



## Welcome Pack 2023-2024



We are delighted that your child will be joining us, and we hope that you find this information helpful in organising and supporting your child's transition to our school.

Please read through and familiarise yourself with the information contained in this booklet and then complete the enclosed forms, and return them to school as soon as possible, at the transition events or on your child's induction day.



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## School Contact Details

Queen Mary's High School  
Upper Forster Street  
Walsall  
WS4 2AE  
Telephone: 01922 721013  
Email: [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)  
Website: <https://qmhs.org.uk/>

Executive Head Teacher: Ms N Walters  
Associate Head Teacher: Mrs N Daniel  
Head of Year 7: Mrs S Dunn  
SENDCo: Mrs L Houlder-Jarvis

For any queries relating to year 7 please use the email address above, with the member of staff you wish to address in the subject heading. Please ensure you inform us of the name and form of your child in any email communication so we may respond to your query effectively.

## Dates for your diary

### School Year 2023-2024

#### Autumn Term 2023

Term Starts: Wednesday 6<sup>th</sup> September 2023.

Half Term: Monday 30<sup>th</sup> October 2023 to Friday 3<sup>rd</sup> November 2023.

Term Ends: Thursday 21<sup>st</sup> December 2023

#### Spring Term 2024

Term Starts: Tuesday 9<sup>th</sup> January 2024

Half Term: Monday 12<sup>th</sup> February 2024 to Friday 16<sup>th</sup> February 2024

Term Ends: Thursday 21<sup>st</sup> March 2024

#### Summer Term 2024

Term Starts: Monday 8<sup>th</sup> April 2024

Half Term: Monday 27<sup>th</sup> May 2024 to Friday 31<sup>st</sup> May 2024

Term Ends: Wednesday 17<sup>th</sup> July 2024\*

#### May Bank Holiday

School closed Monday 6<sup>th</sup> May 2024

#### Training Days for Teachers – School closed to pupils

Monday 4<sup>th</sup> September 2023

Friday 6<sup>th</sup> October 2023

Monday 8<sup>th</sup> January 2024

Friday 22<sup>nd</sup> March 2024

Friday 19<sup>th</sup> April 2024 – Mercian Trust Conference

#### Induction Day

Tuesday 5<sup>th</sup> September 2023 – school open to Year 7 and Year 12 students

#### 1:1 Initial Year 7 Parent Meetings

Relationships and joint partnerships in a child's education are so important. We will be inviting parents to attend an initial getting to know you and settling in meetings between Monday 18<sup>th</sup> September and Thursday 5<sup>th</sup> October 2023. Individual appointment times will be sent in September.

#### Year 7 Bright Sparks Parent Workshops

Wednesday 11<sup>th</sup> October - 7A and 7B - 5.30 - 7pm

Thursday 19<sup>th</sup> October – 7E, 7S and 7SH – 5.30 - 7pm

## Head Teacher's Welcome

A warm welcome to Queen Mary's High School!

We are proud of our vibrant, inclusive, and diverse community with our students being our greatest asset. Our school and its students are more than examination results, alongside academic rigour, and excellence we are proud of our high standards and expectations, superb pastoral care and broad co-curricular offer that supports students in developing the skills they need to be the thinkers, doers and change makers of the future.

I am delighted that you and your child will be joining our school community in September and look forward to working in partnership with you to ensure that we can achieve our overarching aim of enabling each and every one of our students to achieve excellence in all aspects of their life.

I look forward to meeting you all soon.

A handwritten signature in black ink that reads "N Daniel". The signature is written in a cursive style with a large initial 'N'.

Mrs N Daniel  
Associate Head Teacher

### Before and after school

Students should not be on the school site before 8am for their own safety. There is no guarantee that members of staff will be present before this time. Between 8am and the beginning of school at 8:45am, students in Years 7-11 should wait in their form rooms. Students are encouraged to be in their form room by 8:40am and must ensure they are in their form rooms by 8:45am, the start of registration.

The only entrances to the site at the beginning of the day are as follows:

Pupil Entrance Gate 1 - this door is open using a student access card from 8am - 8.45am

Main Reception Gate 2 - this door is open using a student access card from 8am - 8.45am

Pupil Entrance Gate 3 - this gate is open using a student access card from 8am - 8.45am

Students should be on site by 8:40am at the very latest. **If a student arrives after 8:45am, they must enter via gate 1 only and they will be recorded as late by a member of the Senior Leadership Team.** Good attendance and punctuality are essential for all students at QMHS, and any persistent late marks will be monitored, and consequences applied.

All students should leave the school site at 3:40pm. There are opportunities for students to participate in after school events, such as PE activities, but these usually take place at the Queen Marys Grammar School site, WS1 2PG. Students are welcome to await collection in the LRC where they can stay on site until 4:45pm when a bell will sound. Students must leave the school site by 5pm at the latest. After this time, there is no guarantee that members of staff will be present.

### Parking in the vicinity of Queen Mary's High School

A number of families will be dropping off and/or collecting their children from School and this raises concerns about safety around the school entrances. Please assist us by observing the following:

1. If you bring your child to School in the morning, the best drop off location is on Upper Forster Street so that she can use one of the pedestrian entrances. *You should not bring your car onto the school site.*
2. If you collect your child after school, please wait in a bay on Upper Forster Street and ensure to park away from the school gates. You should be considerate of other road users and residents of Upper Forster Street. Under no circumstances must you park on the zigzag yellow lines or in the school bus stops; in addition to parking cameras, there are often traffic wardens that circulate the area and police have been asked to make a note of cars there.
3. We want to alleviate congestion in our locality. Access to Upper Forster Street is from Teddesley Street and Butts Road although, this does become remarkably busy at peak drop off and collection times. It may be worthwhile identifying an alternative drop off / collection location. Alternative drop off locations are the Walhouse Road long stay carpark adjacent to Morrisons, situated on Walhouse Road off Lower Rushall Street. From here students could make their way on foot using the pedestrian crossing to school. Please remind your child of good road safety awareness.



Thank you for your co-operation.

### Green Bus service

The Green Bus service is an independent company and not affiliated with Queen Mary's High School. The bus operates a number of services which can be found online through their website. If you are considering using this service, you will need to contact the Green Bus company directly.

Website: [www.thegreenbus.co.uk](http://www.thegreenbus.co.uk)

General enquiries: [hello@thegreenbus.co.uk](mailto:hello@thegreenbus.co.uk)

Contact Number: 0121 515 0440

At the end of the school day, the bus stop for collection is found on Lichfield Street.



## School Uniform

This school has a long tradition of school uniform. The wearing of uniform reduces difference of appearance resulting from social class or income, ensures that the pupils come to school looking neat and tidy and enhances the school's image in the community. Pupils in Years 7-11 are required to wear the uniform of the school in the correct manner; Sixth Form students are required to adhere to the Sixth Uniform. It is not permitted to cover the face. **Please ensure all items are clearly marked with your child's name. We have many items that end up in lost property; it is easier for us to trace the owner of the item if it is clearly named.**

We have appointed Clive Mark as our uniform stockist for Queen Mary's High School. All uniform is supplied directly to you through either attending their shop in the Saddlers shopping centre in Walsall or through an online purchase at <https://clivemark.co.uk/collections/queen-marys-high-school>. The list below details the typical requirements for new starters (all prices correct as of May 2023 for online purchases):

<b>COMPULSORY UNIFORM</b>	<b>PRICE (changes depending on size)</b>
Queen Mary's High School Blouse	£15.99
Queen Mary's High School Pullover	from £17.99
Queen Mary's High School Pleated Skirt	from £27.99
Queen Mary's High School Trousers	from £22.99
Queen Mary's High School Blazer This is compulsory and <b>not</b> optional.	from £32.99
Black Tights or Black / White Socks - any supplier	
Black flat school shoes – any supplier. <b>Ankle boots and trainers are not permitted.</b>	
School coat <b>plain black</b> and long enough to cover the blazer - no slogans or motifs.	
<b>Hoodies are not part of school uniform.</b>	
Outdoor clothing is not to be worn in the building.	
Scarf, gloves and hat: plain black - no slogans or motifs.	
Hijab: plain black	
<b>PE KIT</b>	
Queen Mary's High School PE Polo (made to order)	from £21.49
Queen Mary's High School Skort	from £14.49
Queen Mary's High School Ladies' Fit Track Pants (optional item purchased from Clive Marks)	from £22.99
Queen Mary's High School Track Top	from £26.49
Black or White Base layer (Optional item that can be purchased from sports retailers)	
White Sports Socks – any supplier	
Sports Trainers (either running or netball style that have a raised heel - any colour is acceptable but no plimsolls or canvas shoes)	
<i>* The following items do not need to be purchased until a later point in the academic year.</i>	
<b>PE staff will notify students and parents/guardians as to when items should be purchased.</b>	
*Plain black Leggings with Lycra (can be purchased from any sports retailers and worn under a skort for games and for dance lessons).	
*Football Boots (purchase from sports retailers – not an expensive pair. Not required until February unless student joins school football club/team). Spikes for athletics in the summer term.	

### Clive Mark

#### Walsall

Saddlers Shopping Centre  
Units 40-44, Saddlers Centre,  
1 Park St,  
Walsall WS1 1YS  
Website: [www.clivemark.co.uk](http://www.clivemark.co.uk)  
Telephone: 01922 622 556

### Clive Mark

#### Sutton Coldfield

11-13 Boldmere Road  
Sutton Coldfield  
B73 5UY  
Website: [www.clivemark.co.uk](http://www.clivemark.co.uk)  
Telephone: 0121 728 4452

- There is no separate summer uniform.
- All items of school uniform must be named inside.
- Some uniform items are available from our pre-loved shop.
- It has become customary at Queen Mary's to have occasional non-uniform days during the course of the year to raise money for charity. Pupils are asked to adhere to a smart casual dress code on these days.
- Any discounted offers will be shared with you during the transition afternoon.

### **Hairstyles, Jewellery and Make-Up Policy**

- Hair should be of a natural colour - unnatural colours (e.g., green, purple, pink, blue etc) are not permitted.
- Long hair must be tied back for Science, D&T, P.E. lessons (and other lessons as requested) for health and safety reasons.
- Hair accessories or small hair ornaments (e.g., slides/scrunchies/bobbles/hairbands) are allowed but should be discreet in nature.

All students may wear:

- Small stud earrings (one earring in each earlobe);
- One small nose stud (*discreet* nose studs are permitted, but not nose rings);
- One small plain ring;
- A plain wristwatch;
- A religious symbol on a chain can be worn under the blouse;
- Make-up should only include natural-looking foundation and brown or black mascara (the general principle is discreet);
- Nails should be short, practical and natural in appearance.



## Required Equipment for School

### Lockers and access cards

With safety and security in mind, we allocate every child with a locker for secure storage of clothes, books and items of equipment. They will also need an access card allowing authorised access to the school buildings - there is a £5 fee for this card, which can be paid via ParentMail during the summer. Please complete the relevant response slip at the back of the booklet to confirm payment. Access cards will be allocated at the start of the school year. It is essential that all students have an access card but that **this is not shared with anyone else**. If this card is lost or damaged it needs to be reported to reception and it will need to be replaced and this will be at an additional cost of £5 that is to be paid by the student / parent / carer. Students need to act responsibly ensuring their cards are accessible and maintained, we will therefore provide your child with a lanyard and access card holder. This will allow them to access all school buildings during the hours in which they are permitted.

### Padlocks

Please be advised that your child must provide a lock for their locker which is for their own safety. We ask that you purchase these in advance of your child starting in September. We recommend a Yale combination lock and that your child does not reveal the combination to others! Yale Key locks are permitted but one key should be retained at home in case keys are lost. The dimensions for either lock are that the shackle bar (or loop) should be between **5 - 7mm**.



### Other items

- A pencil case with pens, pencils, fine liners etc.
- Coloured pencil crayons, not wax or felt-tip.
- A black fine liner pen useful for D&T and art.
- A pocket dictionary e.g., Collins Pocket Dictionary (Harpercollins).
- A language dictionary - according to allocated language class.
- Mathematical instruments - ruler, protractor, set square, compass.
- A scientific calculator that must have:
  - A fraction button
  - Trigonometric functions

These calculators should cost approximately £10-£15 and are appropriate up to GCSE. Casio models are ideal. Appropriate models are Casio FX83ES, FX85ES or similar.



**Departmental / general requirements**

In order for all students to be able to access learning effectively they will need specific equipment for certain departments. The list below details the items that your child will be provided with when they join us in September. Ensuring that all students are provided with the same equipment makes lessons and demonstrations easier to follow when concepts are being explained.

**Art equipment**

The Art Department requires students to have items of equipment for school and home use. Each child will be provided with an art pack when they join at the start of term. The pack includes: a sketchbook (140gsm acid free cartridge paper), brush wallet set (suitable for water colour paint and acrylic), sketching pencil set (6 pencils B-6B) and erasers. It is important that students look after these, and they will be charged if they need to be replaced.

**Design and Technology equipment**

Part of the Year 7 Design and Technology curriculum involves students making products in a range of materials. School will provide the materials needed for individual projects. Students will also be provided with basic hand sewing equipment and a storage folio. Your child will be able to keep the textiles products they produce once they have been assessed.

## School Rules and Expectations

Taking up a place in this school indicates acceptance of the school's Home School Agreement and also the ICT Acceptable Use policy by you and your child. A copy of these policies can be found in your child's planner and separate copies are at the back of this pack; you should complete and return the forms at either the transition day or your child's induction day.

### Attendance

Regular and punctual attendance is required. Students are required to register before morning school. In the event of illness, parents/carers must notify the school by 8:45am on each day of absence by telephone: 01922 721013. This may be followed up with a phone call by our attendance officer for further clarification on the reason for absence and to ensure your child is safe and well.

Following **any** absence of 5 or more consecutive days we will request that parents and the child attend a meeting with a member of school staff to ensure support is put in place to copy up on any missed work and ensure there are no school based reasons for the absence.

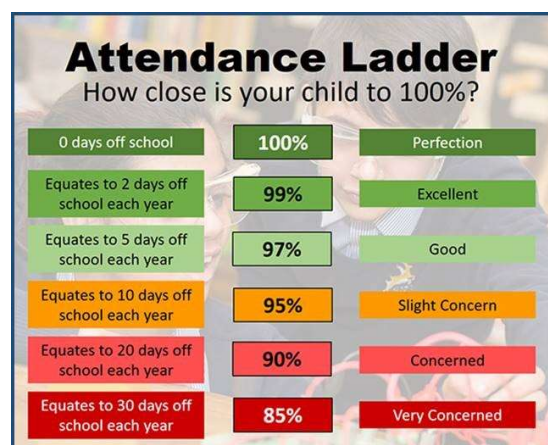
Parents/carers should ensure that family holidays and extended leave are arranged outside of school term time. Parents/carers may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing, using the Leave of Absence Application Form (available from the School Website), to the Associate Head Teacher, three weeks in advance of the leave being taken. Please also note that coursework and examinations cannot be rescheduled. Parents are responsible for ensuring that any missed work is copied up.

Routine appointments for the dentist, optician and doctor should not be made in school time. However, permission for absence to keep dental and medical appointments during school hours will be granted by Form Tutors on receipt of a formal letter from parents.

During the school day all students must stay within the school grounds. Students will only be allowed to leave the premises during the day if they have brought an explanatory letter or, in an emergency, with permission from a member of Senior Staff. Whatever the reason, they must always sign in and out at the main office if arriving after morning registration at 8:45am or departing before 3:40pm.

Early intervention is necessary to identify the existence of any underlying safeguarding risks, therefore parents and carers who have children with persistent absence levels and poor punctuality will receive support from within school and from the Education Welfare Officer. If support measures are not acted upon by Parents/Carers, the Local Authority will issue penalty notices. We have safeguarding duties under section 175 and section 157 of the Education Act 2002 in respect of our students and therefore we must investigate any unexplained absences and/or poor punctuality.

***Your child has one chance at school – help them make the most of it***



## Conduct - Behaviour Support Model

The most effective learning takes place in an environment where all parties (school staff, students and parent/carers) work collectively for the best outcomes. At Queen Mary's High School, we recognise that ALL parties invested in a child's personal journey have a collective responsibility to contribute to their educational and personal development. There are many qualities and attributes we value as being influential to greater success.

Whilst instilling our wider school values of respect, tolerance, honesty, responsibility and integrity; when it comes to behaviour, we expect all parties to commit to the three **QM core behaviour rules**. These are:

1. **Be Ready**
2. **Be Kind**
3. **Be Responsible**

Examples of how students will demonstrate the three QM core behaviour rules:



BE READY	
<b>Attend</b>	Attending school every day and arriving punctually.
<b>Equipped</b>	Wearing the correct uniform with pride and having all required equipment for the day.
<b>Engaged</b>	Engaging actively and positively with the curriculum and wider curriculum opportunities we offer.

BE KIND	
<b>Polite</b>	Being polite and courteous to all students, staff and visitors.
<b>Actions</b>	Being kind in our actions and words, looking out for one another.
<b>Environment</b>	Recognising that we all have a right to work and learn in a calm and safe environment and need to take care of our school environment and its facilities.

BE RESPONSIBLE	
<b>Engaged</b>	Actively engaging in and contributing towards my own learning and success in both the core curriculum and wider curriculum.
<b>Accountable</b>	Being accountable for my choices and actions (positive and negative) and accepting consequences.
<b>Upstander</b>	Being an upstander and a champion for myself, my family, my peers and my school.

Examples of how parents/carers will demonstrate the three QM core behaviour rules:

<b>Ready</b>	<ul style="list-style-type: none"> <li>- Ensuring their child attends school regularly and on time</li> <li>- Ensuring their child is equipped and wearing the correct uniform</li> <li>- Supporting their child in ensuring they are ready for learning and participation in the wider life of the school</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>- Working with their child to understand that all children are individuals with their own identity and may need more or less support than themselves</li> <li>- Monitoring the child's social media and internet usage and holding them to account for any unkind messaging or inappropriate use they are witness to</li> <li>- Not comparing the progress of their own child to that of others</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>- Engaging with the learning their child has completed each day</li> <li>- Checking their child's progress, attendance and behaviour data on Go4Schools</li> <li>- Informing the school of any matters that may be affecting their child's ability to engage fully in their learning and personal development</li> </ul>

**The behaviour rules should be followed on the school premises, on the journey to and from school and on school visits.**

There is a more detailed behaviour for learning model and policy. These will be available on the school website. The principles of Be Ready, Be Kind and Be responsible can be applied to most behaviour for learning situations. There is a consequence model which will be applied when students don't follow our high expectations. We all make mistakes. The most important thing is to minimise the opportunity to make the wrong decisions and that students have an opportunity to reflect upon their role in any situation and what they can do to ensure the mistake isn't repeated. The students will be taught what our expectations are when they start in September.

### **Homework**

Pupils are expected to approach their academic work in class conscientiously and to co-operate willingly with their teachers and fellow pupils. Homework is set regularly and should normally be completed at home. It must be well prepared. Written work must be handed in by the date required. Students in Years 7-11 are allocated a homework timetable each year to ensure that the workload is evenly spread. Students should use this to plan when they will need to complete assignments. Homework for a Year 7 student is 30 minutes per subject. Students will be given up to two pieces of homework daily. We advise that students form good working habits and regularly review classwork in addition to their allocated homework to ensure that they understand the topics completed.

Parents are responsible for checking that homework is done, deadlines are met and that your child's pupil planner is completed and signed weekly. If you have any concerns, please contact your child's Head of Year.

### **Personal property**

All school uniform and property brought to the school must be clearly marked with the owner's name. We have a 'no bags' policy operating in school. All bags are left in lockers and books are carried to lessons. Large sums of money should not be brought into school. Payment for items from the canteen must be done through ParentMail. Any large sums of money that are brought into school must be handed into the Main School Office in a sealed, labelled envelope for safe keeping. Valuable items should not be brought into school.

To reduce the risk of cyberbullying and inappropriate contact online, mobile phones are to be switched off immediately on arrival into School and then locked in the students' lockers until the end of the day. If an emergency arises, your child should see her Head of Year in the first instance or make her way to the school office.

Any mobile devices found to be in use during the school day will be confiscated and handed in to the school office for safekeeping until the end of the day. Persistent misconduct and inability to comply with this will result in a school-parent meeting to enable us to work in partnership to support the expected positive behaviours of the school.

The school is not responsible for any items which are damaged, lost, go missing or are stolen, so it is vital that your child abides by the school rules.

No sharp objects should be brought into school e.g., knives. Only blunt safety scissors are allowed in school. Any student not adhering to this rule will be subject to the consequences in our Behaviour for Learning policy.

## **HOME COMMUNICATIONS**

### **ParentMail**

Our primary method of communication is via email using ParentMail. When your child joins our school, you will be sent an email and/or text message from ParentMail with details on how to register. When you receive this, simply follow the instructions. This system will also be used for making cashless payments.

On occasion, paper copies of letters may be issued, and students must ensure that all letters are passed to parents straight away.

### **Go4Schools**

Parents will receive progress reports during Year 7 via the online Go4Schools gateway; no paper copies are issued. We will be sharing information with you in September on how to log on to your Go4Schools account. We will also be starting to encourage parents to download the Go4Schools app where you will be provided with weekly updates on your child's behaviour and attendance, and on where you will also be able to access the progress report when they are published.

### **Parents evening**

There will be one formal parents evening in the summer term where the progress your child has made will be discussed with the class teachers. We use an online booking system for this, and information will be sent out for you to book well in advance of the evening. The date for this will be in April and the dates will be on the calendar once they have been finalised.

### **Parent meetings and workshops**

During the first term we will be inviting parents / carers to join us for a meeting with their child to have an opportunity to get to know you better as a family and reflect on the transitional journey from primary to secondary school and joining the QM family. We also host a Bright Sparks parent workshop event. This is for parents only to attend; it is an engaging workshop which will benefit you in supporting your child in their first year of secondary school and beyond.

### **Personal details**

It is really important that for safeguarding purposes that you inform the school at once of any change of address and/or emergency contact numbers or other personal information held by the school. Walsall Safeguarding Children Partnership requires us to have two emergency contact numbers for every child. Please also inform your child's form tutor or Head of Year of any changes in circumstance that could impact on the physical /emotional wellbeing of your child.

## Rewards and Praise



Our rewards and praise framework is built on the foundation of our behaviour rules of Be Ready, Be Kind and Be Responsible. We also expect our students to demonstrate the core values of respect, tolerance, honesty, responsibility and integrity. When students follow these core values and behaviour rules, they are demonstrating a commitment to their learning, their personal development and the wider school community.

We want all students to be intrinsically motivated to commit to our school values and core behaviour rules whilst also recognising that they can be greater motivated when they feel valued for their contributions to school life and going above and beyond.

Achievement points will be awarded when members of staff recognise that a student has gone above and beyond the basic expectation. We want our students to develop independence, confidence and responsibility in order to make progress in both their academic and personal development.

Students are encouraged to participate in and lead activities within school. There are five levels of the 'The Making a Positive Contribution' award where students can gain recognition for participation and leadership within school. Certificates are awarded to recognise achievements in curricular and extra-curricular activities.

Celebration assemblies are held regularly to award girls with certificates and badges earned in and out of school and to recognise students' achievements more widely.

## Maintaining Positive Behaviour For Learning

The behaviour culture at QMHS is to promote and maintain positive interactions and relationships between all stakeholders. Inevitably some children may make mistakes and will need to understand that there are always choices and **consequences** and will be held account for these so that they can learn quickly and rectify these mistakes as part of their learning journey.

We have a staged approach to managing any behaviours that are not line with our school values and **QM core behaviour rules**. The management of all negative behaviours must start with a reflective conversation using the Ready, Kind and Responsible framework so that students can reflect on their behaviour and understand why the consequences have been applied and be clear how they will avoid repeating the negative behaviour.

## House System



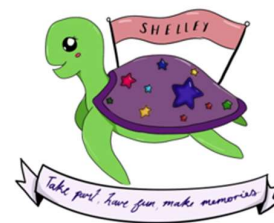
Austen



Brontë



Eliot



Shelley

Queen Mary's High School operates a highly successful house system, there are four houses named after famous female authors which use vertical groupings. Each house has forms from year 7 through to 13. Our entry roll is 150 students who are divided into five form groups. Each year, one of the house groups has a two-form entry, this operates on a rotational basis.

Throughout the year there are a wide range of activities that students can participate in to earn points for their house group. Assemblies for the house will take place on a fortnightly basis. Involvement in house activities is encouraged and supports students' wider-curricular development, charitable work and further development of their social and 'softer' skills. The house activities are overseen by our director of houses with each house then having their own Head of House who is supported by a House Captain (Year 13) and House Vice Captain (Year 12).

Director of Houses	Mr J Short	
Head of Austen House	Miss L Butlin	Yellow
Head of Brontë House	Miss B Weston	Red
Head of Eliot House	Mrs L Houlder-Jarvis	Blue
Head of Shelley House	Mrs K Colley	Purple



## Pastoral Support Team

All members of staff at Queen Mary's High School are responsible for supporting and nurturing student wellbeing and personal development. Form tutors are usually the first members of staff to interact with a student and set them up for a day of learning and enjoyment. Tutors develop a positive relationship with their form members through a range of activities and students can turn to them for additional help and support if they need it.

We have a dedicated team of more formalised pastoral support staff who you can see identified in the table below with more detail on their specific role briefly explained. To contact any of these members of staff please phone the school line (01922 721 013) or email [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk) titled for the attention of: <person name>

Staff	Role	Role explained
Mrs Connell	Assistant Headteacher (Community & Inclusion)	Mrs Connell has responsibility and oversight for our school community. This encompasses many things but primarily oversight of all pastoral care and wellbeing support, behaviour and attendance and the significant role of the Designated Safeguarding Lead – striving to ensure that every child is happy and safe. Please contact Mrs Connell if you have any significant safeguarding or wellbeing concerns.
Mrs Dunn	Head of Year 7	The Heads of Year are the professional leaders of a team of form tutors and support staff who work together to ensure the wellbeing, guidance and promotion of academic achievement and good behaviour of all students. If you have any progress, behaviour, wellbeing, or attendance concerns regarding your child please contact your child's relevant Head of Year as they move through the school.
Mrs Houlder-Jarvis	SENDCo	Our SENDCo oversees the specific support for all our students with a diagnosed Special Educational Needs and/or Disabilities. SEND needs can emerge during a child's time at school and our SENDCo will work with families to help explore potential additional needs and how to attain a diagnosis. This may include using screener assessments and co-ordinating with external agencies.  <b>If your child has any diagnosed medical or SEND needs or you suspect they may have some additional needs, please complete the form in this pack.</b>
Mrs Prosser	Learning and SEND Support	Mrs Prosser supports our SENDCo and works closely with many of our SEND pupils. She also delivers 1:1 Emotional Literacy Support (ELSA). Referrals to ELSA sessions are made via our Heads of Year in liaison with the SENDCo.
Mrs Plimmer	Pastoral Welfare Officer	Mrs Plimmer has worked at QMHS for many years and is like a school Mum to our students. She is a shoulder to cry on, or someone the students can offload to if they have any worries or concerns. She is also here to support parents. Some of the things Mrs Plimmer can help with are worries about friendships, support with bereavement, support if a family member is ill or general concerns that are affecting your child's ability to come to school and feel happy and safe. Mrs Plimmer is also a Deputy Designated Safeguarding Lead.

Staff	Role	Role explained
Mrs York	Pastoral Welfare Officer	Mrs York is also like a school Mum – or your favourite Auntie - who the students also turn to for help and advice. Mrs York has primarily supported the older students in the past but is now working more broadly across the school. Her experience of working with sixth form students has made her astute in supporting 6th form students with the UCAS process and ensuring they feel equipped for the next stage of their learning journey. Mrs York is also a Deputy Designated Safeguarding Lead and is astute and experienced at offering additional support to any matters affecting a child’s social, emotional, or mental health and wellbeing.
Mrs Talbot	Pastoral Support Liaison Assistant	Glen operates an open-door policy and is our on the ground ‘first Aider’ (or superhero some may say). She is on hand to look after anyone who may be upset or not feeling well. She is also fantastic at hospitality and even got a special mention from our Ofsted inspectors in Oct 2021 for being so positive and welcoming to them. This is something she embodies every day and is a major source of support to our community.
Mrs Groves	Learning Resource Centre Staff	Mrs Groves and Mrs White work in the library but also offer emotional support and guidance for students. Mrs Groves is our library manager and does excellent work to promote reading and the English department and also oversees our LGBTQ Pride group. Both members of staff are Mental Health First Aid trained. The LRC is a safe and quiet space for some of our students who may need time to reflect and read and benefit from some support from our staff.
Mrs White		

### **PARENTMAIL AND CASHLESS CATERING SYSTEM**

The school uses a secure online payment service called ParentMail which allows payments to school using debit or credit card. Payments can be made for school meals, trips and other items. The school uses a cashless catering system, the live register uses the latest biometric technology to scan the student's fingertip. This generates a unique number in the system to identify your child and allows them to spend money from their cashless account. When your child joins our school, you will be sent an email and/or text message from ParentMail with details on how to register. When you receive this, simply follow the instructions.

Once you have registered, we highly recommend downloading the ParentMail app on your smartphone. This will allow you to receive alerts on your phone and do everything within the app. To download the app, search for 'ParentMail' in your app store. Once downloaded, you can log in using the details you registered with. If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp](http://www.parentmail.co.uk/help/parenthelp)

Please ensure you top up your child's account and check the balance regularly, you will receive an alert and a message from the school if the account goes overdrawn.

### **FREE SCHOOL MEALS**

The way in which certain elements of our school budget are calculated has changed and it is essential that any student entitled to Free School Meals is registered for them, even if you choose for your child not to have a school dinner. Any additional money received through this budget heading allows us to improve the provisions and resources available for them.

If your child will be eligible for free school meals when they join the school in September, you will need to apply online and ensure that you select Queen Mary's High School from the list of schools when making your application. Please note, you will still need to apply for free school meals even if your child already receives free school meals in their current school.

If you have any questions or comments, or would like any more information, please do not hesitate to contact the schools' dedicated phone line 01922 650 443 or by emailing them at [FreeSchoolMeals@walsall.gov.uk](mailto:FreeSchoolMeals@walsall.gov.uk)

Each day your child's 'biometric account' is credited with £2.60 to cover the cost of their lunchtime meal only. If the money is not spent, it will not be carried over to the next day. We would like you to encourage your child to have a meal deal of the day which provides a healthy balanced choice e.g., Cottage Pie & Vegetables, Chicken & Rice or Fish & Chips and a piece of fruit. The canteen provides Halal and Vegetarian options.

### **PUPIL PROMISE**

Pupils eligible for pupil premium will receive an initial payment of £200 to support the purchase of the school uniform. All parents of pupil premium students will receive an email from the school in June asking you to complete an online form to process the payment.

Pupils eligible for free school meals and those eligible for pupil premium may be eligible for access to funding from School throughout the year. Funding can be used for things such as additional uniform items, transport, music tuition or curriculum related trips. A request for financial assistance can be made on the website. The form for next academic year will not be live until September.

## QMHS Year 7 Music Lessons

Year 7 pupils will receive a musical instrument on **free loan** for 12 months to be used in their timetabled music lessons. There will be a choice of flute, trumpet, clarinet, baritone or trombone. All pupils learn together as a class and pupils are encouraged to take their instruments home to practice. Instruments will be allocated in September. Should your child already play one of these musical instruments, they will have the option to continue with that instrument or, they could try and learn a different instrument if they would prefer.

### **Additional Lessons:**

We also offer the opportunity for pupils to learn a wide variety of instruments from the woodwind, brass, string and percussion family. These are conducted by our visiting instrumental teachers.

### **Cost:**

There is a charge for additional lessons as these are taught by visiting peripatetic music teachers

Piano lessons and any other individual lesson: £320 per year (£9.14 per week)

Other instruments as a group session: £280 per year (£8.00 per week)

These lessons take place during the school day and pupils miss part of their timetabled lessons to participate.

The instrumental lesson times are rotated so that pupils do not miss the same timetabled subject each week.

Pupils are expected to catch up on any work missed.

More information will follow in September, should your child wish to take up these additional lessons.

***NB. A significant number of pupils usually decide to start having extra lessons on their new instruments part way through the year, so please bear this in mind before committing in September.***

### **Extra-curricular:**

Wind Band (open to all) is on Thursday lunchtime (1:20 – 1:55pm)

Orchestra (grade 3+) is on Monday Lunchtime (1:20 - 1:55pm)

Jazz orchestra (grade 3+) is on Friday lunchtime (1:20 - 1:55pm)

School choir (open to all) is on a Wednesday lunchtime (1:20 - 1:55pm)

I look forward to meeting your child and discovering their musical talents!

Mrs H Watson

Subject Leader for Music

[h.watson@qmhs.merciantrust.org.uk](mailto:h.watson@qmhs.merciantrust.org.uk)



***The following procedures are to take place for PE lessons at our school fields, WS1 2PG.***

### Morning Lessons – Periods 1 & 2:

- Students are to make their own way to the fields, dressed in their full PE kit (including tracksuit bottoms/leggings or their school skirt), with school uniform packed in their bags and will be registered by staff at 8:45 am.
- Late marks will be issued to students who arrive to the pavilion after 8:55am, following the QMHS procedure for late arrival to school. PE staff will arrive at the pavilion at 8:20am to allow students to wait inside for their lesson to begin.
- There is no need to go to the main school site for morning registration as staff will inform reception about attendance.
- A coach will take students back to QMHS for break.

### Midday Lessons – Periods 3 & 4:

- A coach will take students to the fields and will then bring them back to QMHS for lunch.

### Afternoon Lessons – Periods 5 & 6

- Students will be taken to the fields by coach and will then be dismissed from the fields at 3:30 pm and make their own way home from there.

### Absence

If students are absent from a lesson in the morning (periods 1 and 2), they must follow the school procedure of getting parents/guardians to call reception on the morning of the absence.

### Weather Conditions

All netball, athletics and cricket lessons are to take place at the school fields on Sutton Road. In the event of inclement weather, PE staff will meet students at the fields and conduct a theory lesson inside the pavilion. If the long-range forecast predicts that the weather conditions may hamper participation in activities at the fields, students will be notified of a change of venue the week before their lessons are to take place. Notices will be sent to reception, class teachers and via student email addresses.

## Library Restrictions Information



As part of your child's time at Queen Mary's, your child will be expected to read widely. We are keen to encourage its continuation throughout education and into life. Reading for pleasure is important for educational purposes and personal development, with evidence suggesting a positive relationship between reading frequency, reading enjoyment and attainment. Your child will have regular library sessions as part of the English curriculum during KS3 and will be expected to read frequently and for pleasure.

As a student at Queen Mary's, your child will have access to all books stocked in the school's library. Although our books are written for Young Adults, some of the books available for your child to read are more challenging and consequently some of the issues covered may be sensitive. Please be assured that none of these books sensationalise inappropriate language or behaviour and that any mature subject matter will always be within the context of the story. Reading these books often provides opportunity for young readers to be challenged and provides the chance for mature discussion. However, if you do feel that you would prefer your child to be directed away from such material then restrictions can be placed on her borrowing account.

At the start of term, please return the slip on page 23 indicating whether you wish for your child's account to be restricted.

Yours sincerely,  
Mrs H Groves  
LRC Manager

E: [h.groves@QMHS.merciantrust.org.uk](mailto:h.groves@QMHS.merciantrust.org.uk)  
T: 01922 721013 Ext:5242



**NEW STARTER PURCHASE REPLY FORM**

[Please see page 9 of the guide]

Please complete the form below to confirm your agreement to the access card payment and return this form to Mrs Dunn via your child on their induction or to your child's form tutor on the transition days.

All payment requirements will be allocated via ParentMail during the summer holidays and these need to be paid for online prior to your child's first day of term in September.

Student Name: \_\_\_\_\_ Form group: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	COST £	YES/NO
ACCESS CARD	£5	YES







**YEAR 7: LIBRARY RESTRICTIONS**  
 [Please see page 22 of the guide]

Please indicate your preferences and return the form to Mrs Dunn, Head of Year 7, during the transition afternoon or to your child's form tutor when they join school in September.

Childs name:		
Form:		
<input type="checkbox"/> I would like my child's library account to be restricted	YES	NO
<input type="checkbox"/> I am happy for my child to have full access to library stock	YES	NO

Parental signature required:

Name: .....

Signed..... Date.....





### SEND AND MEDICAL NEEDS PROVISION

[Please see page 17 of the guide]

It is imperative that we have the best provision in place for our pupils. Please could you use the form below to identify if your child has any additional needs that we need to be aware of and/or any medical needs. Please hand this form to Mrs Dunn, Head of Year 7, during the transition afternoon.

Our child (name) \_\_\_\_\_, (form) \_\_\_\_\_ has a confirmed Special Educational Need of \_\_\_\_\_.

The support they currently receive is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our child (name) \_\_\_\_\_, (form) \_\_\_\_\_ has a confirmed medical condition of \_\_\_\_\_.

The support that our child may need is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm I **would / would not** (delete as appropriate) like to have a meeting with Mrs Houlder-Jarvis to go through provision for next year.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



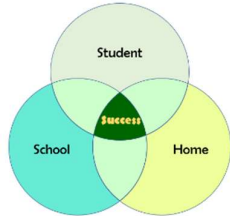
Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

Start date: 1<sup>st</sup> September 2023

## QMHS Home, School and Student Partnership Agreement (2023)

At QMHS we are extremely proud of our 'family and community' culture and this home school agreement is a means of ensuring we can maintain and build upon our partnership as each child moves through their school journey. They will have much to navigate as they move towards becoming a mature adult able to take responsibility for their own actions.



Thank you for choosing Queen Mary's High School for your child's secondary school education. We are fully committed to the progress of each individual and firmly believe that positive partnerships and collaboration between students, school and home can play a significant part in a child's academic and personal success at this school. With each child sitting at the heart of our approach and believing that the greater the positive partnership the greater the potential success we can achieve.

Research conducted by the Educational Endowment Fund supports this collaborative approach with some of their findings demonstrating that students can make up to 3 months greater academic and personal progress over the course of a year when we all work together. (EEF 2018)

A child's journey through school is not linear. There will be challenges and changes along the way and by working together we can really help children steer their journey into adulthood. **We request that students and their parents/carers sign a copy of this at the start of their academic journey with us and then again at the start of each academic year.** Please take our publication and sharing of this document as the school's 'signature.'

### Queen Mary's High School agrees to:

- provide a safe, inclusive, and welcoming environment
- provide a framework of teaching, learning and guidance that offers the opportunity for all students to thrive and develop into independent learners by:
  - a. providing appropriate teaching, facilities and resources for each course
  - b. encouraging and supporting each student in their studies
  - c. assessing progress and by reporting to students and parents on this progress
  - d. preparing each student to sit public examinations appropriate to their level of attainment
- provide guidance on study skills and strategies for achieving a healthy work/life balance
- contact parents if there are concerns with attendance, punctuality, behaviour, and equipment
- support students in making up missed work who have been absent through illness
- provide an effective pastoral structure to support each individual student academically and personally
- provide opportunities for parents / carers to discuss their child's progress through parents' evenings and, if necessary, through separate consultations
- provide opportunities for parents / carers to visit the school and meet teachers
- provide guidance regarding option choices, opportunities in employment and in further/higher education
- provide a safe learning environment
- provide opportunities for students to develop personal skills and interests through a range of co-curricular activities.
- teach students the principles of personal safety, in particular e-safety and support them in the appropriate use if social sites

### As a student at Queen Mary's High School, I agree to:

- work positively within the school and support its aims and rules and to abide by its behaviour policy
- abide by the code of conduct and anti-bullying code
- abide by the school uniform rules and expectations
- demonstrate the school values through my daily actions
- attend school for every session (morning / afternoon) when students are expected to be in school unless absence is unavoidable because of illness or other circumstances authorised in advance by the Head Teacher or their representative
- arrive on time at registration in the morning and at all lessons or other organised sessions

- have the correct books and equipment needed for each lesson
- discuss work missed for any reason with my subject teachers and catch up with this work as soon as possible
- inform my subject teachers and form tutor in advance of any planned absence (e.g., for medical appointments, religious observance, interviews, funerals), having first submitted a leave of absence request that has been completed by parents/carers requesting authorisation for the absence
- complete all work by the deadlines set, maintaining high standards and meeting the requirements of each task
- be prepared to spend time working independently at home or in school as directed by the Head of Year
- ensure that any leisure activities do not hinder my academic progress
- behave in an appropriate manner to allow myself and fellow students to learn and enjoy school
- take an active role in the life of the school in the widest sense and make a positive contribution
- observe the codes of good practice when using all forms of electronic communication and report any misuse immediately to a member of staff
- behave in an appropriate manner on the way to and from school

I agree that if I make a behaviour mistake that there will be consequences. I will engage in the partnerships I have with school staff and my parents/carers to help me to not make the same mistakes again.

**As the parent / carer of a student at Queen Mary's High School, I agree to:**

- engage positively with the curricular and co-curricular work the school provides and ask my child to share with me the learning they are doing
- work with the school and support its aims, rules and behaviour policy
- not take holidays in term-time
- support my child in fulfilling the agreement they have made with the school (above)
- ensure that my child attends school regularly and punctually
- encourage a positive attitude towards education
- attend meetings whenever possible to discuss their progress with their teachers
- give them positive support in their efforts at school and doing homework
- encourage them to use books, the media and ICT wherever they are available, to help with learning
- inform the school if my child is absent from school through illness or family emergency before 8.45 on the first day of absence and before 8.45 on each subsequent day of absence; and to provide an absence note upon return to school
- request authorisation in writing and in advance for any planned absence (e.g., for medical appointments, religious observance, interviews, funerals). A leave of absence request should be submitted to the Head Teacher in advance. The leave of absence form can be found on the school website
- ensure the school knows if I have concerns about my child's education
- ensure the school knows if there are health, emotional or family problems which may affect my child's wellbeing and/or their performance or behaviour in school
- check and sign my child's planner on a weekly basis to monitor and support the work that is being set and as a means of communication
- do my best to contribute to consultations that are requesting parental feedback as part of our commitment to work in partnership which includes listening to parents / carers

Signature of Student: \_\_\_\_\_ Name in capital letters: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Carer\*: \_\_\_\_\_ Name in capital letters: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Carer\*: \_\_\_\_\_ Name in capital letters: \_\_\_\_\_ Date: \_\_\_\_\_

### QMHS Social Media and ICT Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times, and this Social Media and Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet, social media and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. The term 'school ICT systems' includes desktop computers, laptops, tablets, cameras/video equipment, Wi-Fi/BYOD system, projectors, smartboards and any other electronic equipment issued by the school.

#### Student Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will maintain the confidentiality of my username and password: I will not share them, nor will I try to use any other person's username and password.
- I will be aware of 'stranger danger' when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with parental responsibility with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube)
- I will not send emails to whole year groups of students or entire cohorts unless directed to or approved by a member of staff.
- I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not bring the school's name into disrepute through my use of ICT.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites. I understand that I can use Microsoft Teams to interact with fellow students where appropriate.

When using the internet for research I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school. I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

When using social media in my own time:

- I understand that in a free society, there is understandably little regulation of 'social' activity

However, I will remember to:

- Be kind in any comments that I make.
- Take responsibility for anything that I choose to post.
- Consider the long-term implications of content posted digitally.
- Not post inappropriate, offensive or illegal content to your own or other digital spaces.
- Not respond to any messages which are inappropriate or rude.
- Not get drawn into negative group chats that can cause harm or distress to others in the group.
- Use netiquette – being polite to others digitally in the same way you would offline.
- Not open messages from someone I don't know.
- Not send messages when angry.
- Adhere to any website's terms of use – including age restrictions.
- Think carefully about the timing of any messages and its effect on the recipients' work/life balance.

Another guiding principle should be that real-life social rules are the best analogy for understanding the opportunities and risks of social media for example, staff and students are not 'friends'.

I understand that if I fail to comply with this Social media and ICT Acceptable Use Agreement, I will be subject to disciplinary action according to the school behaviour for learning policy.

Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g., mobile phones, tablets, laptops, PDAs, cameras, storage devices etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g., communicating with other members of the school, accessing school email, VLE, website etc.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_