

PARENT GUIDE

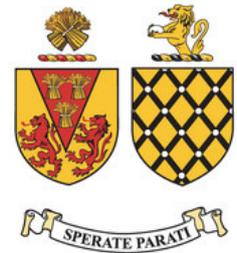
Autumn Term 2020

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Introduction



The staff and Governors of WGGS are determined to provide the outstanding education that each girl deserves, and to ensure she does so safely. This guide is designed to brief parents on how provision on site has been adapted to minimise the spread of the coronavirus and how we will respond if a case does occur. We firmly believe that your daughter will learn most effectively if she is in school and we will do everything we can to do achieve this.

The school is following the guidance set out in the DfE publication '[Guidance for the Full Opening of School](#)' in particular that all pupils to return to school full time and no rota system is to be in place. The school is required to comply with health and safety law, to assess risks and put proportionate control measures in place to mitigate them. The main principals are that we should:

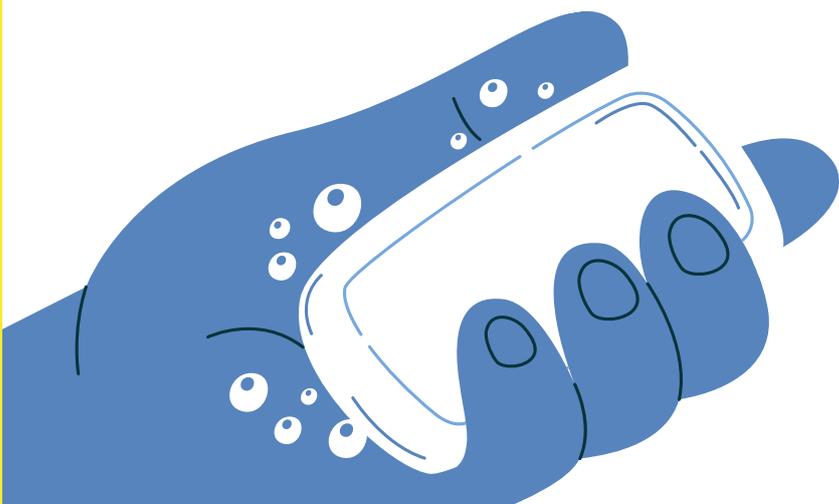
- reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- have robust protocols for hand and respiratory hygiene, with enhanced cleaning arrangements.
- to require members of the community to stay at home if they have COVID 19 or the symptoms and to actively engage with NHS Test and Trace.

The Leadership Team has carried out a risk assessment that has been published on the school website. This is a working document and will be reviewed if and when national guidance changes. Based on this risk assessment the following control measures have been put in place.

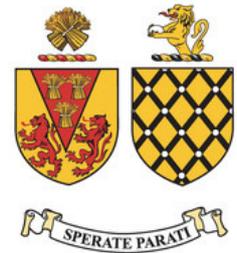
Parents may also wish to read the following guidance:

<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>

In the first week of September all parents will be expected to respond to survey to show they understand and accept key aspects of the following guidance.



Prevention: Action for Parents



It is the responsibility of the whole school community to prevent the spread of the virus. Parents must agree not to send their daughter to school if she:

- Shows or is experiencing the symptoms of COVID-19
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- is a close contact of someone who has coronavirus (COVID-19), especially if within the family home.
- is self-isolating or required to quarantine.

Attendance

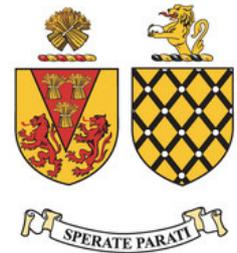
Your daughter is expected to attend school, punctually. However we require all parents to ensure that if their daughter is unwell with coronavirus (COVID-19) symptoms, has someone in her household who does, she must not attend school. All staff and visitors are required to make the same assurances.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have the coronavirus (COVID-19). Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If your daughter develops the symptoms of COVID 19 then **you must inform the school immediately** by emailing absence@watfordgirls.herts.sch.uk (Y7 - 11), sixthformabsence@watfordgirls.herts.sch.uk (Y12 - 13) and a member of staff will be in touch.



Enhanced cleaning practices



We will maintain a regime of hand washing and sanitation throughout the school. Hand sanitiser dispensers have been placed throughout the school and signs are in place to remind everyone who comes on site to wash their hands, when they arrive and regularly. We will also promote the 'catch it, bin it, kill it' approach through regular briefings and signage.

Our cleaning team have been trained in the enhanced cleaning regime and it will take place throughout the day.

You can help by providing your daughter with her own supply of hand sanitiser and tissues when she is in school.

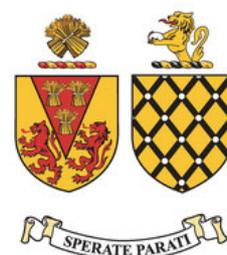
Personnel Protection Equipment (PPE)

Despite current government guidance to the contrary, we have decided to allow pupil and staff to wear facemasks if they choose to do so, but under strict conditions:

1. The mask is worn correctly the entire time on site (see diagram).
2. Masks should not be worn in the classroom or any practical lesson. It must be removed if instructed by a member of staff.
3. The mask must be plain, replaced every 4 hours and taken home for disposal or replacement.
4. Preferably has a clear plastic insert to allow her mouth to be seen.



Year Group Zones



The guidance states that 'Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.' We have decided to create zones within the schools and each year group will create its own distinct bubble. There will be a few 'mixed' zone areas, such as practical classrooms, the library, the Hive and the food areas but these will be carefully managed. The zones are:

7

Hyde House
H1, H2, H4, H5, H6,
H7, H8, H9, H10

8

Lady's Close
LC1, LC2, LC3, LC4,
LC5, LC6, LC7, CRV

9

Main Building
2, 9, HR, 8, 16, 17, 18,
19, Sc2

10

Tower
T1, T2, T3, T4, T5, T6,
T7, T8, Cabin

11

Quad
Gg1, Gg2, Udr, UM,
A2, A3, A4, A5, B3

12

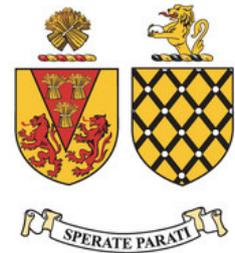
Tennet
Centre/ Science
TC1, LT, SS1, D1, D2,
B1, B2, B4, B5, B6,
Sc1

13

Science
26, P1, P2, P3, P4, P5,
C1, C2, C3, 21, 22

Each Zone will also be assigned specific toilets, photocopiers, areas for prayer and to socialise.

Changes to School Day



Staggered starts and finishes, breaks and lunchtimes will allow for each Year group to remain separate. The extended curriculum is also severely restricted and as such we have decided to reduce the lunch break to 30 minutes.

Monday, Wednesday , Thursday (A)

| | |
|-------|--|
| 8:45 | Reg (Yr 7, 9, 12, 13*) |
| 9:00 | P1 |
| 9:35 | |
| 9:55 | P2 and Recess |
| 10:15 | |
| 10:35 | P3 |
| 11:05 | P4 |
| 11:40 | Changeover |
| 11:50 | P5 |
| 12:20 | |
| 12:55 | P6, lunch and P7 |
| 13:25 | |
| 13:55 | P8 |
| 14:30 | P9 |
| 15:05 | Reg Yr 8, 10, 11, 13* Home Yr 7, 9, 12 |
| 15:20 | Home Yr 8, 10, 11, 13* |
| 15:20 | Catch Up** |

Tuesday, Friday (B)

| | |
|-------|--|
| 8:45 | Reg (Yr 7, 9, 12, 13*) |
| 9:00 | P1 |
| 9:35 | |
| 9:55 | P2 and Recess |
| 10:15 | |
| 10:35 | P3 |
| 11:05 | P4 |
| 11:40 | Changeover |
| 11:50 | P5 |
| 12:20 | |
| 12:55 | P6, lunch and P7 |
| 13:25 | |
| 13:55 | P8 |
| 14:30 | Reg Yr 8, 10, 11, 13* Home Yr 7, 9, 12 |
| 14:45 | Home Yr 8, 10, 11, 13* |
| 14:45 | Catch Up** |

The shorter school day will allow for Catch Up sessions or the extended curriculum.

Arriving in school



We cannot permit pupils to be in buildings unsupervised and so the girls will not be permitted to come on the site until 10 mins before the start of their first session. Staff will be on duty at each gate to supervise their entry to the school and to ensure they go straight to their Form room or subject room.

All girls must enter from Lady's Close, the entrance on Vicarage Road will be for vehicles only. Before 8.35 am girls should wait, in a socially distanced way by standing on the spots on the pavement of Lady's Close. The school gates will be opened at 8.35 by staff. In summary:

| Year | Time | Gate | Start | Finish (A) | Finish (B) |
|--------|------|------------|------------|--------------|--------------|
| 7 | 8:35 | North Site | 8:45 | 15:05 | 14:30 |
| 8 | 8:45 | North Site | 9:00 | 15:20 | 14:45 |
| 9 | 8:35 | Main Gate | 8:45 | 15:05 | 14:30 |
| 10 | 8:45 | Technology | 9:00 | 15:20 | 14:45 |
| 11 | 8:45 | Main Gate | 9:00 | 15:20 | 14:45 |
| 12 | 8:35 | South Gate | 8:45 | 15:05 | 14:30 |
| 13* ** | 8:35 | South Gate | 8:45/ 9:00 | 15:05/ 15:20 | 14:30/ 14:45 |

*Year 13 will only attend one small group tutorial each week. This will be assigned by her Form tutors in September

**Year 13 may come onto site from 8am and go straight to the Food Factory only. They still need to use the bottom gate.

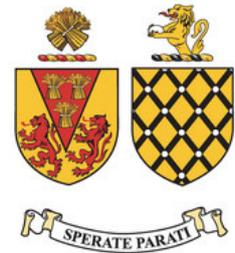
Transport to and From School

Parents are asked by the Government to look for alternative transport options, especially walking or cycling, particularly at peak times. This will help to ensure that there is enough public transport capacity to allow those who need to use it to travel safely. It will also benefit your family's health.

If you and your child rely on public transport to get to school please refer to the safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If you are dropping your daughter off at school please remain in the car.

Uniform and Behaviour



Uniform expectations remain unchanged. As it is not possible for different Year groups to use the changing rooms, on the day your daughter has a PE lesson she will be expected to wear her PE kit to school.

Behaviour expectations have also remain unchanged. A girl who consistently flouts the expectations to remain in her Zone or whose personal conduct prevents others from remaining safe from COVID 19 will be sanctioned.

Teachers will continue to sanction behaviour that does not meet the school rules and expectations, however as lunchtime detentions are no longer possible we have introduced an after-school detention system. Girls who repeatedly fail to meet expectations will be required to attend a one hour detention, supervised by a member of the middle leadership team. During the detention the girl may read a book, either fiction or non-fiction, but no other work may take place.

- Year 7, 8 and 9: Wednesday
- Year 10, 11 and Sixth Form: Thursday

Girls who fail to attend the Middle Leader Detention, who repeat the behaviour despite attending a Middle Leader Detention or for one of serious infractions of the school rules will be required to attend a Senior Leadership Detention for 2 hours on a Friday after school.

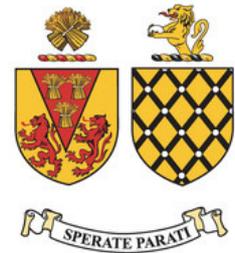
DETENTION

Year 12 and 13 toilets

Year 12 may use the toilets in the Main Corridor, opposite Room 9 and the toilets by the Changing rooms in the Tennet Centre.

Year 13 may use the toilets in the Food Factory (near their study area) and the toilets near Science in the Tennet Centre (during lessons).

Eating and Relaxing



Each Year group has an assigned area outside to be able relax during recess and lunchtime, girls may also stay in the classrooms within the Zones. They must stay within their Zone and they may only move out of these if they need to visit the Medical Room or if they have an appointment to meet with a member of staff.

Food can be bought from our caterers, Innovate, and they have provided the following film to explain the precautions they have made to their operation is COVID-19 safe: <https://www.youtube.com/watch?v=kC0x95GeQ10&feature=youtu.be>

The arrangements for each year group is slightly different:

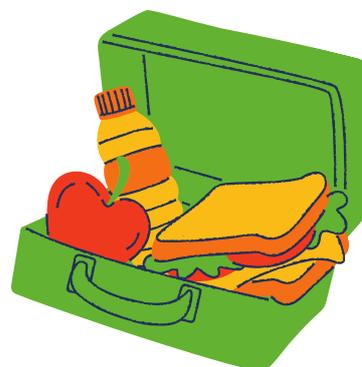
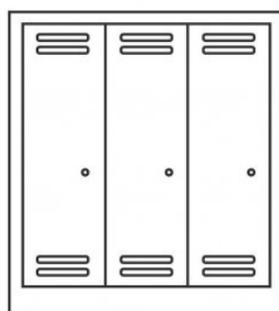
| Year | Location for Food | How can they pay? |
|--------------|--|--------------------------|
| 7 and 8* | Stables | App only |
| 9, 10 and 11 | Food Factory | Biometric |
| 12 | Tennet Centre Café | App, Tap and go |
| 13 | Tennet Centre Café and Food Factory (not during recess and lunchtime) | Biometric, Tap and go |

*Until we are able to create an appropriate facility on the North Site, in the Stables Year 7 and 8 will only be able to have pre ordered cold food/ drink delivered. We hope to do this ASAP.

Pupils in Year 7 and 8 may use an App to pre order food the day before school. You will be sent details on how to register for the App in a separate letter.

Lockers

Only Year 7 will be permitted to access to lockers. We are not able to provide enough lockers for all year groups within their Zones and so we will not permit other year groups to have access to a locker. As the movement around school has been severely reduced and each girl will have less movement around school reducing the burden of carrying her belongings during the day.



Limiting the sharing of equipment



To reduce opportunities for transmission of Covid-19, DfE guidance states that for individual and frequently used equipment, it is recommended that staff and pupils have their own items that are not shared. Below is a list of the frequently used equipment pupils must have in school and which may not be shared with, or borrowed from other pupils.

Years 7-11

Essential: Pens, pencils, eraser, pencil sharpener, coloured pencils, highlighters, ruler, protractor, scientific calculator, glue stick, headphones that are compatible with own device

Art equipment: Sketchbook, 3B pencil, watercolour paints, two sizes of paint brushes, small lidded pot, zip bag for art equipment. Total cost of £4.46 to be purchased through ParentPay.

Desirable: laptop or tablet

Year 12 and 13

Essential: Pens, pencils, highlighters, eraser, pencil sharpener, ruler, glue stick, headphones that are compatible with own device.

Desirable: laptop or tablet

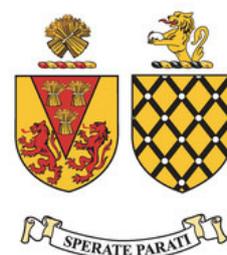
In some subjects at GCSE and A Level, specific equipment is required for individual use. The following pages shows the equipment needed for each of these subjects, and which may not be shared with, or borrowed from other pupils.

Stationary Shop

The Stationary Shop will remain closed for the foreseeable future.



GCSE



Graphics

A4 hardback sketchbook with good quality paper, A range of sizes of black fine liners, Acrylic paints- the essential colours are red, blue, yellow, black and white, A minimum of 12 pack of colouring pencils, if you can get 'Primsacolour' these are excellent, A pack of selection of colours 12 or 24 markers, the two we would recommend are 'Graphmaster' or a range of 'Sharpie'.

Photography

Digital camera (not phone camera), SD card and card reader if your device does not have a card reader that works with your camera memory, USB stick with lots of memory, A3 plastic sleeve folder with lots of pages, A3 paper and colour paper.

Fine Art Year 10

An A4 multi pocket folder and/or a sketchbook, range of acrylic paints, small tubes, lots of colours, sketching pencils, high quality colour pencils, fine liners.

Fine Art Year 11

Year 11 sketchbook, top up paints; either acrylic or oil, range of good quality brushes, small lidded pot for water/white spirit, odourless white spirit (if oil painting).

Textiles

Zip bag for equipment, hard back A4 ring bound sketchbook, water colour tin/selection of brushes, black fine liner, fabric scissors, paper scissors, double sided/masking tape, small mixed colour pack of embroidery threads - hand embroidery, pack of black embroidery threads - hand embroidery, pack of sharp embroidery needles, black cotton thin machine thread, needle/s for hand stitching and sewing machine use, variety of colour machine threads, small bundle of mixed patchwork/patterned fabric for applique, 1/2 metre lengths of white cotton fabric, pack of pins, embroidery hoop/s.

A-level



Chemistry

Scientific calculator from KS4 (not graphical).

Physics

Protractor, compass (drawing), 30cm ruler, scientific calculator from KS4 - not Casio fx-cg50.

Photography

Digital camera (not phone camera), SD card and card reader if your device does not have a card reader that works with your camera memory, USB stick with lots of memory, A3 plastic sleeve folder with lots of pages, A3 paper and colour paper.

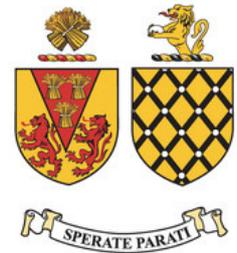
Fine Art

A3 sketchbook, top up paints; either acrylic or oil, range of good quality brushes, range of canvases/boards, charcoal and pastels, small lidded pot for water/white spirit, odourless white spirit (if oil painting).

Textiles

Zip bag for equipment, hard back A4 ring bound sketchbook, water colour tin/selection of brushes, black fine liner, fabric scissors, paper scissors, double sided/masking tape, small mixed colour pack of embroidery threads - hand embroidery, pack of black embroidery threads - hand embroidery, pack of sharp embroidery needles, black cotton thin machine thread, needle/s for hand stitching and sewing machine use, variety of colour machine threads, small bundle of mixed patchwork/patterned fabric for applique, 1/2 metre lengths of white cotton fabric, pack of pins, embroidery hoop/s.

Communication with the school



The impact of reduced lunchtimes, increasing staff duty responsibilities and teaching staff moving about the school to teach in different zones, means teachers will have less time to respond to communications from parents. Parents should take this into consideration in any communication with teaching staff.

All communication must be by email initially. Phone calls are only expected in the case of an emergency.

Visitors on Site

Visitors to the site will be strictly limited and this includes parents. The vast majority of meetings will take place via Microsoft Teams. You will only be allowed on site to leave an item for your daughter, collect her for an appointment or for a pre-arranged appointment.

Pre arranged visits will take place before or after school, the meeting will be in a classroom (in the relevant zone) and social distancing measures should be practiced.

Parents Evening

We are currently exploring ways in which Parents Consultation Evenings can go ahead and ensure social distancing. We will inform you of the outcome as soon as possible.