

St Gabriel's

NEWBURY

Senior School Spring Term 2021 Return to School



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Dear parent,

We are delighted to be able to welcome the girls back for the end of the Spring 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 continue to have 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 again during Form Time 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 has been updated with recent guidelines.

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 continue to 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, Drama Classroom
Year 11	MFL1, MFL2, ICT1, Humanities and Business Room
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 have their timetables detailing these rooms, which they have become familiar with during the Autumn Term.



The School Day for Senior School Girls

This will continue to 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 will continue to happen 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 continue to 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	Period 3	Period 3	Period 3	Period 3
11.05	Period 4	Period 4	Period 4	Period 4	Period 4
11.35	Break	Break	Break	Break	Break
11.45	Period 5	Period 5	Period 5	Period 5	Period 5
12.15	Period 6	Period 6	Period 6	Period 6	Period 6
12.50	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1
13.15	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2
13.50	Period 7 and Registration	Period 7 and Registration	Period 7 and Registration	Period 7 and Registration	Period 7 and Registration
14.20	Period 8	Period 8	Period 8	Period 8	Period 8
14.50	Break	Break	Break	Break	Break
14.55	Period 9	Period 9	Period 9	Period 9	Period 9
15.30	Period 10	Period 10	Period 10	Period 10	Period 10
16.00	End of School	End of School	End of School	End of School	End of School

Uniform

All girls from Year 7 upwards can continue to 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 continue to 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 continue to 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 - 2021

There will be limited clubs on offer and we will let you know as and when clubs start to happen.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Before School / Breaks		Band Year 11 Break time Dr Tebbs Oval Room			
Lunchtime	<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>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>EPQ Working Lunch Year 12 Drop in Mrs Evans S1</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 Theatre</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>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>Drama Scholars Club Year 7 & 8 12.50pm - 1.15pm Mrs Chaplin Drama Studio</p>	<p>Geography Clinic Year 11 1.25pm -1.50pm Mrs Harvey MFL1</p> <p>Physics Year 11 12.50pm - 1.20pm Mrs Rayner Science</p> <p>English Club / Junior Debating Year 7 & 8, 1.15pm Mrs Wellard-Hughes/ Mrs Archer, 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>Oxbridge Forum Sixth Form 1.15pm -1.45pm Farmhouse</p>	<p>Chemistry Year 11 12.50pm - 1.20pm Ms Tate, Science</p> <p>PE Club Year 10 1.15pm - 1.50pm</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> <p>Crest Bronze Award Year 9 1.15pm - 1.30pm Physics Lab</p>
After School	<p>Art & Photography Clinic Year 11 4.00pm - 5.00pm Mr Spurrett Art Department</p>	<p>Maths Clinic Year 11 4pm - 5pm Mrs Vaughan MFL1</p>	<p>Classics Clinic Year 11 4pm - 5pm Mr Ives MFL1</p> <p>English Clinic Year 11 4.00pm - 5.00pm Mrs Wellard-Hughes MFL2</p>	<p>DT Clinic Year 11 4pm - 5pm, Mrs Knott Starts 24/9/20 DT room</p> <p>Food Clinic Year 11, 4pm - 5pm 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>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.



Assemblies

These will continue to 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.

From Monday 8 March

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 Knott	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
13T	JS	Jenny Shillaw	Farmhouse

Fire Drill

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



Lunch

The girls will continue to 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	Staff & Sixth form	Staff & Sixth form	Staff & Sixth form	Staff & Sixth form
13.00	Year 9 & 10	Year 7 & 8	Year 9 & 10	Year 7 & 8	Year 9 & 10
13.10	Year 11	Year 11	Year 11	Year 11	Year 11
13.25	Year 7 & 8	Year 9 & 10	Year 7 & 8	Year 9 & 10	Year 7 & 8

Face Coverings

Our face-covering protocol will apply at all times when the school is open. Face coverings need not be in uniform colours but should be appropriate, clean and cover the nose and mouth. Face coverings should be worn at all times in communal areas, corridors and in classrooms unless social distancing can be maintained. This does not apply where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example PE lessons. Face coverings do not need to be worn once sitting down in the Dining Room. In the Dining Room face coverings 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.



If girls forget their face covering, 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 face coverings in morning registration. If your daughter is medically exempt from wearing a face covering, then please notify the school nurse.

We continue to have extensive measures in place, along with good sanitisation to allow school to function effectively. Please be aware that the guidance is updated regularly and often at short notice and all our measures are under constant review with any subsequent changes to policy and practice.

Medical Update

As we return to school there remain a number of measures that will help to keep our school community as safe as possible in the coming months. We ask each member of staff, child and parent to play their part in following these measures.

Face Coverings

Please ensure you have at least one, ideally two face coverings for use in school, with a plastic bag that you can use to store a dirty face covering in when not on your face. Washing hands or sanitising before putting on or taking off your face covering is best practice.

Social Distance

Even though bubbles will be in operation, risk is kept to a minimum when those in the bubble also maintain a good (ideally 2metre) distance from each other. Simple precautions like being side by side when talking instead of face to face lower the risk of transmission as does avoiding hugging.

Hand Hygiene

Hand washing and sanitising obviously still remains one of the key measures, this should be done throughout the day at appropriate times.

Unwell Child

Parents know their child better than anyone. Please think carefully about a child coming in to school if they do not appear to be 100% and NO pupil or staff member is allowed into school if they, or anyone else in the household support bubble, have one of the three key symptoms, or has tested positive for coronavirus.

Testing

Asymptomatic Testing - since January we have been testing members of staff who are present in school using Lateral Flow Tests. Data shows up to one third of people who have coronavirus have no symptoms. These tests have been provided by the Government as an extra tool at our disposal to help us identify where a person may not have any symptoms but is actually carrying and potentially spreading the virus. This awareness will help families too.

As we start back this testing is being made available to all senior school pupils and staff. Initially we will conduct 3 tests for pupils on site and then move to home testing, which will be more convenient, avoiding disruption of lessons once in school. Further details will follow as we transition to this stage.

Testing is voluntary and while the Government guidance strongly encourages those returning to school to be tested, should you not wish your child to be tested this does not prevent them from returning to school on 8 March 2021.

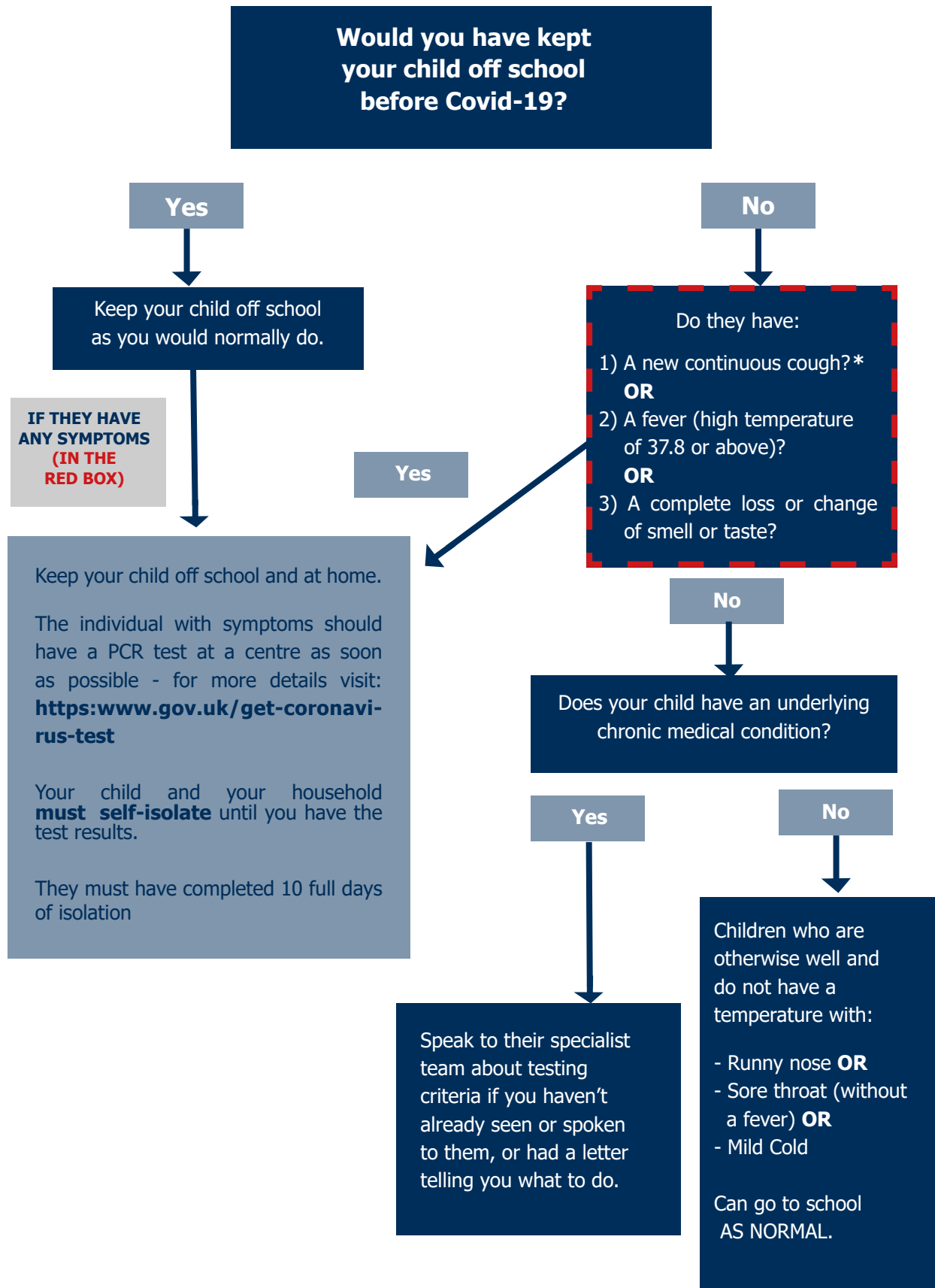
Please note pupils will be supervised and guided through the swabbing process by a trained member of staff, but they will need to swab themselves in the school testing site.

Test results will be sent to the mobile phone number that is provided for registration and should come through within half an hour of the test being conducted.

Should your child test positive they will need to be collected and a full 10 day period of isolation will commence for the individual and their household support bubble. Contacts of that child will also be traced and have to isolate.

Rarely a test will be unreadable; but in this instance, we will ask the child to test again.

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. Any child who is coughing A LOT throughout the day and night has a continuous cough.

For support, please contact the school nurse on 07503 374733.

Covid-19 symptoms and actions

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 the school nurse on 07503 374733.
2. The individual with symptoms should have a PCR test at a testing centre as soon as possible following the link for more details: www.gov.uk/get-coronavirus-test
3. Anyone in the household or identified close contacts should self-isolate at home for at least 10 full 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 10 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 and household members self isolate 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 10 full 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.

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Excellent Teaching & Learning