

# Learner Guide September 2020



# Returning to school

Longdendale has missed you...



We understand that the past few months must have seemed very unreal. We appreciate that during this time every learner will have faced their own individual personal challenges. Some of you will have been in school every day since the school partially closed. Others of you have returned more recently. However, for everyone school is now a different experience to the one you were used to.

This guide is to keep you up-dated with some changes that we have put into place to keep you, your families and your teacher's safe during this unprecedented time. Whilst the school reopens, it is very important that you read this guide carefully before you return. Additionally, your parents or carers will also be sent their own guide. However, if you or your family have any further questions please do not hesitate in getting in touch.



[admin@lhs.aspireplus.org.uk](mailto:admin@lhs.aspireplus.org.uk)

# Things you will need to know

## Preparing to return

### Attendance

School attendance will be mandatory again from the beginning of the autumn term in September. This means from that point, the usual rules on school attendance will apply. It is an expectation that you attend school every day.

In September **all** learners will have a full induction back into school a year group at a time. Each year group will form its own '**bubble**':

Tuesday 1<sup>st</sup> September – Staff training / Year 11 assessments

Wednesday 2<sup>nd</sup> September – Staff training / Year 11 assessments

Thursday 3<sup>rd</sup> September – Year **11**

Friday 4<sup>th</sup> September – Years **11 & 7**

Monday 7<sup>th</sup> September – Years **11 & 7 & 8**

Tuesday 8<sup>th</sup> September – Years **11 & 7 & 8 & 10**

Wednesday 9<sup>th</sup> September – Years **11 & 7 & 8 & 10 & 9**



There are **NO** staggered start times to the day. School opens to all learners at 8.30am.

**Getting to school**      **KEEP**  **A SAFE**  **DISTANCE** 

Social distancing rules apply in the community and on public transport.

**Please be considerate of others – Protect the village of Holligworth**

### Walk

Learners who walk to school should avoid socially grouping with those not in their social bubbles. All learners need to try to keep their social distance.

### Bike

There are bike stations to lock your bike during the school day. Please wear a helmet.

## Car

Please ask the driver to avoid parking, dropping off and collecting you in the **bus bays** on Spring Street and the **turning circle**. Drivers are not to drive up the approach to school.

## Buses

Buses are private companies and managed by TfGM. We expect that public transport capacity will continue to be constrained in the autumn term. Its use by learners, particularly in peak times, should be kept to an absolute minimum, so if you can avoid using the bus we would recommend you do so.

### Please note...



**Face coverings have to be worn on all public transport and in shops.** It is against the law to not wear one. If you do not have one the bus driver will not let you on the bus and you will not be able to go into shops.

## The school day

For a little while school is not going to look or feel how you remember it. We have made some changes and introduced some additional expectations that you will need to follow at all times. If you choose to not follow these expectations you will be asked to return home. You will not be invited to return until we are completely satisfied that you can make safe choices. This is for the safety of everybody.

## Entrances into the school building / Tutor rooms

All learners will access the site as usual through the main gate. Please keep a social distance of at least one+ meters from other people where possible.

We have divided all the learners in school into groups, we are calling these **'bubbles'**. You will not be allowed to mix with any other learners from any of the different bubbles.

All year group bubbles will have a different entrance into school:



**Year 7 – Maths corridor double doors**

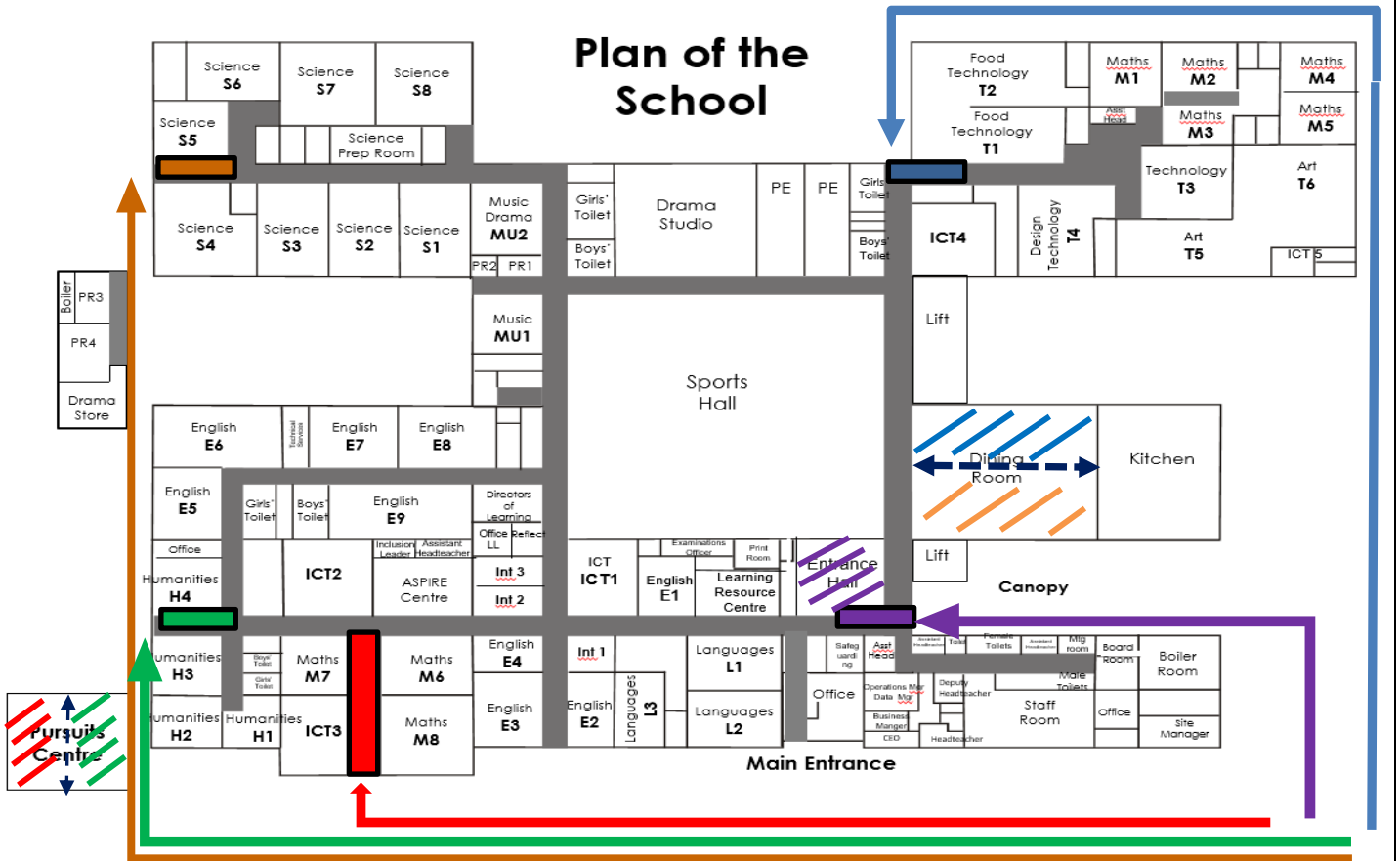
**Year 8 – Canopy**

**Year 9 – Common area**

**Year 10 – Science corridor (Tennis court entrance)**

**Year 11 – Market garden (Technology door)**

# Plan of the School



## Entrance / Exit

- █ Year 7 Way in/out
- █ Year 8 Way in/out
- █ Year 9 Way in/out
- █ Year 10 Way in/out
- █ Year 11 Way in/out

## Tutor Rooms

Year 7	Year 8	Year 9	Year 10	Year 11
7A M6	8A E1	9A H4	10A *S1	11A *ICT4
7S M7	8S L1	9S E5	10S *S7	11S *M1
7P M8	8P L2	9P E6	10P *S2	11P *M2
7I H1	8I E2	9I E7	10I *S3	11I *M4
7R H2	8R E3	9R E8	10R *S8	11R *M5
7E H3	8E E4	9E E9	10E *S5	11E M3

## Additional teaching rooms

\*Years 10 & 11  
Teaching rooms are shared

## Before school

8:00am-8:25am

- Year 7 OPC
- Year 8 Entrance Hall
- Year 9 OPC
- Year 10 Dining Room
- Year 11 Dining Room

## Before School

If you arrive to school between 8:00am and 8:25am you can go to your year group bubble area. Year 7 and Year 9 are sharing a side each of the OPC, Year 8 may use the Entrance Hall, Years 10 and 11 may use alternate marked out sides of the Dining Room. There will be food and drinks available to purchase.



## Professionalism

In order to create a positive climate for learning where all learners are able to fulfil their full potential we require your support in ensuring the highest standards of professionalism from you. Your professional attendance, punctuality, organisation, personal presentation, good conduct and demonstration of respect are crucial if all learners in school are to stay safe, are happy and achieve.

## Conduct and Behaviour

We appreciate that the reopening of the school in the manner outlined by this guide represents a much more structured experience than you are used to, fewer movements between lessons and less cross over between year groups. To keep everybody safe it is necessary that everybody in our community follows the rules and expectations. We will maintain our high expectations for exemplary behaviour. Now more than ever it is critically important that all learners **follow staff instructions first time, every time** and we fully anticipate that all learners will do this. We will maintain our use of 'Choice, Chance, Consequence'.

There is a firm expectation that learners will comply with the social distancing measures in place in school at all times. We are mindful that this is a big change to the school normally runs. If you break any of the rules we have put in place to keep everyone safe you will receive a sanction and we will make contact with home.

Detentions have changed a little bit too. If you receive a Teacher Detention you will serve that 20 minute detention at the end of the **same day** in which you receive it. You may serve up to three of these in a day making your stay at the end of school an hour. Whole School Detentions (WSD) will be served after school the following day. The best advice is not to get any detentions in the first place.

If you fail to amend your behaviour choices and you are not positively responding to staff requests, your parents / carers may be asked to come to school to remove you from the school site. You will not be permitted to return until we have unequivocal assurances from you and we are satisfied that you are prepared to make positive behaviour choices. The learner's attendance will not.

Staff will continue to reward you for making good choices and demonstrating our core ASPIRE values.

## What happens if I'm late?

If you arrive to school after 8:30am the learner entrance is closed, and you must enter through the front entrance. If you do not have an authorised reason for being late, you will be given a late mark. If you have been for an appointment you must have a note or medical card.

## Equipment

Make sure that you have all the equipment and books you need. You will not be able to borrow any equipment from school **or each other**. Pack your bag the night before so as you are not caught out in the morning.

Pen  
Pencil  
Ruler  
Scientific Calculator  
**Optional: Colours / highlighters**

Bring some tissues for catching any coughs and sneezes!

# High Five



## PPE

The government guidance for face coverings changed just before the school reopened. In addition to wearing masks on public transport, you must also wear one in all “communal” areas of the school. Communal areas are those that everyone uses at some time and include corridors, toilets and the dining rooms. The only exception to this is when you are eating and drinking in a dining or form room at a break time. Face coverings in classrooms are optional but they must be removed if a member of staff requests that you do so.

When using the changing rooms you must enter wearing a face covering and only take it off after you have changed, just before you leave the room for the lesson.

When you remove your face covering you must avoid touching the front of it. You must dispose of temporary face coverings in a covered bin and place reusable face coverings in a plastic bag in your school bag

## Uniform

Standards of uniform continue to be a priority as professional dress creates a professional climate for learning. Please ensure you are dressed appropriately for school.

<b>Blazer / Jumper</b>	Year 7-10: Navy blue blazer with a V-neck grey jumper Year 11: Burgundy V-neck jumper with navy blazer. Blazer and jumper to display LHS logo. Blazer sleeves not to be rolled up.
<b>Tie</b>	Striped tie in school colours – Class of 2025: Silver. Class of 2024: Turquoise. Class of 2023: Red, Class of 2022: Purple Ties to be worn with five stripes visible (no more than five cm above the waist). Year 11 will wear a plain navy blue tie. Learners in leadership positions will wear a light blue tie. Year 8 Transition Leaders will wear a silver tie.
<b>Trousers / skirts</b>	Dark grey tailored trousers or pleated skirts. No jeans or skin tight trousers or skirts. Skirts should be worn professionally, on or just above the knee and not rolled at the waist. No leggings / footless tights.
<b>Shirt</b>	White shirt with collar that buttons to the top. Shirts/blouses should be tucked in at all times.
<b>Socks / Tights</b>	Plain navy, grey or black. Socks to be worn below the knee. No decorations such as ribbons or bows.
<b>Shoes</b>	Plain black shoes. No trainers / sports shoes, <b>no brands such as Adidas, Nike, Converse, Puma, New Balance, Umbro</b> . Boots (including ankle boots) or canvas shoes. No shell-toes.
<b>Jewellery</b>	A wrist watch and one pair of stud earrings worn in the earlobes. These <b>can hide bugs</b> . If you can go without please do so. No nose studs, tongue studs or other facial piercings. No other jewellery eg bracelets, rings etc.
<b>Bag</b>	Strong waterproof bag which is large enough to hold an A4 file.
<b>Make-up</b>	Discreet.
<b>Nails</b>	No nail varnish or acrylic nails, including French nails. Long nails can hide virus'.
<b>Hair</b>	No extreme hair styles such as shaved patterns or stripes. Hair should not be unnatural in colour. Hair accessories should be plain black, grey or navy. Head scarves should be plain navy.
<b>Outdoor wear</b>	All outdoor wear including jackets, scarves, gloves or hoodies are not to be worn in school.
<b>PE Kit</b>	<b>Compulsory</b> for all years: Navy and sky blue top and navy and sky blue shorts, both with our school logo. Navy and sky blue sports socks. Optional (Can be worn instead of shorts): Navy tracksuit trouser / navy sports legging, both with logo. Long hair must be tied back. Optional: Navy and sky blue hooded top, Navy and sky blue panelled rain jacket. (All with the school logo). Trainers / football boots.
<b>GCSE Dance</b>	GCSE Dance kit: Navy and sky blue top (as PE kit). Navy sports leggings or navy tracksuit trouser, both with logo. Suitable dance shoes, no trainers. Long hair must be tied back.



We have introduced some changes that we would like to draw your attention to:

- Where possible please could **all jewellery be avoided**, this includes watches and earrings. As with long nails and untied back hair, these items can harbour the Covid-19 virus.
- No trainers – **all sports brands are banned** as school shoes. Please support us by not purchasing sports brands such as Nike, Adidas, Puma, Converse, New Balance and Umbro.
- The new blue PE kit introduced last year is now **compulsory for ALL** learners across all school years.

## School Shoes



# School Shoes



## Coming into school

### Hand hygiene



Wash or sanitise your hands, especially on your way in and out of classrooms and school. There are sinks and sanitiser in all areas of school.



### Corridors

**Social distancing** in school please.

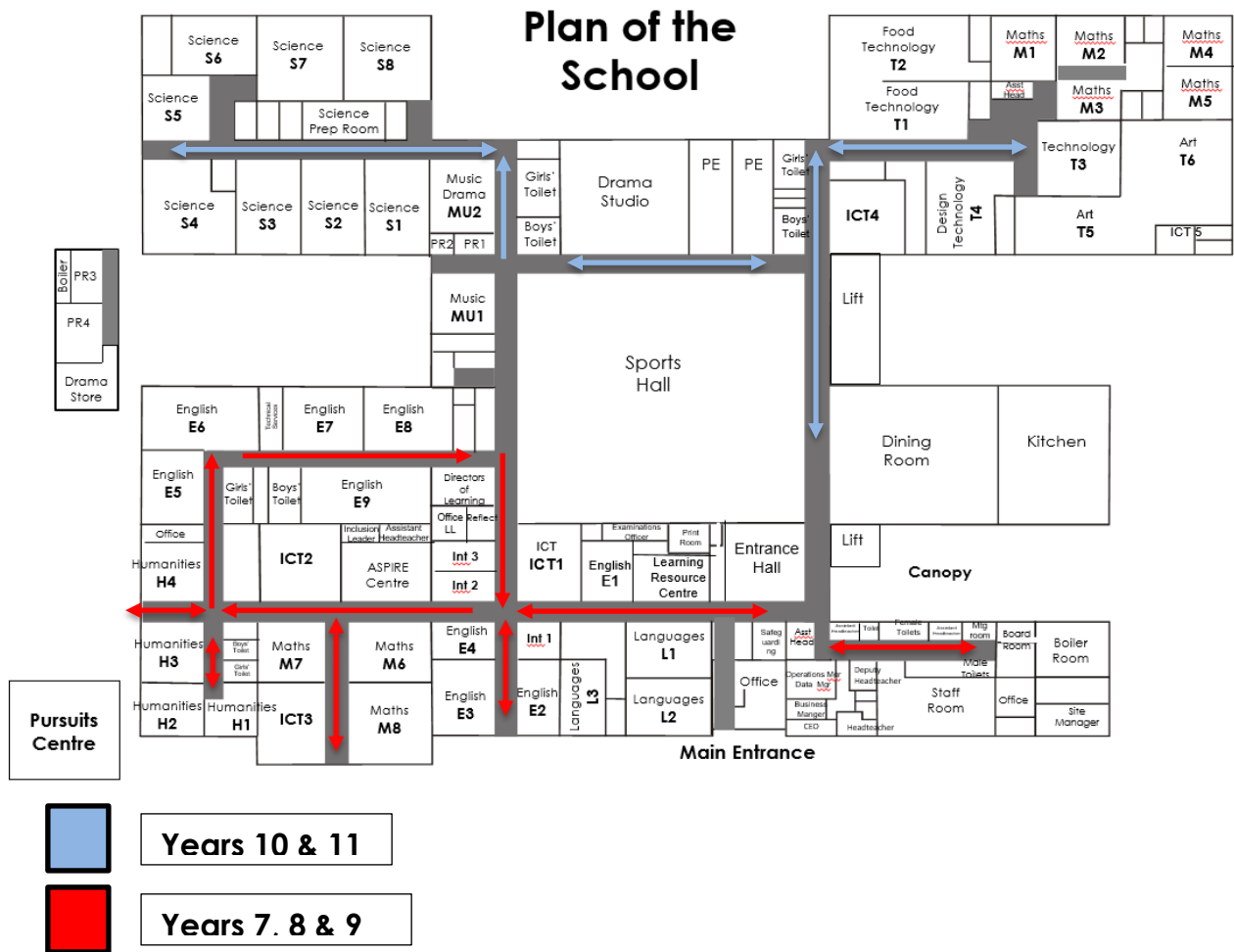
The advice is to keep 2 metres from other people around school **where possible**. To help with this you will see stickers on the floor indicating a two meter gap.

We also now have a one-way system! There are posters with arrows pointing you in the direction of travel.



The seating has been removed from the Entrance Hall and Common-Area.

## Our (new) School – One way system



## Classrooms

When you arrive at your classroom the door and windows will already be open, please try not to touch anything. Sanitise your hands on entrance and exit please. Come straight in and sit down and get out your equipment that you have brought with you from home. You cannot leave your desk. If you need to move you need to ask first. All the desks will be facing forwards. You will be in a seating plan, this cannot be changed. If we need to track and trace due to a positive COVID-19 test we need to know who has been sat where. Your teachers will travel from room to room. In Years 7, 8 & 9 you will mostly remain in your classroom all day other than for break and lunch and some lessons. In Years 10 & 11 you may need to change classrooms to access subject specific equipment.

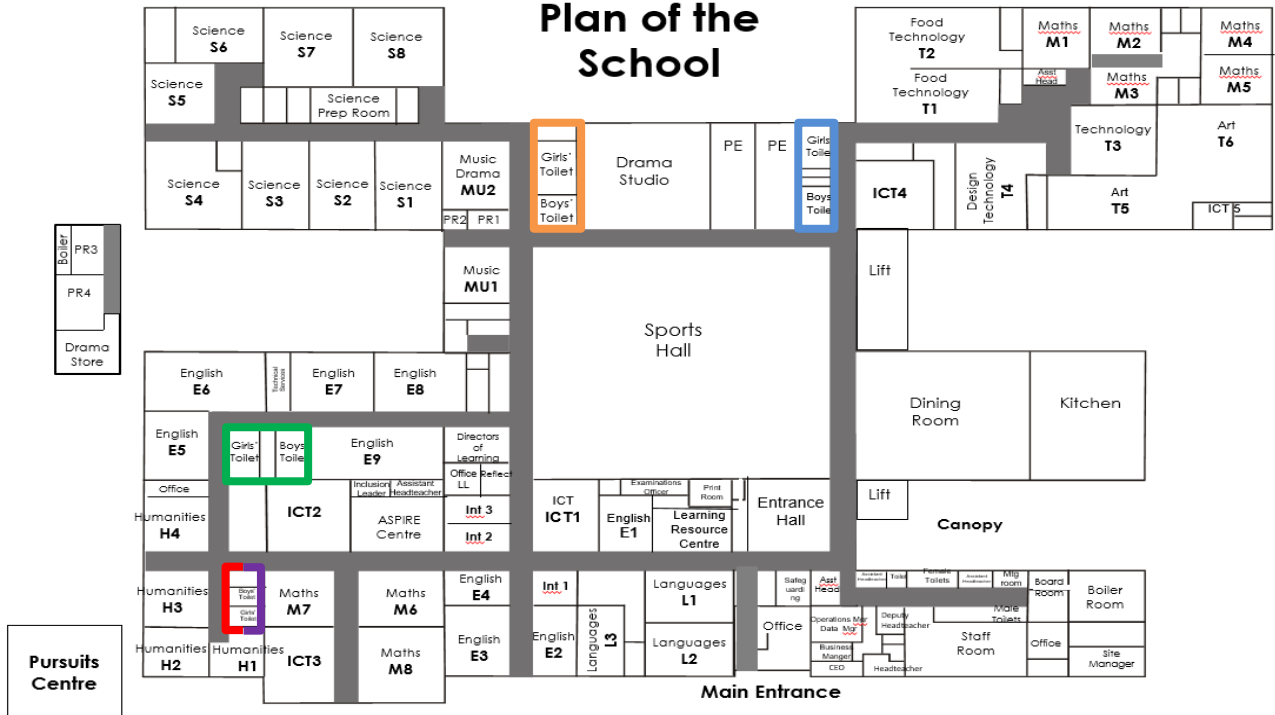


Between lessons it is important you stay seated and act professionally at all times until you next teacher arrives.





## Plan of the School



-  Year 7
-  Year 8
-  Year 9
-  Year 10
-  Year 11

Toilets need to be used at break and lunch time. There are allocated toilets for each year group bubble. Remember to socially distance and wash your hands!

### Mobile phones

The rules on mobile phone remain the same. Please remember they need to be switched off during learning time and between lessons and you cannot use them to make calls or take photographs. Do NOT share your phone or phone screen with another learner, as this limits your opportunity to social distance and screens could harbour the virus.

## Breaks & Lunch

In order to allow the year group bubbles to socially distance there will be different start and end times to break and lunch time. There will be no bells for break or lunch times, your teacher will let you know when it's time.



Years 10 and 11 will use the dining hall, canopy and Astroturf.  
 Years 7, 8 and 9 will use the Outdoor Pursuits Centre and tennis courts.  
 The dining hall will have areas marked where learners may sit in line with current social distancing guidelines, this will similarly be the case on the benches in the canopy area.

In order to ensure a comfortable environment, learners in forms I, R and E in years 7, 8 and 9 will eat their lunch in their form room if they want to eat inside. Learners in these groups who want to have a meal provided by the dining room will collect their food from the OPC and return to their form room to eat it. Initially we anticipate a slightly reduced menu which we will increase as the new procedures become established.

<b>Year 7</b> <b>Dining Room</b> <b>Break</b> <b>10:25 – 10:50</b> <b>Dining Room</b> <b>Lunch</b> <b>12:50 – 1:20</b>	<b>Year 8</b> <b>OPC</b> <b>Break</b> <b>09:55 – 10:20</b> <b>OPC</b> <b>Lunch</b> <b>12:20 – 12:50</b>	<b>Year 9</b> <b>OPC</b> <b>Break</b> <b>10:55 – 11:20</b> <b>OPC</b> <b>Lunch</b> <b>1:20 – 1:50</b>	<b>Year 10</b> <b>Dining Room</b> <b>Break</b> <b>09:55 – 10:20</b> <b>Dining Room</b> <b>Lunch</b> <b>12:20 – 12:50</b>	<b>Year 11</b> <b>Dining Room</b> <b>Break</b> <b>10:55 – 11:20</b> <b>Dining Room</b> <b>Lunch</b> <b>1:20 – 1:50</b>
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### At break and lunch time:

Year Group	Exit / Enter	Break / lunch spaces		
<b>Year 7</b>	Maths corridor	OPC	Tennis Courts	Side of School
<b>Year 8</b>	Main Entrance			
<b>Year 9</b>	Common Area			
<b>Year 10</b>	Dining Room	Dining Room	Front of School	Astroturf
<b>Year 11</b>	Dining Room			



There will be both hot and cold food choices available to learners. Drinks will be available to purchase as usual. However, all water fountains are not in use due to the potential risk of contamination. Please bring enough water for your day at school.



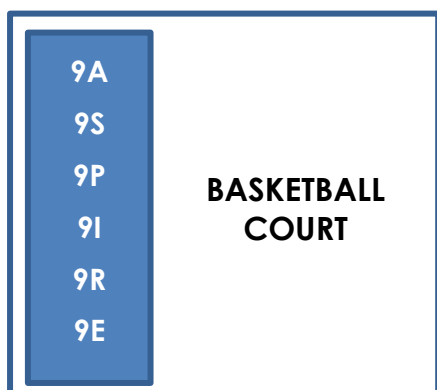
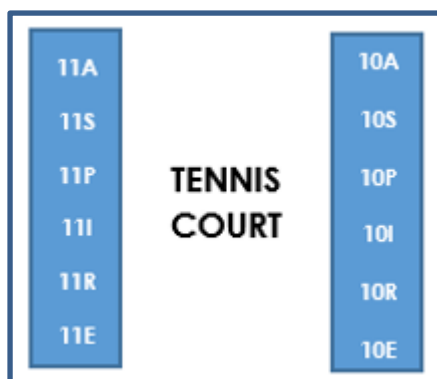
### Paying for food and drinks

We would like to avoid learners bringing cash into school as much as possible. Please ensure your account has credit and where possible parents and carers have used Parent Pay to credit your account. Those learners on free school meals will have their accounts credited in the usual way.

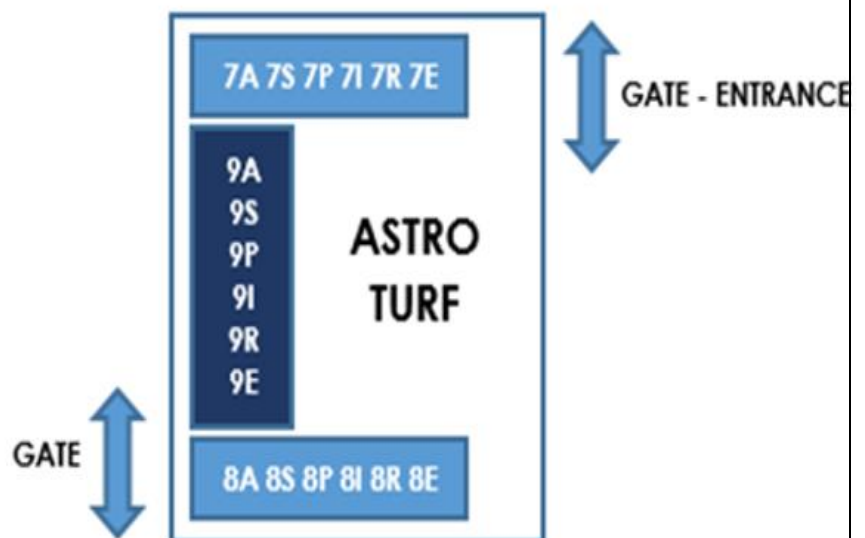
You will not use the fingerprint reader to make purchases for the time being, you will be asked for your name by the catering staff who will take payment from your account.

### Evacuation

If the alarm sounds you will need to leave the building **by the nearest exit as directed by your teacher**. There are posters on all classroom walls indicating the location of all emergency exits. Your assembly points are detailed below.



Years 7 & 8 – AstroTurf  
 Year 9 – basketball Court  
 Years 10 & 11 – Tennis Courts



## First aid

If you feel unwell first aid will be available and you should tell your teacher or form tutor if you need any help. We have qualified first aiders ready to deal with accidents and illness and a procedure to safely isolate anyone with Covid-19 type symptoms.

If you have any Covid-19 symptoms before the start of the school day please do not come to school. All Covid-19 symptoms are detailed on the NHS website or the NHS telephone 111 service. Please ask your parents and carers to inform school immediately if you have Covid-19 symptoms or have had a positive Covid-19 test.

## End of the day

The day will end as usual at 2.50pm.

As a transitional arrangement, Year 7 will initially be leaving school at 2:40pm and will be supervised off site and onto buses where appropriate.

You will need to sanitise your hands as you leave. If you have no other alternative other than to use the school bus, please remember you need to have a face covering.

Remember, if you are walking home social distancing rules apply. **It's your community, we need to look after it.**

Don't forget to wash your hands well when you get home!



# And Finally...

By being professional and following the rules and expectations you will be keeping yourself, your family, the staff and your community safe.

Learners who are considerate, respectful and professional will be rewarded. However, there will still be sanctions in place for learners who make poor choices. As poor choices may put us all at risk.

Our community needs to work together in a culture of mutual respect to create a positive climate for learning. It is important that you behave like professional young adults. You need to respect the feelings of others. By keeping your social distance and following the rules everyone will be safe and worry free!

