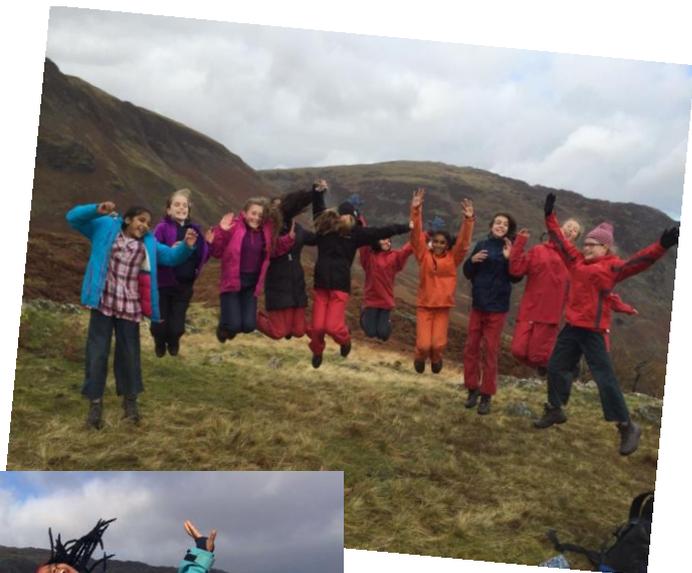


Altrincham Grammar School for Girls



Welcome to AGGS

Welcome to Altrincham Grammar School for Girls!

We hope you will soon settle down and feel at home. Remember, everyone in Year 7 is finding it strange after going to much smaller primary schools.

You probably will get lost at some point. However, if you do, ask anybody (students, teachers or other members of staff) and they will show you the way.

As a form group, try to look after each other and see that no-one is left out.

You will enjoy your time here. Do your best at all times and remember the more you put in the more you will get out of anything you do.

If you have a problem, tell your form tutor, or your senior tutor if you cannot find them.

Sixth Form Mentors: Some Sixth Form students will be attached to each Year 7 form. These students will meet the form on a regular basis and get to know them. They are there to help you, should it be necessary. The school prefects will be around at lunchtimes and they can also help you during lunchtimes.



The Staff

Fill in the names of members of staff here...

| | |
|-------------------------------|--|
| Principal | |
| Vice Principal | |
| Senior Tutor Year 7 | |
| Assistant Senior Tutor Year 7 | |
| My Form Tutor | |
| Pastoral Support Assistant | |
| Sixth Form Mentors | |
| Drama | |
| English | |
| Mathematics | |
| French | |
| German | |
| Spanish | |
| Science | |
| History | |
| Geography | |
| RS | |
| Music | |
| Food Technology | |
| Textiles | |
| Resistant Materials | |
| Art | |
| Netball | |
| Hockey | |
| Gym | |
| Dance | |
| Computing | |
| Citizenship | |

Your Day at AGGS

Breakfast Club is held each day in the Dining Room from 7.45am. There is the opportunity you to buy and eat breakfast, or just to meet with friends. Students are not allowed in other buildings until 8.30am.

Between 8.30am and 8.35am use your lockers.

After using your lockers you must be in your form room, or an assembly venue, at 8.40am every day for registration.

Monday – Form time in form room.

Tuesday – Go to the Dining Room for Year 7 assembly by 8.40.

Wednesday – Form time in form room.

Thursday – Form time in form room.

Friday – Go to the Main Hall for Year 7 assembly by 8.40.

There are 5 lessons each day. Each lasts 1 hour.

| | |
|----------|---------------|
| Period 1 | 9.05 – 10.05 |
| Period 2 | 10.05 – 11.05 |
| Rec | 11.05 – 11.25 |



During Rec you can go outside, or go into the Dining Room to buy a snack, or stay in school to eat any snack you may have brought from home. You may carry a small bottle of water to lessons and drink it sensibly when required, except in computing, science and design & technology rooms. Make sure that all rubbish is put in the bins. A bell will ring at the end of Rec, which tells you to go to Period 3.

| | |
|----------|---------------|
| Period 3 | 11.25 – 12.25 |
| Lunch | 12.25 – 1.25 |



Unless you are attending an extracurricular activity, you must be over  on the main school site for the whole of the lunch hour (not Fairlie, Breeze Hill or the Devisdale). Take your bags to your form room at the start of lunch before going into the Dining Room as they are not allowed there. If you have a packed lunch, you may eat it in the Dining Room or outside. There must be no running indoors. Please keep to the left in the corridors and on stairs.

Lunch and Rec

Many students eat their lunch in the Dining Room. The order in which you go into lunch will change during the year, but Year 7 will be first from September until October half term.

You are not allowed to go to Fairlie or Breeze Hill without a teacher's permission at lunchtime. At 1.20, return to your locker, and get ready for periods 4 and 5. There will be a bell at 1.25, which tells you that it is time to go to period 4.

| | |
|----------|-------------|
| Period 4 | 1.30 – 2.30 |
| Period 5 | 2.30 – 3.30 |



3.30 end of school day/extra-curricular activities.

At 3.30 you should return to your locker, put away your books, check your homework diary and pack your schoolbag with anything that needs to go home e.g. used PE kit, books for homework etc.

After school, if you have a practice for games, choir, orchestra or wish to use the Library, be sure you have told your parents when and where the practice is and know exactly where they will meet you if you are not making your own way home.



Uniform (all clearly named)

1. Basic Uniform for Main School Pupils: Years 7 -11.

1. Navy, knee length, pleated skirt (wide knife pleats, sewn down from waist all round). Please note, the skirt is to be no more than 5cm above the knee.
2. Navy, school approved trousers with the school badge on the left side pocket. Please note, the trousers are to be ankle length and must not be worn with a rolled up hem.
3. White, open-necked blouse with revers and inset sleeves (regulation style) or the fitted blouse with an open neckline and three quarter sleeves. Shirt must not show below the pullover.
4. V-necked navy blue pullover with green and yellow stripes at the cuff and V-neck. Pullover cuffs must not be frayed/pulled or visible below the blazer sleeves.
5. Plain opaque tights in black. Plain white or navy socks, knee or ankle length, may be worn instead of tights.
6. Black shoes with no decorative adornment. Shoes must have low, sensible heels and sole no higher than 5cms from where the heel touches the floor. They must be well-fitted with adequate support for growing feet. Shoes should be of a formal shoe-style and sit below the ankle. Boots, trainers, trainer-type shoes, leather, suede or canvas style pumps or sandals of any variety may not be worn in school.
7. If a pupil, for religious and/or cultural requirements, wishes to use modest dress for her school uniform, she may wear a skirt down to her ankles, but the skirt must give room for adequate movement. Under the skirt she may wear plain black opaque tights. She may also wear the school approved **plain**, navy blue headscarf, without any fringing, with the school badge worn to the side and which must be securely fastened. The regulation school blouse, jumper and blazer are also part of this modest dress code.
8. Variations in clothing will not be permitted unless, and until, the Governing Body has given its approval.

Please note that items 1, 2, 3 and 6 are available, in the correct style and colour, from the school outfitters.

2. Outdoor Uniform

1. Dark, navy blue blazer with school badge.
2. Plain, dark navy or black overcoat (denim / leather jackets are not acceptable). (Coats must be left in the lockers during the school day).

3. Scarf in plain, dark navy or black or the official school scarf.
4. Hooded tops, of any type, must not be worn to or from school or on the school site.
5. Sweat shirts, with or without logos, must not be worn to or from school or on the school site.
6. Please note that item 1 is available, in the correct style and colour, from the school outfitters.

3. Jewellery & Accessories

1. No jewellery may be worn other than:
 - A watch (which must be named).
 - A medical bracelet, or tab, if necessary.
 - A religious symbol which is an article of faith
 - A pair of small, plain, matching gold, silver or metal studs if ears are pierced. Only one stud in each ear lobe.

Apart from ear studs (as detailed above), no other body piercing jewellery is permitted.

All of the above must be removed during practical lessons (PE, dance, drama).

2. Any other jewellery will be confiscated until the end of term.
3. No tattoos are permitted.
4. No make-up is permitted.
5. No Henna decoration is permitted.
6. No nail varnish is permitted. Nails must not be coloured or decorated in any way, e.g. with false nails or dye.
7. Hair should be of a uniform, natural shade and not streaked or dyed/coloured in any way.
8. Hair styles should be natural looking.
9. Hair accessories should be small and discreet, plain navy or black.

4. PE Uniform and Equipment

Compulsory items

1. Cap sleeve performance panelled sports polo T-shirt in blue, with name embroidered on the front on the right: first name in full and the initial of surname. Approved style only.
2. Navy blue AGGS shorts. Name tag should be sewn onto the inside label. Approved style only.

3. Navy blue skort, with name embroidered bottom right: first name in full and the initial of surname. Approved style only.
4. Sports trainers, named on inside. Fashion trainers are not allowed.
5. White ankle socks for all outdoor activities, except hockey.
6. Plain, navy blue knee length socks for hockey.

Optional items

7. Approved style school tracksuit (tracksuit top/bottoms). Name embroidered on the front on the right - first name in full and the initial of surname on bottoms and top.
8. Approved navy blue AGGS PE jumper may be worn during the winter months (advisable). Name: as for tracksuit.
9. Navy blue AGGS base layer top. Approved style only.
10. Navy blue AGGS leggings. Approved style only. Skorts must be worn in addition to leggings during PE lessons.

Equipment

1. A hockey stick (for autumn and spring terms) and a tennis racquet (for the summer term) are basic PE equipment and each girl must have her own. Such items must be clearly named.
2. Pupils are recommended to wear a gum shield and shin pads when playing hockey.
3. Advice will be given by the PE staff about suitable sports equipment.
4. Navy blue gym wear bag for storing PE uniform. The bag should be made of dark, navy blue material and have double drawstrings. The owner's name should be embroidered or marked on the outside in large letters.

5. Dance

1. Navy blue AGGS leggings. Name tag should be sewn onto the inside label. Approved style only. (as 4, no10)
2. PE T- shirt (as 4, no1).

Gymnastics and Dance are performed in bare feet.

6. Other Essential Items

1. A strong, sensible bag or rucksack. Bags must be large enough to carry books and/or equipment to and from school.

2. Handbags / fashion bags or any description are not allowed in school. Pupils will be asked to replace unsuitable bags.
3. Regulation PVC apron for food technology, available from the school.
4. Some Art equipment will be recommended by staff when your daughter joins the school.
5. A pocket French / German / Spanish dictionary.
6. A sharp scientific calculator
7. A compass
8. A protractor
9. A ruler
10. A **mini** Collins/Oxford dictionary/thesaurus.
11. Coloured pens (inc blue, black, green & red)
12. Whiteboard pen& whiteboard eraser

7. Other

1. All items of uniform should be clearly named.
2. Any inappropriate items of uniform or jewellery worn in school, or on the way to and from school, will be confiscated for one school term.
3. Letters will be sent to the parents/carers of pupils who do not comply with the school uniform.

Clubs

There are many extra-curricular activities offered at AGGS, and just a few have been listed below. Because the list changes from year-to-year, you will be given an up to date schedule in September.

Netball Writers' Club
Christian Union
AntiBullyingFilmClub
JuniorChoir
SecondOrchestra
Gym IslamicSociety Dance
AmnestyInternati
Football JewishSociety
CrossCountry
STEMClub FirstOrchestra
WindBand Hockey



What do I do if

... I forget my dinner money, packed lunch or bus fare?

Go to Reception to borrow the money. Repay the next day, either before school, at Rec or at 12.25. Only students in Year 7 may borrow money.

...I have an appointment in school time?

Your parent/carer must notify school in advance of any medical appointment by telephoning and leaving a message on the absence line or e-mailing on admin@aggs.bfet.uk. **When you leave your lesson, go to Reception and wait to be collected.** Your parent/carer must sign you out. When you return to school you should sign in at Reception. **Advanced permission must be sought by completing the relevant form for special requests/extracurricular requests.**

... I arrive at school late?

Students who arrive late must sign in at Reception before going to their form activity for that day.

... I feel ill?

If possible, keep going! If you are really too unwell to cope with lessons tell the teacher. If you are sent to Mrs Prichard, she works in the Senior Tutors' Room, located off the Main Hall, report there immediately. If it is decided you should go home, Mrs Prichard will contact your parent/carer. **You must not telephone your parent/carer yourself.**

... I have a music lesson in school time?

- You must go for your instrumental lesson at the times listed on the card that will be given to you at the beginning of each term by **your instrumental music teacher**.
- The music card must be completed and signed on a weekly basis by your instrumental Music teacher.
- You should ensure that you are punctual for all your instrumental lessons and bring the following to your lesson: Instrument, Music, Notebook, Music Card.
- You must show the card to your subject teacher before or after your Music lesson.
- Bring your instrument to school and put it in the **storage area outside Room 11**.
- At the correct time, collect your instrument, go to your Music lesson and return your instrument to the **storage area** after your lesson.
- You should catch up that day on the work you have missed.
- If you have a lesson in Devisdale after your Music lesson, you must not go on your own. If you are unable to travel with other girls, report to Mrs Prichard, Senior Tutor's Room.

- If your Music lesson is during form time, you must sign the Music book at Reception.

... I witness or experience bullying?

Please report any incidents of bullying to school. You can tell your Form tutor, Senior Tutor or any teacher. We also have students in Year 10 and 11 who are Anti-Bullying Ambassadors and you can talk to them if you are worried about bullying. They wear "A" badges and run a lunchtime drop-in lounge several times a week. If you prefer, you can use the "Sharp System" on the school website to report bullying. If the bullying is taking place online, try to print out a screen shot of it. All reports of bullying are taken seriously and will be investigated by your Senior Tutor. You should always tell your parent/carer if you are being bullied.

What to do after being absent

Whenever you are absent for illness there are four things you must do:

1. Your parent/carer must ring and leave a message on the absence line before 9.30am (0161 912 5912 ext 3) every day you are away from school.
2. Bring a note from your parent/carer to your form tutor giving the reason for your absence as soon as you return to school.
3. From your timetable, work out which lessons you have missed and borrow a friend's books for those subjects to copy up the work missed.
Do this as soon as possible.
4. Check your homework timetable and find out from a friend what homework tasks you missed.
Again, do the work that was set as soon as possible.

If you have been absent for a long time it may take a while to catch up. Your Form Tutor will help you with this. If you have difficulty catching up, you must talk to the teacher concerned to ask when they would like the work completed by.

Even if you have only missed one lesson you must catch up the work and try to give your work in on time.



Some simple rules

Be punctual for school and lessons.



In congested areas keep to the left in single file, particularly on stairways and in corridors. Make sure you follow the one-way system in Fairlie, West Wing and Breeze Hill.

Do not get up from your place without permission.



No running indoors or out of the school gate. **Always** cross Cavendish Road by the zebra crossing.

Students in years 7 and 8 are not allowed in form rooms at lunch times. They should only be in Main School – not Fairlie, Breeze Hill or Devisdale.

...and a few more...

Be polite and considerate to other students and to staff.



Listen carefully when the teacher is talking, or another student is asking or answering a question



Make sure you go to the toilet at Rec and Lunchtime so you do not need to ask to go out during a lesson.

Keep mobile phones switched off during the day, except at Rec and lunchtime. Do not use mobile phones when crossing between the school sites.



Your homework diary

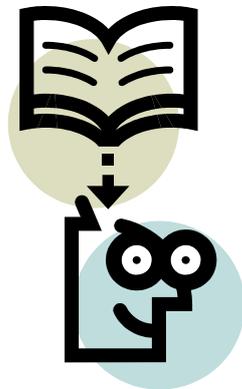
Keep your homework diary with you at all times and take it to every lesson (except PE) and every day fill in details of:

1. *All homework tasks.*
2. *Any notes that you are taking home.*
3. *Anything you need to bring in next day.*

Get into the habit of having your rough book, pencil case and homework diary with you at **every** lesson.

Keep your diary neat. Your Form Tutor will ask to see it regularly.

Remember that your diary is a way of helping you to organise yourself and this is a very important skill, which you need to cultivate.



Rooms and where to find them

| | |
|--------------------------|--|
| <u>Main Building</u> | upstairs 9, 10, 11, 12a, 12b, 13, 14, 15 |
| <u>West Wing</u> | downstairs 1, 2, 3, 4 upstairs 5, 6, 7, 8 |
| <u>East Wing</u> | lower ground floor Dining room, ground floor (labs) L1, L2, Reception first floor (labs) L3, L4, L5, L6, L7 and Gym second floor (labs) L8, L9, L10, L11, L12, and L13 |
| <u>Fairlie</u> | ground floor F1, F2, F3, F4, F5, F6, F7 and Drama Studio first floor F8, F9, F10, F11, F12, F13, F14, F15, F16, F17 second floor F18, F19, F20 <i>4 demountable classrooms – F26, F27, F28, F29</i> |
| <u>Breeze Hill</u> | ground floor B1, B2, B3 First floor B4, B5, B6, B7 |
| <u>Sixth Form Centre</u> | S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, S11 |

TOILETS FOR STUDENTS

| | | | |
|--------------------------|--|-----------------|---|
| <u>Main Building</u> | accessible/disabled gym changing room science block accessible/disabled (science block) | - - } - } | ground floor first floor, east wing |
| <u>West Wing</u> | ground floor + accessible/disabled first floor | | |
| <u>Fairlie</u> | lower ground floor ground floor + accessible/disabled first floor | | |
| <u>Breeze Hill</u> | ground floor + accessible/disabled | | |
| <u>Sixth Form Centre</u> | lower ground floor through the changing rooms + accessible/disabled | | |

LIFTS MAY ONLY BE USED WITH PERMISSION