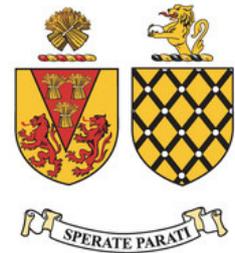


STAFF GUIDE

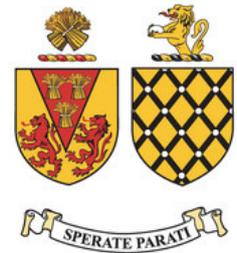
Autumn Term 2020

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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 we do so safely. This guide is designed to brief all staff 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 all pupils and students will learn most effectively if they are in school and we will do everything we can to 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 will 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 principles are that we should:

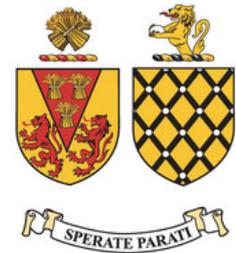
- reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- have robust protocols for hand and respiratory hygiene, with enhanced cleaning arrangements.
- to require members of the community to stay 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.

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



Prevention: Self Disclosure



It is the responsibility of the whole school community to prevent the spread of the virus.

What to do if Action Return to school

You or a member of your family develop COVID-19 symptoms while at school.

- **Go home immediately / remain at home.**
- Teachers telephone Kathy Brown to arrange cover, set cover from home / office.
- Email your Line Manager / CEW / ST / Zoe Nehra.
- **Arrange for a COVID-19 Test.**
- Everyone in your household must self isolate until the outcome of the test.
- If you have children in the school they must go home with you.

- If test is **negative**, return once you are well again.
- Members of your household may stop isolating.
- If test is **positive**, either return at least 10 days after the onset of the symptoms of if after 10 days, when you are well.
- Member of your household must isolate for 14 days from the day onset of your symptoms.

You test positive for COVID-19, but do not have symptoms.

- **Go home immediately / remain at home.**
- Teachers telephone Kathy Brown to arrange cover, set cover from home / office.
- Email your Line Manager / CEW / ST / Kathy Brown/ Zoe Nehra.
- Everyone in your household must self isolate.
- If you have children in the school they must go home with you.

- Return at least 10 days after the onset of the symptoms of if after 10 days.
- Member of your household must isolate for 14 days from the day of the test (not receiving the result).

If you are contacted by Test and Trace

- **Go home immediately / remain at home.**
- Teachers telephone Kathy Brown to arrange cover, set cover from home / office.
- Email your Line Manager / CEW / ST / Zoe Nehra.
- **Only if you start to develop symptoms can you arrange for a COVID-19 Test.**

- Return after 14 days from the date identified by Test and Trace.

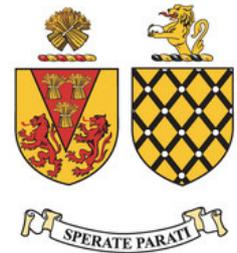
Enhanced cleaning practices

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.

Cleaning materials will be provided to clean any shared areas. Staff who move between shared areas will also be given a supply of cleaning wipes for key boards, PC mouse and desks.

Personnel Protection Equipment (PPE)

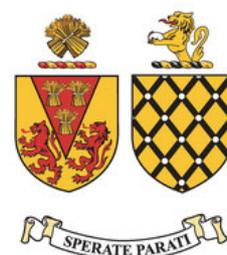


All pupils and staff will be permitted to wear a mask that covers their mouth and nose to provide an additional layer of protection. This is currently voluntary but this may change based on Government advice. A mask may only be worn if :

- It is worn correctly the entire time on site (see diagram).
- It is worn in public spaces such as corridors, food areas, and so on. They may not be worn in classrooms or any practical lesson. It must be removed if instructed by a member of staff.
- It must be plain, replaced every 4 hours and taken home for disposal or replacement.
- Preferably has a clear plastic insert to allow your 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

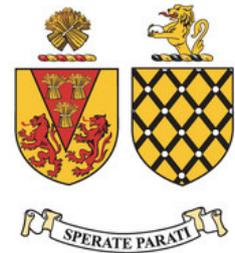
Tennet
Centre/ Science
TC1, LT, SS1, D1, D2,
B1, B2, B4, B5, B6,
Sc1

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)

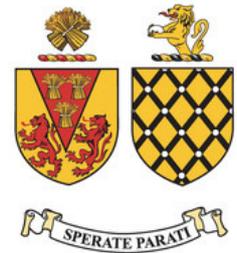
8:45	Reg (Yr 7, 9, 12, 13*)
9:00	P1
9:35	
9:55	P2 and Recess
10:15	
10:35	P3
11:05	P4
11:40	Changeover
11:50	P5
12:20	
12:55	P6, lunch and P7
13:25	
13:55	P8
14:30	P9
15:05	Reg Yr 8, 10, 11, 13* Home Yr 7, 9, 12
15:20	Home Yr 8, 10, 11, 13*
15:20	Catch Up**

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. A guide to duties can be found later in this guide

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 am by staff. In summary:

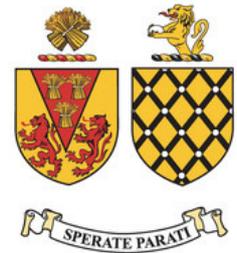
Year	Time	Gate	Start	Finish (A)	Finish (B)
7	8:35	North Site	8:45	15:05	14:30
8	8:45	North Site	9:00	15:20	14:45
9	8:35	Main Gate	8:45	15:05	14:30
10	8:45	Technology	9:00	15:20	14:45
11	8:45	Main Gate	9:00	15:20	14:45
12	8:35	South Gate	8:45	15:05	14:30
13* **	8:35	South Gate	8:45/ 9:00	15:05/ 15:20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

As Sixth Formers are using the bottom gate for entry and exit, no cars should use this for 15 mins before and after the end of the school day. If you arrive in school during this time please park on the North Site.

Uniform and Behaviour



Uniform expectations remain unchanged. As it is not possible for different Year groups to use the changing rooms, on the day they have a PE lesson they will be expected to wear their PE kit to school.

Behaviour expectations have also remained 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 a serious infractions of the school rules will be required to attend a Senior Leadership Detention for 2 hours on a Friday after school.

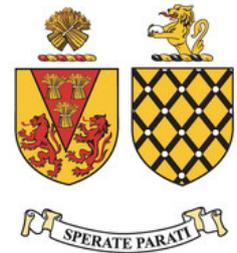
DETENTION

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: Staff



Staff should avoid gathering in groups and as such should eat at their work stations if possible. Areas have been identified for teaching staff who will have a short break that is far away from their work area:

- North Site: Foyer of Fuller Life or Staff room on 1st floor of Lady's Close
- South Site: Kitchen in Social Staff Room

Eating and Relaxing: Pupils

Each Year group has an assigned area outside to be able to 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 ensure their operation is COVID-19 safe: <https://www.youtube.com/watch?v=kC0x95GeQ10&feature=youtu.be>

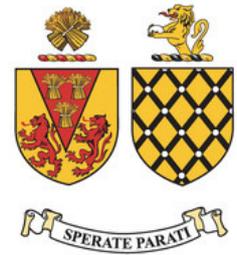
The arrangements for each year group is slightly different:

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. They will be sent details on how to register for the App in a separate letter.

Duties



Most staff will complete a break duty. These will either involve being a presence in the area of the school designated for a year group, or at a food point.

Room duties:

Please:

- Be a visible presence in the area of the school designated for the year group for which you are on duty.
- Prevent students from eating or drinking in corridors. They may eat and drink in rooms.
- Remind students of the need to place litter in classroom bins. As opportunity arises, remind them to wash hands before eating.
- Ensure that students remain within their zone unless they are going to a food point.

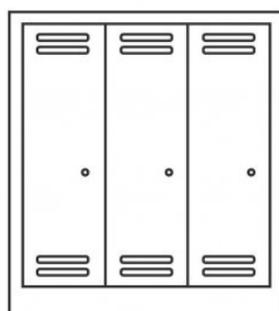
Food point duties:

Please:

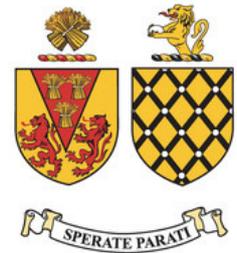
- Ensure that students follow the one-way system for their food point (see the end of this document)
- Remind them to use the sanitiser point before buying food.
- Manage any queue of students, so that they are calm and orderly.

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: Staff



Staff should avoid sharing equipment as much as possible. Teaching staff should carry the following equipment to each classroom and these should not be left in the room:

- Set of pens
- Board eraser
- Pack of wipes

All staff should also try to bring their own refreshments from home or buy them from Innovate. For this year only, we will not provide milk, tea, coffee or sugar in staff areas and all cutlery and crockery will be removed. Please take bring home everything you use for cleaning on a daily basis.

Limiting the sharing of equipment: Pupils

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

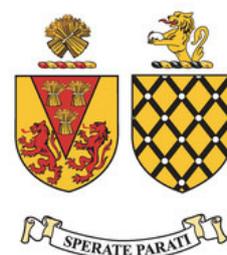
Year 12 and 13

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.

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.

Stationary Shop

The Stationary Shop will remain closed for the foreseeable future.

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.

Stationary Shop

The Stationary Shop will remain closed for the foreseeable future.

Cover



To avoid the need to pass green 'cover' sheets between staff and to avoid Heads of Department becoming overwhelmed with cover if multiple members of their department are unable to be in school, the system for setting cover has changed.

Work for students will be set through their Teams classroom and the instructions saved in a new cover folder in the Staff Shared folder. Further details on this will be provided in a guidance booklet on the use of devices in class.

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

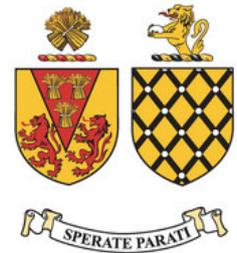
Visitors to the site will be strictly limited and this includes parents. The vast majority of meetings will take place via Microsoft Teams. Parents will only be allowed on site to leave an item for your daughter, collect her for an appointment or for a pre-arranged appointment.

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.

Important information from the medical team



The medical team is based in the medical room on the main corridor.
medical@watfordgirls.herts.sch.uk
Ext.255

If a pupil is injured or becomes unwell during your lesson

In a life-threatening emergency:

Please phone 999, and send a messenger to the main office to request assistance. The messenger needs to know the name of the pupil affected and the location of the emergency.

In any other medical emergency:

Please phone the medical room (or the main office if you get no answer) and a member of the medical team or another first aider will come to you. Please provide the name of the pupil, so that we can bring any emergency medication she might need.

If the pupil is injured or urgently ill:

Please send the pupil to the medical room accompanied by a buddy. If she is unable to walk, send a messenger to the medical room to fetch a member of the medical team. The messenger needs to know the name of the pupil who is unwell, so that any emergency medication can be brought without delay.

If the pupil has symptoms which could be COVID-19 (cough, fever, loss/change of sense of taste /smell): Please ask the pupil to put on a mask if she has one, and send her to the medical room, ensuring that she has all her belongings with her. Please phone the medical room (or main office if you get no answer) so we're aware that a pupil with these symptoms is on h

If the pupil has a non-urgent illness:

Please ask her to come to the medical room in her next break.

If the pupil shows a yellow card:

Please allow her to leave your lesson immediately without asking her about the reason.

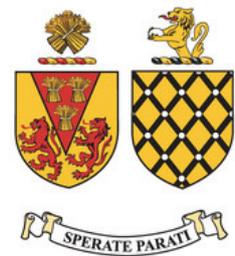
If a pupil is registered as being in school but is absent during your lesson

Please email lost@watfordgirls.herts.sch.uk

Defibrillators

There are two Automatic External Defibrillators on site: one in the entrance foyer of the main building and the other in the foyer of the Fuller Life Building.

Important information from the medical team



First Aid Kits

There are various first aid kits distributed around the site. A list of exact locations is available from the medical team on request.

Emergency medication

Any pupil needing emergency medication (such as adrenaline auto-injectors or an asthma inhaler) should be carrying this with her. Spare emergency medication is stored in a clearly labelled cupboard in the medical room, which is kept unlocked and can be accessed by any member of staff.

Food points

7 and 8	<p>Enter via the courtyard</p> 	<p>Collect your food</p> 	<p>Leave via the door near Hyde House</p> 	
9, 10 and 11	<p>Enter Main Building via these doors if you are in Y10 or Y11. Y9 will already be in Main Building</p> 	<p>Go down these stairs</p> 	<p>Buy your food</p> 	<p>Leave via this door</p> 
12 and 13	<p>Enter via this door</p> 	<p>Buy your food</p> 	<p>Leave via this door</p> 	