



# **Altrincham Grammar School for Girls**

## **Year 7 Handbook 2023**

# Welcome to AGGS



## Year 7



Welcome to Altrincham Grammar School for Girls!

We hope you will soon settle down and feel at home.

Remember that everyone in Year 7 may be finding it strange after going to much smaller primary schools.

If you ever get lost or can't find your way to your lesson, ask anyone (students, teachers or other members of staff) to show you the way – they will be happy to help!

You will enjoy your time here and make friends that last a lifetime. Remember to try and do your best at all times; the more you put in, the more you will get out of anything you do.

As a form, try to look after each other and make sure that nobody gets left out. If you ever have a problem, you should tell your form tutor or your senior tutor if you cannot find them.

**Sixth Form Mentors:** Some Sixth Form students will be attached to each Year 7 form. These students will meet the form on a regular basis and get to know them. They are there to help with any problems you might have.

To get to know people in your form better, try and complete this activity for a merit – the only rule is that you can't put someone's name down twice!



## Getting to know your form



To get to know people in your form better, try and complete this activity for a merit. The only rule is that you can't put someone's name down twice!

Find someone who speaks another language .....	Find someone who is a Libra .....	Find someone who has a younger brother .....	Find someone who has a pet dog .....
Find someone who plays for a sports team .....	Find someone who loves to read books .....	Find someone who has blue eyes .....	Find someone who likes to draw .....
Find someone that is left handed .....	Find someone who is the youngest in their family .....	Find someone who enjoys singing .....	Find someone who has visited a different continent .....
Find someone who has lived in a different country .....	Find someone who enjoys the same music as you .....	Find someone with a birthday in September .....	Find someone who has the same favourite subject as you .....
Find someone who has the same favourite food as you .....	Find someone who has a pet cat .....	Find someone who can play a musical instrument .....	Find someone who has broken a bone before .....



## The Staff

Unscramble the letters to find out their names -

### Heads of Department

Art	MISS YLORAT	Miss _ _ _ _ _
Drama	MRS NYAR	Mrs _ _ _ _
Citizenship	MRS NAREDNOS	Mrs _ _ _ _ _
Dance	MRS TANSEY	Mrs _ _ _ _ _
DT	MRS OVELADLY	Mrs _ _ _ _ _
English	MISS O'ARAH	Miss _ ' _ _ _
Geography	MR SMEM	Mr _ _ _ _
History	MR ICKSDON	Mr _ _ _ _ _
Maths	MRS ARCRAUSD	Mrs _ _ _ _ _
MFL	MRS LCMINOTSH	Mrs _ _ _ _ _
Music	MRS AYLLMA	Mrs _ _ _ _ _
PE	MISS LOOMBEILDF	Miss _ _ _ _ _
RS	MRS CNHORALT	Mrs _ _ _ _ _
Biology	MRS WONDGNI	Mrs _ _ _ _ _
Chemistry	DR OBRRETS	Dr _ _ _ _ _
Physics	MRS RALACNO	Mrs _ _ _ _ _

### Senior Leadership Team

Principal	MS LILG	Ms _ _ _ _
Vice Principal	MS DONB	Ms _ _ _ _
Assistant Vice Principals	MRS LCRAEY	Mrs _ _ _ _ _
	MISS O'ARAH	Miss _ ' _ _ _
	MRS LAVGIN	Mrs _ _ _ _ _
	MRS USRSELL	Mrs _ _ _ _ _



## Finding your way



You will be assigned a mentor to help you through your first weeks at AGGS. They will give you a tour of the school, meet with you at the start of the day, rec. and lunch and make sure you know where all your lessons are.

Your **Senior Tutor** (Head of Year) is **Mr Lovelady**, and your **Assistant Senior Tutor** (Assistant Head of Year) is **Mrs Clutton**.

All AGGS Staff wear a **blue lanyard** and ID badge.

Visitors will usually wear a **red lanyard**

## Buildings



AGGS is a split-site school – there are 3 sites in total and each building has its own name and room codes -

Sixth Form Center (Devisdale)	<b>S1-S11</b>
Devisdale	<b>D1-D4</b>
Fairlie	<b>F1-F25</b>
Breeze Hill	<b>B1-B7</b>
Main School	<b>Room 9+</b> <b>12A/12B - Computer Rooms</b> <b>L1-L13 - Science Labs</b> <b>DR1 and DR2</b>
West Wing	<b>Rooms 1-8</b>

---

***'There are maps in your school planner but if you get lost, just ask another student or member of staff!'***

---



## The School Values



**Unity** - embracing of a diverse community.

**Co-operation** - working together respectfully and supportively.

**Empowerment** - motivating young people to forge their own path.

**Selflessness** - celebrating the achievements of their peers.

**Perseverance** - using integrity and hard work to overcome challenges.

**Vision** - creative and thriving students.

## Getting Connected



You will need to get a student user account to access the school's resources and a new school email address so you can keep up to date with events and work.

When you join AGGS, you will be given a username and password for the school computers, Office 365 (with email), Wi-Fi and EduLink. The same username and password will be used for each resource.

This will be: [username@aggs.bright-futures.co.uk](mailto:username@aggs.bright-futures.co.uk)

---

*'Don't be afraid to chat to people – there are so many friendly people!  
Perhaps find small group of people you trust and get to know them first –  
your friendship groups will settle as you settle in.'*

---



# The School Day



The school day is structured like this –

8:40am	Registration / Assembly
9:05am	Period 1
10:05am	Period 2
11:05am	Rec (Break)
11:25am	Period 3
12:25pm	Lunch
1:30pm	Period 4
2:30pm	Period 5

## Before School

Before school you can wait outside on the front lawn or go to breakfast club in the dining room. The doors to each building open at 8:30am and there are 10 minutes to get to your lockers and get to your form room or assembly venue.

## Rec (Break time)

Break can be on the front lawn or in the dining room – where you will be able to buy snacks, food and a drink.

## Lunch

For lunch you have a designated lunch slot / time you are in the dining hall and can buy food. There are lots of clubs you can go to too! You can spend time with your friends on the front lawn or if it is raining the main hall may be open.

## Packed Lunch

If you bring a packed lunch to school, you are allowed to buy additional snacks or a drink if you wish at either rec and/or lunch! You can switch between school dinners and packed lunch if you have a lunchtime club.

Most students eat their lunch in the Dining Room. The order in which you go into lunch will change during the year but Year 7 will be first from September to at least October half term.



## Free Time and the Library



During rec and lunch you may want to spend some time outside with your friends. There are gazebos on the front lawn for you to sit in. You can also choose to visit the Library or the computer rooms if you need to do some homework or print something out. 12A (a computer room on the balcony at main school) is usually opened by a Student Digital Leader – they are also available for helping with any technical issues you may have!

The school Library is open at Rec on Mon, Tues, Thurs and Fri. Every day at Lunch and until 5pm each night for Homework Club. The school Librarian is Mrs Hodgson.

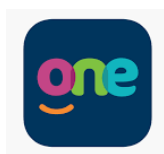
## Food



You can bring your own lunch or purchase something from the Dining Room.

To buy food at main school you will need to use your fingerprint. You will be notified of your fingerprint session via teams or your form tutor. Your parents will be able to add money to your account using ParentPay.

## Useful Apps



**Edulink** contains a digital copy of your timetable – it also updates to show any room change. You can also access the school calendar, find out about extra-curricular clubs, view your school reports and receive messages from school.



**Microsoft Teams** is used quite a lot in school. There are subject teams, year group teams, pastoral information, teachers may set assignments and request homework and you can use it to message staff and students. Different departments use teams differently, but it is a really useful tool for communication.





## Student Leaders (Y13)



Introducing your Student Leaders for 2023...



<b>Anti-bullying</b>	Jess
<b>Charity</b>	Isabel
<b>Diversity</b>	Tolu
<b>Media Team</b>	Diya
<b>Peer Mentoring</b>	Manara
<b>School Council</b>	Erin
<b>School Council</b>	Lakshayaa
<b>Sport</b>	Tara
<b>Student Digital Leader</b>	Sabina
<b>Wellbeing</b>	Niya
<b>Youth Travel</b>	Rhianon

These students have applied and been selected to represent the school with various specialisms. Each Student Leader has a sub-team of students from different year groups who help them fulfil their role and provide a 'student voice'. Students in Year 12 will have an opportunity to apply to become a student leader in Year 13.

## Extra-Curricular Opportunities



At AGGS we have a wide range of clubs you can join. From sports clubs to science clubs, extra-curricular clubs are a great way of sharing skills and making new friends!

As the clubs change from year to year, you will be given an up-to-date schedule in September. A list of clubs can also be found on the school website.

---

***"Take advantage of the range of clubs you can attend here at AGGS. It is a great way of making new friends!"***

---

# School Uniform Policy



## Basic Uniform for Main School Pupils: Years 7 -11

1. Navy, knee length, pleated skirt. Please note, the skirt is to be no more than 5cm above the knee.
2. Navy, school approved trousers with the school badge on the left side pocket.
3. White, open-necked blouse with revers and inset sleeves or the fitted blouse with an open neckline and three quarter sleeves. Shirt must not show below the pullover.
4. V-necked navy-blue pullover with green and yellow stripes at the cuff and V-neck.
5. Dark, navy blue blazer with school badge.
6. Plain opaque tights in black. Plain white or navy socks, knee or ankle length, may be worn instead of tights.
7. Black shoes with no decorative adornment. Shoes must have low, sensible heels and sole no higher than 5cms from where the heel touches the floor. Boots, trainers, trainer-type shoes, leather, suede or canvas style pumps or sandals of any variety may not be worn in school.
8. If a student, for religious and/or cultural requirements, wishes to use modest dress for her school uniform, she may wear a skirt down to her ankles, but the skirt must give room for adequate movement. Under the skirt she may wear plain black opaque tights.

She may also wear the school approved **plain**, navy blue headscarf, without any fringing, with the school badge worn to the side and which must be securely fastened. The regulation school blouse, jumper and blazer are also part of this modest dress code.

9. Variations in clothing will not be permitted unless, and until, the Governing Body has given its approval.

## **Jewellery & Accessories**



1. No jewellery may be worn other than:
  - A watch (which must be named).
  - A medical bracelet, or tab, if necessary.
  - A religious symbol which is an article of faith
  - A pair of small, plain, matching gold, silver or metal studs if ears are pierced. Only one stud in each ear lobe.

Apart from ear studs (as detailed above), no other body piercing jewellery is permitted.

All of the above must be removed during practical lessons (PE, dance, drama).

2. Any other jewellery will be confiscated until the end of term.
3. No tattoos are permitted.
4. No make-up is permitted.
5. No Henna decoration is permitted.
6. No nail varnish is permitted. Nails must not be coloured or decorated in any way, e.g. with false nails or dye.
7. Hair should be of a uniform, natural shade and not streaked or dyed/coloured in any way.
8. Hair styles should be natural looking.
9. Hair accessories should be small and discreet, plain navy or black.
10. Only school approved badges can be worn.

## **PE Uniform and Equipment**

### **Compulsory items**

1. Cap sleeve performance panelled sports polo T-shirt in blue. Name tag should be sewn onto the inside label. Approved style only.
2. Navy blue shorts. Name tag should be sewn onto the inside label.
3. Navy blue skort, name tag should be sewn onto the inside label. Approved style only.
4. Sports trainers, named on inside. Fashion trainers are not allowed.
5. White ankle socks for all outdoor activities, except hockey.
6. Plain, navy blue knee length socks for hockey.

### **Optional items**

7. Approved style school tracksuit (tracksuit top/bottoms).
8. Approved navy blue AGGS PE jumper may be worn during the winter months
9. Navy blue base layer top.
10. Navy blue AGGS leggings. Approved style only. Skorts must be worn in addition to leggings during PE lessons.

### **Equipment**

9. A hockey stick (for autumn and spring terms) and a tennis racquet (for the summer term) are basic PE equipment and each student must have their own. Such items must be clearly named.
11. Pupils are recommended to wear a gum shield and shin pads when playing hockey.
12. Advice will be given by the PE staff about suitable sports equipment.
13. Navy blue gym wear bag for storing PE uniform. The bag should be made of dark, navy blue material and have double drawstrings. The owner's name should be embroidered or marked on the outside in large letters.

### **Dance**

1. Navy blue AGGS leggings.
2. PE T- shirt
3. Gymnastics and Dance are performed in bare feet.



## Equipment List for all subjects



Red, green, black and blue pens

Pencils

Colouring pencils

Ruler (30cm is preferable)

Eraser

Pencil sharpener

Glue

Scissors

Whiteboard pen

Small piece of sponge to use as an eraser for whiteboard work

Rough book

For specific subjects

Food technology apron (must be bought from the D&T department in September)

A4 sketchbook (must be bought from the art department in September)

Compass, protractor and calculator (can be bought from the mathematics department in September)

A pair of small earphones with a 3.5mm jack (not Bluetooth or wireless) for use in music, modern foreign language and computing lessons

Grippy socks if the student does not want to remove socks/tights in drama lessons.

Those students with long hair should ensure they have elastic hair bobbles to enable them to tie their hair up during practical work in D&T and science.

## What to do if...

### **I am late for school...**

If you arrive late, you must sign in at reception before going to your form / assembly / your lesson.

### **I feel ill in school...**

If you are unwell and have to go home, you will need to tell a teacher and they will send you to Miss Welsby. She will contact your parent / carer for you – please do not do contact home yourself – always tell a member of staff.

### **I forget an item of school uniform...**

Go to the Senior Tutors room and see Miss Welsby. Some items can be loaned but there may be a small charge for doing so - you can repay this the next day.

### **I have lost something...**

It is really important that you clearly name your personal belongings. Lost property gets handed in to reception then passed to the main office. If your items are named someone in the front office will be able to send you a teams message and let you know that they have found it. Any unnamed items will be left outside the main office to be collected. It is worth noting that other students may claim unnamed items as there is no way of us identifying who they belong to!

### **...I have an appointment during school time**

Your parents must notify school if you know you are going to be absent. There is an online form on the school website for this. If you have permission to leave school for an appointment you will need to go to Reception to be collected and signed out. When you come back, you must go to reception to sign back in before returning to lessons.

### **...I have a music lesson**

You will be given a card with the lesson times for permission to leave the lesson. Show this to your teacher at the start of the lesson.

### **...I witness or experience bullying in school**

Please report any instances of bullying to school. You can tell your Form Tutor, Senior Tutor or any teacher. We also have students in Year 10 and 11 who are **Anti-Bullying**

**Ambassadors** and you can talk to them if you are worried about something. They wear an 'A' badge on their blazer and run a lunchtime drop-in several times a week.

If you prefer you can contact our peer mentors or wellbeing ambassadors. If the bullying is taking place online, try to print out a screen shot of it. All reports of bullying are taken seriously and will be investigated by your Senior Tutor. You should always tell your parent / carer if you are being bullied.

### **I am absent from school...**

1. Your parent/carer must ring school and leave a message on the absence line before 9:30am (0161 912 5912) every day you are away from school.
2. Bring a note from your parent/carer to your form tutor giving the reason for your absence as soon as you return to school.
3. From your timetable, work out which lessons you have missed and borrow a friend's books to copy up the work missed. Do this as soon as possible!
4. Check your homework timetable and find out from a friend what tasks you missed. Again, do the work that was set as soon as possible.
5. If you have been absent for a long time it may take a while to catch up on the work you have missed. Your Form Tutor will help you with this. If you have difficulty catching up you must talk to the teacher concerned to ask whether they would like the work completed by. Even if you have only missed one lesson you must catch up the work and try to give your work in on time.

## Some Simple Rules... to ensure a pleasant stay at AGGS!

Listen carefully when the teacher is talking, or another student is asking or answering a question.

Students in Year 7 are not allowed in form rooms at lunch times. They should only be in the Dining Room, Front Lawn or Main Hall.

Do not get up from your place without permission.

No running indoors or out of the school gate. Always cross the road using the zebra crossing.

Be polite and considerate to other students and staff.

Be punctual for school and lessons.

Make sure you go to the toilet at Rec and Lunchtime, so you do not need to ask to go out during a lesson.

In congested areas keep to the left in single file, particularly on the stairs and in corridors. Make sure you follow the one way system in Fairlie, West Wing and Breeze Hill.





## Top Tips... from one newbie to another!

**Your head of year is called your senior tutor:** this one isn't as important as the miss/sir but try and get it right from the start!

**Find all the toilets!** You never know when you may need one in a block you don't use and some of them are well hidden. If you're stuck without sanitary products, there are some available outside the wellbeing room in Main School and in most toilets Mrs Egan in the Sixth Form office also has a supply.

**Most departments have their own staff rooms** in the buildings where most of their lessons take place (e.g. MFL is downstairs West Wing, English is at the front of Fairlie). Staff are very friendly so please don't worry about going to see your teachers!

**Don't be afraid to ask for things,** whether that be pastoral, exam based or extra academic help: everyone does just want to help you and will do what they can to make your time at AGGS the best it can be.

**Remember this school is quite fast paced and probably very different to your old one in terms of pressure.** You've earned your place here so don't worry if there's moments of doubt. Particularly if you're from a non-selective school this is equivalent to the top of top set so it's bound to feel a lot harder, but **you deserve to be here and will get used to it.**

## Useful Rooms



### Wellbeing Rooms



There are 2 wellbeing rooms at AGGS – one in the Sixth Form Centre by the library, you can ask Mrs Egan or Mrs Quigley in the office in the library to use them and one at Main School which can be used with Miss Welsby's permission – her office is next to the Senior Tutor's room under the bridge that connects west wing and Main School. It is on the left before the stairs leading up to the main hall (you need to ask permission before you use it from Mrs Prichard, her office is further up this corridor on the right).



### Senior Tutor Rooms



Lower School - When you go into the main hall in Main School, turn right. It's in the corner by the board of 'stars of the week'

unlabelled room is next to S10 (Mr Murray's classroom)

### Main Staffroom



Main School - by reception. Go past the centenary garden (outside West wing) along the tarmac path until you reach the glass doors. Go through these and walk straight ahead. The staffroom is on the left and is labelled.

### Sixth Form Staff Room

Sixth Form Centre - It is on the right as you walk in to building on the ground floor and is labelled.

### Main School Dining room:



Go past the staffroom and reception and turn left before the staircase. Go through the small room with pictures on the right wall of dance and sports and then you're in the dining room!

### Music Practice Rooms (for private music lessons!)

There are a few music practice in main school. There are some upstairs on the science corridor, 2 upstairs (Tree Tops) on the floor above the main music room and also some in the link between Main School and the Library. Sometimes music lessons happen in the Main Hall too! Your music teacher should be able to help you find these if you are unsure!

[illegible]