

Dear Parents and Carers,

We hope this finds you and your families well.

As we come to end of the first full week of term we want to take this opportunity to say how proud we are of our students. The manner in which they have returned to school and adapted to our new systems and procedures has been wonderful to observe.

We are constantly learning about the operational side of the school and as a result have made several amendments to our systems. Feedback from staff, students and parents has been valuable as we navigate through this new term as it allows us to view the school from a range of perspectives. The sections below are a combination of reminders of key messages and some changes to our school operations.

Health and Safety

- Please ensure that your daughter has a face mask with her at all times in a sealed plastic bag. These must be used whenever a student moves out of their zone into another year group zone.
- Students should wash their hands regularly when in school and use the hand sanitiser provided when entering and leaving a classroom. Additional wash stations have been placed in key areas in the school and we would encourage students to have their own hand sanitiser on their person.
- Students should try and maintain social distancing from other students whenever possible and always a 2 metre distance from staff.
- Students should not be mixing with other students in different year groups when travelling to and from school (unless a sibling in their family bubble).
- If a student has PE then they should arrive in school in their PE kit as we are not opening changing rooms at this point.
- We are limited in the use of water fountains so we would encourage students to bring enough water with them for the day.
- Attached are some useful guides for parents to follow if they suspect that someone in their household has coronavirus symptoms. Please familiarise yourself with these.
- We have attached our Risk Assessment for your information.

We have had several reports of students not following these guidelines when out in the community and on school buses. Please remind your daughters of the importance of social distancing and hygiene at all times, not just in school.

Operational Procedures

The concept of Year Group Zones is working well and students are learning quickly where they can and cannot go. Please talk through the specific arrangements below with your daughter so they are fully aware of the correct systems. They have all been shown these areas by their tutors. Please note that we have added an extra route for each year groups to leave the school site so that we minimise the mixing of year groups at the end of the day.

Year Group	Start of the Day (Students should not enter the school building until 8.30)	Break Times	End of the Day
9	Enter via the yellow walled	Sports Hall and outdoor area	Exit via the yellow

	entrance into the hall	either side of Sports Hall	walled exit in the hall and off site via the pedestrian gate by the beginning of the one-way system
10	Enter via the side gate by Science, through the old gym and to MFL	Old Gym and outdoor area behind MFL and Art	Exit via the Old Gym and side gate and off site via the pedestrian gate at the end of the one-way system
11	Enter via the fire doors next to reception	Main Hall and Main Quad	Exit via the fire doors next to reception and off site via the pedestrian gate opposite reception.
12/13	Enter via the 6 th Form entrance	Tutor Rooms, 6 th Form Private Study and outdoor area at the front of 6 th Form block	Exit via the 6 th Form exit and off site via the pedestrian gate opposite reception.

It has been very pleasing to see the students return in full school uniform. We continue to reinforce our high expectations of presentation and will have a focus on uniform next week. If your daughter does not have the correct uniform for any reason please let her tutor know.

6th Form

We are delighted to welcome back students from Year 11 into our 6th Form as well as a number of new students from other schools. Students are looking smart in their new uniforms and are getting use to a new way of studying. Those students joining Year 13 seem eager to get back on track with their studies and we are already supporting them with UCAS and next steps. Following a review of our current 6th Form provision we have agreed to put in place the following to allow for some flexibility in their school day.

The following applies from Monday 14 September:

- Year 13 will have permission to sign out of school in the 6th Form Office and have home study after their last lesson or private study period of their day.
- This will be under constant review and may be removed for those students who do not complete the necessary work.
- Subject Teachers will advise on whether student progress is satisfactory.
- Year 12 will remain on site for the duration of the school day. There will be sufficient space for them to work in their private study and non-contact periods.
- All 6th Formers will be allowed to leave the site once they have signed in with their tutors in PM registration. They do not have to wait until 3.05. This will ease congestion at the end of the day.
- The above will be under constant review as we attempt to maintain a balance between student progress and operational safety.

We are very grateful for the support we continue to receive from our community and despite this being a very different start to a school year we are confident that as a community we will continue

to thrive. Please look out for newsletter this week which celebrates the return to learning for Windsor Girls' School and keep checking our Twitter feed @wgswindorgirls for regular updates.

Wishing you a restful weekend.

Kind regards



Mr P Griffiths and Mrs E O'Carroll
Co-Headteachers