

St Gabriel's

NEWBURY

Senior School Autumn Term 2021 Return to School



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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 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

For the moment, as per the guidelines from the government, pupils will not be in specific bubbles. However, in an effort to minimise movement around the site, pupils will continue to have lessons in tutor rooms as much as possible unless they have specialist lessons such as Science, Drama, Art, Music, Technology, Computing and PE.



The School Day for Senior School Girls

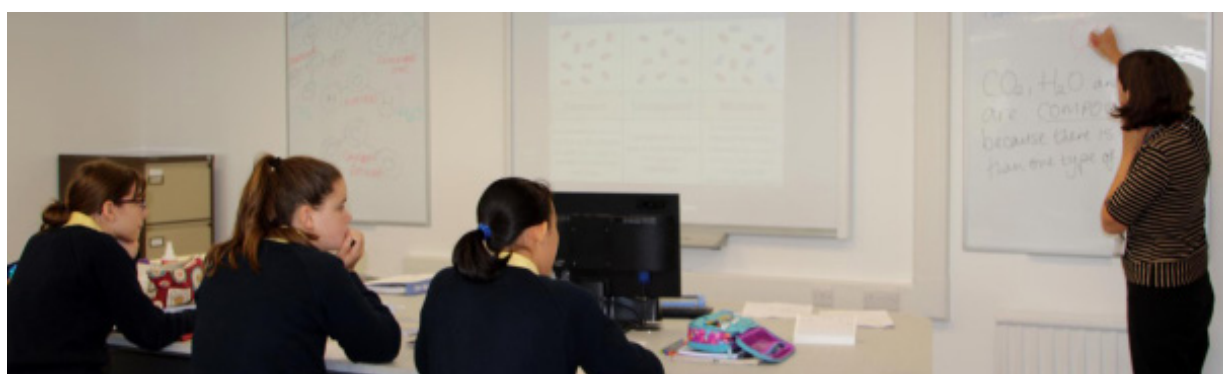
This will continue to run as it has done in that there will be a break of ten minutes between lessons 4 and 5 and lunch will start at 12.50 to enable clean down between Junior and Senior lunch. Lesson 7 will start at 13.50 meaning lessons 7 and 8 will now be one hour long.

To stagger the number of people exiting the building at one time, 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 still 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. Staff will be able to pick up a grab and go lunch from Gabbies.

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 continue to have this as 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

In an attempt to mitigate risk to the school community, we are not currently allowing visitors on site. This will be assessed on an individual basis (staff will check with the Executive).

Clubs and Clinics

The list of Clubs & Clinics will be sent out half way through the first week of term and will be on offer from week 2 of term. These will run as normal within the constraints of the lunch rota and in your groups 7&8, 9&10, 11, Sixth Form.



Entrances

We would still like every year group to 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

Prep

This will continue to be held in the theatre from 4.15pm. In that way we are able to appropriately space pupils. Girls should make their way to prep as promptly as they can. Fruit will be available for girls in the theatre.

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.

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 Form Rooms
Year 9 and Year 10	8.30am	Through pupil entrance and straight to Form Rooms
Year 11	8.30am	Through entrance by IT2 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 the girls to let them know specific details for the first day.

From Tuesday 7 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.



Fire Drill

Please note the assembly point for fire drill is now on the front lawn.



Lunch

The girls will continue to follow the rota below but can sit where they like in the Dining Room.

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 continue to 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.

Whilst we would recommend the use of face coverings in communal areas and corridors, this is optional at the moment. As with all guidelines, these remain under regular review. When they are worn, face coverings need not be in uniform colours but should be appropriate, clean and cover the nose and mouth. In the Dining Room face coverings should be tucked up a sleeve while eating – girls should continue to sanitise on entry to, and exit from, the Dining Room.



If girls forget their face covering and have chosen to wear one, their tutor or the office can provide them with a disposable one but please do try to remind them.

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

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 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 10 days from the time the symptoms started unless the contact has had both vaccines more than 14 days previous; are under 18 years & 6 months; taking part in a Covid vaccine trial or unable to be vaccinated for medical reasons. Instead they will be contacted by Test & Trace and advised further.

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.

Is your
test result
positive or
negative?

Negative

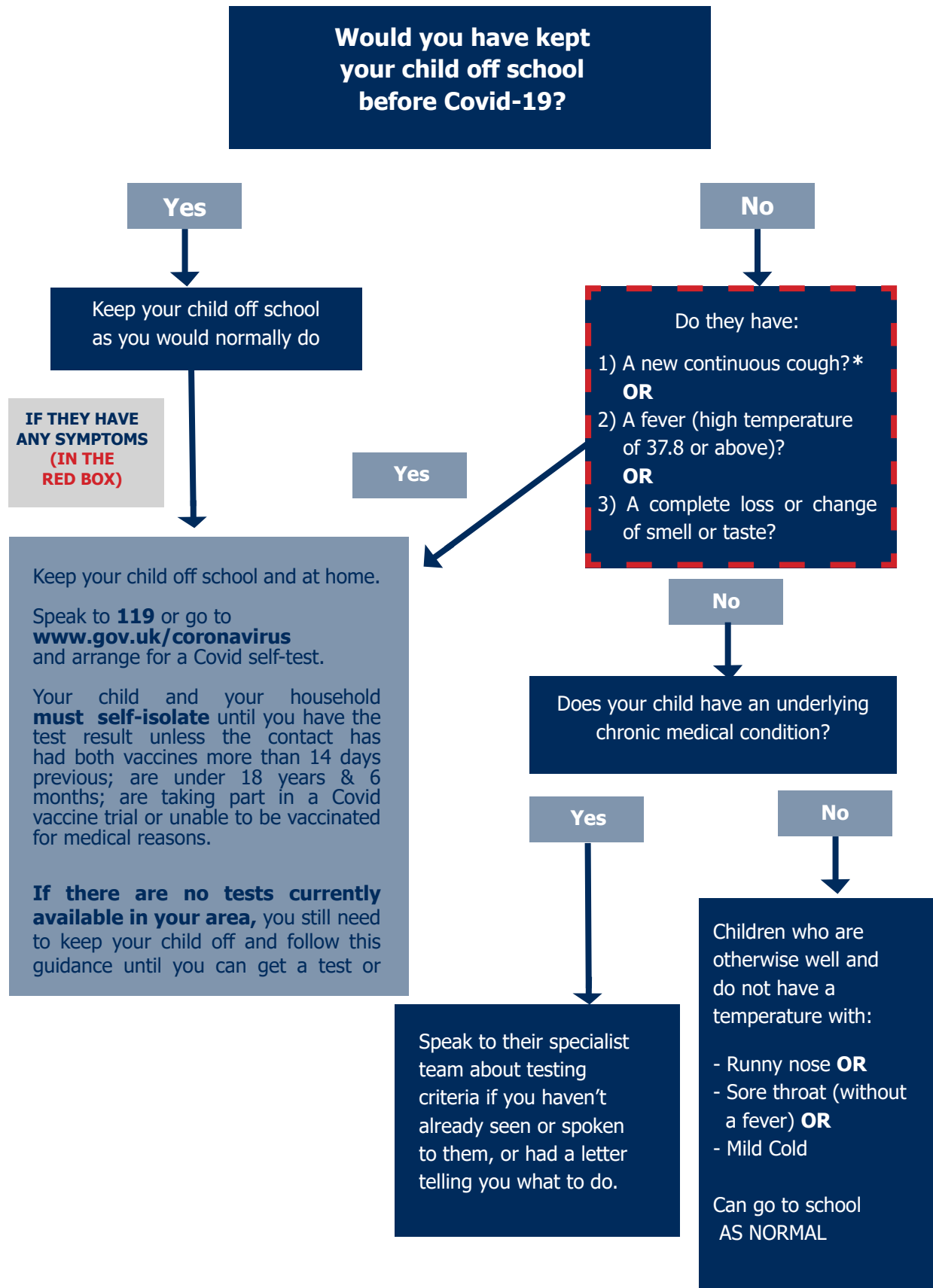
If the individual feels well and does not have a temperature they can return to school.

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.

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

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Excellent Teaching & Learning