



Queen Mary's Grammar School

Headmaster: R J Langton, M A

3rd September 2018

Dear parent/guardian

A warm welcome back. I write to make you aware of some changes in arrangements as we begin the new School year.

Homework club and after-school facilities

Following the appointment of a new Library Resource Manager, Mrs Walker, who is taking up the post from the start of September, we are in the process of evaluating the Homework Club and after-school facilities. This means that the Homework Club is not expected to start until the end of September. More details will be communicated once we have decided upon the best possible provision for all concerned.

Students should not be on the school site after 4.10pm unless they are in a supervised activity (including the Homework club, CCF, sports practices/matches, music performance or after school teaching). This applies to all year groups. It is clear that we cannot guarantee supervision in line with our safeguarding policy outside or beyond these activities.

The Homework club will, when it starts, provide supervision for students for one hour after school (until 4.40pm in the new school day timings), from Monday to Thursday. It will be based in the library and will allow students to get on with independent work. It will cost £2 per day for the one-hour slot (to cover the cost of staffing) and places will be available through a pre-booking system.

The booking system will operate through ParentPay. Sessions should be pre-paid via this system with a minimum booking of 4 sessions (£8). Parents are also able to pay half-termly or termly to secure their child's place. All bookings should be made before 9.15am on the Monday morning of the week that a place in the club is required.

The School site opens to students at 7.30am daily. They should remain in the canteen between 7.30am and 8am, 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 at 8.45am.

Please see overleaf

School telephone system

From September 5th there will be a change to the timings of the School telephone system. A member of staff will be available in Reception to answer calls between 8.00am and 4.40pm. Before 8.00am there will be the facility to leave a message reporting a pupil absence due to illness on that day. This should not be used for pre-arranged appointments as permission should have been sought at least 3 days in advance for planned absences.

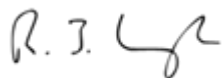
If you call the main School telephone number between 4.40pm and 7.00pm, you will hear the details of an emergency mobile number, which will be answered by a member of teaching staff. This is only to be used in exceptional circumstances and emergency situations (for example, if your child has not returned home after School).

School meals price changes:

Harrison Catering Services offer a wide range of food at break and lunch time. They offer a meal deal which combines the main meal with a hot dessert for £2.40 per day (increased from £2.30 for 2017-18) which represents a 40p saving compared to the cost of buying these separately. There will still be a choice of main meal every day. In addition, pupils can purchase other food items which are priced individually. A copy of the complete tariff will shortly be available on the School website.

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