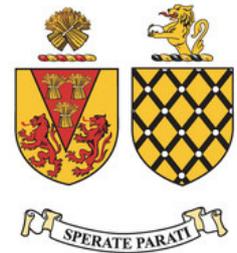


# PUPIL GUIDE

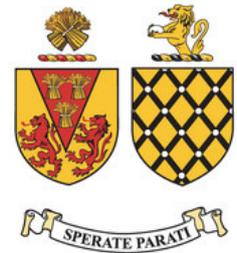
Autumn Term 2020

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# Introduction



All the staff are looking forward to welcoming you back to school. We are determined to keep you here as long as possible and so will do what we can to prevent the spread of coronavirus in the school. Everyone has a responsibility to play their part. Please read and keep this guide so you know what has changed and what you can do.

The school is following the guidance set out in the DfE publication 'Guidance for the Full Opening of Schools' in particular that all pupils to return to school full time and no rota system is to be in place. The school is required to comply with health and safety law, to assess risks and put proportionate control measures in place to mitigate them. The main principles are that we should:

- reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- have robust protocols for hand and respiratory hygiene, with enhanced cleaning arrangements.
- to require members of the community to stay at home if they have COVID 19 or the symptoms and to actively engage with NHS Test and Trace.

## Prevention: Action for you to take

It is the responsibility of the whole school community to prevent the spread of the virus, so you should not come to school if you are:

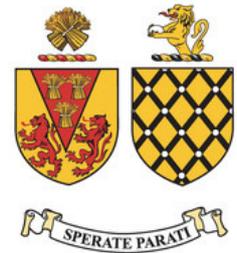
- showing or is experiencing the symptoms of COVID-19.  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- a close contact of someone who has coronavirus (COVID-19), especially if within the family home.
- self-isolating or required to quarantine.

## Year 12 and 13 toilets

Year 12 may use the toilets in the Main Corridor, opposite Room 9 and the toilets by the Changing rooms in the Tennet Centre.

Year 13 may use the toilets in the Food Factory (near their study area) and the toilets near Science in the Tennet Centre (during lessons).

# Enhanced cleaning practices



The best way to keep yourself and others safe is to:

- wash your hands more often than usual, especially when you arrive in school, return from breaks and before and after eating. This should be done for 20 seconds with soap and water or using sanitiser.
- if you sneeze use a disposable tissue to catch it, bin it and then wash your hands.
- cough into the crook of your elbow.
- we have placed sanitiser stations throughout the school but you should help by carrying your own supply of hand sanitiser and tissues when you are in school.

We have employed 2 more members of the cleaning team who have been trained in the enhanced cleaning regime and it will take place throughout the day.

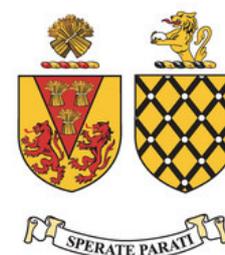
## Personnel Protection Equipment (PPE)

All pupils and staff will be permitted to wear a mask that covers their mouth and nose to provide an additional layer of protection. This is currently voluntary but this may change based on Government advice. A mask may only be worn if:

- it is worn correctly the entire time on site (see diagram).
- it is worn in public spaces such as corridors, food areas, and so on. They may not be worn in classrooms or any practical lesson. It must be removed if instructed by a member of staff.
- it must be plain, replaced every 4 hours and taken home for disposal or replacement.
- preferably has a clear plastic insert to allow your mouth to be seen.



# Year Group Zones



The school has been divided into Year group zones as follows:

## 7

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Hyde House  
H1, H2, H4, H5, H6,  
H7, H8, H9, H10

## 8

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Lady's Close  
LC1, LC2, LC3, LC4,  
LC5, LC6, LC7, CRV

## 9

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Main Building  
2, 9, HR, 8, 16, 17, 18,  
19, Sc2

## 10

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Tower  
T1, T2, T3, T4, T5, T6,  
T7, T8, Cabin

## 11

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Quad  
Gg1, Gg2, Udr, UM,  
A2, A3, A4, A5, B3

## 12

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Tennet  
Centre/ Science  
TC1, LT, SS1, D1, D2,  
B1, B2, B4, B5, B6,  
Sc1

## 13

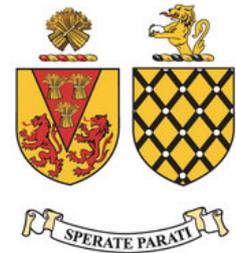
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Science  
26, P1, P2, P3, P4, P5,  
C1, C2, C3, 21, 22

Each Zone will also be assigned specific toilets, photocopiers, areas for prayer and to socialise.

To help identify each year group you must wear a lanyard, which is the colour of your year group.

# Changes to School Day



Staggered starts and finishes, breaks and lunchtimes will allow for each Year group to remain separate. The extended curriculum is also severely restricted and as such we have decided to reduce the lunch break to 30 minutes.

## Monday, Wednesday , Thursday (A)

8:45	Reg (Yr 7, 9, 12, 13*)
9:00	P1
9:35	
9:55	P2 and Recess
10:15	
10:35	P3
11:05	P4
11:40	Changeover
11:50	P5
12:20	
12:55	P6, lunch and P7
13:25	
13:55	P8
14:30	P9
15:05	Reg Yr 8, 10, 11, 13* Home Yr 7, 9, 12
15:20	Home Yr 8, 10, 11, 13*
15:20	Catch Up**

## Tuesday, Friday (B)

8:45	Reg (Yr 7, 9, 12, 13*)
9:00	P1
9:35	
9:55	P2 and Recess
10:15	
10:35	P3
11:05	P4
11:40	Changeover
11:50	P5
12:20	
12:55	P6, lunch and P7
13:25	
13:55	P8
14:30	Reg Yr 8, 10, 11, 13* Home Yr 7, 9, 12
14:45	Home Yr 8, 10, 11, 13*
14:45	Catch Up**

The shorter school day will allow for Catch Up sessions or the extended curriculum.

# Attendance and Punctuality



You must come to school because it is the best place for you to learn. If you are unwell then your parents must email the school immediately.

You must be in school on time. If you are not in your registration room (Y7, 10 or 12 +13) by 8.45 or first lesson (Y8, 9, 11 or 13) by 9.00 then you will be required to sign in at the Main Reception. If you are more than 15 mins late to school, this will be recorded as an absence for the morning session and your parents will need to write to the school to give reasons for your absence.

Persistent absence will be sanctioned by the school.

## Arriving in school

We cannot permit pupils to be in buildings unsupervised and so you will not be permitted to come on the site until 10 mins before the start of your first session. Staff will be on duty at each gate to supervise entry to the school and to ensure you go straight to your Form room or subject room.

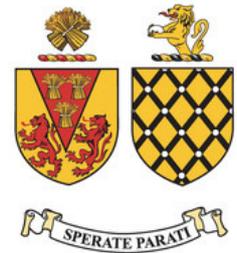
You must enter from Lady's Close, the entrance on Vicarage Road will be for vehicles only. Before 8.35 am you should wait, in a socially distanced way by standing on the spots on the pavement of Lady's Close. The school gates will be opened at 8.35 by staff.

<b>Year</b>	<b>Time</b>	<b>Gate</b>	<b>Start</b>	<b>Finish (A)</b>	<b>Finish (B)</b>
7	8:35	North Site	8:45	15:05	14:30
8	8:45	North Site	9:00	15:20	14:45
9	8:35	Main Gate	8:45	15:05	14:30
10	8:45	Technology	9:00	15:20	14:45
11	8:45	Main Gate	9:00	15:20	14:45
12	8:35	South Gate	8:45	15:05	14:30
13* **	8:35	South Gate	8:45/ 9:00	15:05/ 15:20	14:30/ 14:45

\*Year 13 will only attend one small group tutorial each week. This will be assigned by her Form tutors in September

\*\*Year 13 may come onto site from 8am and go straight to the Food Factory only. They still need to use the bottom gate.

# Transport to and From School



Parents have been asked by the Government to look for alternative transport options, especially walking or cycling, particularly at peak times. This will help to ensure that there is enough public transport capacity to allow those who need to use it to travel safely. It will also benefit your family's health.

If you rely on public transport to get to school, please refer to the safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

## Uniform and Behaviour

Uniform expectations remain unchanged. As it is not possible for different Year groups to use the changing rooms, on the day you have a PE lesson you will be expected to wear your PE kit to school.

You will be issued with a lanyard with the colour of your year group. You must wear this as you enter the school and for the whole time you are on site. Staff may ask you to remove it for safety reasons i.e. practical lessons or sport.

Behaviour expectations have also remained unchanged. A girl who consistently flouts the expectations to remain in her Zone or whose personal conduct prevents others from remaining safe from COVID 19 will be sanctioned.

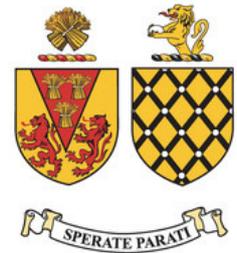
Teachers will continue to sanction behaviour that does not meet the school rules and expectations, however as lunchtime detentions are no longer possible, we have introduced an after- school detention system. Girls who repeatedly fail to meet expectations will be required to attend a one- hour detention, supervised by a member of the middle leadership team. During the detention you may read a book, either fiction or non-fiction, but no other work may take place.

- Year 7, 8 and 9: Wednesday
- Year 10, 11 and Sixth Form: Thursday

Pupils who fail to attend the Middle Leader Detention, who repeat the behaviour despite attending a Middle Leader Detention or for one off serious infractions of the school rules will be required to attend a Senior Leadership Detention for 2 hours on a Friday after school.

**DETENTION**

# Eating and Relaxing



Each Year group has an assigned area outside to be able to relax during recess and lunchtime, you may also stay in the classrooms within the Zones. You must stay within your Zone and may only move out of these if you need to visit the Medical Room or if have an appointment to meet with a member of staff.

Food can be bought from our caterers, Innovate, and they have provided the following film to explain the precautions they have made to their operation is COVID-19 safe: <https://www.youtube.com/watch?v=kC0x95GeQ10&feature=youtu.be>

The arrangements for each year group is slightly different:

<b>Year</b>	<b>Location for Food</b>	<b>How can they pay?</b>
7 and 8*	Stables	App only
9, 10 and 11	Food Factory	Biometric
12	Tennet Centre Café	App, Tap and go
13	Tennet Centre Café and Food Factory (not during recess and lunchtime)	Biometric, Tap and go

\*Until we are able to an create appropriate facility on the North Site, in the Stables Year 7 and 8 will only be able to have pre ordered cold food/ drink delivered. We hope to do this ASAP.

One- way systems will be enforced.

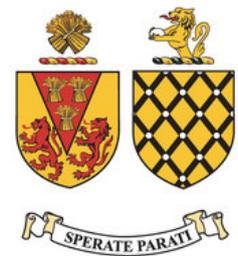
Pupils in Year 7 and 8 may use an App to pre order food the day before school. You will be sent details on how to register for the App in a separate letter.

Form groups will be required to empty bins at the end of lunchtime.

## Lockers

Only Year 7 will be permitted access to lockers. We are not able to provide enough lockers for all year groups within their Zones and so we will not permit other year groups to have access to a locker. As the movement around school has been severely reduced and you will be moving less around school reducing the burden of carrying your belongings during the day.

# Limiting the sharing of equipment



To reduce opportunities for transmission of Covid-19, DfE guidance states that for individual and frequently used equipment, it is recommended that staff and pupils have their own items that are not shared. Below is a list of the frequently used equipment pupils must have in school and which may not be shared with, or borrowed from other pupils.

## Years 7-11

Essential: Pens, pencils, eraser, pencil sharpener, coloured pencils, highlighters, ruler, protractor, scientific calculator, glue stick, headphones that are compatible with own device

Art equipment: Sketchbook, 3B pencil, watercolour paints, two sizes of paint brushes, small lidded pot, zip bag for art equipment. Total cost of £4.46 to be purchased through ParentPay.

Desirable: laptop or tablet

## Year 12 and 13

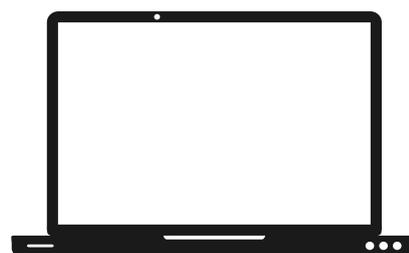
Essential: Pens, pencils, highlighters, eraser, pencil sharpener, ruler, glue stick, headphones that are compatible with own device.

Desirable: laptop or tablet

In some subjects at GCSE and A Level, specific equipment is required for individual use. The following pages shows the equipment needed for each of these subjects, and which may not be shared with, or borrowed from other pupils.

## Stationary Shop

The Stationary Shop will remain closed for the foreseeable future.



# GCSE



## Graphics

A4 hardback sketchbook with good quality paper, A range of sizes of black fine liners, Acrylic paints- the essential colours are red, blue, yellow, black and white, A minimum of 12 pack of colouring pencils, if you can get 'Primsacolour' these are excellent, A pack of selection of colours 12 or 24 markers, the two we would recommend are 'Graphmaster' or a range of 'Sharpie'.

## Photography

Digital camera (not phone camera), SD card and card reader if your device does not have a card reader that works with your camera memory, USB stick with lots of memory, A3 plastic sleeve folder with lots of pages, A3 paper and colour paper.

## Fine Art Year 10

An A4 multi pocket folder and/or a sketchbook, range of acrylic paints, small tubes, lots of colours, sketching pencils, high quality colour pencils, fine liners.

## Fine Art Year 11

Year 11 sketchbook, top up paints; either acrylic or oil, range of good quality brushes, small lidded pot for water/white spirit, odourless white spirit (if oil painting).

## Textiles

Zip bag for equipment, hard back A4 ring bound sketchbook, water colour tin/selection of brushes, black fine liner, fabric scissors, paper scissors, double sided/masking tape, small mixed colour pack of embroidery threads - hand embroidery, pack of black embroidery threads - hand embroidery, pack of sharp embroidery needles, black cotton thin machine thread, needle/s for hand stitching and sewing machine use, variety of colour machine threads, small bundle of mixed patchwork/patterned fabric for applique, 1/2 metre lengths of white cotton fabric, pack of pins, embroidery hoop/s.

# A-level



## Chemistry

Scientific calculator from KS4 (not graphical).

## Physics

Protractor, compass (drawing), 30cm ruler, scientific calculator from KS4 - not Casio fx-cg50.

## Photography

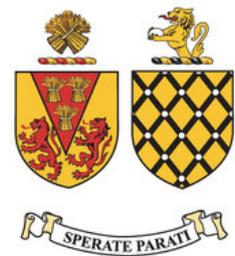
Digital camera (not phone camera), SD card and card reader if your device does not have a card reader that works with your camera memory, USB stick with lots of memory, A3 plastic sleeve folder with lots of pages, A3 paper and colour paper.

## Fine Art

A3 sketchbook, top up paints; either acrylic or oil, range of good quality brushes, range of canvases/boards, charcoal and pastels, small lidded pot for water/white spirit, odourless white spirit (if oil painting).

## Textiles

Zip bag for equipment, hard back A4 ring bound sketchbook, water colour tin/selection of brushes, black fine liner, fabric scissors, paper scissors, double sided/masking tape, small mixed colour pack of embroidery threads - hand embroidery, pack of black embroidery threads - hand embroidery, pack of sharp embroidery needles, black cotton thin machine thread, needle/s for hand stitching and sewing machine use, variety of colour machine threads, small bundle of mixed patchwork/patterned fabric for applique, 1/2 metre lengths of white cotton fabric, pack of pins, embroidery hoop/s.



### Food points

7 and 8	<p>Enter via the courtyard</p> 	<p>Collect your food</p> 	<p>Leave via the door near Hyde House</p> 	
9, 10 and 11	<p>Enter Main Building via these doors if you are in Y10 or Y11. Y9 will already be in Main Building</p> 	<p>Go down these stairs</p> 	<p>Buy your food</p> 	<p>Leave via this door</p> 
12 and 13	<p>Enter via this door</p> 	<p>Buy your food</p> 	<p>Leave via this door</p> 	