

Pupil Information

Our aim is to try to keep you all in year group 'bubbles' in order that you remain as separated as possible. The staff in school will guide and support you in following social distancing guidelines. This is an excellent opportunity to demonstrate what it means to be an Alder Granger: always be **ready** by being fully prepared, equipped and on time for lessons. Be **responsible** in playing your part to help keep everyone safe whilst being **respectful** to all members of our school. In doing this we can all work together to keep Alder Grange a safe place.

1. Morning arrival to school

As you arrive to the school, please use the following entry points:

| Year | Entry Point | Details |
|---------|-------------|-------------------------------------------------------------------------|
| 7 and 8 | Late Door | Go through the 'late gate' to get into the quad area. |
| 9 | Door B | Use the fire-exit on the maths corridor near to M4. |
| 10 | Green Gate | Go through the green gate to get into the quad area. |
| 11 | Door A | This is the fire-exit on the maths corridor near to Mr Varley's office. |

2. Breakfast service

This will be at 8:45am and will be served from the Snack Shack located in the quad.

3. Moving into the school building to get to my Form Room

Each year will have a different entry door. This means that each year group will be based in a different area of the school. Here are the entry points:

| Year | Entry Door | Details |
|------|------------|------------------------------------------------------------------------------------------------------|
| 7 | F | Through the green gate and into the quad. Go through the door at the end of the Humanities corridor. |
| 8 | E | Through the green gate and into the quad. Go through the door near to the Library steps. |
| 9 | B | This is the fire-exit on the maths corridor near to M4. |
| 10 | C | Through the green gate and into the quad. Turn left into the door near to the IT steps. |
| 11 | A | This is the fire-exit on the maths corridor near to Mr Varley's office. |

4. School day timings

| Timing | | Event |
|---------|---------|-----------------------------------|
| 8:55am | | Doors open |
| 9:00am | 9:20am | Registration: five minutes longer |
| 9:20am | 10:10am | Period 1 |
| 10:10am | 11:00am | Period 2 |
| 11:00am | 11:20am | Break: five minutes longer |
| 11:20am | 12:10pm | Period 3 |
| 12:10pm | 1:00pm | Period 4 |
| 1:00pm | 1:50pm | Lunch: five minutes shorter |
| 1:50pm | 2:40pm | Period 5 |
| 2:40pm | 3:30pm | Period 6 |

5. Morning registration – Form Rooms

Year 7 Achievement Leader

| | | |
|----|----------------------------------------------|-------|
| 7A | Miss JL Bennett (M-W)/ Mrs R Horton (Th & F) | E5 |
| 7L | Mrs L Archer | Hu5 |
| 7D | Miss A Thompson | Hu4 |
| 7E | Mrs A Thornton | SOCHS |
| 7R | Miss R Broadhurst (M-Th)/ Mr S Ali (F) | Hu3 |

Mrs R Huddart

Year 8 Achievement Leader

| | | |
|----|-------------------|-----|
| 8A | Mrs R Chamberlain | L1 |
| 8L | Miss S Siddique | Hu1 |
| 8D | Miss J Collins | M5 |
| 8E | Ms J Stansfield | M6 |
| 8R | Ms G Sharp | Hu2 |

Mrs C Strachan

Year 9 Achievement Leader

| | | |
|----|------------------|-----|
| 9A | Mr S Bibby | Art |
| 9L | Miss L Etheridge | M4 |
| 9D | Mr T Stocks | M3 |
| 9E | Miss S Jenkins | M2 |
| 9R | Mr S Haydar | M1 |

Mr S Milligan

Year 10 Achievement Leader

| | | |
|-----|---------------------------------------|------|
| 10A | Mrs M Jones (Tu-Fr)/ Mrs G Wood (Mon) | E4 |
| 10L | Mr M Guest | CAFÉ |
| 10D | Mr N Haworth | E1 |
| 10E | Mr C Reynolds | E2 |
| 10R | Miss K Mcfarlane | E3 |

Mrs R Hesketh

Year 11 Achievement Leader

| | | |
|-----|----------------------------------------------|----|
| 11A | Mrs J Leech | S1 |
| 11L | Mrs K Lawrence (Mon – Thu) Miss N Ball (Fri) | S4 |
| 11D | Miss A Lidyard | S2 |
| 11E | Mr D Harper | S3 |
| 11R | Mr L Gaffey | S5 |

Miss K Procter Mr E Carassale

Miss D Luszczak Head of Sixth form

Year 12

| | | |
|-----|-------------------------------------------------|-------|
| 12A | Mrs S Worden | Rm 8 |
| 12L | Mr C Boyle (Tu & W)/ Mrs H Price (M,Th & F) | Rm 13 |
| 12D | Mr J Carr | Rm 3 |
| 12E | Miss M Gibbons (M,W, Th & Fr)/ Mrs D Brind (Tu) | Lab 2 |
| 12R | TBC (M-W)/Mr W Griffiths (Th & Fr) | Rm 14 |

Year 13

| | | |
|-----|----------------|-------|
| 13A | Mr A Burrows | Rm 10 |
| 13L | Mr Butterworth | Rm 15 |
| 13D | Mrs V Holland | Rm 5 |
| 13E | Miss J Buckle | Rm 2a |
| 13R | Mr P Hackett | Rm 9 |

6. Wet lunch and wet break rooms

For wet lunch-times pupils will go to their Form room. This applies to all forms except 9A (use M1 to M4) and 10L (use E1 to E4). The pupils are to remain in these rooms either whilst waiting for or after having eaten their lunch.

For wet break-times pupils will go to their period 3 classroom if not buying food.

If it is a wet break and pupils have PE/Games or Art, Design Technology then they should go to the Gym. GCSE pupils who have Art or Design Technology should wait in T2.

7. Moving around school

Follow the one-way system unless you are told to do otherwise.

8. Your school equipment

As always you must bring your own equipment to school. Please do not allow other pupils to borrow your equipment.

Remember to **bring your face mask** to school each day.

If other pupils do not have equipment then your Form tutors will sort this out.

Your Form tutor will regularly check that you have the necessary equipment, as a minimum: pen, pencil, ruler, planner and a calculator.

9. Location of lockers

Your locker area will be near to your Form room. These areas are:

| Year | Location of Lockers |
|-----------|---------------------|
| 7 and 8 | Humanities corridor |
| 9 | Door B |
| 10 and 11 | Door A |

10. How will we be seated in classrooms?

You will be seated following in your teachers' seating plans just as you have always done. When it is necessary for you to move rooms, for example if you are in different sets between, say, periods 1 and 2, then you should find the nearest empty seat in the new classroom, unless you are specifically directed to a particular seat by your teacher.

In the classrooms you will, where it is possible to do so, be seated facing the front.

11. Where will the teacher be in our classrooms?

Your teacher will work at the front of the room and may not be able to move around to see you as they had done previously. There will be a line at the front of the room which will be 1 metre away from your teacher. You should not cross this line. Teaching Assistants will be able to move around the help you in the normal way.

12. How different will lessons look like now? How will my work be marked?

Remember: this is a fresh start. Your teachers **will not** be enforcing detentions/sanctions for any work not carried out during the lockdown. We will all be working very carefully to support all of you in the recovery process for your learning; tests at the start of the year to check on understanding will not be used.

Your teachers will not normally be taking home exercise books: marking of work will generally take place using the Google Classroom.

Your teachers will set homework and other tasks on the Google Classroom. This is where any marking of your work will take place.

13. What will happen at the end of lessons?

At the end of a lesson your teachers will leave the room 2 minutes before the bell sounds for the end of the lesson.

You are to stay seated until **your next teacher** arrives. This teacher will then dismiss you from the room. Then, when you get to the room for your next lesson, your teacher will already be there to meet you at the door.

The school bell will be sounded at the following times:

| Timing | Reason |
|---------|------------------------------------------------------------------------|
| 9:00am | Registration starts |
| 9:18am | Registration ends - Form tutors move to period 1 |
| 9:20am | Pupils move to period 1 |
| 10:08am | Teachers leave for period 2 |
| 10:10am | Pupils leave for period 2 |
| 11:00am | Break starts |
| 11:20am | Break ends - period 3 starts |
| 12:08pm | Teachers leave for period 4 |
| 12:10pm | Pupils leave for period 4 |
| 1:00pm | Lunch starts |
| 1:50pm | Lunch ends – period 5 starts (no afternoon registration slot) |
| 2:38pm | Teachers leave for period 6 |
| 2:40pm | Pupils leave for period 6 |
| 3:25pm | Pupils in years 7, 8 and 9 depart |
| 3:30pm | Pupils in years 10 and 11 depart |

14. What is expected of me?

Our 3Rs: **READY, RESPONSIBLE and RESPECTFUL**

Now, more than ever we can show what it means to be an Alder Granger 😊.

READY

- Everyone arrives to school and lessons every day, on time and ready to work.
- Everyone wears full uniform properly from the time they leave home to the time they return.
- Everyone brings their own school equipment and face mask.
- Everyone knows the routes they should use in and around the school.
- Everyone follows instructions: **First time and Every time.**

RESPECTFUL

- Everyone has the right to be treated with respect and kindness, using good manners; we treat others as we would like to be treated ourselves.
- No-one steals the time of other people.
- Everyone covers their mouth if they cough or sneeze: 'Catch-it Bin-it Kill-it'.
- Everyone respects other people's space and goes to the agreed areas of school at break and lunchtimes.

RESPONSIBLE

- Everyone takes responsibility for organising themselves and their work.
- We all take out time to look-out for and support each other in the best ways that we can.
- Everyone follows the one-way-system where ever possible.
- Everyone aims to stay apart wherever possible.
- Use hand sanitiser regularly, particularly when going into classrooms and dining areas. Wash your hands regularly, for at least 20 seconds.
- Try to avoid putting your fingers in or near your face.
- Never share drinks.

It is your **responsibility** to follow all our expectations whether they are about your behaviour in and around school or regarding hygiene and general safety. In doing so you are playing your part to help keep yourself and other members of the school community safe.

Where we feel that you are choosing not to meet our expectations, not to follow instructions or act in a way which purposely puts yourself and other members of the school community at risk then appropriate sanctions will be applied.

15. How are we keeping you safe in school?

All rooms will have hand sanitiser, surface wipes, tissues and gloves.

You will use hand sanitiser as you go into each room.

It will be **mandatory to wear a face mask at certain times** and it is **your responsibility to provide this item**. The times when you will need to wear the mask are:

- When moving on corridors within any area of the school buildings where it is difficult to maintain social distancing.
- In areas where there are a lot of people standing close together, for example when waiting for food/drink at break or lunchtime.
- When going to use the toilet facilities.

You are welcome to **bring in your own hand sanitiser and surface wipes**.

We have tried to reduce the number of rooms that you will study in. Teachers will generally move to where you are based. However, you will still study Art, Drama, Music, Design Technology, Computing, PE and Science and this will involve you moving around school to these lessons.

There will be cleaners in school all day every day to help keep our school clean by re-cleaning 'high-touch' areas around the school and will do this across the day.

16. Break-time arrangements

Getting Food

| Break | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------------|---------|---------|-----------|----------|---------|
| Studio (Maths entrance) | Year 11 | Year 11 | Year 11 | Year 8 | Year 10 |
| Studio (English Entrance) | Year 10 | Year 9 | Year 10 | Year 7 | Year 9 |
| Canteen Express (Queue Main Corridor) | Year 9 | Year 8 | Year 8 | Year 11 | Year 11 |
| Canteen (Queue Music Corridor) | Year 8 | Year 10 | Year 9 | Year 9 | Year 8 |
| Snack Shack | Year 7 | Year 7 | Year 7 | Year 10 | Year 7 |

(Main corridor is classed as being where the staff toilets and lift entrance are located)

This rota is related to where you would have your period 2 class.

Where to go at break-time

You will be able to eat your food outside at break-time in these areas of the school. There will be plenty of bins to use for rubbish.

| Year | Area of school: break-time |
|------|----------------------------|
| 7 | The Bottom Court |
| 8 | The Bottom Court |
| 9 | The 3G |
| 10 | The 3G |
| 11 | New Quad/Common Room |

17. Moving to lessons after break

Use the nearest door to where your period 3 subject is based. Remember, where possible; use the one-way-system. See the map at the back.

You will use hand sanitiser as you go into each room.

18. Where do we put bags at the start of lunchtime?

As there is no afternoon registration you will need to keep all your bags with you at lunchtimes. Lockers can be used though for storing your equipment.

19. Lunch-time arrangements

| Eating Area | Timings | | | | |
|---------------|-------------------|------------|-----------------|------------|-----------------|
| | 12:40pm – 12:55pm | | 1:00pm – 1:20pm | | 1:25pm – 1:50pm |
| Canteen | Year 7 | Clean Down | Year 8 | Clean Down | Year 9 |
| Studio | | | Year 11 | | Year 10 |
| Snack Shack 1 | Year 7 | | Year 8 | | Year 9 |
| Snack Shack 2 | Year 7 | | Year 11 | | Year 10 |

(Snack Shack 1 means use this service first then Snack Shack 2 means use this service second).

(Doors C and D are 'two-way' at lunchtime)

Once you have eaten your lunch please use the same locations as you did at break-time:

| Year | Area of school: lunch-time |
|------|----------------------------|
| 7 | The Bottom Court |
| 8 | The Bottom Court |
| 9 | The 3G |
| 10 | The 3G |
| 11 | New Quad/Common Room |

20. Moving to lessons after lunch

At the end of lunchtime use the nearest door which would allow you to follow the one-way system leading you to where your **period 5** subject is based. There is **no afternoon registration**. Remember: always use the one-way-system.

21. What about PE/Games, Art, Design Technology, Music, Drama, Computing and Science?

We want to make sure that school is as 'normal as possible' for all of us. It is important that you continue to study all your subjects so that you learn, grow and develop in the way that you have always done.

However, there will be some changes in the way things are carried out and your teachers will tell you about this.

In terms of options, no-one will be dropping any subjects.

22. What if I feel poorly?

Tell your teacher straight away. Your teacher will decide what happens next. It could be that you are asked to report to Student Services, located at the main reception.

23. Use of the school toilet facilities

During Lessons

To use the toilet during lessons you must get your planner signed by your teacher and then go to the school reception to collect the toilet door key. These toilets are located near the school reception and Mr Varley's office.

The key will be hygienically cleaned after every use.

Before school, Break and Lunchtimes

The toilets located in the quad will be available for use. Only **10 pupils** will be allowed into the toilets at any time. A 'one in, one out' system will be used and will be supervised by senior staff.

These toilets will be locked at 9:00am and at the end of break and lunchtimes each day.

24. Staying safe on your journey to and from school

It is important that whilst on your way to and from school that you try to maintain a suitable distance from other pupils (1 metre plus) and where possible try not to mix with other pupils from other year groups.

When you arrive at school and are waiting to come into the building again try to stand with pupils from your year group making sure that there is a suitable distance between you.

On arrival to school, if you need to dispose of a **'used face mask'** then please place this into one of the bins that will be provided for throwing away used face masks. Remember to use hand sanitiser after taking off the old mask.

You should always wear your mask if you are using Public Transport. If you go to any shops then please follow the shop's own guidelines regarding hygiene and social distancing: Remember: you must wear your mask whilst inside the shop.

On your departure from school and making your way home, again try to maintain a suitable distance from other pupils (1 metre plus) and where possible try not to mix with other pupils from other year groups.

Again, on your way home, if you go to any shops then please follow the shop's guidelines regarding hygiene and social distancing. Remember about wearing your mask whilst inside the shop.

25. Supporting your well-being

If you feel worried and upset or just want to talk to someone, then please speak with a member of staff whom you are happy to speak to. The Well-being Hub which is located next door the Maths 6 which is available at lunchtimes. There are many people in school who are there to care for and support you.

26. Homework

Your homework will now be set on the Google Classroom. It is your responsibility to check for deadlines/due dates for each of the subjects that you study.

27. Late arrivals to school

If you arrive late, between 9:00am and 9:15am then you will come into school from the new quad: this is the door where Mrs Pilling and Mr Varley are based each morning. Once signed-in you should go straight to your Form room. The toilets in the quad will be locked at 9:00am. If you arrive after 9:15am then you should follow the normal procedures and report to the main school reception.

28. School Assemblies

Year group assemblies can take place in the Sports Hall or Gym as we can ensure that you are suitable sitting at a safe distance apart.

Whole school will take place by a recorded film that will be broadcast to you whilst in your Form room or teaching group rooms.

29. Leaving school at the end of the day

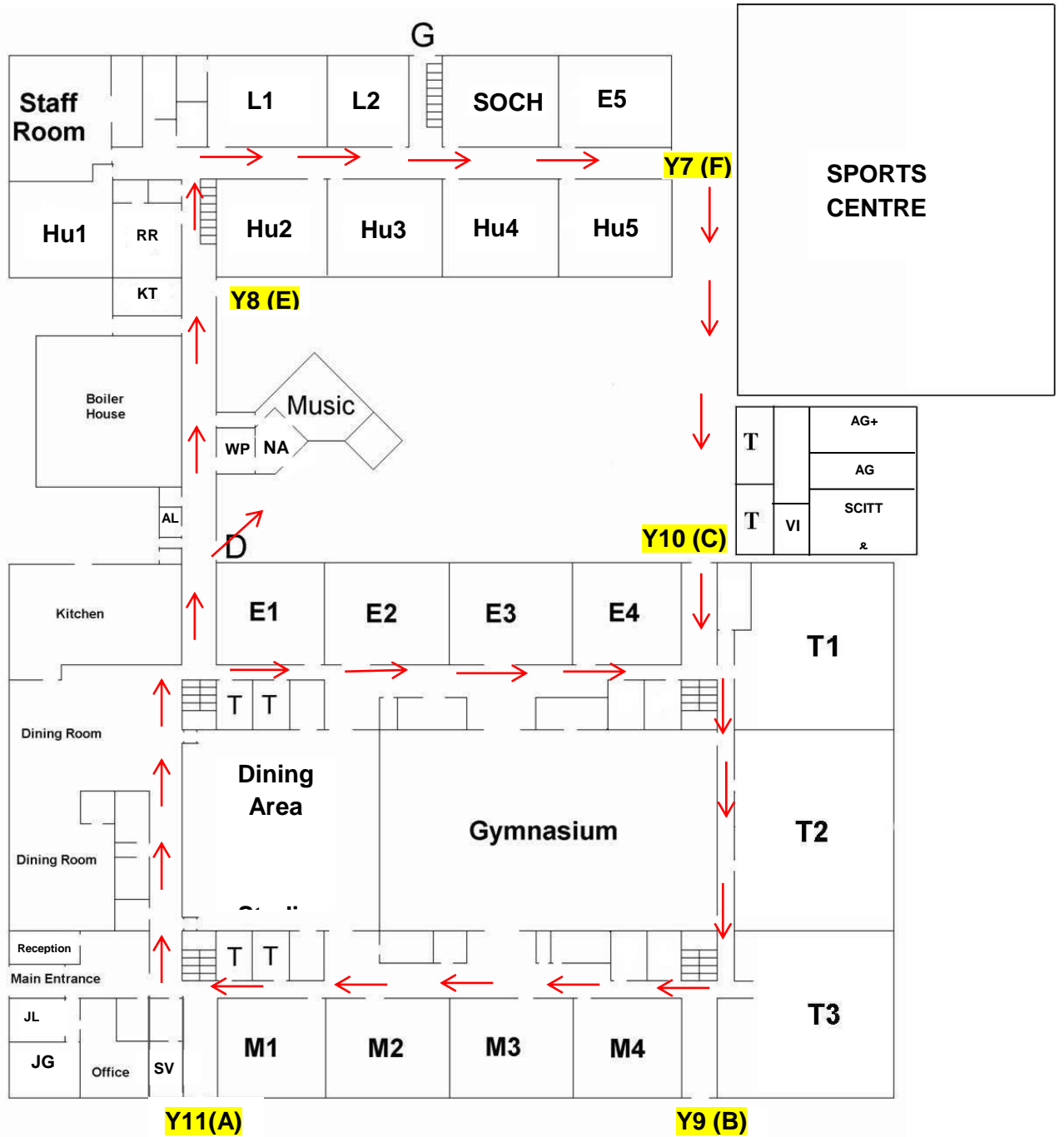
At the end of the day there will be two school bells:

The **first bell is at 3:25pm**: this is for pupils in years 7, 8 and 9.

The **second bell is at 3:30pm**: this is for pupils in years 10 and 11.

Please leave school by the nearest exit door. Staff will be present to direct you with this.

Main Building Ground Floor Plan



Go up to science using the steps on the maths corridor.
Go down from science using the steps on the English corridor.