



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

18th September 2018

Dear parent/guardian

### 'After-School Club'

I wrote to you at the start of term with regards to changes to the arrangements for supervised provision outside the core school day. In my letter, I stated that an 'After-School Club' would not run until further notice due to changes in staffing.

I am pleased to announce that it will be re-starting from Monday, 24th September, but there will be changes to its organisation. This follows a re-evaluation of all provision outside the regular school day.

It has been decided that students should not be on the school site after 4.00pm; unless they are in a supervised activity (including the 'After-School Club', CCF, sports practices/matches, music performance or after school teaching). This applies to all year groups. We have considered our safeguarding procedures and it is clear that we cannot guarantee supervision outside or beyond these activities.

The 'After-School Club' will provide supervision for students between 3.40pm and 4.40pm, Monday to Thursday. It will be based in the library and will allow students to get on with independent work. It should be noted that this is an opportunity for students to complete homework and wider study in a supervised learning environment and will be subject to the same expectations of behaviour as timetabled lessons. Reference books and computers will be available for the completion of homework tasks or wider study. Fiction books are also readily available for independent reading.

It will cost £2 per day for the 1-hour slot and places will be available through a pre-booking system on a 'first-come-first-served basis'. The booking system will operate through ParentPay. Sessions should be pre-paid via this system with a minimum booking of 4 sessions (£8.00). Parents are also able to pay half-termly or termly to secure their child's place. The School, of course, remains willing to assist parents in financial difficulties. Please contact the School if you think you may be eligible for financial support.

All bookings should be made by 9.30am on the Monday morning of the week that a place in the club is required. The pre-booking system will provide a weekly register of attendance so that absences can be checked. Please inform the School as soon as possible of any changes to arrangements during the week.

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