

## **Arrangements for the Return to School March 2021 for the remainder of the Spring Term**

### **Arriving at and Leaving School for Day Pupils, Year Group 'Bubbles' and the Location of Hubs**

Arrangements for pupils to come to School on Friday 5th March for Covid testing have been shared with parents and guardians and some boarders will be tested on their return to School on Sunday 7th March. Boarders arrivals on the evening of Sunday 7th March, or in accordance with their individual travel arrangements, are being coordinated by the Housemistresses in Markham, Knatchbull and Loveday Houses.

On the first day of the full reopening, Monday 8th March, all day pupils in all year groups should arrive at the usual time, before 8.15am. All year groups will have a tutor period from 8.15am - 8.40am before commencing Period 1 and their usual School timetable.

First and Second Year pupils should be dropped off in the Main Car Park, at the bottom of the hill, and girls in the Third Year and above should be dropped off in the Quad. Parents should not linger in your car, just drop your daughter and move towards the exit. If parents have daughters in First or Second Year, and an older year group, and want to drop daughters together, then please do so at the Main (bottom) Car Park as this will avoid unnecessary additional congestion.

Girls who take the school minibuses will be dropped off and will leave School from the Quad and, as during the Autumn Term, will include sitting in a designated seat on the bus each day, and wearing a face covering during the journey.

Upon arrival at school each morning, day girls should go directly to their Year Group Hub and not to any other part of the School. Boarders will be briefed on their arrangements by boarding staff which will involve going directly from their boarding house to their hub after breakfast on Monday morning.

The groups and hub locations are as follows -

<b>Group</b>	<b>Hub Location</b>
First Year (now separate from Second Years)	Sue Cormack Hall LHS - accessed via the Side Foyer classroom (clearly marked)
Second Year (now separate from First Years)	Sue Cormack Hall RHS - accessed via the lower side entrance (clearly marked)
Third Year	MFL Classrooms (L04, L05) in Luker Building

Fourth Year	English classrooms (K115, K208, K209) on First and Second floors of Knatchbull
Fifth Year	History and Geography classrooms (B01, B02, B12, B13) on Ground and First floors of Beharrell
Lower Sixth and Upper Sixth	Top Foyer of Cormack Hall - entrance via the main door between the Music School and Loveday House. Boarders have their individual study space in the boarding house bedrooms. Sixth Form day girls have an individual study space in the Library.

By keeping the groups separate within School, a Covid-19 positive case in one group should not impact other groups who will be able to remain in School. The exception to this is pupils who travel to and from School on the School minibuses with girls across the year groups. Arrangements are in place to minimise risk including everyone wearing a face covering, girls being spaced out so far as possible on the bus, and sitting in allocated seats with girls in their own group. If a pupil on their bus tests positive then it is expected that the rest of the girls who use the minibus, and the driver, will need to self-isolate due to the nature of the close contact.

At the end of the day, day girls should be collected from the Main Car Park at the usual times after prep. For First and Second Years that is 6.20pm, Third Years at 6.35pm and Fourth Years at 6.45pm. Fifth Years who are doing early prep may leave from 5.20pm. There will be staggered departure times on a Friday, as in the Autumn Term, in order to make it easier for everybody at the end of a busy week and avoid any unnecessary congestion between the different groups of girls. Collection times from the Main Car Park are:

Third Year: 3.50pm

Fourth Year, Fifth Year and Sixth Form: 4pm

First Year and Second Year: 4.10pm

Arrangements for collection at the end of term on Friday 26th March will be shared nearer the time.

## Hygiene

All staff at St George's are continuing to work hard, and together, to ensure that our policies and practices are robust so that we minimise the risk of virus transmission in the School community. The enhanced regular cleaning regime that was in place for the whole of the Autumn Term continues and this is supplemented by cleaning supplies in all classrooms and other spaces, sanitising stations throughout the School and regular reminders to all members of the School Community to wash their hands and use hand sanitiser regularly. We have also asked girls to bring their own small bottle of hand sanitiser into School too, as well as a packet of tissues. Each group of pupils has designated bathroom facilities and shared bathroom facilities will be cleaned frequently during each day.

## Health Centre, Lateral Flow Testing and Health Protocols

At St George's, the best defence we have against Covid-19 is to keep the virus out of School and the only way we can achieve this is with everyone's support. All St George's pupils have been asked to take a lateral flow test before returning to the School site and mass testing has been scheduled on site in the Sports Hall during Friday 5th March. The School is required to test pupils on site twice more during the week commencing Monday 8th March and then, from Monday 15th March, pupils will be provided with home testing lateral flow test kits for regular testing twice a week and will report their test results directly to NHS Track and Trace immediately afterwards as well as sharing the result with the School. More information will be shared with parents and pupils about the arrangements for home testing, as well as detailed guidance, when this is available.

St George's staff have been supplied with home testing lateral flow test kits for self-testing before the return to School and twice weekly moving forwards.

Parents and guardians must ensure that **if their daughter is showing any of the symptoms of COVID-19, has recently been in contact with someone who has tested positive, and/or should be isolating/quarantining, they DO NOT come to School.** This cannot be stressed strongly enough. For the latest guidance from the NHS please go to <https://www.nhs.uk/conditions/coronavirus-covid-19/>. Here you will find information about symptoms, self-isolation, testing and track and trace.

Nurse Kvik, who is looking forward to getting to know the girls once they are back in School, will be able to answer questions parents have about health matters including Covid-19. Parents should inform Nurse Kvik, [healthcentre@stgeorges-ascot.org.uk](mailto:healthcentre@stgeorges-ascot.org.uk) or by calling the Health Centre between 8.30am and 5pm on 01344 629940, if their daughter's medical information held by the School needs updating.

Parents should always contact Nurse Kvik if their daughter has suspected symptoms of Covid-19, has tested positive for Covid-19, or has been identified as a close contact of someone who has tested positive and therefore must self-isolate.

As occurred in the Autumn Term, some pupils may be required to self-isolate due to being identified as a close contact with someone who has tested positive for Covid-19 following the School's track and trace protocols and national public health guidance. This contact may be within their year group 'bubble', via travelling on a School minibus, or a 'bubble' in the boarding house. Parents of day pupils affected will receive a text from the School to inform them that their daughter must either be collected (if in School) or remain at home (if at home), and boarding staff will contact parents of boarders to make arrangements. This will then be followed by more detailed information by email. If parents are asked to collect their daughters from School, it is important that this is done promptly in order to follow procedures to keep the entire School community safe and well.

## Reducing Risks, Movement and Distancing Around the School Site

In each hub, every girl has a named, large storage box for their books, files and personal belongings, and she should bring with her a suitable school bag for carrying belongings to and from school and between lessons. Each group has allocated bathroom facilities for their group near their hub.

Distancing when moving around the School is assisted by keeping the girls in their groups, and based in their Hubs, with a rota for queuing and eating meals separately from other groups, and by implementing a one-way system around the RS/Maths/Science areas in Markham.

The teaching staff will be moving around between classrooms more often than the girls. Lessons will either be held within a group hub (for that group only) or in a flexible classroom which includes specialist classrooms e.g. Art, Textiles, Music, Drama, Photography, Science etc. Girls will be in their groups and distanced as far as is possible in classrooms and all desks will face the front. Staff will ensure pupils adhere to a seating plan and ensure they maintain an appropriate distancing from pupils. Both staff and pupils will follow a clear hygiene and cleaning protocol after each lesson. The Library will not be accessible for girls other than the Sixth Form day girls who will have a designated work space in there, however Miss Kennedy (School Librarian) will continue to ensure an alternative arrangement for borrowing books.

It is important that every member of the School community plays their part in reducing the overall risk for everyone and adheres to the systems of control in place. From the full return to School on March 8th, we are following the new Government guidance (quoted), that is due to be reviewed at Easter, that recommends that *'face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises. In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons'*. We take our impact on the environment seriously at St George's seriously, and this is a key focus during this academic year. The girls have been asked to bring in a reusable face covering that can be washed, rather than a disposable one, and also to bring a spare face covering into school with them in a small sealable plastic bag.

Ventilation is key to reducing the risk of the virus spreading and girls have been told to expect windows and doors to be open and, if the weather is cold, which it can be in March, to wear a number of layers and to bring a coat. Girls will be encouraged to go outside during break and lunch times in order to be in the fresh air and so they are able to have a break from wearing their face coverings.

The UK remains in a national lockdown during March and girls will not be permitted to go off the school site during the school day e.g. to Ascot High Street as older girls have liked to do at lunch time in the past.

### **Lessons and Marking Work**

In order to minimise risk, the guidance is that there should be a 48 hour gap between girls handing in work and staff marking it. There should also be a 48 hour gap between the marking of work and returning to the pupil. As a result, we are continuing to encourage staff to mark work online as much as possible. Where it is not possible to mark work online, work for marking will either be completed on file paper (so that girls do not lose access to their exercise books) or in a separate homework book.

## **Prep, Clubs and Co-Curricular Activities**

Co-curricular Activities are a fundamental part of a St George's education and something the pupils are looking forward to enjoying when they are back on site. Clubs will continue to operate from 4.15 - 5.15pm and we will continue to have a range of opportunities for the girls that will be within their groups. Clubs have been chosen by the girls ahead of the return to School. As in the Autumn Term, music, LAMDA, tennis, Dance and other extra lessons and activities will resume on site and staff teaching and leading these activities will follow the same Covid-safe protocols as across the rest of the School.

In sport, the focus will continue to be on our winter sports programme including netball, lacrosse and swimming. There will be sporting activities on both Saturday mornings in March before the end of term and more details about this will be shared with pupils and parents. As yet we do not expect fixtures with other schools to feature for some time. Early morning swim squads will resume and will continue to be arranged and staggered to avoid mixing between year groups in changing and common areas.

Prep will continue as normal after clubs and the girls will do their prep in their hubs, overseen by a member of teaching staff. As in the Autumn Term we do not expect to run prep for day girls, on a Friday and they should leave at 4pm or after their club, and boarders will do prep in houses.

## **Meal Arrangements and Snacks**

Girls will continue to be served a snack at break time and after lessons at 4pm and these will be taken in their hub or outside. All pupils should bring with them their own, named, refillable water bottle. Lunch continues to be extended to a two hour period, to cross over what would usually be Period 4 and lunch time, and the Dining Room is split into two separate sides so as not to allow unnecessary mixing between the girls queueing with, and eating in, their groups at designated times.

Girls in the First, Second, Third and Fourth Years have an allocated separate time for lunch after Period 3, followed by Period 4. Girls in the Fifth Year and Sixth Form will have an allocated separate time for lunch after Period 4, followed by Period 5. Staff have separate allocated times and locations for eating. Cleaning will take place between these sittings for each group.

Breakfast and supper will be served at designated times for boarders in their groups. Girls attending early morning swim squad training will eat breakfast with the boarders in their year groups. Parents of day girls who wish to stay for supper should contact the Office in the usual way and girls will join the boarders in their year and sit with their groups at their designated time after prep.

## **What Should Girls Wear and Bring to School?**

Girls are returning once more in School PE Kit (including House polo shirts/hoodies) and trainers that are suitable for sports, so that they are 'PE ready'. Sixth Form girls will be expected to wear Sixth Form dress on the days in which they are not doing PE or Sport and may wear PE kit on the days they have PE/Sports activities. With unpredictable weather in

March, breaks being encouraged outside and the need to have ventilation in all rooms, girls should be prepared to wear a number of layers and bring a coat. There will be an update before the end of term concerning uniform requirements for the Summer Term.

All girls must have with them in school each day -

- A named water bottle that can be refilled
- A face covering and a spare in a small sealable plastic bag (we recommend that boarders should bring a small supply e.g. 5 washable, named face coverings should they need to wear them at any time, or if going off-site)
- A small bottle of hand sanitiser
- A packed of tissues
- Their pencil case etc.
- Their fully charged Chromebook
- Headphones (for use with Chromebooks, not with an Apple adaptor)
- Lacrosse stick, boots and mouthguard (which will be kept at School)
- Swim kit when required
- Coat

### **Blended Learning**

If your daughter is unwell, the most important thing is that she has time to get better and she will usually catch up with work missed when she is well enough to be back in school. Blended Learning refers to our remote teaching provision for pupils who are isolating or unable to come into School due to travel restrictions or specific individual circumstances, not for regular absences due to ill health. Blended learning provision ensures that all of our pupils are able to access the curriculum whether or not they are able to be in the classroom. With our experience of remote teaching and learning, it has been fairly seamless to adapt our teaching to the "new normal" of blended learning. For a pupil who is 'blended learning', her teachers will use Dragonfly to set her the work electronically and in order to invite her to participate in the lesson via Google Meets. She will be able to submit her work for marking and receive feedback from the teacher via Dragonfly or Google Classroom. She will even be able to join in with tutor time, year group meetings, talks, assemblies, Chapel services and many of our co-curricular activities online.

### **Boarding**

Boarding at St George's is arranged by year group and the girls have allocated social spaces, bathrooms and showers for their boarding group. The arrangements will remain the same as in the Autumn Term and the girls will be regularly reminded of the arrangements and necessary distancing measures from their boarding staff. Larger year groups in the boarding houses (eg in Knatchbull and Loveday) are split into corridors with designated bathroom/shower facilities for these corridors. No day pupils are allowed in the boarding houses including in the common rooms, these areas will be for the exclusive use of boarders.

Mrs Simpson and the Housemistresses have been liaising separately, where necessary, with parents and guardians of boarders concerning travel, logistical arrangements and support. There will be a small number of boarders isolating in the designated, and separate, isolation wing in Loveday House, when they arrive in the UK, and who will be joining lessons and activities remotely until they are able to join the rest of the School community.

The School is planned to be open over the remaining exeat weekend this term (13th/14th March) and closed over Easter as usual and boarders will be expected to go home or to their guardian. Details concerning the start of term in April and quarantine arrangements at St George's will be shared with boarding parents in due course.

### **Visitors on Site, Meetings with Parents and Deliveries**

Members of staff all have a designated office or work space that is separate to shared teaching classrooms. Other members of staff and pupils will not enter these work spaces and the vast majority of meetings between staff will remain online using Google Meets.

Visitors to the School site will continue to be very limited this term, and are for essential reasons only, in order to keep the school community safe, and there will be a robust protocol in place for known visitors to ensure they only enter designated spaces and observe distancing. Some prospective families will have private tours of the school site, which will be mostly to outside areas of the School site, and will be with members of staff, and not with pupils.

Meetings between staff and parents have continued to take place very successfully remotely and these will remain online, or by telephone, for the foreseeable future. Our online system for parents meetings has proved to be very successful with a great deal of positive feedback, and details of the year group parents' meetings are in the calendar on Dragonfly and are shared with relevant parents.

### **Trips, Events and the School Calendar**

The Calendar for the Spring Term is published on Dragonfly. There are no educational trips planned at present during this time and future trips will be considered in the light of evolving guidance and risk assessment. There are unlikely to be any significant gatherings for parents/visitors in School for the time being but we will continue to use technology to support School events online.

### **Policies and Risk Assessments**

This document constitutes the School's current Policy in relation to COVID-19, alongside risk assessments relating to all areas of School life at St George's. Formal and informal audits will be undertaken regularly, in line with evolving guidance to ensure compliance in all areas of the School's operations.

**5 March 2021**