

Introduction

The Government has confirmed that secondary schools will be able to partially open to children in Year 10 and 12 from 15th June. The following guide is designed to brief **all** parents on how WGGS will continue to provide teaching and learning for the rest of the academic year.

I think we have all learned that the conditions under which we are all living continue to change. We are learning that even the best laid plans will need to be adjusted or changed, so please understand that what you are about to read is based on what we currently know and predict will happen and I will update you as soon as I can if they change.

Remote Learning

Teaching and learning will continue to be provided remotely to all year groups for the rest of term. Staff will be developing their use of Microsoft Teams to make access to resources and submitting work easier. Your daughter should continue to access and complete the work set by her teachers, in the same way she has done since the school closed. Any on site 'face to face' contact will be used to supplement rather than replace any work set remotely, so if your daughter cannot come into school she will not be disadvantaged.

Arrangements for Key Workers and Vulnerable pupils

We will continue to offer supervised study for girls who fit into this category, however this will be extended to 8.45 to 3.15 each week day. If your daughter meets one of these criteria, and you would like her to join this group please contact j.shrimpton@watfordgirls.herts.sch.uk.

Arrangements for Year 10 and 12 from the 15th June

Students may only come onto site for face-to-face sessions and for the session that she has been timetabled for.

Referring to guidance from the DfE, Public Health England and Herts CC we have made plans based on the following:

- A maximum of ¼ of each year group may be on site at any time
- Detailed risk assessment – the outcome of this will be placed on the website from the 8th June and updated weekly.
- Survey of pupils – to identify the level and type of need for each girl
- Survey of parents – to gather information about how many pupils are able to come to school
- Survey of staff – to gather information about how many and which staff, both teaching and support staff are able to come to school.

The outcome of these has proved that we can provide one day per week for face to face sessions for each girl. Year 12 students will focus on one subject on each day and Year 10 students will have two subjects per day.

Please read the information below about how we have adapted the site and the expectation of the girls when they are on site. Each girl and parent may choose if they wish to participate in the onsite sessions.

Proposed Timetable of Face to Face Session

Week Beginning	Year 10		Year 12	
	Year 10 Subjects	Time per subject	Subjects	Time per subject
15/06/2020	English and Option Block A	Half Day (2 hours)	Block A	Full Day (4 hours)
22/06/2020	Maths* and Option Block B	Half Day (2 hours)	Block B	Full Day (4 hours)
29/06/2020	Science and Option Block C	Half Day (2 hours)	Block C	Full Day (4 hours)
06/07/2020	Science and Option Block D	Half Day (2 hours)	Block D	Full Day (4 hours)

* Some students may need to attend on Friday for 2 hours instead of the afternoon

Details of which day and sessions will be emailed to your daughter on a Wednesday.

Proposed Timings of school day

Event	Vulnerable and Key Worker Students	Year 10 (max 50 students)	Year 12 (max 50 students)
Staff in classroom	8:45	9:15	9:45
Start of session 1	8:45	9:30	10:00
Break	10:15-10:30	10:30-10:45	11:00-11:15
End of session 1	12:45	11:45	12:15
Lunch	12:45-1:15	11:45-12:15	12:15-12:45
Start of session 2	1:15	12:15	12:45
Break	N/A	1:15-1:30	1:45-2:00
End of session 2	3:15	2:30	3:00

Adaptations for pupils being on site

1. Classrooms have been adapted to adhere to 2m distance between pupils and staff.
2. Cleaning practices have been increased to meet Government Guidelines.
3. Start and finish times have been staggered.

Guidance for Pupils/Student who come to school

Each parent should complete a weekly survey that is released on a Wednesday and must be completed by 1pm on Thursday to state if your daughter will attend the sessions the following week. Attendance is encouraged but DfE guidance is that it not a legal requirement and you may make the correct choice for your daughter.

<https://www.gov.uk/government/publications/school-governance-update/governance-update-april-2020#pupil-attendance>

Your daughter may not attend if you have not completed the survey and stated that she is safe to do so.

Important conditions for being on site: Each girl must fulfil the following conditions for being on site

- She or any members of her household must not have the symptoms of coronavirus
- She or a member of her household must not meet the criteria required for shielding.

If you or a member of your household develops the symptoms of COVID-19 then you should have a test. If it is positive then you need to contact the school immediately, especially if your daughter has been in school.

What to wear and what to bring: Girls may not use their locker and must take home all materials each day.

- Girls may wear their own clothes, these must be appropriate for school (i.e. no bare midriffs, very short shorts or low cut tops). Clothes worn to school should be washed that evening at 60°C.
- Bring all the equipment needed for the day, this includes paper for taking notes. No materials such as pens can be lent to or between girls.
- For this period of time, Year 10 girls may also bring onto site their mobile phone, laptop or tablet and when directed by the teacher may use this during your tuition sessions. Y12 may continue bring their devices to be used in sessions.
- The Food Factory will be closed so all refreshments must be bought from home (including those receiving Free School Meals). Girls must bring their water bottle. She will need to bring in a plastic bag to carry home all her rubbish, to reduce cross infection.
- Bring hand sanitiser and tissues to support hygiene standards and supplement school supplies. Remind your daughter that washing her hands with soap and water is by far the most effective way to stop the spread of COVID 19.

Travel to school: The Department for Transport has issued advice on how parents and pupils can travel to school safely as part of the #TravelSafely campaign. Resources have been developed to ensure that parents, pupils and staff have the information they need to stay safe on the public transport network. This includes information developed in collaboration with respected partners on how to cycle and walk safely, where possible. Resources can be found here:

<https://extranet.dft.gov.uk/safer-transport-campaign/schools/>

Arriving on site and Departing: Arrival times have been staggered. Girls will be emailed the location of their session in advance, the school will be open 15 minutes before the start of the session and they must go straight to the room they will be taught in for the first session. Students who arrive early must queue on the pavement on Lady's Close at 2 m distance.

Groups will be dismissed at staggered times. Girls must leave the site immediately and not congregate on Lady's Close. Parents should remain in the car when dropping off and collecting their daughter.

Maintaining social distancing and reducing spread of the virus:

- Wash hands with soap and water when they first arrive on site, before and after eating. Sanitiser dispensers are in key locations throughout the site.
- All desks have been placed at a safe distance and once a girl has occupied a desk she may not move.
- Movement around the site must be minimised. Girls may not move out of their classroom unless directed and may not enter a classroom that is not their own.
- Girls must stay in their classroom for break and lunchtimes. Break times have been staggered and girls may only socialise within their own group. The Tennet Centre will not be open for Year 12 students.

- Government advice states that it is not appropriate for pupils to wear a mask or gloves. If they are using this while travelling to school it may not be disposed of on site, but taken home and disposed of using the correct measures.
- Each classroom will be designated a set of toilets that they may use.
- The medical team will be on duty and wearing PPE. Any girl who shows COVID – 19 symptoms will be isolated and a parent must collect her ASAP.

Any girl who repeatedly fails to adhere to social distancing measures will be isolated. If she is not able to keep to the expectations then she will not be invited to return for further session face-to-face sessions. Educational provision will remain through remote learning.

Communication with school:

- If your daughter is not able to come to school on the day she is expected you must email the attendance officer by 9:00am to inform us of this
- Contact through email is the best form of communication. The school office will have minimal staffing so there will be a delay in answering any phone calls.
- Parents may not come on to site unless there is a prior arrangement or appointment.