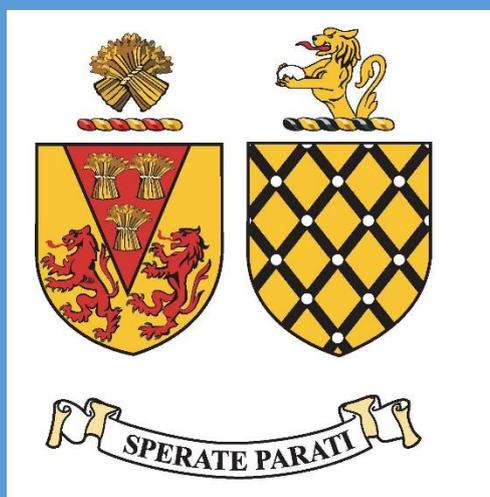


PUPIL GUIDE: MANAGING COVID AT WGGGS AUTUMN 2021



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WATFORD GRAMMAR SCHOOL FOR GIRLS

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1. Introduction

All the staff are looking forward to welcoming you back to school. We are determined to minimise the disruption caused by the COVID pandemic and so will do what we can to prevent the spread of the virus in school. Everyone has a responsibility to play their part. Please read and keep this guide so you know what has changed and what you can do.

The school is following the guidance set out in the [DfE publication](#) that sets out how schools should open from 17th August 2021. 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:

- Prioritise education – maximise the number of pupils in face to face education, and minimise any disruption, in a way that best manages COVID – 19 risk.
- Collaboration – WGGGS will work closely with a range of external agencies for guidance, or direction when necessary. These will include Public Health England (PHE), Hertfordshire Education Authorities, Directors of Public Health (DsPH), PHE health protection teams (HPTs).
- Contingency planning – or outbreak management plans will be put in place in the event of thresholds will being reached (see section 9).

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: Action for you to take

It is the responsibility of the whole school community to prevent the spread of the virus. You should not come to school if you:

- have one or more [coronavirus \(COVID-19\) symptoms](#)

- are required to quarantine having recently visited countries [outside the Common Travel Area](#)
- have had a positive LFT or PCR test

3. Prevention: Enhanced cleaning practices

The best way to keep yourself and others safe is to:

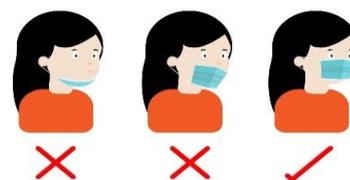
1. Wash your hands more often than usual, especially when you arrive in school, return from breaks, before and after eating. This should be done for 20 seconds with soap and water or using sanitiser.
2. If you sneeze use a disposable tissue to catch it, bin it and then wash your hands.
3. Cough into the crook of your elbow.
4. We have placed sanitiser stations throughout the school but you should help by **carrying your own supply of hand sanitiser and tissues when you are in school.**

We have employed 2 more members of the cleaning team who have been trained in the enhanced cleaning regime and this will take place throughout the day.

4. Prevention: Personal Protective Equipment (PPE) / Face Coverings

All pupils and staff **may choose** to wear a face covering that covers the mouth and nose to provide an additional layer of protection. If a face covering is worn it must be:

1. Worn correctly the entire time on site (see diagram).
2. It must be removed if instructed by a member of staff.
3. It must be plain (for pupils), replaced every 4 hours and taken home for disposal or replacement.
4. Face visors or shields **should not** be worn as an alternative to face coverings.



5. Prevention: COVID protocols in the classroom

To reduce the spread of the virus windows and doors may be opened to maintain air flow. A balance will be kept between maintaining good ventilation and a working temperature in the classrooms.

6. Prevention: Regular Lateral Flow Tests (LFT)

You should be carrying out a home LFT twice a week and all results should be reported to [PHE](#) and to the [school](#). Risk assessments and guides can be found on the [school website](#).

7. Response: Positive COVID test

If you:

- Become unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, your normal sense of taste or smell (anosmia),
- Or has a positive Lateral Flow Test (LFT)

you must stay at home or you 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 you

must self-isolate for at least 10 days and should arrange to have a PCR to see if you have the coronavirus (COVID-19).

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

Close contacts no longer need to self-isolate. Public Health England will be tracking and informing any person who has been a close contact. Children under the age of 18 years may continue to come to school, and they will be advised to [take a PCR test](#). Sixth formers who are over 18 years and 6 months do not have to self-isolate if they have received two COVID 19 vaccinations.

8. Remote Learning

If you test positive for COVID 19 and are required to self-isolate, the school will provide good quality remote learning, as required by law. In the first instance, work will be placed on Teams, then within 1 school day, lessons will be live streamed (except for PE practical lessons). You need to log in to the lesson promptly and are expected to join all live streamed lessons and absences will be recorded.

If you are not well enough to attend live lessons you or your parents should contact the absence line for the days she is not able to work. Year 7 – 11 absence@watfordgirls.herts.sch.uk or Year 12+13 sixthformabsence@watfordgirls.herts.sch.uk

9. Outbreak Management Plan

The Government requires all schools to have a contingency plan in the event of an outbreak of positive cases. The threshold to put the plan in place is 5 pupils / staff who are likely to have mixed closely, text positive within a 10 day period or more than 10% of a group. A mixed closed setting maybe:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

If this threshold is met, the school will collaborate with local and national agencies to manage the response. Strategies may include one or more of the following:

- Reviewing, adapting and enhancing current cleaning regimes
- Requiring face coverings to be worn by more groups and in all areas of the school
- Daily Lateral Flow Tests
- Restricting large group gatherings i.e. assemblies delivered remotely
- Some form of zoning

Attendance restrictions will only be considered on a short term and a last resort measure. Based on advised form Public Health advise, attendance may be restricted to break the chain of in school transmission.

10. Remote Learning

If the decision is made to restrict attendance the school will put in place the following arrangements for remote learning

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
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 timetable as shown in the “Timetable of live contact lessons at Key Stage 3” below • 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"> • Live contact lessons taught in the normal timetabled room, at the same time as timetabled, using webcams and microphones attached to PCs • 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

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 	<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

	◦ Second Language				
9	◦ English ◦ First Language ◦ Maths	◦ PE ◦ Second Language	◦ History ◦ Geography	◦ Art ◦ Biology ◦ Chemistry ◦ Computing ◦ Drama	◦ 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.

- Learning for the next independent remote lesson or for homework is set up or explained