

Queen Elizabeth's Grammar, Alford

A Selective Academy



STUDENT 'HOW TO' GUIDE 2020

17 July 2020

Dear Student

Please find below what I hope will be a useful guide to the elements of the re-opening plan, that will hopefully support you when getting ready for the first day of term.

I recognise that this list is quite extensive, however these measures are intended to keep us all safe and ensure that we can offer the wide curriculum that you are used to.

There will be a further 'how to' document that you will receive on the first day during the initial tutorial session, that will support you in using the school during this period when restrictions remain in place. We will talk you through that on the first day of term. Additionally there will be plenty of staff out and about to help you through the transitional process.

For now well done and have a restful summer! I look forward to seeing you all back in school raring to go in September.

Yours sincerely

Mr G Thompson
Headteacher

Queen Elizabeth's Grammar, Alford

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Controlled Measures

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| Full school uniform should be worn. |
| Please try to minimise contact and maintain social distancing as far as possible and when it is possible. |
| I encourage students and staff to adhere to the 2 metre distancing rule where possible, reducing to 1 metre when not and in close proximity, when distancing is not practicable. The thinking is we stay physically distant from each other where and when we can. |
| When you come into school please go straight to your designated and marked assembly points for each of your forms. Form rooms are in the grid below to be read in conjunction with the accompanying school map showing the locations you need to go to. There will be plenty of staff around to support you with where to go on the first days of term. |
| When coming onto and off the site, I ask you to use entrances to the school allocated via key stage. They have been chosen to support your movement to the areas you are to be working in initially: Years 7 & 8 using the kitchen delivery entrance Years 9, 10 and 11 using the main entrance Sixth form utilising the Norbury entrance |
| Years 7 and 8 should use the drive to the field going round the back of the school to get to their form assembly points. |
| Only staff vehicles will be allowed on site, gates will be locked at 8.40 am, they will only be reopened for supervised deliveries before being re-locked, until 3.40 pm. |
| I ask all students please to not be on site before 8.30 am. |
| All students and teaching staff must be off site by 4.00 pm to allow for daily deep cleaning. |
| A one-way system will be in operation around school when you arrive. Arrows and signage mark the way. Movement will be clockwise around the school, using entrance and exit doorways to facilitate as much social distancing as possible. |
| The year 7 & 8 bubble will have its own toilet in the DT area. |
| PPE face masks are to be used by all staff and students on site, in order to reduce the risk of airborne particles. Visors may be worn in addition to masks if desired. This is, with the exception, of students and staff who have a medical condition that prevents their use, in which case evidence would be required please. This can be done via an email to main reception. |
| You should only bring in what is required for that day as a general rule. I am asking initially that we don't use lockers. As a result, you will need to plan each day to ensure you have the correct equipment. I am aware that many of you may have items still in lockers from before the start of lockdown that you need to remove. If that could be done in the first couple of days it would be appreciated, so I can ensure that the cleaning regimes are appropriately targeted in the longer term. |
| You should bring in your own stationery kit. I know that this is a given, however on those odd occasions when you may not have a pen, staff will not be in a position to lend you one. However, you will be able to purchase items of stationery from main reception. |
| All doors to classrooms and main toilet doors are wedged open with either, yellow and black wedges or red and white wedges. This is in order to reduce unnecessary contact with as many surfaces as possible. Door wedges should not be moved. |
| Canteen facilities will be operational but reduced initially. Staff and students are advised to be as self-sufficient as possible at first, bringing in a packed lunch and particularly suitable drinks to last them a full day. |
| Hand sanitisation and workspace disinfecting stations are available in each room, and all entrances including the main gate. I ask that on your entry into school and the school buildings that you get into the habit of sanitising regularly. |
| Hand sanitisation stations will be positioned at all three main entrances to school, and should be used on entry. |
| While hand sanitiser is available, I encourage you to bring your own supply in addition. |

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Form Grid

| Head of School | Form | Form Tutor | Room |
|-------------------|------|-------------------|------------------------|
| Mr Felton (JF) | 7C | Miss Pafomow (LP) | Lecture Theatre (LT) |
| | 7S | Mrs Allen (SA) | English (E1) |
| | 7T | Mrs Brooks (EB) | English (E2) |
| | 8C | Mrs Steele (MS) | Geography (GE) |
| | 8S | Miss Meakin (LM) | Maths (M1) |
| | 8T | Miss Reid (WR) | Maths (M2) |
| Mr Stone (NS) | 9C | Mrs Pearson (MP) | Languages (L1) |
| | 9S | Miss Dunkel (DD) | Languages (L3) |
| | 9T | Mr Grayson (MG) | PE Block (P2) |
| | 10C | Mr Wray (SW) | Music (MUS) |
| | 10S | Mr Lavender (PL) | RS (P3) |
| | 10T | Miss Wright (VW) | History (Hum) |
| | 11C | Mr Dowse (MD) | BSM |
| | 11S | Mrs Dennis (LD) | Maths (M3) |
| Miss Daniels (ND) | 11T | Mr Belton (RB) | Languages (L2) |
| | 12C | Mr Ainsworth (RA) | Physics Lab (PL) |
| | 12S | Mrs Canavan (JC) | Biology Lab (BL) |
| | 12T | Mrs Reyes (KR) | General Science (GS) |
| | 13C | Mrs Johnson (JJ) | Norbury Sociology (NS) |
| | 13S | Mr Teasdale (GT) | Norbury Maths (NM) |
| | 13T | Mr Claxton (GC) | Norbury History (NH) |