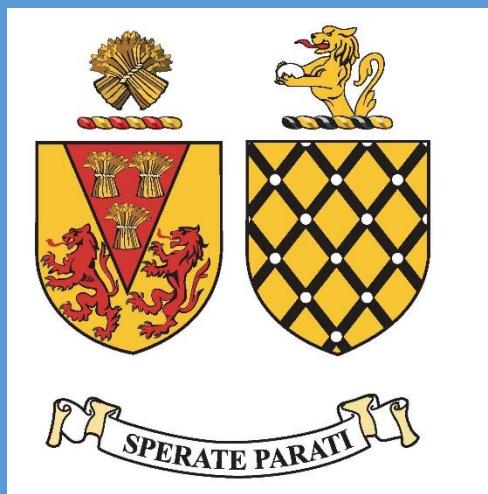


PARENT GUIDE: OPENING OF WGGS FROM 8TH MARCH



Miss Tai
WATFORD GRAMMAR SCHOOL FOR GIRLS

Updates from
September version
in Red

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1. Introduction

The staff and Governors of WGGS are determined to provide the outstanding education that each girl deserves, and to ensure they do so safely. This guide is designed to brief all parents on how provision on site has been adapted to minimise the spread of the coronavirus and how we should 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 do achieve this.

The school is following the guidance set out in the [DfE publication](#) that sets out how schools should open from 8th March. 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.
- 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 updated the [risk assessment](#) that is 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.

2. Prevention : Self Disclosure

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

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or [childcare bubble](#)) if they have one) has coronavirus (COVID-19) symptoms
- [they are required to quarantine having recently visited countries outside the Common Travel Area](#)
- they have had a positive test

In the week before 8th March all parents will be expected to respond to survey to show they understand and accept key aspects of the following guidance.

3. Attendance

Your daughter is expected to attend school, punctually. However we require all parents to ensure that your daughter is unwell with coronavirus (COVID-19) symptoms, or who 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 10 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 10 days from when the symptomatic person first had symptoms.

If your daughter test positive for COVID 19 then you must inform the school immediately to covid@watfordgirls.herts.sch.uk.

4. Adaptations for Year 12

To enable the Year 12 to maintain social distancing they will be permitted to arrive on site in time for their first lesson and then leave the site after their last lesson. Each girl must attend one registration period each week, to be organised by their Form Tutor. If a girl's attendance at lessons is affected by this she may be required to attend registration each day. This will be reviewed at Easter and changed based on social distancing requirements.

5. Enhanced cleaning practices

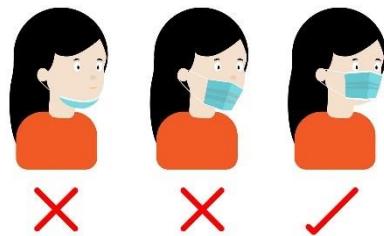
We maintain a regime of hand washing and sanitation throughout the school. Hand sanitiser dispensers have been placed throughout the school and signs are in place to remind everyone who comes on site to wash their hands, when they come and regularly. We also promote the ‘catch it, bin it, kill it’ approach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

Our cleaning team have been trained in the enhanced cleaning regime and it will take place throughout the day. Two cleaners circulate during the school day.

6. Personal Protective Equipment (PPE) / Face Coverings

All pupils **are required** to wear a face covering that covers their mouth and nose to provide an additional layer of protection. A face covering must be:

1. Worn correctly the entire time on site (see diagram).
2. Worn in public spaces such as corridors, food areas, and so on.
3. **Worn in classrooms and in all circumstances where distances of more than 2 meters cannot be maintained. Except in lessons, such as PE, where exercise or strenuous activity is involved**
4. It must be removed if instructed by a member of staff.
5. It must be plain (for pupils), replaced every 4 hours and taken home for disposal or replacement.
6. **Face visors or shields should not be worn as an alternative to face coverings.**



Details regarding exemptions and possible sanctions can be found the updated policy.

7. 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.’ Zones for each year group will remain in place with 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:

Year Group	Area	Rooms
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, A3 A2, 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.

8. 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.

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Monday, Wednesday and Thursday		Tuesday and Friday	
Time	Session	Time	Session
08:45	Reg (Yr 7, 9, 10, 12+ 13*)	08:45	Reg (Yr 7, 9, 10, 12+ 13*)
09:00	P1	09:00	P1
09:35		09:35	
09:55	P2 and Recess	09:55	P2 and Recess
10:15		10:15	
10:35	P3	10:35	P3
11:05	P4	11:05	P4
11:40	Changeover	11:40	Changeover
11:50	P5	11:50	P5
12:20		12:20	
12:55	P6, lunch and P7	12:55	P6, lunch and P7
13:25		13:25	
13:55	P8	13:55	P8
14:30	P9	14:30	Reg Yr 8, 11, 12+ 13* Home Yr 7, 9, 12+ 13*
15:05	Reg Yr 8, 11, 12+ 13* Home Yr 7, 9,	14:45	Home Yr 8, 10, 11, 12+ 13*
15:20	Home Yr 8, 10, 11, 12+ 13*		

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

9. 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 or in specified areas on the school site. The school gates will be opened at 8.35 by staff.

In summary:

Year	Enter School	Gate	Start	Finish: Mon, Wed and Thursday	Finish : Tuesday and Friday
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	8.35	Technology	8.45	15.05	14.30
11	8.45	Main Gate	9.00	15.20	14.45
12	8.35	South Gate	8.45 / 9.00	15.05 / 15.20	14.30 / 14.45
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. **This will also apply to Year 12 until Easter 2021.**

As Sixth Formers are using the South 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. The girls may not leave the site between lessons until otherwise informed.

10. 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.

11. Managing COVID protocols in the classroom

To reduce the spread of the virus between pupils and staff, classrooms have been adapted to allow for social distancing and increased ventilation. This includes:

- Windows and doors being kept open as much as possible.
- Teaching staff remaining at least 2m distance from pupils as much as possible.
- All pupils being required to remain in seating plans
- As little material is handed out or in in a lessons. Most work is handed in via Teams.

12. Uniform and Behaviour

Uniform expectations remain unchanged. As it is not possible for different Year groups to use the changing rooms, on the day she has a PE lesson she will be expected to wear her PE kit to school. If temperatures are cold in classrooms due to the need to maintain ventilation, then pupils may wear coats over their school uniform. **The coat should not act as a replacement of the blazer or school jumper.**

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.

13. Eating and Relaxing: Pupils

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 as follows:

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

14. 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.

15. Limiting the sharing of equipment: Pupils

To reduce opportunities for transmission of Covid-19, DfE guidance states that for individual and frequently used equipment. 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 table below shows the equipment needed for each of these subjects, and which may not be shared with, or borrowed from other pupils.

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GCSE	
Subject	Required Equipment
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	
Subject	Required Equipment
Chemistry	Scientific calculator from KS4 (not graphical)
Physics	Protractor, compass (drawing), 30cm ruler, scientific calculator from KS4 - not Cassio 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

16. 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 staff. 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.

17. 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 their daughter, to collect her for an appointment, or to attend 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.

Please see the [Visitor Protocol](#) for more information

18. Parents Evening

All PCE will be delivered remotely via [SchoolCloud](#).

19. Track and Trace Process

The school implements the track and trace process if a child or adult has tested positive and they have been on site three days prior to the onset of their symptoms or asymptomatic test

20. Remote Learning

Pupils may be unable to attend school in the following situations:

- Pupils unable to attend school due to self-isolation
- Partial school closure, either as a result of a year group or whole class(es) being sent home due to COVID-19 cases, due to government guidance that a rota system should be put in place to limit the spread of the virus or due to insufficient staffing availability
- Full school closure

This section sets out the provision that will be in place, at each key stage, in each of the above situations.

	Year 7-9	Years 10 and 12	Years 11 and 13
Pupils unable to attend school due to self-isolation	<ul style="list-style-type: none"> • Sharing of materials used with whole class via Teams, for absent students to access if they are well enough to do so • Student has responsibility for seeking clarification of the work set from a friend • Student may email teacher for clarification on work set if they need help once they have attempted it • Parents directed to video showing how their daughter can access her work on Teams 		
Partial school closure	<ul style="list-style-type: none"> • Live contact lessons taught in at the same time as timetabled, using webcams and microphones attached to PCs but on a reduce 	<ul style="list-style-type: none"> • Live contact lessons taught in the normal timetabled room, at the same time as timetabled, using webcams and microphones attached to PCs 	

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	<p>timetable as shown in the “Timetable of live contact lessons at Key Stage 3” below</p> <ul style="list-style-type: none"> • Weekly bulletin from Head of Year to maintain community spirit • Parents directed to video showing how their daughter can access her work on Teams 	<ul style="list-style-type: none"> • Weekly bulletin from Head of Year to maintain community spirit • Parents directed to video showing how their daughter can access her work on Teams 	
Full school closure	<ul style="list-style-type: none"> • Modified timetable to ensure remote learning workload is manageable • Dependent on the number of lessons students have in each subject, they will have a live contact lesson in that subject either each week or each fortnight. (Further details below.) • Work for remaining, non-live contact lessons set via Teams for students to work on independently • Weekly form time via Teams • Parents directed to video showing how their daughter can access her work on Teams 	<ul style="list-style-type: none"> • Students follow their normal timetable • Second lesson of the week in each subject is a live contact lesson via Teams, with class teacher • Work for remaining, non-live contact lessons set via Teams for students to work on independently • Weekly form time via Teams • Parents directed to video showing how their daughter can access her work on Teams 	<ul style="list-style-type: none"> • Students follow their normal timetable • First lesson of the week in each subject is a live contact lesson via Teams, with class teacher • Work for remaining, non-live contact lessons set via Teams for students to work on independently • Weekly form time via Teams (Year 11) • Weekly small group tutorials (Year 13) • Parents directed to video showing how their daughter can access her work on Teams

21. Timetable of live contact lessons at Key Stage 3

Year Group	Subjects having a live contact lesson in the first timetabled double lesson of the week	Subjects having a live contact lesson in the second timetabled double lesson of the week	Subjects having a live contact lesson in the timetabled double lesson	Subjects having a live contact lesson in the first week of year group remote learning	Subjects having a live contact lesson in the second week of year group remote learning
7	<ul style="list-style-type: none"> ◦ English ◦ First Language ◦ Maths 	<ul style="list-style-type: none"> ◦ PE ◦ Science ◦ Second Language 	<ul style="list-style-type: none"> ◦ History ◦ Geography ◦ RS 	<ul style="list-style-type: none"> ◦ Art ◦ Classics ◦ Computing ◦ Drama 	<ul style="list-style-type: none"> ◦ Library ◦ Music ◦ PACE ◦ Technology
8	<ul style="list-style-type: none"> ◦ PE ◦ Science ◦ Second Language 	<ul style="list-style-type: none"> ◦ English ◦ First Language ◦ Maths 	<ul style="list-style-type: none"> ◦ History ◦ Geography 	<ul style="list-style-type: none"> ◦ PACE ◦ RS ◦ Technology 	<ul style="list-style-type: none"> ◦ Art ◦ Computing ◦ Music
9	<ul style="list-style-type: none"> ◦ English ◦ First Language ◦ Maths 	<ul style="list-style-type: none"> ◦ PE ◦ Second Language 	<ul style="list-style-type: none"> ◦ History ◦ Geography 	<ul style="list-style-type: none"> ◦ Art ◦ Biology ◦ Chemistry ◦ Computing ◦ Drama 	<ul style="list-style-type: none"> ◦ Music ◦ PACE ◦ Physics ◦ RS ◦ Technology

For subjects highlighted in pale yellow, departments should plan the amount of work for additional lessons to be manageable for the students in the class.

For subjects highlighted in pale blue, there should be no work set via Teams on the week that students do not have a live contact lesson.

Where a class has multiple teacher, the teachers will liaise to share the workload for remote teaching.

22. Live Contact Lessons

Live contact lessons will take place in line with the provision for remote learning outlined above. A live contact lesson could take various forms and will include at least one of the following:

- Audio-visual contact via a Microsoft Teams meeting, with student and teacher cameras switched on
- Audio-visual contact via a Microsoft Teams meeting, with teacher camera switched on
- Audio contact via a Microsoft Teams meeting, with student and teacher cameras switched off (for example when screen sharing a powerpoint the teacher is using to teach)
- Written contact via the chat facility of Microsoft Teams

The most appropriate form of live contact will be determined by each department based on the material being studied, the needs of classes and the resources available. The time spent on live contact will be appropriate to the learning taking place and will balance teacher exposition with student independent or group working. A live contact lesson could involve any or some combination of the following:

- A starter activity, introducing new learning or reviewing prior learning
- Students being directed to watch video content, either produced by the department or from an external source (such as Maths Watch)
- The teacher teaching some new content to the class
- Students being set a task or tasks to work on independently, as they would in lessons in school
- Students being set a task or tasks to work on collaboratively through Microsoft Teams, as they would in lessons in school
- Assessment activities or quizzes
- Provision of teacher support and/or peer-to-peer support through the chat facility in Microsoft Teams
- A plenary activity, in which key areas of difficulty are gone over or learning from the lesson drawn together
- Learning for the next independent remote lesson or for homework is set up or explained