



16 November 2020

Dear Pupils, Students, Parents and Guardians of The Ladies' College

Our ongoing Covid-19 planning

We have completed our provisional plans, should we have a diagnosed case of Covid-19 in College at any time in the future. The bottom line is that we will follow Public Health advice to respond to this, yet there are two areas which I hope that by writing to you now, will help everyone should the situation arise.

The first is the immediate response and we have plans to avoid movement around the College at the point at which we are made aware of any cases. We will then need parents' help to avoid a situation where there is a rush to take children home and would respectfully ask that you wait for the communication about the timing and the process for this to be achieved. We are a small site and cars can quickly cause traffic congestion, so we will make the timing clear about which class or year should be collected at which time, in the hope that this is achieved safely and avoids anyone having to leave their vehicle to collect their daughter. Please respect this request.

Should Public Health guidance allow, we aim to remain open, following a case of Covid, in small, bubbled groups. We anticipate being able to bubble Reception to Form III at Melrose in smaller groups and in separate spaces in College, with social distancing, and inviting students in the Senior School to work in a bubble classroom or remotely. Depending on numbers and the scale of the response required, we may need 24-48 hours to set this up, and this may take some staff away from providing work online for that period of time. We will decide on the provision for Pre-Preparatory pupils based on the advice given at the time from Public Health and will look to support the children of key workers as a priority.

We will then aim to provide the normal College timetable, in so far as it is feasible. This will be face to face in Melrose and will be achieved using Teams to speak to groups in the Senior School and Sixth Form.

I hope that we will not need to implement the above, yet also trust that sharing this detail in advance will help us all to be calm and ordered in our managing our immediate response to the unknown ahead of us.

Stay safe, stay well, stay in touch

Ashley Clancy
Principal