



A Selective Girls' Grammar School with Academy Status

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## Queen Mary's High School Sixth Form Learning Contract 2020 – 2022

### Parents/Guardians will:

- Ensure that my/our child attends school, is properly equipped and is punctual.
- Inform the school on the first day of absence before 9am and each day thereafter.
- Provide a written absence request, if my son/daughter needs to miss school due to an unavoidable circumstance such as a music exam, dental or medical appointment that cannot be scheduled after school. It should be sent, two days in advance where possible via your son/daughter to the Head of Sixth Form.
- Not take my/our child out for holidays.
- Not arrange collection for my child during the school day via their mobile phone. All contact with parents regarding pupils leaving the school site must be through Sixth Form via school reception.
- Support my/our child in leading a safe and healthy lifestyle, through healthy eating and ensuring that my/our child gets regular and sufficient sleep. This also includes overseeing my child's use of the internet and their e-safety. Please see the school website for the Acceptable Use Policy and Computer Resources and Safety.
- Accept that mobile devices brought into school are entirely at my/our or my child's own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand-held device brought into school. It is my/our responsibility as parents to ensure that phones are properly insured. Mobile devices should not be visible anywhere in school at any time between 8.40am and 3.40pm, unless instructed by a member of staff for educational purposes during a lesson, or in the Sixth Form centre.
- Support the school's policies and guidelines for behaviour, mobile phones and uniform. Please see the school website for the Sixth Form uniform, behaviour and mobile phone policies.
- Make the school aware of any concerns or issues that might affect my/our child's work or behaviour. This includes any learning support he/she may need to fully access the curriculum.
- Ensure that my/our child is supported in providing a suitable environment in which to do homework and agree to the Home/School Partnership Agreement. This can be found on the school website.
- Support my/our son/daughter in any extra-curricular activity which he/she takes up.
- Read and act upon information sent home in letter form or via email, and available via the school's website.
- Use ParentPay to pay for lunches, trips etc.
- Ensure that my child returns all resources and equipment borrowed from the school, when requested, including text books, library books etc.
- Attend parent's evenings, academic reviews and other discussions about my/our child's progress.
- Update the school of any changes to personal details.
- Support the ethos and values of the school.



## Students will:

- Ensure I/we have read the relevant policies on the school website; Acceptable use, Behaviour, Computer Resources and Safety, Home Work agreement, Mobile Phone Policy and Behaviour Policy.
- Treat all members of Queen Mary's High School community with respect and to offer help and support to any member of that community that may need it.
- Ensure that a member of staff always knows where they are by attending all lessons, registrations, assemblies and any other directed time.
- Exercise personal responsibility and work co-operatively with staff in pursuit of a positive sixth form culture.
- Observe and abide by the requirements of the sixth form uniform.
- Arrive to school punctually and sign in/out.
- Arrive to all lessons on time with the correct equipment to ensure a prompt start.
- Inform Sixth Form staff of any planned absences by providing a written request in advance of the appointment.
- Endeavour to contribute to the life of the school as a whole.
- Behave responsibly and follow the school's rules and requirements about discipline and behaviour, when travelling to and from school and when representing the school on a visit. Where directed, adhere to the school's disciplinary measures: impositions, detentions or loss of Independent Learning time.
- Use the Private Study areas in a responsible and thoughtful manner, understanding 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.
- Treat the Sixth Form Centre with respect by considering the health and safety of others at all times and by keeping all rooms clean and tidy.
- Accept the need to act as an appropriate role model for students in years 7 to 11.
- Attend all lessons unless there is a legitimate reason for absence.
- Achieve the highest possible attendance figures in school.
- Use the school planner to record set work and independent learning and to plan effectively for deadlines and other events. Complete all work/homework as directed by a member of staff: on time and to the best of my ability.
- Not take annual holidays (including music festivals) during term time.
- Pass on all information sent by the school to my parents/guardians.
- Make the most of lessons: participate, engage, focus, ask and answer questions, and ask for help if needed.
- Use independent learning sessions responsibly, completing work set. To go 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.
- Use teacher verbal and written feedback, written reports, assessment results and Parent's Evening information to help improve where necessary.
- Work hard to achieve an academic performance in line with predicted grades.
- Attend a maximum of four University Open Days during the school year. The majority of Universities now hold open days on Saturdays.
- Complete all parts of the UCAS process in good time as directed by the school. Other applications that require references (e.g. work, apprenticeships etc), should be submitted to the school in good time.



- Communicate with adults in school and to tell someone if they have any problems or concerns.
- Use English to communicate with staff and pupils at all times. It is a mark of respect and consideration for others in the community.
- Do not use mobile devices in any part of the school except for the SFC, including lessons unless instructed by staff for educational purposes, at any time between 8.40am and 3.40pm.
- Keep a sensible limit on the amount of time spent on part-time employment.
- Contribute to the wider school community through extra-curricular activities, supporting whole-school events such as Open Evenings.
- Be respectful of the rights of local residents in respect of litter and noise.
- Follow general sixth form rules and procedures as detailed on the school website
- Work hard to achieve my potential

#### School will:

- Provide appropriate opportunities for students to develop further their knowledge and skills to fulfil their academic potential.
- Provide guidance about course options.
- Provide opportunities for students to contribute to the life of the school as a whole.
- Provide enrichment opportunities
- Listen and respond appropriately to the 'student voice' – particularly via the **Head Girl Team, Prefects** and the school council.
- Provide support and guidance in relation to progression beyond the sixth form into higher education, work-based training or employment.
- Work hard on your behalf to provide you with the best all-round service possible.

