



Altrincham Grammar School for Boys

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Head Master: Mr G A Wright M.A. (Hons) FRSA

25th August 2020

Dear Parents and Carers

Further to my letter that was sent to you on 16th July, I am writing to outline the details of the full opening of AGSB for all students from the beginning of the new academic year in September. The aim of the full opening will be to ensure that we can continue to provide AGSB students with a broad, balanced and challenging curriculum whilst at the same time prioritising the safety of all students and staff in the school by adhering to the latest government guidelines. I am certainly looking forward very much to seeing us all back together, and we have finalised our plans and preparations, which were signed off last week after an inspection by the teaching unions, the Health and Safety Committee of the Governing Body and representatives from the Hamblin Education Trust. I am therefore delighted to confirm that the school will be opening fully at the start of the Autumn Term.

This is understandably a worrying time for parents and students alike and the thorough and extensive measures set out in the guide may seem overwhelming. I can assure parents and students that the environment the students will be coming into will be as welcoming and relaxed as it is possible for us to make it in these circumstances and all individuals will receive a continued high level of care and personal support. Inevitably, the restrictions do mean that there will be significant operational changes to the normal AGSB school day but I am confident these are temporary variations that students and staff will quickly adjust to.

The guide is necessarily lengthy as it sets out both the organisational and health and safety plans for bringing all of our students back to the school site. It has been split into relevant headed sections for ease of future reference. There are some important changes to the start of the school year, entrance to the school for different year groups and to the timings of the school day which parents / carers should particularly note carefully. If you have any questions about the arrangements, please contact in the first instance admin@agsb.co.uk

There is a good deal of information in this letter and we do not expect students to digest all of the instructions. It is, however, key that students arrive at the School on their (correct) first day and on time; they will then be reminded of the relevant information on their first morning back in School.

We very much look forward to welcoming all of our current and new students back to AGSB in September.

Yours faithfully

Mr G. A. Wright
Head Master

Parental and Pupil Guide – wider AGSB opening from September 2020

In making these operational arrangements the School has sought to put into place a series of controls which will help to minimise the spread of COVID-19 through both direct transmission (instances when in contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). Carefully implemented, these controls will substantially reduce the risk of transmission of COVID-19 after re-opening.

One of the key areas of infection control that all parents must adhere to is ensuring that students who live in a household where any occupant has Coronavirus symptoms do not attend school, under any circumstances, until periods of self-isolation in line with government directives have taken place.

- COVID-19 symptoms currently include:
- A new continuous cough
- A high temperature
- A loss of, or change in, the normal sense of taste or smell (anosmia)

Overview

Although the school will be open to all year groups there will be a range of interventions in place to minimise the risk of COVID-19 infection and transmission. These interventions will follow the essential measures outlined in the DFE's 'Full opening for schools' guidance, which are identified below:

- a requirement that people who are ill stay at home (see Risk Assessment for further details)
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and to minimise potential for contamination so far as is reasonably practicable – in order to achieve the reduction in contacts a year group will act as a bubble which will have all interaction with other year groups (bubbles) minimised.

Active engagement with NHS Test and Trace.

- All parents/carers will need to book a test if their child is displaying symptoms of COVID-19. Details on this can be found [here](#).
- Contribute to providing details of anyone the student has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Ensure their child [self isolates](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
- Any student or member of staff who displays symptoms of coronavirus (COVID-19) will be required to get a COVID-19 test.

Alongside the range of health and safety interventions, the school will continue to:

- Teach an ambitious and broad curriculum in all subjects from the start of the autumn term. Gaps from school closure will be closed quickly with the aim to realign with the normal school curriculum as quickly as possible.
- Develop a remote education strategy. This will ensure that students who are absent from school can still be offered a broad and balanced curriculum. It will also be referred to in the event of a local lockdown.
- Address individual student needs where lockdown has created gaps in knowledge, with the support of DfE catch up funding as available.

Start of Term

We will stagger the first day of term for each year group as follows:

Tuesday 1st September:	Staff inset – no pupils in school
Wednesday 2nd September:	Staff inset – no pupils in school
Thursday 3rd September:	Year 7, Year 11 and Year 13 only
Friday 4th September:	Year 8, Year 9, Year 10, Year 12 only
Monday 7th September:	All pupils in

This will give time to show pupils the new systems and procedures in school.

On the 3rd and 4th September, pupils should arrive at School at 8.35am and register in their form rooms from **8.40am. An email with Form Group information will be sent out on Tuesday 1st September.**

1. Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19)

The school will seek to minimise contacts and mixing while delivering a broad and balanced curriculum. This will be achieved through keeping groups separate in year group bubbles and by seeking to maintain distance between individuals. The school will undertake the following measures to minimise contacts:

Segregated entry to the school

Students are encouraged to walk or cycle to school if at all possible.

For all other students there will be a segregated arrival to the school. Students will enter through three different entrances according to their year group. **There will be no access in or out of School via Heath Road.**

Key Stage	Entrance and Exit
Key Stage 3 (Years 7, 8 and 9)	Grammar Car Park, Marlborough Road
Key Stage 4 (Years 10 and 11)	Main Student Entrance (double white doors), Marlborough Road
Key Stage (Years 12 and 13)	Chemistry Gates, Marlborough Road

New timings for the School day

In order to accommodate a staggered lunch time and exit to minimise the numbers of contacts between different bubble (year) groups of students, the timings of the school day will change from September. These timings will be subject to regular review as the national guidance changes.

Years 7/9 /11/13 to come into school at 8.35 for registration in form rooms

Years 8/10/12 to come into school at 8.45 for registration in form rooms

All lessons run as usual with the exception of P4 which will be extended to incorporate a half hour staggered lunch:

The School Day (September/October 2020)

Monday, Tuesday, Wednesday, Thursday, Friday	Start	End
Period 1	09.00	10.00
Period 2	10.00	11.00
Break	11.00	11.20
Period 3	11.20	12.20
Lunch & Period 4		
Years: 7, 9, 11, 13: First Lunch	12.20	1.00
Years: 8, 10, 12 Period 4	12.20	1.20
Years: 7, 9, 11, 13 Period 4	1.00	2.00
Year's: 8, 10, 12 Second lunch	1.20	2.00
Period 5	2.00	3.00

The end of the School day:

Year 7	Leave at 2.55
Years 9/11/13	Leave at 3.00
Years 10/12	Leave at 3.10

Lesson movement:

- A bell will go after 55 minutes, students will be dismissed to go to their next lesson
- Teacher stays in situ and welcomes some students as they arrive, settles them into seats etc
- Second bell goes after 60 minutes (usual bell) and this is when teachers move to their next lesson

Movement around School:

Contacts will be limited by dividing the school into 2 clear Zones. KS3 Zone (Yr. 7, 8, & 9) and KS4/5 Zone (Yr. 10-13). Wherever possible, year groups will also be assigned to the same rooms. The use of a prescribed one-way system around the school will alleviate 'pinch point's and busy corridors. These one-way systems must be strictly adhered to by all students and staff.

Measures within the classroom:

Teachers will maintain a 2 metre distance from the students and from any other adult where possible. Space will be provided at the front of the classroom to facilitate this. Teachers will avoid close face to face contact with students and will minimise time spent within 1 metre of anyone. Where possible, furniture will be arranged so pupils are forward facing. Students will stay in the same seat for every lesson that they have in a subject. Classrooms will be thoroughly cleaned at the end of each day. This will include: backs of chairs, table surfaces, window handles, store cupboard handles, light switches, staff area, computers, and the staff work-

station. Staff will also be provided with hygiene packs. Staff will be asked to supplement this cleaning with 5 minutes cleaning at the start of their session and at the end of their session prior to departure. Classroom entrance doors will be propped open to reduce use of door handles and to aid ventilation. Windows will be kept open in classrooms.

Other relevant measures to minimise contacts

Extra-curricular clubs and activities

There will be limited scope to run Extra-curricular clubs and activities during the first half of term. Those that do take place will be in Year group bubbles. Inter House competitions, matches, shows and productions will not take place until government guidance permits them to do so.

Further guidance on after school extra-curricular activities will be released at the beginning of term when we have the most up to date government advice.

Assemblies

Assemblies will continue to take place for single year groups only in the Peel Hall (The Grammar).

Awards Evenings

These will not take place unless DfE guidance changes. More details to follow.

Library

Until the DfE guidance changes, the Library will be used as a staff work area.

Parent's Evenings

These will be organised according to the School calendar and decisions will be made as to the format that each evening will take (in due regard to the latest government guidance) closer to the time of each scheduled evening.

Concerts / Productions / Shows

These will not take place live until the DfE guidance changes. Some productions/concerts may be recorded without an audience and sent out to parents/published on the website. Any extra-curricular rehearsals or recorded shows/productions will not mix year groups of students.

Parental visits

Wherever possible, there will be no visitors on site. The number of visitors in school will be kept to a minimum. Parents should attend school by appointment only, other than in emergencies. All visitors to the school site, such as parents, will be given guidance on physical distancing and hygiene either on or before arrival. Staff will ensure that where visits can happen outside of school hours, they should. A record will be kept of all visitors to the school site. Reception have been instructed not to accept anything parents may want to leave for their son to collect during the School day.

Equipment and Resources

Students must bring their own very frequently used equipment, such as pencils, pens, calculator, ruler and other basic Maths equipment. These items should not be shared.

PE and Sport

Students will be limited to playing sports in year groups, sports equipment will be thoroughly cleaned between each use by different year bubble groups, and contact sports will be avoided until the DfE guidance changes. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying close attention to cleaning and hygiene. Students in the changing

rooms will be encouraged to stay as far apart as possible from each other. External coaches and volunteers will continue to be used to support extra-curricular sport whilst maintaining social distancing and limited contact with other adults. When and where the DfE guidance changes, we will utilise the school House system for competitive sport, through the week and also on Saturdays.

2. Measures to protect against COVID-19 – (please also see the AGSB COVID-19 Risk Assessment on the school website)

The September 2020 full Risk Assessment for School re-opening will be uploaded on the School website and is attached to this SchoolComms.

Face covering procedures.

- Everyone will be required to wear face coverings at lesson change over times. This is because there is a chance that year group bubbles may cross paths and corridors maybe become congested.
- Students are reminded to sanitise their hands before and after touching their face covering.
- Staff will direct pupils to sanitise hands and don their face covering prior to leaving the classroom.
- We are mindful that government guidelines are currently being updated on the wearing of face coverings in Schools.

Please be aware:

- Medically exempt students will not be required to wear a face covering.
- It is essential that the face covering worn in school should be exclusively used in school only. Pupils and staff who wear face coverings in shops or public transport must change face coverings when they arrive in school.
- The school is not insisting or promoting the wearing of face covering in lessons, however this is at the discretion of the teacher and the pupil. Pupils may be instructed to wear a face mask in a lesson.

3. AGSB essential Parent Specific information for re-opening

- Parents/carers **cannot drop anything off** at reception (or elsewhere) for their child to collect during the School day.
- Pupils cannot arrive **more than 5 minutes before their assigned arrival time at School**. Pupils will not be authorised to enter School more than 5 minutes before their assigned arrival time. We appreciate your support in this.
- **Pupils must leave site immediately after they are dismissed from their P5 lesson** – There will be no private study or extra-curricular provision initially.

Essential pupil kit list:

- Hand sanitiser.
- Personal pack of tissues.
- Face covering for use exclusively in school (students will require a different face covering if they use public transport to get to and from school).
- Enough drinking water for the whole day.
- A small snack/drink for morning break.
- A comprehensive stationary set as there will be no sharing of equipment.

4. Other important information

Safeguarding and Welfare

The school will seek to actively:

- Support the rebuilding of friendships and social engagement and equip students to respond to issues linked to coronavirus (COVID-19).
- Support students with approaches to improving their physical and mental wellbeing.
- The school will also provide more focused pastoral support where issues are identified that individual students may need help with, drawing on external support where necessary and possible.

Behaviour expectations

The school has updated the Behaviour Policy to set out clearly the expectations of students in regard to adhering to the health and safety regulations and the consequences for deliberately breaking the rules regarding restrictions on movement and the new hygiene requirements.

The Behaviour Policy has been updated to state that students can be sanctioned, up to and including exclusion if they willfully refuse to adhere to arrangements of movement around the school site, social distancing and / or deliberately cough or spit at students or staff thereby putting them at risk.

Uniform and Equipment

In line with DfE recommendations, students should wear full school uniform (or normal dress code for Sixth Formers), and may bring coats and bags to school as normal.

Attendance

The government have announced that attendance will be mandatory for all school students from September.

Students and families who are anxious about return to school

The school recognises the potential concerns of students and parents who may be reluctant or anxious about returning. This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. If parents of students with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures that we are putting in place to reduce the risk in school.

We appreciate these are very worrying times for some parents and there is significant anxiety amongst parents who have conditions and were previously shielding. We are clear that we need to get children and young people back into the school environment and we have worked extremely hard to mitigate the risks and make it as safe as possible for pupils to return. As you know we need to follow government guidance which is clear that children with shielded family members should return to school.

We would encourage the families to consider what additional precautions they are able to take. There may be information they find of use in the following guidance [here](#).

We will, however be clear with parents that students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).

Please note: Under DfE regulations school attendance will be mandatory again from the beginning of the autumn term. This means that from September, the usual rules on school attendance will apply at AGSB, including:

- the parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age
- the school's responsibilities to record attendance and follow up absence

- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Parents are encouraged to visit the governments back to school guide [here](#) for information and practical guidance to help them plan for their children's return to school.

Remote Learning

Where an individual student or class, group or small number of students need to self-isolate, or where there is a local lockdown requiring students to remain at home, we will offer remote learning through Show my Homework and Teams.

Travel to School

Public Transport travel to and from school –

Government guidelines can be found [here](#). Face coverings are compulsory on public transport. As mentioned above, if a face covering/mask is worn on the way to school. It must be disposed of (or stored in a sealed plastic bag/box for the day) before they enter the school site.

Students and staff who have the option to walk or cycle to get to school are encouraged to do so. The government recently announced £2 billion of investment to increase active travel, as well as publishing its [new cycling and walking plan](#).

Messages from Sodexo Catering

- There will be no breakfast or breacktime catering provision. Pupils must bring a small snack and drink for morning break.
- All payments should be cashless. 6th form can pay via contactless card payment. All other years must top up their Sodexo card online via parents pay. The cash top up machines in school are not to be used, wherever possible.
- Yr. 9 will pay via a form list; their name will be ticked off and their account debited after the lunch service.
- All pupils must come to their assigned catering facility in the 1st 20 minutes of their 40-minute lunch.
- Sodexo have written a letter to all parents on their food provision for the Autumn Term.

We look forward to welcoming pupils back from Thursday 3rd September.

Yours faithfully

AGSB