

To Parents/Carers of Year 8 and Year 9 students:

24th August 2020

Dear Parent/Carer

I am pleased to be able to confirm the arrangements for the return to school for all your students for the new academic year. We are very much looking forward to once again teaching our students face to face and to continuing to ensure your child reaches their full potential.

I would like to thank you for your ongoing support of your children and Ash Manor School. Education works best when the school and the family work in partnership, encouraging the young people to develop into happy, successful learners. The last two terms have definitely tested that premise here and I am very thankful that the strong partnership we enjoy saw a high completion rate of online learning with a lot of excellent work being submitted.

We will continue to challenge your child to be the very best they can be and I know that, with your support in this, they will achieve here in Ash Manor School.

In light of the current COVID19 secure measures it is important that you are fully aware of the way that the school will operate as there are of course some changes which are outlined later in this letter. The safety of our students and staff is of paramount importance to us and I ask for your understanding and support to enable us to keep all members of our community safe. At all times we will comply with the latest guidance from the DfE. The link below will take you to the DfE information for parents and carers.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Please see later in this letter for the timings of the school day (adjusted for safety reasons) and the particular requirements to make our site as safe as possible while maintaining an excellent education for our students.

In anticipation of the new academic year, it is important that you are aware of the start of term arrangements and some key dates and information for the forthcoming year; being organised and anticipating key points is a real help in coping with these pressures and I know you will want to help in any way you can.

School begins on Thursday 3rd September at 8:40am and Year 8 and Year 9 will start in their tutor rooms. The Tutor Group Assignment is attached to this letter. As you will see at the end of this letter, all year groups have a specific time at which they need to arrive in order for us to ensure appropriate social distancing and the maintenance of year group "bubbles" in line with government guidance. This means that Year 8 students are expected to arrive at 8.40am and go directly to their tutor rooms. Year 9 students need to arrive at 8.10am and go directly to their tutor rooms. We would appreciate your support in ensuring your child abides by this timing.

I am aware that a number of our students travel to school with siblings who are in different year groups. Where this is the case, students need to be in school in time for the earliest start time. The student with the earliest start time should enter the site through the Cloisters door by Main Reception whilst their sibling enters via the PE entrance and go straight to their first classroom to wait for the start of their lesson. This reduces the possibility of year groups mixing. So for instance, Y7 and Y10 siblings who travel to school together should arrive at 8.20am in time for Y10's arrival time. The child in Y10 enters through the Cloisters entrance whilst their younger sibling goes through the PE entrance and then moves to their first classroom to await the start of their lesson later on.

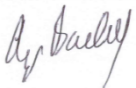
During this academic year, we are delighted that work on our new Performing Arts building will begin and I am sure that you will be as fascinated as I am to watch the progress of this fantastic facility. It does however mean that the only entrance to the school for students is the Cloisters door next to the Main Entrance, so it is essential that all students arrive in the time frame requested as part of the COVID plan shown below.

As you will be aware from my letter in July, there will be no extra-curricular activities at the start of the term as we ensure that the whole community is able to return to education and make the adjustments to the usual routines that are required at this time. We intend to introduce some year specific opportunities later in the half term and we will contact you with details of these.

The uniform guidelines have been sent along with this letter and I ask that you check these carefully to ensure that any item you buy complies with school requirements. In particular, please be aware of the need to comply with the regulations concerning piercings, nails and hair colours to ensure that we get the new school year off to a positive start with everyone.

I look forward to continuing to work with you ensure that your child has an excellent year and makes excellent progress in all areas.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Bailey', written in a cursive style.

Ms A Bailey
Headteacher

COVID ARRANGEMENTS

From September until we are able to return to our normal ways of working, there will be adjustments that everyone must be aware of. The school will operate in year group “bubbles” and students are expected to limit their contacts with others in school to their own year group and staff.

The School Day

The timings will be as shown below.

	Year 7	Year 8	Year 9	Year 10	Year 11
8:10 - 8:20			Arrive		
8:20 - 8:30				Arrive	
8:30 - 8:40					Arrive
8:40 - 8:50		Arrive	Lesson 1	Lesson 1	Lesson 1
8:50 - 9:00	Arrive	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9:00 - 9:20	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9:20 - 9:40	Lesson 1	Lesson 1	Break	Lesson 2	Lesson 2
9:40 - 10:00	Lesson 2	Break	Lesson 2	Lesson 2	Lesson 2
10:00 - 10:20	Lesson 2	Lesson 2	Lesson 2	Break	Lesson 2
10:20 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Break
10:40 - 11:00	Break	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:00 - 11:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:20 - 11:40	Lesson 3	Lesson 3	Lunch	Lesson 3	Lesson 3
11:40 - 12:00	Lesson 4	Lesson 4	Break	Lunch	Lesson 4
12:00 - 12:20	Lesson 4	Lunch	Lesson 4	Break	Lesson 4
12:20 - 12:40	Lesson 4	Break	Lesson 4	Lesson 4	Lunch
12:40 - 13:00	Lunch	Lesson 4	Lesson 4	Lesson 4	Break
13:00 - 13:20	Break	Tutor	Tutor	Tutor	Tutor
13:20 - 13:40	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
13:40 - 14:00	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14:00 - 14:20	Lesson 6	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14:20 - 14:40	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
14:40 - 15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
15:00 - 15:15	Tutor				
Dismissal Time	15:15	14:55	14:45	14:50	15:00

Teachers will be in class by 8:10am and will supervise as required until the formal start of the lesson. Students who are in school ahead of lesson start are asked to bring a book or a piece of work to complete during that time.

I am aware that a number of our students travel to school with siblings who are in different year groups. Where this is the case, students need to be in school in time for the earliest start time. The student with the earliest start time should enter the site through the Cloisters door by Main Reception whilst their sibling should enter via the PE entrance and go straight to their first classroom to wait for the start of their lesson. This reduces the possibility of year groups mixing. So for instance, Y7 and Y9 siblings travel to school together. They need to arrive at 8:10am in time for Y9's arrival time. The child in Y9 enters through the Cloisters entrance whilst their younger sibling goes through the PE entrance and then moves to their first classroom.

Year 7 only – students can go to the hall at the end of the day to await collection as we know there will be overlaps with local junior and primary school times.

Year 11 only – students can access the LRC at the end of the day to study or, by arrangement, work in a classroom with a subject teacher.

Hygiene

It is vital that we all apply strict hygiene standards.

Sanitiser will be available at the entrance to the school, the canteen and all classrooms. Students are requested to use this, although they may bring their own if they prefer. Hands should be thoroughly washed for 20 seconds when possible and always after using the toilet.

Everyone is encouraged to have tissues with them and to use the “Catch it, kill it, bin it” approach to coughs and sneezes.

If anyone is wearing a face covering when travelling to school, they should go straight to the toilets when they enter school, remove the face covering and place it in a plastic bag, put this in their school bag and then thoroughly wash their hands.

Illness

If you suspect that someone in your home may have COVID you are asked to book a test, inform the school and keep your child home until the test result is returned.

If the result is negative, your child can return to school immediately and if this is in the middle of the day, please bring your child in and we will get them into lesson.

If the result is positive, your family must quarantine for 14 days so please inform us as soon as possible.

If your child becomes ill at school we will contact you.

In all other cases the normal absence procedures apply and we will continue to contact you by text or telephone if we are not aware of any reason for absence.

If any student misses a lesson, the lesson resources and set work will be issued by the end of the day on Show My Homework and we ask that you support your child to complete this to the best of their ability.

Break and Lunchtime

All breaks are staggered through the day as shown above. Access to the canteen for each year group is at the start of any break and so anyone wishing to use the canteen should proceed directly from the class to the canteen.

There will be designated areas for each group to use at lunchtimes and these will be supervised by staff. They will change throughout the year as the PE curriculum changes and we will keep students informed.

Some key points

- If PE is on a student’s timetable on any day, they are asked to wear their PE kit all day. There will be an opportunity to change if required, but the current guidance suggests that this is best avoided.
- Students should always be fully equipped as it is not possible to lend equipment as we have occasionally done in the past. Year group specific sets of specialist equipment have been arranged but we ask your support in ensuring that all students are fully equipped with the following:

- Pens, pencils, a rubber, a sharpener, a ruler
- A set of highlighter pens
- A protractor and a set of compasses
- A scientific calculator
- A glue stick
- Headphones

We are able to provide a set of stationary to students eligible for Pupil Premium so please let us know if you require one.

- Please ensure your child has everything they need at the start of the day – dropping things off at reception to be taken to them is not possible.
- Wherever possible, parents and carers are asked to make an appointment ahead of coming into school to limit contact as much as possible. Due to the timings of the day it will often not be possible for someone to meet with you without an appointment.
- The usual high standards of self-discipline are expected. The discipline policy is available on the web-site along with the COVID-19 addendum if you wish to view it.
- Staff have been instructed to wear PPE when administering first aid of any kind. Please explain this to your child.
- The water fountains throughout the school will not be operational. Students are asked to take their water bottles to the canteen at break or lunchtime where there will be a chance to refill them.
- Students are expected to use the toilets during break times only.
- As always, full uniform is expected and student reception will still have spare items to lend if required. These will be placed in a plastic bag after laundering and quarantined for 72 hours, so will always be safe to use. Shoes will be sprayed with an antiseptic spray and again quarantined for 72 hours. However it would be helpful to us if you could take particular care to ensure your child has their full uniform every day.

The processes being implemented are all to ensure that we keep all of our community safe.

I am sure that I can rely on the support of all parents and carers in our endeavours and I thank you in advance for this.

Term Dates 2020-21

01/09/20	INSET Day
02/09/20	Year 7 Induction Day (Inset Day Year 8-11)
17/09/20	Early closure (12:30pm) – Year 11 College Event in school
26/10/20 – 30/10/20	Half Term
07/12/20 – 16/12/20	Year 10 Examinations – Set 1
18/12/20	Last Day of Term – School closes 12:30pm
19/12/20 – 04/01/21	Christmas Holidays
04/01/21	INSET Day
28/01/21	Year 10 Parents' Evening (Format to be confirmed at a later date)
15/02/21 – 19/02/21	Half Term
01/04/21	Last Day of Term – School closes 12:30pm
02/04/21 – 16/04/21	Easter Holidays
03/05/21	Bank Holiday
31/05/21 – 04/06/21	Half Term
21/06/21 – 28/01/21	Year 10 Examinations – Set 2
16/07/21	Last Day of Term – School closes 12:30pm

Uniform

Wearing the correct uniform promotes a sense of belonging and pride in our community that we want to see from all students. It is essential that all students are in full uniform at all times; in the event that students are not in correct uniform, they will be sent to Student Reception to borrow the appropriate uniform until the end of the school day.

Uniform and PE kit are available from our suppliers Link Up in Aldershot or can be ordered online at <https://ams.linkuptd.com/>. We ask that all items of uniform are clearly labelled with your child's full name.

All students must have:

- Black AMS blazer including blue braid and Ash Manor logo*
- Long or short sleeved blue shirts – these must always be tucked in and buttoned up to the collar
- House tie *
- Black AMS jumper with blue trim (optional)*
- Black trousers or black skirt with AMS embroidery*
- Plain black belt with plain, non-branded buckle (optional)
- Black socks or opaque plain tights – socks or tights must always be worn and socks must be below the knee.
- Polishable black shoes – shoes must be of a suitable style to aid safety on crowded stairs and corridors. Heeled shoes must not exceed 5cm. Winter boots may be worn to and from school during inclement weather, but students will be expected to change into normal polishable school shoes for lessons. Students may wear sports trainers for PE lessons or for games activities at lunchtimes only.

Students should all have a suitable coat for inclement weather – hoodies or sweatshirts are not acceptable alternatives.

Jewellery should not be worn in school. An inexpensive watch, one small stud per ear lobe and one small signet ring are permitted, however during practical lessons and PE no jewellery at all can be worn. No responsibility is accepted for jewellery that is lost or stolen. The taping of earrings or any other piercing is not allowed. Please bear this in mind if you are considering additional piercings during the school holidays.

Any other visible piercing such as nose studs or rings, tongue or eyebrow studs are unacceptable.

Make up is not permitted to be worn at school. This includes false eyelashes and false/acrylic/gel nails. Clear nail polish only is acceptable. Failure to comply with these rules will result in your children missing out on valuable learning time so please support us to ensure that your children fully comply with these rules at all times.

No tattoos are allowed, in accordance with the Tattooing of Minors Act 1969.

Hair has to be tied off the shoulders when required for safety reasons in practical lessons. No hairstyles reflecting passing trends are permitted eg shaving all or part of the head, tramlines, unnatural or extreme colours etc.

Hair accessories and hijabs must be plain black.

PE kit:

- Vapour polo shirt*
- Pro-tec rugby top* (boys)
- Milan shorts*
- Plain navy tracksuit bottoms
- Coolmax socks*
- Sports trainers – these need to have interchangeable studs or plastic studs/plastic blades
- Towel
- Shinpads – recommended for football and hockey
- Gumshields – recommended for football and hockey

*Items marked with an * are exclusively available from LinkUp and must be purchased from there.

House Tutor Teams – 2020-21

Galileo				Galileo		
HOH – Mr Casey				AHOH – Ms Fletcher		
Tutor Group	Tutor	Tutor Base		Tutor Group	Tutor	Tutor Base
7G1	Mr Forisky	050		9G2	Mr Hill	142
7G2	Ms Clarke	033		10G1	Mr Calvert	110
8G1	Ms Rosati	100		10G2	Ms Varney	104
8G2	Ms Francis	007		11G1	Ms Maddison	034
9G1	Ms Russell	105		11G2	Ms Moore	020
Phoenix				Phoenix		
HOH – Ms Woodyer				AHOH – Captain Johnson		
Tutor Group	Tutor	Tutor Base		Tutor Group	Tutor	Tutor Base
7P1	Ms Sanders	123		9P2	Dr Nimmons	002
7P2	Ms Ford	010		10P1	Mr Coomber	121
8P1	Ms Roberts	008		10P2	Mr Carter	030
8P2	Ms Arnold	005		11P1	Ms Worth	124
9P1	Mr Greensmith	006		11P2	Mr Hicks	125
Sparta				Sparta		
HOH – Ms McCarron				AHOH – Ms Pargetor		
Tutor Group	Tutor	Tutor Base		Tutor Group	Tutor	Tutor Base
7S1	Mr Jones	122		9S2	Ms Hunt	021
7S2	Mr Roseveare	140		10S1	Ms Whittington	111
8S1	Ms Wells	141		10S2	Ms Whitfield/Ms Williams	120
8S2	Ms Wilks	011		11S1	Ms Owen/Ms Wilson	024
9S1	Ms Taiwo	022		11S2	Ms Davidson	101
Venture				Venture		
HOH – Ms Griffiths				AHOH – Ms Walters		
Tutor Group	Tutor	Tutor Base		Tutor Group	Tutor	Tutor Base
7V1	Mr Brown	023		9V2	Mr Perez Yopez	103
7V2	Ms Borowska	004		10V1	Ms Ramsey	009
8V1	Ms Barot	035		10V2	Ms Chelaghma	012
8V2	Ms Truglio	040		11V1	Mr Lenton	102
9V1	Ms Manteghi	109		11V2	Ms Worboys	106