



## Queen Mary's Grammar School

September 2017

Dear sixth form student and parent,

Studying in the sixth form at Queen Mary's Grammar School brings with it a number of privileges and responsibilities. A significant part of our wish to treat our sixth form students as young adults, preparing them for the world of higher education and work, is to afford them the flexibility to sign in and out of school according to their timetables. All students are expected to be in school in good time for a timetabled lesson. There are also many other activities that contribute to the wider life of the school where students will be expected to be in school at times outside of their timetabled lessons, for example: mentoring, sports fixtures, prefect duties, open evenings etc.

Of course, the health and safety of our students is paramount so it is absolutely vital that we have a record of where our students should be at any time and that parents are also aware of their children's movements.

You will see from your son's or daughter's attached timetable that the default entry for a period in the timetable that is not a taught subject lesson is "Supervised Study". You are invited to over-write these boxes and indicate on your individual timetable when you might prefer to sign-in late or sign-out early according to the key in the table below. It is vital that you retain a **minimum of 8 "Supervised Study" periods** when making your choices. You can also choose up to a **maximum of 5 periods that can be taken as unsupervised "Private Study"** in the Bateman Room.

The library or overflow room will be used for a minimum of 8 "Supervised Private Study" periods. There is a strict expectation of silent, individual work in these rooms. Gold and Silver Badge Prefects have been extended the further privilege of registering attendance at the library or overflow room and then studying in the "Café 6" section of the canteen.

The Bateman Room in the Sixth Form Collier Centre will be used for a maximum of 5 nominated "Private Study" periods in a slightly more relaxed working environment. A member of the canteen staff will be present in the kitchen to serve food and drinks from 10.45 a.m. to 1.45 p.m.

Sixth form signing in and out will take place via e-registration using the finger scanners at entrances around the school. This is a separate process from late arrivals to school. If your son or daughter is late for a timetabled lesson, even for a pre-arranged appointment, then he or she must register as "late" with Miss Weston in the Collier Centre.

A sixth form assembly is scheduled every Wednesday morning at 9.05am. No permission will be given to sign-in late on that day as **attendance at sixth form assembly is compulsory**. Y12 should also avoid Tuesday mornings for signing-in "late", as these blank spaces on the timetable will be filled by additional curricular options in "Block E".

**No students are permitted to leave the school site during break time or in between lessons during the school day.** Sixth form students are allowed to sign out of school during lunch using the e-registration finger scanners. They must sign back in again using those scanners. **All students must be present in their Tutor Group rooms for afternoon registration at 2.10pm**

Any breach of the signing in and out guidance above may lead to a withdrawal of these privileges as it is of paramount importance that we know where our students are at all times. As you will see from your individual timetable, the default position is "Supervised Study". Flexible signing in and signing out privileges will not be allowed until the completed individual timetable is signed by the parent and student and returned to school. This includes a Wednesday afternoon Games option (please see separate sheet for guidance on off-site Games activities).

(continued)

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Please indicate your intentions by following the three steps in the table below and filling in the blanks on your individual timetable using the relevant codes. An example is also provided. Please then sign and date as indicated on your own timetable (printed on coloured paper) and return to school as soon as possible.

In the rare event of a staff absence at short notice resulting in the cancellation of a timetabled lesson in the afternoon, sixth form students may be asked to collect work for the lesson and given permission to sign out early at 2.20pm or 3.10pm, as appropriate

Step	Option	Action
1	Choose a minimum 8 periods to retain as Supervised Study in the library or overflow rooms. This will include any period 5 lesson where it is followed by a taught period 6 and the student cannot therefore sign out.	Write <b>Code L (Library or Overflow room supervision)</b> in the relevant boxes for those periods.
2	Choose to sign-in "late" 15 minutes before the start of period 2 or period 3 where period 1 or periods 1 and 2 are currently Supervised Study. This is not permitted on a Wednesday morning. Y12 should also leave Tuesday mornings blank. They will not be available for signing-in "late" as these will be filled by additional curricular options in "Block E" when those options are made by students.  Choose to sign-out "early", once marked present for afternoon registration. Students may sign out at the beginning of period 5 or period 6 according to their timetables.	Write <b>Code H (Home)</b> in the relevant boxes for those periods
3	Choose a maximum of 5 periods of Private Study which will then be timetabled in the Bateman Room	Write <b>Code B (Bateman Room)</b> in the relevant boxes for those periods

Please use the following example as guidance:

	1Mo Assembly	1Tu Assembly	1We Assembly	1Th Assembly	1Fr Assembly
Ass	Music	ADDITIONAL OPTION BLOCK E	Music	Philosophy	Hist
1	MAT		MAT	RTB M3	RON H3
2	Music	ADDITIONAL OPTION BLOCK E	Music	Philosophy	Supervised Study
	MAT		MAT	RTB M3	L
3	Supervised Study	Philosophy	Philosophy	Supervised Study	Supervised Study
	L	RTB M3	RTB M3	L	L
4	Philosophy	Supervised Study	Supervised Study	Hist	Supervised Study
	RTB M3	B	L	RON H3	B
5	Supervised Study	Hist	Games	Music	Philosophy
	L	RON H3	GT	MAT	RTB M3
6	Hist	Hist	Games	Music	
	RPR H4	RPR H4	GT	MAT	B
Ext					CCF

	2Mo Assembly	2Tu Assembly	2We Assembly	2Th Assembly	2Fr Assembly
Ass	Music	ADDITIONAL OPTION BLOCK E	Music	Supervised Study	Supervised Study
1	MAT		MAT	H	H
2	Music	ADDITIONAL OPTION BLOCK E	Music	Supervised Study	Philosophy
	MAT		MAT	H	RTB M3
3	Philosophy	Supervised Study	Hist	Philosophy	Supervised Study
	RTB M3	L	RON H3	RTB M3	L
4	Supervised Study	Hist	Supervised Study	Hist	Supervised Study
	L	RON H3	L	RPR H4	B
5	Hist	Philosophy	Games	Music	Hist
	RON H3	RTB M3	GT	MAT	RPR H4
6	Hist	Philosophy	Games	Music	
	RPR H4	RTB M3	GT	MAT	B
Ext					CCF

Yours sincerely,



Richard Langton  
Head of School