



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST



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Dear Parent / Carer

We are very much looking forward to welcoming your daughter to AGGS in September. We have been busy making plans for full re-opening and you will find a number of important details below.

Start of term

Term will begin with induction activities for Year 7 on Wednesday 2 September at 10 am. Year 7 students should arrive no earlier than 9.50 am and wait on the front lawn (to the left of reception). Parents/carers will not be able to enter the school site with their child. Members of staff will be on hand to direct students. The day will finish for Year 7 at 3.00 pm. We would encourage students to walk or cycle to and from school on this day wherever possible, or use school buses. If you are collecting your child from school, please wait on the front lawn. Do not arrive earlier than 2.55 pm and please leave the site immediately when you have met your child. Only one parent/carer should enter the school site to collect each child. Please note that these exceptional arrangements only apply on 2 September (please see below regarding transport to and from school).

On 2 September, all Year 7 students should bring a padlock for their lockers, and a packed lunch and drink. From 3 September the cashless catering system will be up and running for students who wish to have a school lunch. Student should also bring in all other items of equipment as specified on the equipment list (<http://www.aggs.trafford.sch.uk/wp-content/uploads/2020/06/Year-7-equipment-list.pdf>).

On Thursday 3 September school will begin as usual at 8.40 am and the school day will finish at the normal time of 3.30 pm. Normal teaching will commence for all students from period 2, so students will need to come to school prepared for these lessons. They will be provided information regarding their timetables on Wednesday.

It is our expectation that all students should attend school from 2 September. If you are planning a holiday abroad, therefore, please ensure you factor in any required self-isolation on your return, so your child is ready to return to school on the given date. As you may be aware, we do not authorise absences during term time caused by family holidays.

Measures to control the virus

Government guidance establishes that all students should return to school in September and sets out some essential measures which the school must be put in place:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.





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These measures will require action by both parents/carers and students, as well as the school. We are asking, and will continue to ask, for your support in ensuring that risks to staff and students are reduced as far as possible. Please comply with the measures as set out below, and ensure your child is aware that they must follow our procedures at all times. Any breach of these procedures will be dealt with under the school's behaviour policy.

Requirement that people who are ill stay at home

It is essential for the reduction of risk in schools and to further reduce transmission of coronavirus (COVID-19) that students and staff do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home. Parents must collect their child immediately.

They must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Parents/carers must report to school if their child becomes unwell with coronavirus (COVID-19) symptoms and must report the outcome of the test as soon as it is known.

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Robust hand and respiratory hygiene

Students must wash their hands regularly throughout the day, especially at the start of the day, before and after eating, and before leaving the site. They must wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using the paper towels provided. There are posters in every toilet to remind students about this and it is expected that students will follow this guidance.

Hand sanitisers are not a substitute for thorough hand washing and throughout the day students will be reminded to wash their hands using soap, hot water and paper towels. However, there will be hand sanitiser located at each entry point for students to use after entering the key to access the building. Instructions will also be provided on the effective use of hand sanitiser. Internal doors will be propped open





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to reduce the need to touch door handles and door plates. Please could you also provide your child with their own hand sanitiser.

Students must ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Students should use a tissue to catch a sneeze; cover their mouth and nose with tissue or sleeve (not their hands) when sneezing; all used tissues must be placed straight in the lidded bins in classrooms or toilets. Students must avoid touching their face as much as possible throughout the day. Tissues are available in every classroom but please could you provide your child with their own tissues for use as they move around the school site. Students will be asked to leave the classroom to wash their hands after they have coughed or sneezed.

Enhanced cleaning arrangements

From September, cleaning within the school will be further enhanced and will include:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- more regular cleaning of toilets.

Students must clean their hands thoroughly after using the toilet.

NHS Test and Trace

Parents/carers and students must be ready and willing to:

- book a test if they students are displaying symptoms. Students must not come into the school if they have symptoms and will be sent home to self-isolate if they develop them in school.
- provide details of anyone students have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Information about booking a test can be found [here](#).

Parents/carers must inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they





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first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Containing an outbreak

The school will follow the advice from our local Director of Public Health in the event of a suspected or confirmed outbreak. Government guidance says that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Transport to and from school

Whilst there are a number of school buses that serve the school each day, these are shared with students from other local schools. As such, students should wear face coverings when using school buses. Students will need two face coverings – one for the journey to school and one for the journey home – which should be washed before being reused. On arrival at school students should wash their hands, carefully remove their face covering and place it in a plastic bag which is put away in their school bag and then wash their hands once more. Sinks for washing hands are available outside the school buildings on all school sites.

Wherever possible, students should avoid the use of public transport. Students who will be using public transport should refer to the safer travel guidance for passengers. Students who are able to do so should walk or cycle to school. Bicycles may be stored during the day in the cycle store on site.

For students travelling to school by car, parents/carers must collect and drop their child off at a reasonable distance from the school (such as in the Jubilee Rooms car park) to reduce congestion around the school site. Parents/carers must not stop or park on yellow lines on the roads around the school at any time or stop on the white lines around the pedestrian crossing or the bus stops. All staff and students should be able to arrive in school and cross the roads around the school safely. It is parents’/carers’ responsibility to put the safety of staff, students and other road users before their own/their child’s convenience. As there is limited space on the pavements around the school site, to aid social distancing parents on foot should not wait for their children near school entrances/exits or the pedestrian crossing.





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Parents/carers and students are reminded that only people in a household or support bubble can travel together in a vehicle.

School uniform

Whilst we relaxed our uniform policy during the summer term, government guidance makes it clear that a return to usual dress codes is expected in September. All students will return, therefore, in their normal school uniform. Government guidance makes it clear that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

To avoid contacts with other year groups in the PE changing rooms, students who have a PE lesson must wear their PE kit to school that day. They may wear their AGGS navy blue leggings (also part of their dance uniform) or the optional AGGS navy tracksuit bottoms over their skort. On top of their PE kit, they must wear their blazer. Students are expected to bring the rest of their normal school uniform with them to school on each occasion, so they can change into their uniform should their PE kit get wet. Students should bring their dance uniform to school as usual on days they have dance lessons.

Reducing contacts and maximising distancing wherever possible

All students will access the full school curriculum from 3 September. They will be grouped by year, so they can access all subjects in the usual way. This means the year group becomes a 'bubble'. Procedures will be implemented to keep year groups separate from one another whilst in school, including a strict one-way system in our buildings and clear rotas for the use of shared spaces, such as the dining room, the library, the main hall and parts of the sixth form centre. These new procedures will be clearly communicated to students.

Whilst strict social distancing is not expected between students within the same year group, students should be mindful of the need to reduce contact with one another as far as possible. They will be seated side-by-side rather than face-to-face in classrooms and there should be no physical contact between students.

Homework club in the library after school will be organised to keep year groups separate.

Behaviour

Deliberate flouting of social distancing rules, the one-way system and other measures to ensure student and staff safety will be dealt with swiftly under the school's behaviour policy. The addendum to the behaviour policy will continue to apply, which sets out the following:

- No spitting, coughing or sneezing, or pretending to spit, cough or sneeze, at or towards another person or another person's belongings.
- Hands must be washed regularly and properly in line with school's guidance.
- Students are expected to ensure good respiratory hygiene – following the 'catch it, bin it, kill it' approach.





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- Students are expected to following social distancing throughout the school day, upon entering and leaving the site, in corridors, in lessons and at Rec and lunchtime.
- Students are expected to follow all one-way systems in operation across the school site.
- Students should not move around the classroom without permission from the teacher.
- Students should not approach the teacher’s desk during lessons.

Equipment

For individual and very frequently used equipment, such as pencils and pens, it is recommended that these are not shared. Students should therefore come to school fully equipped with their own pens, pencils, ruler, mathematical equipment, white board pen etc. Classroom based resources, such as books, can be used and shared within a year group. Resources that are shared between year groups, such as sports, art and science equipment will be cleaned frequently and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.

Parental meetings

The school remains closed to visitors in order to reduce contacts and limit the spread of the virus amongst our community. As a matter of general policy, therefore, meetings with individual parents will not take place in school. Instead, communication will be by email or phone as far as possible. Parents should not come into school without an appointment, except to collect a student who is ill or who has an appointment during the school day.

Parental meetings for whole year groups, such as September information evenings, will be managed remotely. Parents’ evenings will need carefully planning to ensure adequate social distancing. For Years 7 to 11 they are likely to take place over two nights, with each student attending with one parent on both nights. More details about parents’ evenings will be provided in the new academic year.

Attendance

It is our expectation that all students should attend school from 2 September.

A small number of students may be unable to attend in line with public health advice because they are self-isolating having had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). A very small number of students may be unable to attend school because they are complying with clinical advice. Staff will provide access to remote learning resources for these students.

Parents/Carers will be expected to follow our usual absence procedures and contact the absence line if their child is unable to attend school. Parents/Carers must let the school know immediately if their child or a close contact of their child has tested positive for COVID-19. The school will then follow public health advice regarding the management of cases.





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Face coverings

Face coverings are any material that a user wears that cover the nose and mouth. The wearer should be able to breathe through the covering and it should be comfortable to wear. The purpose of face coverings is to prevent the spread of respiratory droplets from the wearer landing on surfaces or other individuals. This will reduce the spread of coronavirus from individuals who may not be showing symptoms. Face coverings should ideally be more than one layer thick.

At present, the wearing of face coverings is not recommended in schools. Government guidance for schools states that face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to schools or other education settings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

If individual teachers or older children wish to wear a face covering, then this is a matter of personal choice. At this point, there is no requirement for face coverings to be worn and no pressure will be put on staff or children to wear them. If anyone chooses to wear a face covering in school, they should follow government advice on how to use these correctly. Face coverings once taken off must be stored securely in a plastic bag and should not be reused until they have been washed.

If students use public transport, they are required to wear a face covering. They must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all staff and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Information for students

Students will be provided with detailed information about school procedures in September. Form tutors will also go through this information carefully with students on their first day back and remind them of the key messages regularly during the first few weeks. It is important that students know how to behave in school so as to reduce the risk of transmission of coronavirus within school, and thereby to reduce the risk of transmission to their families and contacts out of school, safeguarding the whole community.

I wish you a safe and restful summer.

Yours faithfully

Stephanie Gill

