

St Gabriel's

NEWBURY

Senior School Autumn Term 2020 Arrangements



St Gabriel's

NEWBURY

Dear parent,

We are delighted to be able to welcome the girls back for the start of the Autumn Term and I have no doubt that they will be looking forward to seeing everyone again, as are we.

In order to ensure that both girls and staff feel comfortable, we have put in place a number of measures, which I would like to share with you and your daughters. Your daughter's Form Tutor will obviously go through these arrangements in detail during Form Time on the first day and if you have any queries please do not hesitate to contact us. Please also refer to our **Covid-19 Risk Assessment** on the website which will be updated over the next week with September opening details.

Your daughter's Head of School will also shortly be sending out a video of Form Rooms, and how the school will work from September along with details of your daughter's Form Tutor for next academic year.

It will be lovely to see and hear the buildings come back to life again as we welcome the girls back on site.

Kind Regards

Angela Chapman
Vice-Principal

Bubbles

The girls will be in four bubbles and our bubbles will be as follows.

Year	Room
Year 7 and Year 8	English 1, English 2, English 3, Maths 3, Geography and History
Year 9 and Year 10	Maths 1, Maths 2, Classics, RPE, Art 1, Humanities & the Drama classroom
Year 11	MFL1, MFL2, ICT1 and Business
Year 12 and Year 13	Farmhouse, Sixth Form Study Room and Sixth Form Common Room

Form groups will stay in their bubble classrooms as much as possible and teachers will move between the classes. The exception is when girls need to move for the specialist lessons, science, art, drama, music, technology and computing. For PE the member of staff will come and collect girls from their bubble classrooms. The girls will be issued with timetables detailing these rooms when they start in September.



The School Day for Senior School Girls

This will run with only a couple of timing changes in that there will be a break of ten minutes between lessons 4 and 5 and lunch will start at 12.50 to enable clean down between Junior and Senior lunch. Lesson 7 will start at 13.50 meaning lessons 7 and 8 will now be one hour long.

Lessons for Years 7, 8 and 12 will end at 15.55 and for all other year groups at 16.00. If girls are going to prep then they will need to go to their form rooms until 16.15 when prep begins in the theatre.

Girls should always sanitise upon entering and leaving a classroom.

Girls must remember equipment, such as calculators and stationery as we will be unable to loan these out.

There will be no access to the Science department through the internal corridor which will be for staff use only. Girls will need to access each Science room from the outside entrance and put bags at the side in the room.



Time	Monday	Tuesday	Wednesday	Thursday	Friday
08.40	Registration	Registration	Registration	Registration	Registration
08.45	Assembly	Form time	Assembly	Form time	Form time
09:05	PSHE	Period 1	Period 1	Period 1	Period 1
09.40	PSHE	Period 2	Period 2	Period 2	Period 2
10.10	Break	Break	Break	Break	Break
10.30	Period 3				
11.05	Period 4				
11.35	Break	Break	Break	Break	Break
11.45	Period 5				
12.15	Period 6				
12.50	Lunch 1				
13.15	Lunch 2				
13.50	Period 7 and Registration				
14.20	Period 8				
14.50	Break	Break	Break	Break	Break
14.55	Period 9				
15.30	Period 10				
16.00	End of School				

Uniform

All girls from Year 7 upwards can wear PE kit on the day when they have PE. On all other days they should wear school uniform.



Corridors

Please keep to the left when moving around the corridors.

Girls should use the paths around the grounds to access other rooms such as Art and Science via the outside doors rather than from the corridor. Girls should have a waterproof coat with them for when they are moving outside to a specialist lesson.



Gabbies

For the moment Gabbies will be closed to pupils and girls will need to bring in their own snacks and drinks for each day.

If any pupil wishes to go to Breakfast Club their parent should sign up with the Bursary a week in advance and any food purchased will be added to the parent's bill.

The Library

This will not be in use as we have temporarily converted it to a staffroom to enable staff to have appropriate space and girls may need to go to both areas if they are looking for a member of staff. However, there will be a system for ordering books for those girls who would like.

Visitors

There will be **no visitors** allowed on site until further notice during the school day but parents are welcome to email us with any queries.

Clubs and Clinics 2020

The following clubs are on offer to Senior & Sixth Form pupils in the Autumn Term 2020.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Before School / Breaks		Band Year 11 Break time Dr Tebbs, Oval Room			
Lunch-time	<p>HPQ Year 9, 1.20pm Mrs Evans, M2</p> <p>Medprof Year 12, 1.15pm Ms Hammett Science</p> <p>Remote Bridge (via Teams) Year 10 - 12 1.20pm, Mr Ives</p> <p>PE Club Year 7 & 8 12.50pm -1.15pm</p> <p>Knitting Club Year 8, 12.50pm -1.20pm Miss Halstead, E2</p> <p>Robotics Club Year 8 12.50pm -1.20pm Mrs Knott, DT Room</p> <p>Maths Club Year 11 Drop in (all lunch times) Mrs Vaughan, Mrs Chicken, MFL2</p> <p>Music Sixth Form ensemble, 1.10pm, Dr Tebbs, Oval Room</p>	<p>History Club Sixth Form 1.15pm Mr Lewis Farmhouse</p> <p>Biology Year 11, 12.50pm - 1.10pm, Ms Dennis Science</p> <p>Dance Scholars Club Year 7 & 8 1.25pm - 1.45pm Mrs Hastings Dance Studio</p> <p>Spanish Year 11 12.50pm - 1.05pm & 1.25pm - 1.45pm Mrs Tyler, MFL2</p> <p>Textiles Year 10 12.50pm - 1.20pm Ms Hunter</p> <p>Spanish Cultural Club Year 9 & 10 12.50pm - 1.20pm M2</p>	<p>Chess Club Alternate weeks Year 7 & 8 (week 1 12.50pm - 1.20pm) Year 9 & 10 (week 2 1.20pm - 1.50pm) Mr Ives, Square Hall</p> <p>Music Scholars' Ensemble Year 7 & 8 12.50pm Dr Tebbs Oval Room</p> <p>Knitting Club Sixth Form 1.15pm - 1.45pm Miss Halstead S1</p> <p>French Speaking Year 11 12.50pm - 1.05pm MFL1</p>	<p>Geography Clinic, Year 11 1.25pm -1.50pm Mrs Harvey, MFL1</p> <p>HPQ Year 10, 12.50pm Mrs Evans, RPE</p> <p>Physics Year 11, 12.50pm- 1.20pm Mrs Rayner, Science</p> <p>English Club Year 7 & 8, 1.15pm Mrs Wellard-Hughes E2</p> <p>PE Club Year 9, 12.50pm - 1.15pm</p> <p>Art Scholars Club Year 7 & 8, 1.15pm - 1.50pm, Mr Spurrett Art Department</p> <p>Music Year 9 ensemble 12.50pm Dr Tebbs, Oval Room</p> <p>Textiles Year 11, 1.20pm - 1.50pm, Ms Hunter</p>	<p>Chemistry Year 11, 12.50pm - 1.20pm Ms Tate, Science</p> <p>PE Club Year 10 1.15pm - 1.50pm</p> <p>Drama Scholars Club Year 7 & 8 12.50pm - 1.15pm Mrs Chaplin Drama Studio</p> <p>Film Club Year 7 12.50pm - 1.20pm Miss Durling, E1</p> <p>Spanish Speaking Year 11 12.50pm - 1.05pm & 1.30pm - 1.45pm ICT1</p>
After School	<p>Art & Photography Clinic Year 11 4.00pm - 5.00pm Mr Spurrett Art Department</p> <p>Spanish Club Year 10 4.00pm - 5.00pm RPE Room</p> <p>French Club Year 10 4.10pm - 5.00pm Classics Room</p>	<p>Maths Clinic Year 11 4.00pm - 5.00pm Mrs Vaughan MFL1</p> <p>French Cultural Club Year 9 4.10pm - 5.00pm M2</p>	<p>Classics Clinic Year 11 4.00pm - 5.00pm Mr Ives, MFL1</p> <p>English Clinic Year 11 4.00pm - 5.00pm Mrs Wellard-Hughes MFL2</p>	<p>DT Clinic Year 11, 4.00pm - 6.00pm, Mrs Knott Starts 24/9/20 DT room</p> <p>Food Clinic Year 11, 4.00pm - 5.00pm, Mrs Zogaj Food Room</p> <p>Italian Year 11, 4.10pm-5pm, Ms Ferretti, MFL1</p> <p>Debating Club Sixth Form, 4.00pm - 5.00pm, Mrs Archer Common Room</p> <p>Spanish Cultural Club Year 8, 4.10pm - 5.00pm, E3</p> <p>French Cultural Club Year 7 & 8 4.10pm - 5.00pm E2</p>	<p>Yoga Year 11 4.10pm - 5.00pm Ms Ferretti Dance Studio</p>

Entrances

Each bubble will have their own separate entrance with a sanitisation station on entry. There will be sanitisation kits in every classroom.

Year	Entrance
Year 7 and Year 8	Entrance around the back of Square Hall
Year 9 and Year 10	Pupil entrance
Year 11	North block entrance by ICT2
Year 12 and Year 13	Visitor entrance

Toilets

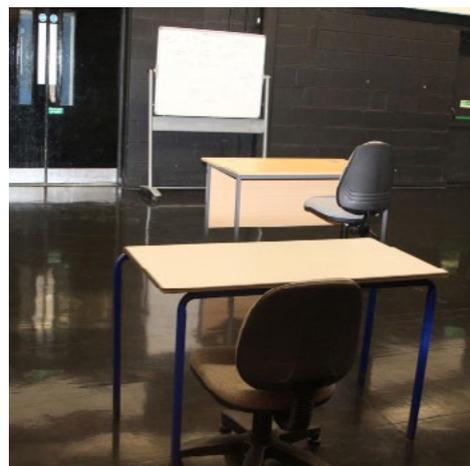
Each bubble will have their own allocated toilets. They should **not** use any other toilet facility from another bubble.

Year	Toilet Location
Year 7 and Year 8	Geography toilets
Year 9 and Year 10	Sixth Form toilets
Year 11	White Corridor toilets
Year 12 and Year 13	Farmhouse toilets

Prep

This will still run and will be held in the theatre from 4.15pm. In that way we are able to appropriately socially distance different bubbles. Girls should make their way to prep as promptly as they can. Fruit will be available for girls in the theatre in bubble labelled boxes and girls should select fruit from that box only.

All girls should ask parents to phone them once they are in the car park and girls should then leave prep. Parents will no longer be allowed in to school to collect their daughter. It will be important for girls to be accurate with their daily prep arrangements and if you have not done so already please return the form via email to the School Office to assist us with our planning.



Arrangements for the first day

Girls arriving on school minibuses may go straight to their appropriate entrance and Form Room immediately upon arrival.

Year	Arrival Time	Entrance
Year 7	8.40am	Through front of Square Hall to be met by Mrs Wright and Tutors.
Year 8	8.30am	Through back door into Square hall and straight to Tutor Rooms.
Year 9 & Year 10	8.30am	Through pupil entrance and straight to Tutor Rooms.
Year 11	8.30am	Through entrance by ICT2 from around the back of school and round by science straight to Form Rooms.
Year 12	9.00am	Through front of Square Hall and straight to Sixth Form Common Room.
Year 13	8.30am	At the Farmhouse to be greeted by Tutors.

As stated earlier, Mrs Wright, Mrs Hammons and Mrs Trevis will write to girls to let them know where their Form Room is and who their Form Tutor will be nearer the start of term. This will be accompanied by a video of the Form Rooms for that particular year group.

From Tuesday 8 September onwards

From Tuesday onwards all girls should arrive between 8.00am and 8.40am and go to their appropriate entrance and then straight to their Form Room.

Form Tutors

Form	Senior School Tutor		Room
Head of Lower School: Becky Wright (RW)			
7S	ELH	Ellie Halstead	E1
7T	DM	Deirdre McLaughlin	G1
7G	AB	Alan Beverly	History
Year 7 & 8 Toilets - Geography			
8S	SF	Sarah Ferretti	M3
8T	PS	Guan Clarkson	E3
8G	MH	Helen Rayner	E2
Head of Upper School: Emma Hammons (EH)			
9S	MI	Marc Ives	M2
9T	PS	Paul Spurrett	Art
9G	MH	Mel Hunter	M1
Year 9 & 10 Toilets - Sixth Form			
10S	JM	John Mannion	Green Room
10T	JWH	Jennifer Wellard-Hughes	Classics
10G	KH	Katie Hastings	RPE
Year 11 Toilets - White Corridor			
11S	JK	Jenny Knot	ICT1
11T	RH	Rebecca Harvey	MFL1
11G	AK	Annie Keenleyside	MFL2
Head of Sixth Form: Hannah Trevis (HT)			
12S	DE	Diana Evans	Farmhouse
12T	JH	Jessica Hammett	
Sixth Form Toilets: Farmhouse			
13S	NA	Nicky Archer	Farmhouse

Assemblies

These will be held via Teams and tutors will log-on in their form room and put on their screen for the form to listen in to.

Monday – led by Principal

Wednesday – led by Vice-Principal

Friday - will now be another form time and not form assemblies for this term

If you want to have a message read out in Assembly, please email Mrs Chapman.



Fire Drill

Please note the assembly point for fire drill has now changed to the front lawn.



Lunch

The girls will enter in bubbles as per the rota below and sit in their bubbles.

Lunch menus will be emailed to tutors who can put them up in tutor rooms - in that way girls can ensure that they know what they want to ask for prior to arriving at the Dining Hall. The Sixth Form will have the option to order a grab and go lunch on a weekly basis.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12.50	Staff & Sixth form				
13.00	Year 9 & 10	Year 7 & 8	Year 9 & 10	Year 7 & 8	Year 9 & 10
13.10	Year 11				
13.25	Year 7 & 8	Year 9 & 10	Year 7 & 8	Year 9 & 10	Year 7 & 8



Mask Protocol



Masks should be worn at all times in communal areas and corridors.

Our mask protocol will apply at all times when the school is open. Masks need not be in uniform colours but should be appropriate, clean and cover the nose and mouth.

Masks should be worn at all times in communal areas and corridors but do not need to be worn once sitting down in the Dining Room or once seated in a classroom. In the Dining Room masks should be tucked up a sleeve while eating and put on again once standing up

to empty trays – girls should continue to sanitise on entry to, and exit from, the Dining Room. In classrooms, masks should be put in a small plastic bag and in the pupil's school bag. Girls should sanitise once their mask has been removed and after putting their mask on again at the end of the lesson.

If girls forget their mask, their tutor or the office can provide them with a disposable one but please do try to remind them.

Tutors will check that girls have their masks in morning registration.

If your daughter is medically exempt from wearing a mask, then please notify the school nurse.

Medical

A member of your household or a close contact displays symptoms of Covid-19

(A close contact means you have had face to face contact for any time within 1 metre, or you have been within 1-2 metres for over 15 minutes, or you have travelled in a car with that person.)

1. Call Jen on 07503 374733
2. The individual with symptoms should have a Covid-19 Test. (Anyone with symptoms can book through the NHS Test and Trace website or by calling the NHS number 119.)
3. Anyone in the household or identified close contacts should self-isolate at home for at least 14 days from the time the symptoms started

If the school becomes aware that a pupil displays symptoms of Covid – 19 while at school.

1. The School Nurse will be contacted
2. The pupils will be directed to the isolation facility
3. The parents will be contacted to collect the pupil urgently and the pupil will be supervised until collection.
4. The parents should be prepared to take the child for Covid-19 testing and the household would then begin 14 days' isolation.

Is your test result positive or negative?

Negative

If the individual feels well and does not have a temperature they can return to school.

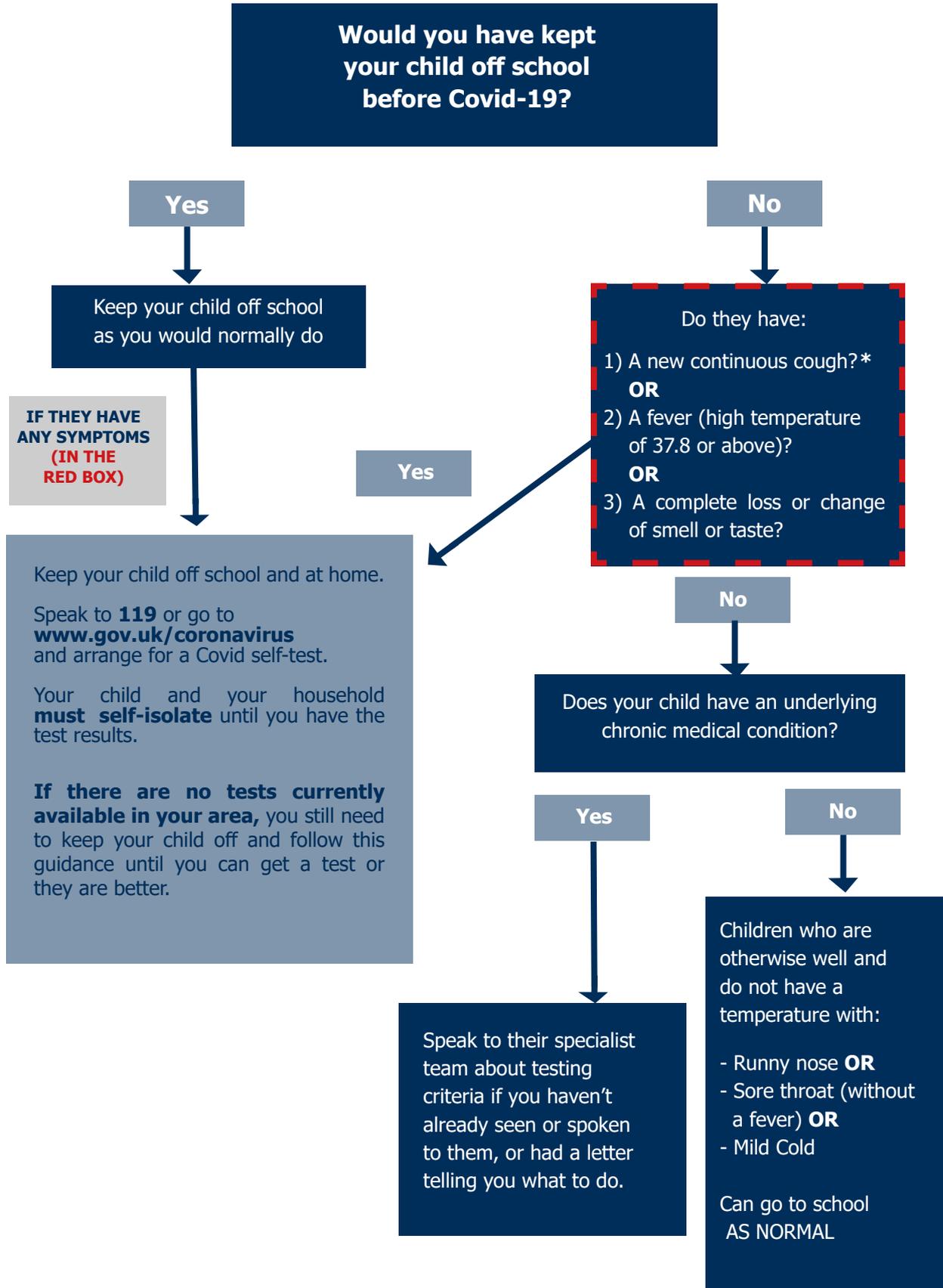
Positive

The positive individual self isolates for a minimum of 10 days (longer if their temperature remains elevated.)

Inform the school and engage with the NHS Test and Trace system to identify any individuals who have been in close contact with them.

Close contacts of a positive testing individual from the school community will be instructed to self-isolate for 14 days. (Household members of this close contact would only be required to isolate if they become symptomatic during this period.) If this close contact becomes symptomatic they should be tested and the relevant isolation would apply from the start of their symptoms for them and their household.

Guide to school attendance



* A 'continuous cough' is defined currently as someone who is coughing for at least 3 hours a day. This is difficult to determine in a child, but applies when a child is coughing a lot for more than an hour, or has three or more coughing episodes in 24 hours.

St Gabriel's

NEWBURY



Excellent Teaching & Learning