



QUEEN MARY'S GRAMMAR SCHOOL

MERCIAN

Year 12 Induction Booklet 2024



WELCOME TO QUEEN MARY'S GRAMMAR SCHOOL

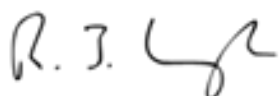
Dear Parents

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! 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



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SENIOR LEADERSHIP TEAM



Mr Langton
Headmaster



Mr Lax
Deputy Headteacher



Mr Collins
Assistant Headteacher



Mr Hudson
Assistant Headteacher



Mr Kolaric
Assistant Headteacher



Ms Naguthney
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 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*.

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



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



HOME SCHOOL AGREEMENT

This is a summary of the Home School Agreement. The full version, which requires your agreement, can be found on the school website [here](#).

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 provisions 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 08.45am.
- 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 09.30am 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 08.00am they may not be supervised until school starts at 08.45am. 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 –16.40pm.
- 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 scanners at any time different to the stated school hours of 8.45am-3.40pm. My timetable may contain a study period attend 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 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. 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.
4. 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.
5. 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.



6. 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.
7. 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.
8. Attend a maximum of two university open days during the school day. Most 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.
9. 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.
10. Avoid taking a part-time job that could have a detrimental impact upon my academic studies.
11. 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.
12. 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 |
| 10.55 – 11.20 am | Break |
| 11.20 – 12.10 pm | Period 3 |
| 12.10 – 13.00 pm | Period 4 |
| 13.00 – 14.00 pm | Lunch |
| 14.00 – 14.50 pm | Period 5 (and afternoon registration) |
| 14.50 – 15.40 pm | Period 6 |
| 15.40 pm | End of School Day |

Students may only stay on site in a supervised activity.

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.

Students will receive a booklet of key information at the start of year, containing a map of the school, timings of the school day etc. This will also be available as a pdf.

TIMETABLE

Each student will be issued an individual timetable.

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

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.merciantrust.org.uk) before 09.30am 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 absence and will challenge absence where necessary. Further guidance can be found on the [Public Health Agency website](#).

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 students who are persistently absent (<90% attendance) will form part of a caseload whose attendance will be monitored on a weekly basis. Specific intervention will accordingly 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 in the Collier Centre. Students who are persistently late will be sanctioned in line with the school's behaviour policy in order to address the issue.

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](#). These too can be found within Parent App



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.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](#).



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 and Attendance)



Mr Farnell
Safeguarding and Welfare Officer



Mrs Hayden
Behaviour Support Manager



Mrs Sarwar
Behaviour Support Manager



Miss Daniels
Social Emotional & Mental Health Mentor



SIXTH FORM PASTORAL TEAM

Our sixth form team work with students to deal with any problems or concerns they may experience, all members of the sixth form team are based in the Collier Centre.



Mr R Matley
Head of Sixth Form



Mr J Adams
Head of Year 13



Dr N Rowley
Head of Year 12



Mrs R Mohan
Sixth Form Operations Manager



Mrs S Bayley
Sixth Form Administration Assistant



Miss M Smith
Academic Intervention and Learning Mentor



Mrs C Thomson
Academic Intervention and Learning Mentor



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 [here](#).

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



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.

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 should use Microsoft Teams to help organise homework. Teachers will use Microsoft Teams to set all homework. In some cases teachers may also request that 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 (e.g. 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.



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. The Behaviour Policy can be found [here](#).

- 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 |
|---|--|----------|
| 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 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 FX-991EX), if required by the A-Level option subjects
- 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 Edulink.

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 EduLink.

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 the school [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 being supervised by a teacher, e.g. to complete research, Kahoot quiz, etc. Phones should be kept in the allocated secure locker or safely on the student. 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 key-operated locker. All students must have a locker as we operate a no bags policy within the school.

There is a standard charge for a locker, currently £15 covering both years of A-Level study, which will be reviewed each academic year. Replacement keys must be paid for.



EXTRA-CURRICULAR ACTIVITIES

We offer a very full programme of extra-curricular activities and encourage all students 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. Most clubs and societies happen during the lunch break but some, especially sporting activities can happen before and after school. Information about the extra-curricular activities will be shared with students through their Group Tutor, notices in assemblies and on their form room notice board.

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. All year 7 students usually spend a week at Farchynys during the Summer Term. There may be an opportunity for parents and students to visit the centre during the Autumn Term.

WORK EXPERIENCE

As part of the Sixth Form Programme all students are required to complete a minimum of 5 days of workplace experience.

The minimum of **5 days of work experience can be**

- Either a **physical experience** at a workplace **and/or**
- An organised **virtual work experience** programme (e.g. via SpringPod or Speakers for Schools)

Pupils are to research and secure their own placements as if they were applying for a job. Support and guidance will be given, including access to an employer database and also there will be regular bulletins and notices throughout the year (via e-mail, assemblies and X) promoting work experience opportunities.

Full details about the Workplace experience programme will be provided by the schools' CEIAG coordinator (Mr Sunley) as part of the induction process.



UNIFORM AND APPEARANCE

Our Uniform and Sportswear is in keeping with the school's traditions and expectations of students' appearance, performance and behaviour. Details of our expectations for uniform and our dress code requirements can be found in the school's behaviour policy, which is available on the school website.

All branded/bespoke School Uniform should be bought through Clive Mark uniform providers in Walsall, either in store or online at <https://clivemark.co.uk/collections/queen-marys-grammar-school>. You can obtain uniform from Clive Mark throughout the summer holiday. We recommend you do not leave this until late in the holiday as they may need to reorder items and there may be many parents trying to buy uniform from other schools at this time, meaning long waiting times. Clive Mark also have an online internet site, but we would not recommend you buy this way for your first purchase of uniform.

Boys Uniform in the sixth form requirements: [click here](#)

Girl's Uniform in the sixth form requirements: [click here](#)

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 are permitted but equally must be kept neat and tidy. There are to be no shaved lines in a pupils' hair or eyebrows. Fades should be gradual, there should be no distinctive steps in hair length. Hairbands and top knots are not permitted.

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.

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 who's uniform, or hair style is not considered acceptable.

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

SPORTSWEAR

Sportswear will be available via Clive Mark, using the Surridge brand. There will be a generic sixth form kit as well as teamwear.

KEEPING IN TOUCH



@qmgs1554
@QMGS6THFORM



FACILITIES

Collier Centre

The Collier Centre is the main hub of the sixth form, it is where the sixth form pastoral staff are located and the sixth form common room (Bateman Room).

Bateman Room

This is the 6th form students' common room and is used for unsupervised study, with an outlet for pupils to buy food – pupils can access this during their study periods as well as at break and lunch time.

Sixth Form Annexe

This is where sixth form students complete their supervised study periods and is used for examinations.

Café 6

This is an area in the main school canteen designated for sixth form pupils.

Outdoor pod

We have an outdoor pod in between the Collier Centre and the welfare hub where sixth form pupils are able to purchase food.

Prayer Room

We have facilities for pupils to undertake prayer, this is along with designated washing facilities if needed.



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 previous school as this information does not transfer automatically to Queen Mary's Grammar School when the student joins us.

Bursary

The Department for Education established the 16-19 Bursary fund in 2011. The aim of the Fund is to help 16-19 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 £1,000 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](#).

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 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. More information on road safety [here](#).

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.



COMMUNICATION

EDULINK

To enable you to monitor your child's attendance, behaviour, and achievements in school, we currently use an information sharing app linked to our school management system. School reports, student timetables, messages and key dates can also be shared through the app.

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. Most of the school communication is sent by email, so it is crucial that you keep your contact details updated.

IN TOUCH

InTouch is an automated system we use to communicate with parents. It is therefore essential that parents ensure the school has the most up to date email address and phone number. InTouch allows the school to send out messages to share information and send reminders to aid the flow of communication between school and parents.

DIGITAL LEARNING

Please note that the school use Microsoft Education 365 for learning. We will be providing free access to MS Office for all students to use at home on a singular device. All MS Office applications that the school use will be available if using a 'Windows' based computer. Please note MS Access and MS Publisher will not be included if using an 'Apple' based computer, additionally Google Chromebooks will not be able to download any application as the software is not available on this platform. Tablets are a great general device but may limit your child's ability to complete certain tasks set by the school.

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.

Queen Mary's Grammar School has incorporated a new feature to work alongside our Microsoft Teams provision. This new provision will help parents and guardians stay in the loop with regards to their child's homework via the [Weekly Assignment Summary](#).

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](#)

Parents will shortly be sent out more information on the use of Microsoft Teams.

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 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](#).

