



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

October 2018

Dear Parents

## Speech Day: Useful Information & Early Close Letter

### In the morning ...

- We will be holding our Service of Commemoration and Thanksgiving in St Matthew's Church as normal.
- Pupils should report to School in the normal way for an 8.45am start.
- The only exception is for pupils involved in providing the music for the Service: they should report to Mr Vause at St Matthew's for registration at 8.45am.
- Pupils will be escorted up to St Matthew's in time for the beginning of the Service at 11.30 am

### At the end of the Service, Years 7, 8 and 9 pupils will be escorted back to school

- They will have a brief registration and then be dismissed. This will be around 1pm. There will be no Green Bus so parents will need to have arrangements in place for the collection of their son.
- If you choose to collect your son or daughter from the Church, we ask you to be *prompt*. You should arrive no later than 12.20pm. If you are late, your child will be escorted back to School for a 1pm pick-up. Please note: there is very limited parking at the Church.

### Years 10 to 13 will be dismissed from the Church.

- If pupils chose to remain in Walsall for the afternoon, it is important they recognise that they are representing the school in the wider community. Therefore, any reports of poor behaviour will be dealt with severely.

### In the afternoon...

#### Lunch and afternoon supervision arrangements

- Pupils who are not able to return home during the afternoon may stay at School where there will be supervision in place (Please see reply slip overleaf if you require supervision for your child). A School lunch can be pre- ordered by Wednesday, 24<sup>th</sup> October - this will take the form of a packed lunch. Any pupils who receive free school meals will be able to pre-order in the same way.
- During the afternoon, there will be a seminar with the Guest Speaker (Professor Lloyd Peck of the British Antarctic Survey). This will be for invited pupils and staff only.

*Please see overleaf*

**In the evening ...**

- **YEAR 7 ARE NOT EXPECTED TO ATTEND THE EVENING EVENT but all pupils Years 8 to 13 are required to attend.**

Our main Celebration Event, which includes the presentation of prizes will be held this year back at St. Matthew's Church. This is not a church service and there will be no religious content.

- Pupils should arrive in time to register with the form/group tutor and be seated in the Church by 4.45pm.

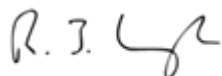
**Dismissal**

- We expect the Celebration to finish at approximately 6.45pm.
- At the end of the service, Years 8 and 9 will be escorted to the car park of Blue Coat School (Birmingham Street, WS1 2ND) for collection by parents. This is both for their safety and also to alleviate some traffic congestion in the area. Please do not attempt to park in the Blue Coat car park or, where possible, to enter Birmingham Street itself. It would be advisable to park locally and walk a few yards to collect your child. We ask that you please be considerate when parking.
- Years 10 -13 will be dismissed directly from the Church.
- Past experience suggests that there will be a lot of traffic in the area.
- You will need to allow good time and be patient. Thank you.
- This will mark the beginning of the half-term holiday for the School. We wish the whole community a restful half-term break.

Speech Day is always a great occasion in the life of the School. This letter deals inevitably with the details, but let's not forget the big picture. We have so much to celebrate in the life of our vibrant community!

Thank you for all your help and co-operation in making the day run smoothly.

Yours sincerely



Richard Langton  
Headmaster

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Name \_\_\_\_\_

Form \_\_\_\_\_

I acknowledge receipt the Headmaster's letter regarding Speech Day.

I understand the dismissal arrangements for my son/daughter and also acknowledge that there is no school in the afternoon but supervision will be available if required. I understand that any pupils opting to stay in Walsall town centre are expected to behave appropriately and I have spoken to my child about these expectations.

I do/do not require supervision for my child during the afternoon. (please delete as appropriate)

(If Year 8 - 13) I understand that my child is expected to return to St. Matthew's Church by 4.45pm for the evening celebration ceremony.

I understand that the service will finish at around 6.45pm and have made arrangements for the collection of my child.

Signed \_\_\_\_\_

Date \_\_\_\_\_