While parents must still make a booking, payment will not be required for those students. The school will consider other applications from families in need of financial support on a case-by-case basis. Our financial assistance form is available on our website [here](#). Please ensure that the school is informed of any allergies that may affect your child.

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. We understand that arrangements can change. If a place is booked in advance for your child but you know that they will not be attending for any reason, please inform the school via the enquiries email address, so that attendance registers can be updated. Support on how to use the booking system is available ([click here](#))

In unforeseen circumstances, it may be possible to accommodate your child in the Homework Club on the day, without pre-booking. In that unexpected situation, please call Reception to request a place, giving us as much notice as possible.

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



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