



28 May 2020

Dear Parents, Guardians and students of Senior School and Sixth Form

It is with great pleasure that I am able to write to you with details of our plans for next week in order to bring the girls back to school. Our priorities continue to be the health and safety of the girls and supporting their wellbeing. We have all been out of the known College environment for a long time and so it is important for all to ease back into school life at a measured pace and without avoidable pressure.

**Our General Safety Principles, which will keep each person safe are:**

Social distancing remains important and the guide is to try and keep 2 metres/1 metre distance. It is accepted that there will be some unavoidable situations where students may not always be 1 metre apart from each other and staff.

In addition to social distancing the key things that our community must continue to do are:

- **Arrive with thoroughly washed hands.**
- **Wash hands on entry.**
- **Wash hands regularly; in between activities, after visiting the toilet & before/after eating.**
- **Catch it, bin it, kill it.**
- **Cough into the arm.**
- **Avoid touching the face.**
- Anyone who has **recently developed** respiratory/flu-like symptoms (cough, sore throat, running or blocked nose, muscle pain, fatigue or a fever, loss of taste/smell or shortness of breath), no matter how mild, should not attend school. This applies to all colleagues and all students. **A minimum of 48 hours after all symptoms have cleared should be observed before returning to school.** The same principle applies if a household member is showing symptoms of COVID-19

**In addition, visitors to the College are not permitted. This includes 'dropping off' forgotten items to the girls.**

- We would encourage all parents to ensure their daughter/s has everything they need at the start of each school day. As dropping off items to the girls is not an option, they are encouraged to speak to their teacher or an adult who will do their best to help them in this situation.

## **Public health and wellbeing guidelines**

The girls will receive a separate communication from Dr Mitchell, which we hope will help them to be prepared for Monday. In the meantime, I attach two documents which I hope will assist you and them. The two documents are copies of the agreed details with Public Health, provided in their entirety in the hope that they keep you as fully informed as I can of the Health and Safety and wellbeing focus that underpins the next level of detail. One of these copies details the key information for parents, with these points highlighted. The other details the key information which applies to the girls – again highlighted. I stress that these were the initial plans that were put in place for everyone in the Senior School and Sixth Form to inform the detailed thought processes. These have evolved into concrete plans for Monday and will continue to be developed and tweaked. We know that we have more to do, yet I would ask you to review the highlighted details to be as informed as possible and to help to support your daughter.

Our aim is to deliver the timetable face to face, whilst teaching in the most appropriate spaces, as this will help core learning and also provide some comfort on our return to something which is already known. We have developed a one-way system in corridors to reduce potential mixing of students outside lessons. The girls will be walked through this and the system tweaked, if needed, on Monday morning, as well as rotas to collect packed lunches and areas to sit in and to enjoy break and lunch time outside. Work will be provided for absent students linked to Covid-19 from day 1, otherwise our usual policy to provide work after the third day of absence will apply.

## **Monday, 1 June 2020**

On Monday morning, we are asking that the girls in Remove to Lower Five and the Lower Sixth arrive for a 09.30 start. This is to support colleagues in their initial preparations back on the College site and into their offices and classrooms. The girls should go straight to their usual Form rooms, where we will welcome them back and explore the headlines in terms of their health and safety, as well as enjoying the excitement of our return whilst recognising the anxiety that exists too. Should you need to drop your daughter into College earlier than 09.15, please contact Reception for us to agree by emailing [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) by 15:00 tomorrow (Friday). We can accommodate a small number of girls, if needed, yet are keen that our level of supervision is heightened, while we establish new routines.

Our Upper Five and Upper Sixth students will continue with remote learning. As a result of the special provision which we have put in place, and linked to the need to co-ordinate our provision with Elizabeth College, continuing remotely is the best provision for them and the achievable option. We do intend to invite these year groups into College in due course and, once we have everyone started in Phase 4, we can turn our minds to this and see what these students are most keen to do, and what we are permitted to facilitate, within the Phase 4 framework.

## **Break and Lunchtime**

There will be no break provision from the Core so students should bring their own break. Please remember that we are a nut free site.

We are also planning to shorten lunchtime, at the request of Elizabeth College. Please note that cold food only will be available from The Core.

## **End of School Day**

The result of a shorter lunch time is that the normal College time-tabled day will end at 15.10 for Remove and Lower Four and 15.40 for the remainder of the College. You will see that we are encouraging students to walk or cycle to College or to be transported in family vehicles, rather than use public transport, which is running with limited capacity. In order to help with this, and also linked to the earlier end of the school

day in the Senior School, we are happy to have students stay in their Form rooms, by agreement with us until 5.00p.m. This is in addition to the Remove and Lower Four provision which will continue in the same vein as pre-lockdown. Should you need your daughter to remain in College as a result of the Phase 4 circumstances, please contact [abampton@ladiescollege.ac.gg](mailto:abampton@ladiescollege.ac.gg) and we will be happy to help.

### Uniform

We have taken the decision to make uniform optional and allow students to wear mufti if they wish until the end of term for a number of reasons, including the fact that many of the girls have grown out of uniform and will only need an item for 1 month, before having another two months of growing before the September restart. Walking, cycling and taking exercise, including PE lessons (whilst not using the changing rooms which are closed) is also made easier. In addition, this decision allows families the option to wash all clothes at the end of each day, without having to wear the same item from one day to the next. Mufti attire should be suitable for physical exercise, including trainers, which will also result in there being the need for fewer items to be carried in and out of College. Further details will be sent to the girls and I will ask that you are copied into this correspondence in due course.

### Personal items

Equipment needed for lessons needs to be brought in daily, including books, pencil cases and other stationery items. (The lockers cannot be used). No items can be borrowed, so personal hand sanitiser, sun cream, sun hats and a water bottle that can be refilled, are also important.

### Illness

Anyone showing symptoms of coronavirus will be isolated in the medical room. Anyone with any other medical needs, will need to report to Reception to advise of their situation. They will be cared for in the glass meeting room opposite Reception in the Senior School. (If a student needs some time out, we will aim to provide this in class or near to the classroom where the lesson is taking place).

Any student or member of staff who has a close family member (someone living in their household whom they have had contact with) who is awaiting testing for COVID-19 or has been tested and is awaiting results is required to share this immediately with the Principal/ the Principal's P.A. **No-one in the family should return to College until the results are known.**

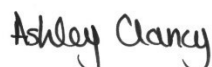
Please do read the attached document for additional information. I have tried to draw out the things which are fundamental to us opening our doors from a Health and Safety perspective, as well as the changes which I hope will aid preparations for Monday.

Inevitably this transition time will be difficult for us all and I know that we will need to apply our Growth Mindset and work together as a College community in order to support both the girls and each other.

I really do look forward to welcoming the girls and my colleagues back next week.

Stay safe, stay well and stay in touch.

Yours sincerely



Ashley Clancy  
**Principal**

## **The Ladies' College Senior School and Sixth Form reopening following lockdown from Covid 19– KEY INFORMATION FOR PARENTS**

(as AGREED by Public Health on 27 May 2020)

This guidance reflects the need to ensure that when we re-open that we have appropriate containment measures in place, which are effective and any risks with the measures are minimised and follow Public Health guidelines.

### **When will we open to all in our community?**

- We will open as soon as it is safe to do so as directed or as agreed by Public Health and the Committee *for* Education, Sport and Culture and by our Board of Governors. The date we are now planning for all to return is **Monday 1<sup>st</sup> June 2020**. Details will be shared within the community and a briefing for students will take place face to face, within their bubbles, reinforced by appropriate signage.

Return to The Ladies' College is planned with the following principles in mind:

### **Principles to ensure our safe reopening**

#### **1. Safety and Safeguarding is key**

**We will adhere to best advice from Public Health and ESC** to ensure that we can meet social distancing requirements in terms of:

- the capacity of the school to meet the best advice, for those groups in College
- the risk to health or safety of staff, pupils and the public if the school is closed and if it re-opens;

#### **2. Then meeting the Educational Interests of Pupils & Students**

**We will continue to provide the very best that we can to pupils and students**, whether in College or working remotely by:

- providing a broad-based and realistic education, observing social distancing or other measures.
- considering the impact of health risks identified on educational interests
- delivering “normal” classroom learning, where feasible.
- ensuring the impact on educational outcomes is considered
- supporting pupil, student and colleague emotional well-being\*

\*Covid 19 is recognised as an "adverse childhood experience" and a focus on social / emotional wellness is key, especially as some parents will not send their children back to school, even if they are permitted to do so. The Stockdale Paradox also suggests that an individual can cope perfectly well in isolation and then suffers trauma, once normality resumes.

The following are the General Health and Safety Hygiene Protocols for Covid 19, for everyone in our Senior School and Sixth Form College community during Phase 4 of Covid 19, and based on Public Health Guidelines 23.05.20

“Children, young people and staff should be far enough away from each other so that they are not breathing on, or touching each other, coupled with good hygiene practices and regular cleaning of commonly touched surfaces. There does not need to be a specific measurement but where practicable **1 metre should be used as a guide**, particularly between adults”. (Public Health 23.05.20)

- **Arrive with thoroughly washed hands.**
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- **Wash hands regularly; in between activities, after visiting the toilet or after eating.**
- **Catch it, bin it, kill it.**
- **Cough into the arm.**
- **Avoid touching the face.**
- **Avoid all non –essential contact.**
- Signs with the above are in all classrooms and offices.
- Students will be briefed in advance and in their Forms on Day 1 of their return, with regular reinforcement.
- Anyone who has **recently developed** respiratory/flu-like symptoms (cough, sore throat, running or blocked nose, muscle pain, fatigue or a fever, loss of taste/smell or shortness of breath), no matter how mild, should not attend school. This applies to all colleagues and all students. A minimum of 48 hours after all symptoms have cleared should be observed before returning to school. This message will be regularly communicated to parents through the schools’ usual messaging systems. The same principle applies if a household member is showing symptoms of COVID-19
- Anyone arriving with any of the symptoms listed by Public Health to be linked to possible Covid-19 will be sent home immediately.
- Anyone developing symptoms whilst at school will be sent home immediately and should avoid using public transport to reach their destination.
- Meet Social Distancing requirements whenever possible
- Do not use rooms without natural ventilation (windows to the exterior).
- There is no advice to wear masks. These are optional, yet if worn, they should be changed every two hours, wrapped securely and stored to then be washed at 60 degrees and ironed, before reusing.

### Social Distancing at school

#### **Arrival and Pick up**

- No parents or visitors are permitted inside the school building for drop-off or pick-up.
- At the start and end of the day SLT will station at key entrances and exits to monitor distancing as students arrive.
- Senior School students may be dropped at their usual drop off points (Brock Road, Les Rocquettes or Perchards’ Lane entrances) by parents.
- Students and staff are encouraged NOT to use public transports, including school buses. Cycling, walking or a lift *by household members* is encouraged.

- If using buses, please be aware of the social distancing requirements and that the capacity of buses, and no additional buses, may mean that getting onto a bus may not be possible.

### Reception areas

- Parents are asked to not “drop in” to drop off at Reception.
- Visitors to the College are not permitted.
- Reception remains the focus for anyone outside of College to enter the building, for any agreed external contractor. Hand sanitiser should be used on entry and exit.
- We will keep a list of all staff, students and contractors that enter the College. Signing in and out will be done by our Receptionist to avoid sharing pens/log books, etc.
- A temporary protective screen is in place at Reception.
- We would encourage all parents to ensure their daughter/s has everything they need at the start of each school day. As we cannot permit visitors into College for this, please be assured that we know that this “safety net” is not available to the girls and the girls are encouraged to speak to their teacher or an adult who they think can help them, in this situation.

### Lockers/ Peg areas

- These must not be used, due to their social proximity.
- All equipment must be brought in daily and carried in a suitable bag.
- **No equipment must be borrowed or lent, without cleaning of the equipment taking place.**

### Classroom bubbles / Timetables

“Forming classroom, as well as subject-specific bubbles. There is a need to avoid interaction beyond these bubbles. In Secondary School, it is acknowledged that children will move between subject bubbles. Schools should keep an accurate record of these bubbles”. (Public Health 23.05.20)

- We will run a well-being programme alongside the curriculum, maintaining the integrity of time-tabled groups throughout.
- Teaching/activity groups will be no more than the 24 students, in a class bubble, (which currently fit to the maximum number of desks in any one room. Class sizes are often smaller than this).
- Students will be encouraged to remain within their allocated workspace in all lessons.
- Stationery will be allocated to each girl and will not be shared. Any shared equipment will be kept to a minimum and sanitised between each student and after use.
- **The girls will not mix and stay in their class bubbles and will avoid interaction with other bubbles outside of their year groups.**
- Desks will be spaced as far apart as possible.
- **Students must not share equipment**
- Teachers will design lessons that minimise the mixing of students within the session.
- Teachers will reinforce good hygienic practices with the promotion of, for example, frequent hand washing
- Lessons may be outside wherever feasible and all social distancing maintained, between different class groups. Classes must not mix.
- Doors to be wedged open to avoid unnecessary contact with handles.
- Our delivery of lessons will be face to face wherever feasible to do so, yet respect the fact that some colleagues are unable to be in College. In these cases, the class will be a

“live” lesson, using remote learning devices and a supervising adult will sit in with the class in the room. Records of which adult is with which group, will be kept for at least four weeks.

- Teachers and students will follow their normal time-table, with well-being provision being included into the normal College day and into lessons, as appropriate.
- Sixth Form will continue to have lessons at the two Colleges. They should attend for the lesson only, not socialise in communal areas and must return to their home College for Private Study. CCF will not take place, subject to clarification with EC. If separation in the classroom is feasible, this should occur.
- Initially, we will run a staggered start, to be able to fully brief the girls and aid their reintegration. (This detail will be with colleagues, parents and students virtually in advance). The girls are welcome to be in their designated Form room, if dropped off earlier than required and are welcome to be in College at the normal times.
- The start time of the day remains the same and end times of the day will be adjusted, with the opportunity for any girl to stay in their Form room, should that help with collection and solve public transport issues until 5.00p.m., by agreement.

### **Assemblies / Form time**

- Cancelled. All assemblies, services and other activities not directly related to lesson delivery will not take place. (Messages to Year Groups can be posted by colleagues, should they wish to do so and delivered to Form groups virtually).
- The 10.30a.m. Friday **virtual** meeting will continue to be provided in this way and at this time in Form rooms.

### **Corridors and Stairs**

- Where feasible, we have introduced a one –way system in corridors, with “up” stairs and “down” stairs.

### **Registration**

- Girls will be registered in their form rooms and normal attendance and absence procedures will be followed, using Integris.

### **Uniform**

- This will be suspended during the return to school phase, to allow for items worn one day, to be washed and different items the next. Girls should observe “mufti” day expectations.
- Sportswear should be worn to school, on days when there is a PE lesson, with leggings and warm clothing to cover. This not only encourages walking or cycling to school, it also avoids the use of small changing areas for PE lessons and generally encourages physical activity.
- A change of t-shirt/clothing is welcome. (Showers are not available). Girls should change in individual toilet cubicles and avoid using not bring in aerosol sprays. Roll on is acceptable.

### **Break and lunch times**

- Girls will wash their hands before and after break and lunch times.
- Break and lunch times are staggered in order to increase the amount of outdoor space available.



- They will eat their snacks / packed lunch either in their classroom or socially distanced outside and not mix with other year groups.
- No food will be shared.
- Girls will have space outside in a designated 'year bubble zone'.
- Packed lunches may be bought from The Core.
- The Core will operate as a take-away.
- Payment for food from The Core is made using contactless payment, which is already in place for Senior School students.
- Food can be consumed in Form Rooms and students must stay in their Form bubble to eat and maintain Social Distancing of at least 1 metre.
- Students can eat outside if the weather permits, sitting on the grass. (Benches and tables are "out of bounds").
- Do not sit with other year groups.
- Stick to allocated year spaces to ensure this is achievable.
- When sitting with a group, maintain 1 metre social distancing.
- Students are welcome to bring in their own packed lunch.

### **Rubbish and recycling**

- Rubbish and recycling will continue to take place, observing distancing and personal health guidelines.
- Tissue should be used only once.
- Used tissues can be placed in the bins in classrooms or flushed down the toilet.

### **Toilets**

Girls will be reminded to:

- maintain at least 1 metre distancing.
- thoroughly wash their hands after using the toilet.
- stay only a minimum amount of time in these areas.
- use paper towels must be used to dry hands thoroughly.
- the number of girls allowed in the toilets at one time will be limited, depending on the size of the toilets.
- use the toilets throughout the school day in order to avoid congestion at key times. They may leave lessons.
- Toilets will be cleaned regularly throughout the day, in line with the cleaning procedures below.

### **Offices**

- Office spaces will be allocated and arranged to ensure Social Distancing of 2 metres and individual colleagues relocated or alternative provision made, where this cannot be achieved.
- Movement of colleagues within office space is restricted to those who are based there. No other colleagues, contractors or students may enter these spaces.

### **Illness**

- Anyone showing symptoms of coronavirus will be isolated in the medical room.
- Anyone with any other medical needs, will need to report to Reception to advise of their situation. They will then be immediately placed in the Glass Room in the Main School.
- Testing for Covid 19. We will follow Public Health advice.



- Any student or member of staff who has a close family member (someone living in their household whom they have had contact with) who is awaiting testing for COVID-19 or has been tested and is awaiting results is required to share this immediately with the Principal/ the Principal's P.A. **No-one in the family should return to College until the results are known.**
- Girls to 'time out' if anxious either inside or outside of the classroom and not elsewhere throughout the College.

### Sports & Sports Facilities

- There will be **no competitive sport** where physical contact is possible.
- Sports and physical activity which can be done, will take place.
- Personal fitness will continue to be encouraged, with the objective of achieving an hour a day.
- No shared sunscreen is available for use.
- Tennis courts, the Guild Field and the lawn are all available for use, for activities, which have no potential for any contact. (Therefore, the tennis courts are a space, but tennis is not permitted).
- Hands must be washed before and after physical activity and any equipment cleaned after use.
- **No direct contact activities are permitted.**

### Music & Music Practice Rooms

- Only one person allowed in each room, at any one time. The room must have a window.
- No woodwind, brass or singing lessons, either one to one or in groups. (These may be planned virtually).
- All other instruments can be taught on one to one or in groups.
- **No extra-curricular activities are permitted.**

### Cleaning

- There will be a **minimum of twice daily cleaning** of all frequently touched surfaces (with particular attention to door handles, handrails, light switches, reception desks, toilet flushes and taps), including communal areas where surfaces can easily become contaminated. This will take place between break and lunchtime and at the end of the day.
- **Thorough decontamination of these areas and surfaces will be done at the end of the day,** using a chlorine solution of a 1000-ppm or other disinfection products currently in use as advised by Public Health Services, the Infection Control Team or Environmental Health.
- Premises will manage this cleaning.
- All forms of normal statutory testing will continue.

### Equipment and toys

- A written cleaning schedule will identify who, what, when and how equipment (and toys) are cleaned and be monitored. (No equipment will be used in the Senior School and Sixth Form, until the schedule and process is agreed with the Senior Line Manager)

- Students should be encouraged to bring the correct equipment to each lesson to avoid the sharing of stationary etc.
- School based equipment should be single student use for each session as far as possible. Where this is not possible equipment should be sanitized between before being passed to the next student.
- Only hard toys should be made available, as these can be wiped clean after play.
- The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.
- Soft toys, dressing up costumes, modelling and play dough, water play troughs or receptacles, and sandpits are not acceptable. No class teddy bears/mascots going house-to-house.

### **Staff Room**

- There should only be 2 people in the kitchen area at any time observing 2 metre distance.
- No more than 7 staff in the staffroom area at one time.
- Colleagues may either bring in their own lunch or collect from The Core, maintaining the social distancing of 2 metre and to a maximum of 15 minutes in the Staff Room.
- Please refrain from using shared objects.
- No tea towels are permitted.
- In all locations in College, shared utensils, such as cups and cutlery are not allowed, unless these can be put in a dishwasher. You are advised to bring in your own and keep these personal to you.

### **Vulnerable children and adults**

- These needs will continue to be met and adaptations around provision discussed individually, to best meet their needs.

### **Meetings**

- All meeting for colleagues which need to take place, will take place in the Hall with 2 metres SD in place.
- Other briefings will take place virtually or notes provide, to replace wherever feasible.
- Where Staff briefings must take place, we will observe social distancing of at least 1 metre at briefings.
- Virtual meetings are encouraged, where this is not possible 1:1 meetings can take place maintaining social distancing guidelines of at least 1 metre.

### **The following will not occur or will be cancelled**

- All assemblies, services and other activities not directly related to lesson delivery.
- Year group meetings
- House Meetings
- All face to face parents' evenings
- All after school clubs and events.
- All off-island trips and exchanges.
- All on island trips from one school to another.

- All off-island staff travel for educational purposes.
- All non-essential meetings of students and teachers.
- All direct contact activities – including sports, where maintaining physical distancing is not possible.

We will look to replace some events and contact with parents virtually, as appropriate.

### **Communication of Covid 19**

- All illness should be communicated to College, either to Reception for the girls or to your Line Manager and Rachel Chilton for adults, regardless of what the illness is.
- If an individual has Covid 19 symptoms, they should not come into College and seek advice from Public Health.
- We will continue to keep the community updated and follow advice from Public Health in communication linked to any cases of Covid 19, or any other infectious disease, in College.

### **Second wave/ Future lockdowns**

- We will follow advice from Public Health and Education, Sport and Culture in respect of lockdown being required of us.
- We will continue to maintain sound health advice re. personal safety, as was the case this year, with details being shared with girls and their parents before there were cases in Europe.
- Signage will be in all classrooms as a reminder of good hygiene.
- Our BYOD roll out will now accelerate and the use of this for assignments by teachers will be reviewed to get the best balance from the use of the computer as a tool to facilitate learning. The College was able to teach remotely from Day 1 and this provision has been consolidated through use.
- The focus on well-being, exercise and trying to make work meaningful, manageable and sustainable has served well. We will look to refine this further, in the event of future lockdown situations.
- All detail has been captured around decisions made and we will discuss and develop this, following feedback received from our community. (Next term!)

For further information on all aspects of the Coronavirus, go to [www.gov.gg/coronavirus](http://www.gov.gg/coronavirus)  
For health concerns call the Coronavirus helpline Tel 756938 or 756969

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(as AGREED by Public Health on 27 May 2020)

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- Signs with the above are in all classrooms and offices.
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### **Social Distancing at school**

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### **Reception areas**

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- Visitors to the College are not permitted.
- Reception remains the focus for anyone outside of College to enter the building, for any agreed external contractor. Hand sanitiser should be used on entry and exit.
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### **Classroom bubbles / Timetables**

“Forming classroom, as well as subject-specific bubbles. There is a need to avoid interaction beyond these bubbles. In Secondary School, it is acknowledged that children will move between subject bubbles. Schools should keep an accurate record of these bubbles”. (Public Health 23.05.20)

- We will run a well-being programme alongside the curriculum, maintaining the integrity of time-tabled groups throughout.
- **Teaching/activity groups will be no more than the 24 students, in a class bubble,** (which currently fit to the maximum number of desks in any one room. Class sizes are often smaller than this).
- Students will be encouraged to remain within their allocated workspace in all lessons.
- Stationery will be allocated to each girl and will not be shared. Any shared equipment will be kept to a minimum and sanitised between each student and after use.
- **The girls will not mix and stay in their class bubbles and will avoid interaction with other bubbles outside of their year groups.**
- Desks will be spaced as far apart as possible.
- **Students must not share equipment**
- Teachers will design lessons that minimise the mixing of students within the session.
- Teachers will reinforce good hygienic practices with the promotion of, for example, **frequent hand washing**
- Lessons may be outside wherever feasible and all social distancing maintained, between different class groups. Classes must not mix.
- Doors to be wedged open to avoid unnecessary contact with handles.
- **Our delivery of lessons will be face to face wherever feasible to do so, yet respect the fact that some colleagues are unable to be in College. In these cases, the class will be a**

“live” lesson, using remote learning devices and a supervising adult will sit in with the class in the room. Records of which adult is with which group, will be kept for at least four weeks.

- Teachers and students will follow their normal time-table, with well-being provision being included into the normal College day and into lessons, as appropriate.
- Sixth Form will continue to have lessons at the two Colleges. They should attend for the lesson only, not socialise in communal areas and must return to their home College for Private Study. CCF will not take place, subject to clarification with EC. If separation in the classroom is feasible, this should occur.
- Initially, we will run a staggered start, to be able to fully brief the girls and aid their reintegration. (This detail will be with colleagues, parents and students virtually in advance). The girls are welcome to be in their designated Form room, if dropped off earlier than required and are welcome to be in College at the normal times.
- The start time of the day remains the same and end times of the day will be adjusted, with the opportunity for any girl to stay in their Form room, should that help with collection and solve public transport issues until 5.00p.m., by agreement. (as is our usual request, parents may drop off on site before 08:00, and collect after 16:15).

### **Assemblies / Form time**

- Cancelled. All assemblies, services and other activities not directly related to lesson delivery will not take place. (Messages to Year Groups can be posted by colleagues, should they wish to do so and delivered to Form groups virtually).
- The 10.30a.m. Friday **virtual** meeting will continue to be provided in this way and at this time in Form rooms.

### **Corridors and Stairs**

- Where feasible, we have introduced a one –way system in corridors, with “up” stairs and “down” stairs.

### **Registration**

- Girls will be registered in their form rooms and normal attendance and absence procedures will be followed, using Integris.

### **Uniform**

- This will be suspended during the return to school phase, to allow for items worn one day, to be washed and different items the next. Girls should observe “mufti” day expectations.
- Sportswear should be worn to school, on days when there is a PE lesson, with leggings and warm clothing to cover. This not only encourages walking or cycling to school, it also avoids the use of small changing areas for PE lessons and generally encourages physical activity.
- A change of t-shirt/clothing is welcome. (showers are not available). Girls should change in individual toilet cubicles and avoid using not bring in aerosol sprays. Roll on is acceptable.



### **Break and lunch times**

- Girls will wash their hands before and after break and lunch times.
- Break and lunch times are staggered in order to increase the amount of outdoor space available.
- They will eat their snacks / packed lunch either in their classroom or socially distanced outside and not mix with other year groups.
- No food will be shared.
- Girls will have space outside in a designated 'year bubble zone'.
- Packed lunches may be bought from The Core.
- The Core will operate as a take-away.
- Payment for food from The Core is made using contactless payment, which is already in place for Senior School students.
- Food can be consumed in Form Rooms and students must stay in their Form bubble to eat and maintain Social Distancing of at least 1 metre.
- Students can eat outside if the weather permits, sitting on the grass. (Benches and tables are "out of bounds").
- Do not sit with other year groups.
- Stick to allocated year spaces to ensure this is achievable.
- When sitting with a group, maintain 1 metre social distancing.
- Students are welcome to bring in their own packed lunch.

### **Rubbish and recycling**

- Rubbish and recycling will continue to take place, observing distancing and personal health guidelines.
- Tissue should be used only once.
- Used tissues can be placed in the bins in classrooms or flushed down the toilet.

### **Toilets**

Girls will be reminded to:

- maintain at least 1 metre distancing.
- thoroughly wash their hands after using the toilet.
- stay only a minimum amount of time in these areas.
- use paper towels must be used to dry hands thoroughly.
- the number of girls allowed in the toilets at one time will be limited, depending on the size of the toilets.
- use the toilets throughout the school day in order to avoid congestion at key times. They may leave lessons.
- Toilets will be cleaned regularly throughout the day, in line with the cleaning procedures below.

### **Offices**

- Office spaces will be allocated and arranged to ensure Social Distancing of 2 metres and individual colleagues relocated or alternative provision made, where this cannot be achieved.
- Movement of colleagues within office space is restricted to those who are based there. No other colleagues, contractors or students may enter these spaces.

## Illness

- Anyone showing symptoms of coronavirus will be isolated in the medical room.
- Anyone with any other medical needs, will need to report to Reception to advise of their situation. They will then be immediately placed in the Glass Room in the Main School.
- Testing for Covid 19. We will follow Public Health advice.
- Any student or member of staff who has a close family member (someone living in their household whom they have had contact with) who is awaiting testing for COVID-19 or has been tested and is awaiting results is required to share this immediately with the Principal/ the Principal's P.A. **No-one in the family should return to College until the results are known.**
- Girls to 'time out' if anxious either inside or outside of the classroom and not elsewhere throughout the College.

## Sports & Sports Facilities

- There will be **no competitive sport** where physical contact is possible.
- Sports and physical activity which can be done, will take place.
- Personal fitness will continue to be encouraged, with the objective of achieving an hour a day.
- No shared sunscreen is available for use.
- Tennis courts, the Guild Field and the lawn are all available for use, for activities, which have no potential for any contact. (Therefore, the tennis courts are a space, but tennis is not permitted).
- Hands must be washed before and after physical activity and any equipment cleaned after use.
- No direct contact activities are permitted.

## Music & Music Practice Rooms

- Only one person allowed in each room, at any one time. The room must have a window.
- No woodwind, brass or singing lessons, either one to one or in groups. (These may be planned virtually).
- All other instruments can be taught on one to one or in groups.
- No extra-curricular activities are permitted.

## Cleaning

- There will be a **minimum of twice daily cleaning** of all frequently touched surfaces (with particular attention to door handles, handrails, light switches, reception desks, toilet flushes and taps), including communal areas where surfaces can easily become contaminated. This will take place between break and lunchtime and at the end of the day.
- **Thorough decontamination of these areas and surfaces will be done at the end of the day**, using a chlorine solution of a 1000-ppm or other disinfection products currently in use as advised by Public Health Services, the Infection Control Team or Environmental Health.
- Premises will manage this cleaning.
- All forms of normal statutory testing will continue.

### **Equipment and toys**

- A written cleaning schedule will identify who, what, when and how equipment (and toys) are cleaned and be monitored. (No equipment will be used in the Senior School and Sixth Form, until the schedule and process is agreed with the Senior Line Manager)
- Students should be encouraged to bring the correct equipment to each lesson to avoid the sharing of stationary etc.
- School based equipment should be single student use for each session as far as possible. Where this is not possible equipment should be sanitized between before being passed to the next student.
- Only hard toys should be made available, as these can be wiped clean after play.
- The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.
- Soft toys, dressing up costumes, modelling and play dough, water play troughs or receptacles, and sandpits are not acceptable. No class teddy bears/mascots going house-to-house.

### **Staff Room**

- There should only be 2 people in the kitchen area at any time observing 2 metre distance.
- No more than 7 staff in the staffroom area at one time.
- Colleagues may either bring in their own lunch or collect from The Core, maintaining the social distancing of 2 metre and to a maximum of 15 minutes in the Staff Room.
- Please refrain from using shared objects.
- No tea towels are permitted.
- In all locations in College, shared utensils, such as cups and cutlery are not allowed, unless these can be put in a dishwasher. You are advised to bring in your own and keep these personal to you.

### **Vulnerable children and adults**

- These needs will continue to be met and adaptations around provision discussed individually, to best meet their needs.

### **Meetings**

- All meeting for colleagues which need to take place, will take place in the Hall with 2 metres SD in place.
- Other briefings will take place virtually or notes provide, to replace wherever feasible.
- Where Staff briefings must take place, we will observe social distancing of at least 1 metre at briefings.
- Virtual meetings are encouraged, where this is not possible 1:1 meetings can take place maintaining social distancing guidelines of at least 1 metre.

### **The following will not occur or will be cancelled**

- All assemblies, services and other activities not directly related to lesson delivery.
- Year group meetings
- House Meetings
- All face to face parents' evenings
- All after school clubs and events.
- All off-island trips and exchanges.
- All on island trips from one school to another.
- All off-island staff travel for educational purposes.
- All non-essential meetings of students and teachers.
- All direct contact activities – including sports, where maintaining physical distancing is not possible.

We will look to replace some events and contact with parents virtually, as appropriate.

### **Communication of Covid 19**

- All illness should be communicated to College, either to Reception for the girls or to your Line Manager and Rachel Chilton for adults, regardless of what the illness is.
- If an individual has Covid 19 symptoms, they should not come into College and seek advice from Public Health.
- We will continue to keep the community updated and follow advice from Public Health in communication linked to any cases of Covid 19, or any other infectious disease, in College.

### **Second wave/ Future lockdowns**

- We will follow advice from Public Health and Education, Sport and Culture in respect of lockdown being required of us.
- We will continue to maintain sound health advice re. personal safety, as was the case this year, with details being shared with girls and their parents before there were cases in Europe.
- Signage will be in all classrooms as a reminder of good hygiene.
- Our BYOD roll out will now accelerate and the use of this for assignments by teachers will be reviewed to get the best balance from the use of the computer as a tool to facilitate learning. The College was able to teach remotely from Day 1 and this provision has been consolidated through use.
- The focus on well-being, exercise and trying to make work meaningful, manageable and sustainable has served well. We will look to refine this further, in the event of future lockdown situations.
- All detail has been captured around decisions made and we will discuss and develop this, following feedback received from our community. (Next term!)

For further information on all aspects of the Coronavirus, go to [www.gov.gg/coronavirus](http://www.gov.gg/coronavirus)  
For health concerns call the Coronavirus helpline Tel 756938 or 756969