

# Altrincham Grammar School For Girls



## Additional Information for parents/carers of students joining the school

We welcome all our students to the school and hope that their time here will be very happy and successful. The information contained in this booklet is intended to help them settle in as quickly and easily as possible. It will also provide a ready source of reference for you in the coming months.

## Times

Students should be in school by 8.30am for assembly or registration (8.40am). School ends at 3.30pm. Lunchtime is from 12.25pm to 1.25pm. The school library remains open every day until 5pm.

## Road safety

Parents/carers are requested **not** to wait/stop their cars on Cavendish Road, Bowdon Road or Enville Road when dropping students off in the morning or collecting them after school. Stationary cars obstruct the view of other motorists and of students trying to cross safely.

If driving to/from school, we recommend that you use the car park at the Bowdon Assembly Rooms on The Firs (WA14 2TQ) and allow students to make the 5 minute walk from there.

As students cross between sites unsupervised, they should always cross Cavendish Road by the zebra crossing, and St Margaret's Road by the central refuge. Crossing at any other place is not allowed.

## Drop of and collection of students to and from school – if walking to school

Parents/carers should not wait by the gates to the school as this causes congestion on the pavements and makes it difficult for other students and members of the local community to use the pavements safely. Parents/carers should arrange to meet their child at the Bowdon Assembly Rooms on The Firs (WA14 2TQ) and students can walk to this location within 5 mins of leaving the school site. Parents/carers are not allowed to wait in any area of the school site.

## Lunchtime arrangements

Students who have school meals can choose between the main dish of the day, hot snacks or cold food (salads and sandwiches). There is also a variety of desserts and drinks. Different year groups take turns to go into lunch first. Students may, if they wish, bring their own packed lunches. No students go home because lunchtime is short and they would miss mixing with friends and attending extra-curricular activities. Students in Years 7 – 11 are not permitted to leave the school premises at lunch-times.

## Instrumental music lessons

Information has been provided in original online information pack.

## Absence due to illness

In the case of **illness without Covid-19 symptoms**, on each day of absence parents/carers should telephone the school number as early in the day as possible and, using option 3, give the student's name, form, reason for absence and expected day of return to school. On the student's return to school, a letter explaining the reason for the absence should be given to the form tutor.

In the case of **illness with Covid-19 symptoms** (high temperature, persistent cough, loss of sense of taste/smell), your child must be tested for Covid-19. If they test negative, please inform school immediately and your child can return to school as soon as they have been symptom free for 48 hours. If they test positive, please inform school immediately and ensure your child and the rest of your family self-isolates. They may return to school at the end of the self-isolation period and when then have been without a fever for 48 hours. **Current public health advice is that if your child has any illness symptoms that seem unusual (even if not the traditional 3 Covid-19 symptoms) then take a precautionary approach - stay at home and book a Covid-19 test.**

## Absence for reasons other than illness

If students need to request special leave of absence during the academic year, the appropriate form should be obtained by the student from the School Reception, and parents/carers should complete it and return it to school promptly, for the attention of the Vice Principal. In almost every case, at least one month's notice should be given of any such request. The Vice Principal/Principal will consider all requests for students to

take time off school during the term. **The Government does not allow time off for family holidays and requests will only be granted in exceptional circumstances.** Granting such special leave is always at the discretion of the Principal. Requests for time off school will not be granted for the start and end of any half term/term. **Parents/carers will appreciate that absence can adversely affect students' progress in school.**

### **Parent Teacher Association**

This flourishing organisation raises money for the school and puts on successful and enjoyable events. You are warmly invited to join.

### **Homework**

Students will spend approximately one hour per night on homework in Year 7. Homework set is recorded in homework diaries which you are asked to check regularly. Students are given homework timetables to show which subjects should be done on which night.

### **Code of Conduct**

There are a few rules. They encourage sensible behaviour and courtesy and respect for all members of the school community. A copy of the Code of Conduct can be found in the homework diary. Detentions are rarely given. They are for serious offences or frequent lateness without good reason. Parents/carers will always be notified in advance if a student is to receive an after-school detention.

### **Problems**

Please do not hesitate to contact us if your child is experiencing a particular problem. If the problem is urgent, please contact us by telephone. The main point of contact for parents/carers is the Senior Tutor or Assistant Senior Tutor.

### **Security of money and other property**

Students are advised not to bring large sums of money to school. Students should carry smaller amounts on their person in a purse belt or other attached purse. Students will only need money to top up their account for their lunches, this can also be done online by parents/carers.

**All items of property including PE kit, hockey stick, school bag and pencil case should be clearly named.**

All students have a lockable locker in which to keep their books and other items. Your child will need a small padlock (we recommend a key operated lock) for her locker. Mobile phones and other electronic devices are the responsibility of students if brought into school, and restrictions on their use are outlined in the original online information pack.

#### **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.