

Student information and instructions - September 2020

We are very much looking forward to welcoming you all back to school in September. This information is here to help prepare you for school in September and will explain the changes you will find on your return. Please take the time to read through this information, make a note of any questions you may have and then you can ask your form tutors on the first day back in September.

September opening dates and times

School will reopen for students on Wednesday 2 September. Year 7 and Year 12 will attend school from 10 am on Wednesday 2 September. Year 7 should make their way to the front lawn and Year 12 should make their way to the sixth form centre.

All students will return to school on Thursday 3 September at 8.30am. Form time will take place from 8.40 am and teaching will begin period 2.

Key information for September from the government

Government guidance establishes that all staff and students should return to school in September. There are some essential measures which 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

This information will help to explain how we will achieve the points above and is important that you read all of this document.

Unwell in school and test and trace

You must not attend school if you are feeling unwell or you are displaying any of the symptoms that could be caused by coronavirus. The main symptoms 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.
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You are advised to stay at home and get tested. 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Your parents/carers will be asked by school to ensure that they inform school 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. 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 10 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 10-day period starts from the day when they 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.

If you have any other illness in school or you feel faint, have a nose bleed or an accident in school, if you are able to make your way to reception this is where you will go to get first aid. In an emergency situation a first aider will come to your classroom. If you usually carry any medication on your person, you must ensure that you bring this to school with you and have it on your person.

Travelling to school

If you are travelling to school using public transport, which includes school buses, you must use a face covering. Upon arriving at school these face coverings must be removed and placed in a sealed plastic bag until the end of the school day. You need two face coverings – one for the journey to school and one for the journey home – which should be washed before being reused. If you can travel on foot or by bike, we would encourage you to do this. Bicycles may be stored during the day in the cycle store on site.

For students travelling to school by car, please remind your parents to drop you off at a reasonable distance from the school (such as in the Jubilee Rooms car park) to reduce congestion around the school site. Please remember that the current government guidance states that only people in a household or support bubble can travel together in a vehicle.

Students in the sixth form who drive to school may not park on the school site and must not drive between school sites.

Uniform

Year 7 to 11 students, you will return in your normal school uniform and sixth formers will be expected to comply with the sixth form dress code. 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.

For students in Year 7-11, on a day when there is a timetabled PE lesson, you must wear your PE kit to school that day. You may wear your AGGS navy blue leggings (also part of the dance uniform) or the optional AGGS navy tracksuit bottoms over your skort. On top of your PE kit, you must wear your blazer. You are expected to bring your full school uniform on each occasion, so you can change into your uniform should the PE kit get wet.

Face coverings

Face coverings are any material that a user wears that cover the nose and mouth. You should be able to breathe through the covering and it should be comfortable to wear. The use of face coverings does not replace the need for social distancing or thorough hand washing.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

The approach at AGGS will be reviewed carefully as guidance and public health advice changes. From September, all students are expected to wear a face covering in corridors and on stairs. Everyone is expected to have their own alcohol-based hand sanitiser so that hands can be sanitised before and after touching/putting on/removing a face covering. When not in use face coverings must be placed in an individual sealable plastic bag.

You will need to wear a face covering as you queue inside for lunch (or rec) and keep it on in the dining room until you sit down to eat (or arrive outside/in your form room). You must take hand sanitiser and your sealable plastic bag into the dining room with you, for when you remove your face covering to eat.

You will need to wear a face covering when moving to and from lockers and to and from assembly. To reduce the need to remove and replace face coverings and the associated sanitising of hands, face coverings will be worn during assemblies.

You will need to get into good habits regarding the use of face coverings. You will be reminded to sanitise your hands and put on your face covering before leaving a lesson. You will be expected to remove it and then sanitise your hands when you arrive in a classroom.

If you are using public transport you are not allowed to wear the same face covering in school that you have previously worn on public transport; you will need at least two different face coverings each day. When wearing a face covering, you must not touch the front of the face covering during use or when removing them. You must wash your hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag, take them home, and then wash your hands again before heading to your classroom.

Hand washing and hygiene

You should wash your hands regularly throughout the day, especially at the start of the day, before and after eating, and before leaving the site. You must wash your 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 you about this and you need to ensure you follow this guidance. There are also sinks located outside the school buildings and you should use these to wash your hands regularly throughout the school day.

In addition, everyone must ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Use a tissue to catch a sneeze; cover your mouth and nose with tissue or your sleeve (not your hands) when you sneeze; put any used tissues straight in the lidded bins in the classroom or toilets. You should also remember to avoid touching your face as much as possible throughout the day. Tissues are available in classrooms, but students should also bring their own tissues into school.

Hand sanitisers

Hand sanitisers are not a substitute for thorough hand washing and throughout the day you will be reminded to wash your hands using soap, hot water and paper towels. However, there will be hand sanitiser located at each entry point for you to use after entering the key to access the building. We would also encourage you to bring your own hand sanitiser into school if you have some.

One-way systems

To aid the movement around the site there are one-way systems in operation in each of the buildings and these must always be adhered to and will be strictly enforced for students. Please familiarise yourself with the one-way systems. There are arrows in the corridors and signs on display to help you when you are in school. You must not take any short cuts and bypass the one-way systems.

Breeze Hill

You should enter via the main doors at the front of the building. If you have a lesson on the ground floor you must exit by the side exit and not the front entrance. If you have a lesson on the middle floor you will enter through the main doors at the front of the building, go up the stairs directly in front of you and then exit down the back stairs and out of the side entrance on the ground floor. If you have a lesson on the top floor in the training room, you will enter through the main doors at the front of the building, use the stairs directly in front of you and exit the training room through the fire exit and down the back stairs and exit the building using the side door on the ground floor.

West Wing

You will enter via the student entrance and exit via the door by the library.

Main school

To access the science block, entry will be via the student entrance at reception and up the stairs to access the labs. To exit from any of the first or second floor labs, you must use the back stairs which lead down to the dining hall corridor and you will exit the building via the doors to take you into the centenary garden.

For the rooms on the balcony, including room 15, entry is through the main hall covered walkway opposite the library and up the stairs on your left, and onto the balcony. Exit via the stairs at the other side of the hall, turn right into the main hall and exit the hall via the main front doors. If you have a lesson in room 11, you should exit down the fire escape stairs accessible through the door at the back of the room. If you have a lesson in room 15, you should leave via the exit that leads into the science area and then follow the one-way system there.

Fairlie

You will enter via the main doors at the front of the building. If you have a lesson on the ground floor you will exit via the doors at the side of the building, also on the ground floor. If you have a lesson on the middle floor you will enter via the main doors at the front of the building, use the stairs to go up to the middle floor, everyone will turn right, pass by F8 and F9 (computer rooms), down the slope and then either left to go to English or right to art. To exit you will go via the back stairs which will take you out of the side exit by the drama studios. If you have a lesson in F8, F16, F17 you will exit down the stairs past the food technology room. If you have a lesson on the top floor, you will enter the building via the main doors at the front of the building, use the stairs to go up to the top floor and then exit via the back stairs down to the ground floor using the exit by the drama studio.

There will be a taped off area on the left hand side for students who have a lesson in F6, where you can wait for your teacher to let you in. This will enable other students to keep moving through the building.

Students who have a lesson in F7 must wait outside in the designated area behind Fairlie. You can only enter when the teacher invites you in, to prevent crossing with students who are exiting Fairlie by the back door.

There will be a taped off area on the top floor for students who have a lesson in F20, where you can wait for your teacher to let you in. This will enable other students to keep moving through the building.

Green building

Entry will be via the main entrance in the centre of the building. Exit will be using the fire exits in each room, located at the sides of the building.

Sixth form Centre

Students will enter via the main door. Depending on the time of day (see café rota), you can go straight ahead to the café or follow the one-way system towards the common room and stairs. Year 12 can exit the common room via the opposite door and out of the back-brown doors next to S2. Year 13 can continue up the stairs to the library; you will enter and exit the library through the main library door.

Year 12 and Year 13 will use the one-way system up the stairs to access S5, S6 and the art room on the first floor. To exit S5 and S6, students must continue up to the top floor, pass through S11 and down the back stairs. Exit from S10 will also be through S11. Exit from S7 (the art room) will be via the back stairs. Any students wanting to access S8 on the 2nd floor back stairs, will have to follow the one-way system to the top of the stairs and through S11.

Year 12 wanting to access the sixth form office in the library will follow the one-way system and enter through the doorway in between floors on the backstairs. They will use this door to enter and exit (remaining within the restricted walkway through the library) and then go down the back stairs to exit as normal.

Students entering the café can leave through the door you entered in as you should only be in the café if it is your allocated time. If you leave to go to lessons you must follow the one-way system (even if they have a lesson in S2).

Students wishing to use the toilet at the sixth form

If it is not your allocated time in the café, Year 12 students can go through the common room and down the backstairs to the toilets. You will return to the back stairs by the same route through the café (which is screened off), exiting via the back doors. If it is your allocated time in the café you can enter and exit through the main café doors or via the back stairs to exit.

Year 13 students should use the toilets when they are in the café. If it is not your allocated time in the café, you must follow the one-way system all the way round and enter and exit through the back door to the café.

S11 will be used as a form room, during which time students cannot pass through the room. Form time must finish promptly by 9 am to allow for the movement of students around the one-way system.

Entering a lesson, where to wait

You will not be required to queue outside classrooms, other than labs and technology rooms where there will be a space marked out for waiting. For entry into S7, the art room at the sixth form, you will need to line up in single file to the left of the main entrance to the sixth form. In every classroom, including in practical subjects you will be allocated a seat or place to stand. You must keep to the same seat/standing area for the duration of the lesson, unless told to move by a teacher. You are not allowed to move any of the chairs or touch any of the equipment/resources in the room without prior permission from the teacher. At all times you must maintain 2 metres distance from the teacher.

Social distancing

You must always remain in your year groups and each year group will be a 'bubble'. Social distancing between students in different year groups will be strictly enforced. Although you will be sitting side by side in lessons, you should avoid face to face contact and there should be no physical contact with friends/peers; this includes travelling to and from school, at rec and lunchtime and in lessons.

Behaviour and expectations

In addition to the normal expectations at school you must comply with the following rules:

- 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.
- You are expected to ensure good respiratory hygiene – following the 'catch it, bin it, kill it' approach.
- You 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.
- You are expected to follow all one-way systems in operation across the school site.
- You should not move around the classroom without permission from the teacher.
- You should not approach the teacher's desk during lessons.

These expectations are on display in every classroom to act as a reminder. If you deliberately do not adhere to the rules as set out, you may be issued with a fixed term exclusion.

Breakfast club and before school

Students in Years 7 to 9 who arrive on the school site **before 8.30am** must either go to breakfast club in the dining room, or wait in the following designated areas until they are told they can go into school. They should wash their hands on arrival in the outdoor sinks nearest those areas. They should stand well away from any doors into the school, to allow staff and students to pass by.

Year 7 – on the front lawn.

Year 8 – outside Breeze Hill, on the grass to the left of the main entrance to this site from Cavendish Road.

Year 9 – in the Centenary Garden.

Students in Years 10 and 11 who arrive on the school site **before 8.20 am** must either go to breakfast club in the dining room, or wait in the following designated areas. They should wash their hands on arrival in the outdoor sinks nearest those areas. They should stand well away from any doors into the school, to allow staff and students to pass by.

Year 10 – on the ledge.

Year 11 – outside Fairlie, on the grass near the green building.

Year 10 and 11 students arriving **after 8.20 am** may proceed directly to their form rooms. They should wash their hands before going into their form rooms. On days where they have assembly Year 10 and 11 students should stay in their form rooms until 8.35 am, when they can go to assembly.

Sixth formers may not leave the Devisdale to come to the main school site **before 8.35 am**. They should wait in the areas indicated below. Those who arrive on buses before that time must not wait on Cavendish Road. They, alongside all other sixth form students, must go over to the Devisdale until 8.35 am.

Year 12 – on the Devisdale, on the grassy area in between the tennis courts and hockey pitches.

Year 13 – on the Devisdale, on the grassy area by the sixth form building.

Rec

Year 7	Front lawn gazebo
Year 8	Fairlie gazebo
Year 9	Main hall
Year 10	Dining hall
Year 11	Dining hall
Sixth form	Sixth form café – see separate timings

- For Year 7-11 students, you will have to order rec in advance, so the day before
- Students in Year 7 will be able to start ordering Rec on Wednesday 2 September. Students in Year 8-11 will be able to order Rec on Friday 4 September
- You can eat Rec either in the form room or at one of allocated outdoor spaces
 - Year 7 front lawn
 - Year 8 Fairlie/Breeze Hill
 - Year 9 Centenary Garden

Years 10 and 11, you should go to your form rooms.

Entry to the dining room is via the dining room corridor. Exit from the dining room is via the gym stairs exit.

Sixth formers will not have access to the main school dining room at rec. However, there is a service at the sixth form café. The following rota will be in place for use of the café.

Year 13 8.15 - 10.00 am

Year 12 10.05 - 11.50 am

See lunchtime for details of the use of the café after 12 pm.

Lunchtime

Year 7 will go into lunch at 11.55 am. Year 7 period 3 lessons will recommence at 1.00 pm. The dining room will be split in half. Each year group will use only one half of the dining room. The subsequent year group will use the other half. You will need to leave the dining room promptly. You will leave the dining room by the gym stairs door. Sixth form who want to purchase lunch must do so at the sixth form café.

Year 7 11.55 - 12.30 (dining room part A)

Year 11 12.30 - 12.50 (dining room part B) Year 11 can bring their bags

Year 8 12.35 - 12.55 (dining room part A)

Year 10 12.55 - 1.15 (dining room part B)

Year 9 1.00 – 1.20 (dining room part A)

Year 13 12.00 - 12.50 (sixth form café)

Year 12 12.55 - 1.25 (sixth form café)

Packed lunches must be eaten outside or in the main hall. The rota in place for Years 7 to 9 to eat packed lunches in the main hall will be in line with times given above for those year groups.

Year 10 and Year 11 students who wish to spend some time outside at lunchtime may use the following areas **after 1pm**. Until that time, they are being used by Year 7.

Year 11 - the front lawn

Year 10 - the ledge

No early lunches will be available for any students. If you wish to access a club or activity, you should bring a packed lunch. The cash machines in the dining room corridor will be out of use. Accounts should be kept topped up via parentpay.

When not in the dining room, Years 7 and 8 must be outside. Year 7 should be on the front lawn and the ledge; Year 8 should be outside Breeze Hill and Fairlie. Year 9 can either go out into the centenary garden or remain in your form rooms. Years 10 and 11 should go to your form rooms.

Students using rooms needed for Year 7 teaching at 12.55pm will have to ensure they leave their form rooms at 12.50pm. This information will be shared with year groups on the first day in September.

Sixth Form

Year 12 and Year 13 will also need to remain separate from one another. A one-way system will be implemented in the sixth form centre which takes staff and students in through the main doors and up the stairs, passing through S11 on the top floor and down the back stairs and out. Students arriving for PE will access the changing rooms through the door nearest the astroturf.

Year 12, you will have use of the common room and S1 during free periods. The common room will be reconfigured to have the seating in rows as far as possible. Year 12, you will be able to use the main school library, subject to the restrictions set out in the library section.

Year 13, you will have use of the sixth form library and S6.

You should not be present on site once your lessons have finished each day, unless you have a meeting with a member of staff or a member of the sixth form staff team have agreed you can/should do so, or if you are dependent on school buses.

At the end of the school day

Students should not wait for one another on Cavendish Road or in the areas by the school gates. Students should leave the school site immediately and move away from the roads around school as quickly as possible, to support social distancing. If students in the same year group wish to meet up to leave the school site together, they should wait in the areas designated for them in the mornings. ie

Year 7 – on the front lawn.

Year 8 – outside Breeze Hill, on the grass to the left of the main entrance to this site from Cavendish Road.

Year 9 – in the Centenary Garden.

Year 10 – on the ledge.

Year 11 – outside Fairlie, on the grass near the green building.

Year 12 – on the Devisdale, on the grassy area in between the tennis courts and hockey pitches.

Year 13 – on the Devisdale, on the grassy area by the sixth form building.

If students are being met by parents, arrangements should be made so this either:

(a) away from the school site - for example in the Jubilee Rooms/Cinnamon Club car park on The Firs; or

(b) is not before 3.45 pm, when the roads around the school have cleared. Students who are being met by a parent should wait in the areas listed above until their parent arrives.

Main school library

The library will be used at rec and lunch on a rota system, with each year group from Year 7 to Year 11 having an allocated day. There will also be a remote ordering system for books. A table will be set up outside the library for collection/return of library books.

Year 12, you can use the main school library to work in during lesson time, but you must vacate the library by 11 am, or 12.20 pm, in time for rec and lunch. You must also leave the library 5 minutes before the start of any library lesson. There will be a limited number of spaces available for Year 12 to use the main school library when a library lesson is taking place. Year 12 can use the computers or the glass box during library lesson (until these areas reach capacity). You will sign in at your seat. Staffing will be put in place to ensure the library is open before period 1 begins.

Year 13, you can use the library's remote ordering service to borrow or return books but cannot work in the main school library during your study periods. You should work in the sixth form library. If specific reference books are needed, they will be moved to the sixth form library on request.

Students should sit side by side rather than face to face in the library as far as possible.

The following rota will be in place:

	Rec	Lunchtime
Monday	Year 11	Year 8
Tuesday	Year 10	Year 7
Wednesday	Year 9	Year 11
Thursday	Year 8	Year 10
Friday	Year 7	Year 9

Homework Club

If you wish to attend homework club after school, you will sit in designated areas of the library so that you remain within your year group. Social distancing between students in different year groups will be strictly enforced. Year 12, you cannot use the main school library after 3.25 pm. **Face coverings must be worn in the library when attending homework club.** There will be a rota for the use of the area containing the computers each day, as follows:

Monday	Year 8
Tuesday	Year 9
Wednesday	Year 10
Thursday	Year 11
Friday	Year 7

Equipment

You must bring everything you need for the day:

- Tissues
- Hand sanitiser (if possible)
- Pens/pencil/ruler etc.
- Exercise books
- Textbooks
- Homework diary
- Water bottle with water in it
- Uniform (for PE days)
- Dance kit when required
- Locker key

You will not be allowed to share equipment with each other. You will not be allowed to use any school equipment if you forget something. You should not share phones, water bottles, lunch, snacks throughout the day.

Lockers

Students from the same year group will be allocated lockers in the same area/locker room. This will mean that some students will be allocated a locker which is not directly near to their form room.