



St Albans Girls' School

Learning for Life in a Community where All can Excel

August 2020

Dear STAGS Student,

We hope you have had a lovely summer break and are looking forward to returning to school next week. We are very excited to have you all back on site again! We know that the end of the last academic year was extremely unusual and realise that whilst many of you will be eager to get back to lessons and friends, some of you may feel anxious about being back in the busy school environment. Please be assured that we have been working hard to make sure that the site is ready and that procedures to keep everybody safe have been drawn up. I have set out the answers to some questions you might have below. It's quite long so maybe read it with a parent or carer.

Throughout lockdown school continued to be open for a small number of girls and teachers. From May half term, Year 10 and Year 12 were back in school part time, being taught in classrooms by some of their teachers. During this time, we kept up a cleaning regime and had social distancing measures in place. We had no infections reported in any students or staff. So whilst we need to make sure we follow all social distancing rules, we are confident we can safely return to school. We hope that as the infection rate across the county decreases that we can gradually relax these measures.

Things will look a little different when we get back. The government has given us guidelines to follow and the first is that we should keep students in what are being called 'mega bubbles'. Your year group will be a mega bubble and so we need to make sure you interact with only people in your year group as much as possible. You will see other year groups as you pass in corridors, and whilst this carries a minimal risk, we want everyone to be and feel as safe as possible. Therefore, we are introducing the wearing of face masks when moving around the building, like you do in shops and on buses. This will not be needed in lessons. However, the most important thing to remember will be good personal hygiene, and regular hand sanitisation will be essential. You also need to remember that if you cough, sneeze or blow your nose, you must catch it in a tissue and throw it away immediately..... Catch it, Kill it, Bin it!

So what will a day at school look like, and what will be different?

1. How will I travel to school?

As usual, how you get to school is up to you and your parents/carers. You can walk, cycle, travel by car or by bus. If you get the Greenwood Bus or the Richard Taylor coach, the operators have written to your parents to outline the guidance for travel. If you are getting the 84 or other public buses, you will need to wear a facemask whilst travelling.

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2. What should I wear to school?

Full school uniform should be worn as normal with students following all the uniform rules. Please make sure you have removed any false nails, hair colouring, non-uniform earrings before the start of term. Coats may need to be carried around school but must not be worn in the building. However, if you have a PE lesson that day, you should wear your PE kit to school and wear it all day. Make sure you have a warm STAGS PE top (STAGS Hoodie or STAGS zip jacket) and leg wear (STAGS tracksuit bottoms or STAGS leggings). If you need alternative footwear (e.g. football boots) then bring them in your school bag and change for the lesson. You will not need your blazer on these days, and all belongings should be carried in a school bag. There will be no access to changing rooms for changing clothes. You will not wear your PE kit for Drama lessons this year.

3. What time will school start and end?

School will start at the normal time of 8.35am. As the school is open from 7.00am every day, students naturally come to school at a very staggered rate (i.e. not all at the same time). However, at the end of the day you do all leave your classrooms together, so the end of the school day will be different for different year groups.

Years 7 and 8 will leave at 3pm

Years 9 and 10 will leave at 3.10pm

Years 11, 12 and 13 will leave at 3.20pm

All buses will wait until the normal time to leave. If you are waiting for a sibling or parent you can do so in the turning circle or restaurant/canopies, but you must wear your mask.

4. What entrance will I use to enter and leave the school site?

In order to make sure that year groups remain in their bubbles as much as possible, different entrances and exits will be in place. When you arrive at school you should go straight to your form room and not gather in the corridors. You will need to wear your mask when entering school and then remove it when you reach your classroom.

Year 7 - enter and leave via Main Reception

Years 8 and 9 - enter and leave via Restaurant doors

Year 10 - enter and leave via doors by Student Support Office

Years 11, 12 and 13 - enter and leave via Student Reception

5. What should I bring to school with me?

You will need your pencil case with all the equipment you need for the day. There will not be sharing of equipment in general lessons so you should make sure you have all your own things. You will be given new exercise books if you do not have your old one. There will be no consequences for anything that has been lost or misplaced during school closure. If you used a laptop in class last year, you may bring your own to use, but chrome books will be available to borrow as before. You will only need to bring the folders and books for the lessons that day. If you have a lot of folders, it might be worth considering just bringing one folder with recent work from all subjects, sectioned by dividers. There will be no access to lockers for the first few weeks. This is because the areas around lockers can be crowded and cause different year groups to be together for a longer period of time than is safe at the moment. Make sure you remember your mask! If you want to bring your own hand sanitiser to use, then this is fine. You may bring your mobile phone to school but it must be turned off and in your school bag at all times.

6. What will my timetable look like?

Your timetable will be as normal. We want to ensure that you get back to learning in all your subjects. You will follow your timetable moving to lessons at the bell in a sensible way. One change is that registration will be at

the beginning to the day. You should go straight to your form room as soon as you arrive at school. As registration has moved, the timings of the whole day look a little different! For the time being, all assemblies will be virtual! Your timetable will be sent to you by email at the start of next week.

Time	Activity
8.35am	Form time
8.55am	Lesson 1
10.00am	Lesson 2
11.00am	Break time
11.20am	Lesson 3
12.25pm	Lesson 4
1.25pm	Lunch
2.20pm	Lesson 5

7. Will my lessons be very different?

Your lesson should be as normal. Your classrooms will all be set out in rows (where this is possible) and the teacher may spend more time at the front of the classroom than they did previously. The teacher may wear a shield on their face. If you would like to, you can wear a mask but this is not compulsory in lessons. Your teacher will explain all classroom expectations and will let you know if there are any things that are different due to the current situation, for example, in Science or Music. There will still be teaching assistants in some lessons to help you. You should not share resources or equipment unless it is a practical lesson where hand sanitation will be frequent. The lesson will finish a little earlier than normal to allow for sanitisation of the space. If you have a double lesson and your teacher allows a break in the middle, you will not be able to go outside the classroom for this. A lot of your home learning and assessment will still be online to avoid unnecessary sharing of paper between you and your teacher.

8. How will I move around the school?

In order to reduce face-to-face contact in school, there will be a one-way system around the corridors. This will be marked by yellow arrows on the floor. When you are in the corridors or any area where you are mixing with students in other year groups you must wear a mask. Your mask can be any colour but you must make sure it is appropriate for school with no slogans or words on it. Please make sure you have a plastic bag to store your mask in whilst it is in your bag. There will be no lining up in corridors, you will go straight into your room. You must sanitise your hands using the sanitiser dispensers at the door to each classroom, on the way in and out.

9. What if I need to go to the toilet?

The normal rules around going to the toilet in lessons apply. You should not need to go to the toilet unless you have a toilet pass. In order to keep you all in your 'bubbles', toilets will be divided into year groups. You must only use the toilet assigned to your year group, even if you are using them during a lesson and they aren't the nearest ones.

Year 7 - Upstairs English (Parks) block toilets

Year 8 - History Corridor toilets

Year 9 - Geography Corridor toilets

Year 10 - Downstairs English (Parks) block toilets

Year 11 - Behind Student Support Office toilets

Year 12 + 13 - Sixth Form Centre toilets

10. What will happen at Break time?

At break time, you will remain in the classroom you have just been in for lesson 2. If you have just had PE, your teacher will tell you where to go. You will have access to the Restaurant or Grab and Go in the canopies, once a week. Therefore, you may wish to bring a snack and a drink for the other days. Sixth formers can leave site at break time, but the common room and sixth form study will be open. Sixth formers must stay in the Sixth form Centre. Social distancing practices will be in place in the Common Room and Study Room.

Day	Year Group	Restaurant	Canopies/ Grab and Go
Monday	7	A, B, C, F	H, J, P, S
Tuesday	8	A, B, C, F	H, J, P, S
Wednesday	9	A, B, C, F	H, J, S
Thursday	10	A, B, C, F	H, J, S
Friday	11	A, B, C, F	H, J, S

11. What will happen at Lunchtime?

At lunchtime, year groups need to remain separate so students will have access to two spaces. You can either go to your form room or to your year group designated outside space. At lunchtime Aspens (our caterers) are providing a pre-order food service. This will mean filling out a google form that will be sent to you each week in advance. More details on how this will operate will be sent out soon. If you have a free school meal, this will be free. You can bring a packed lunch to school with you instead if you would prefer. You can eat this in your form room, or outside, but you must make sure all litter goes in the bin !

In order to make sure that year groups remain in bubbles, each year group will have a designated time to go down and collect their pre-ordered lunch. Year 7 will go down first but will need to return to their period 4 lesson until the official start of lunchtime (1.25pm). The same will apply to Year 8. Sixth formers can leave site at lunchtime, but the Common Room will be open for those who do not wish to. Sixth formers must stay in the Sixth form Centre. Social distancing practices will be in place in the Common Room and Study Room.

Time	Year Group	Indoor space	Outdoor space (from 1.25pm)
1pm	7	P4 room until 1.25pm. Form Room from 1.25pm.	Quad in the centre of the school
1.15pm	8	P4 Classroom until 1.25pm. Form Room from 1.25pm.	Sensory Garden between Languages block and History Corridor/ in front of English block

1.30pm	9	Form Room	Main field behind Languages Block
1.45pm	10	Form Room	Main field in front of Sports Hall
2pm	11	Form Room	Sports Field area/ pitches
Pre-ordered food will be delivered to Sixth form	12 + 13	Sixth form centre (please note there will be no access to the fridge or microwaves)	Outside sixth form Common Room by Tennis courts

12. Will behaviour expectations be the same?

Absolutely! You will need to be as focused on your learning as possible so that we can ensure that the work you did during lockdown can be built on. In addition, it will be very important that you follow all rules set out about social distancing and hygiene. If you don't then consequences will be issued. For example, if you refuse to sanitise your hands, purposefully go to a lunchtime space that isn't permitted, or cough on someone, this will be deemed inappropriate behaviour.

13. What do I do if I feel unwell?

If you feel at all unwell, put up your hand and tell your teacher. They will give you a pass to go straight to the medical room in the main office. If it is break or lunchtime, you can just go to the main office. Once there, you will be asked to wear a mask and the first aider will put on a shield or mask and gloves. This is just for everyone's protection so do not be alarmed. They will talk to you about how you are feeling and may call your parent/carer. If you are unwell and need to stay at home, you can keep up with your work in the usual way, looking on google classroom for the lessons resources, asking friends and emailing your teacher if you have any questions.

14. When will Clubs and Extra-curricular activities start?

Sadly, at the moment we cannot run any clubs or extra-curricular activities. This is due to the additional mixing and movement of students this causes. Extra-curricular provision is a huge part of our community and we will ensure that a range of clubs, charity events and house activities are up and running as soon as it is safe to do so. In the meantime, we know that you will enjoy spending time with your friends at lunchtime.

15. How will I access Learning Support and my key worker?

Teaching Assistants will be in class as normal to help students, but you may find they keep their distance a little more than usual. This is just to keep everyone safe. If you see a key worker on a weekly or more frequent basis, this will still happen and they will see you to arrange how and when this will happen. If you have a whole lesson with a TA, then this will appear on your timetable so you will know where to go. LS2 is not a Learning Support space anymore. If you borrow a chrome book for the day you will still be able to do so. The chrome books will be cleaned/ sanitised at the end of each day. All your new teachers will be updated with your learning needs.

16. How do I see Pastoral Support staff - Mrs Lalor, Mrs Stevenson and Mrs Habib?

For the time being, the Student Support Office will be closed as there are students from a variety of years' groups in a small place at one time. But Mrs Lalor (Years 7, 8 and 9) and Mrs Stevenson (Years 10, 11, 12 and 13) will still be available. At the start of the term, they will be in the Leadership Centre and you will need to email them if you want an appointment. They will email you back with a time to come and see them. You will

go to main reception if you have an appointment and they will have your name on a list and send you over. If you see Mrs Habib, she will email you with a time for your appointment.

- Mrs Lalor - kla@stags.herts.sch.uk
- Mrs Stevenson - jzn@stags.herts.sch.uk

If you had an exeat card last term this will have expired. New ones will only be reissued if you really need it as we need to keep interaction as low we can. Mrs Lalor/ Mrs Stevenson will visit your form class on the first day to re-issue the cards and let you know where you should go if you use your card. If this does not happen, e-mail them. Remember that there are a lot of people to support you, and you will see your form tutor first thing every day to sort out any concerns you may have.

17. How do I see other staff outside lessons?

You will be able to go and see other teachers, for example, your DOL, Mrs Smith (SENCO) or a senior member of staff, in their offices as usual, but only one-year group will be allowed in at a time. You will be asked to socially distance whilst you are there. If you feel more comfortable you can ask the member of staff to wear a mask or shield.

18. Will the first day be different to the rest of the week/term?

The first day will be a little different. If you are in Year 7 and 12 you will have a whole day (Wednesday) to get used to things before the rest of the school return. On Wednesday Year 7 will come in via Main Entrance and go to the Hall. Year 12 will go to the Sixth Form Centre.

When you get to school on the first whole school day (Thursday), you will go to your form room and meet your form tutor. A list of Form Tutors, Rooms and a map is below. If your form room is a specialist room (e.g. a Science Lab), then another room is shown for use at lunchtime only. You will stay there for lessons 1+2 as there will be a lot to organise. Your form tutor will talk to you about what you have been doing during lockdown and school closure. You will have the chance to talk to your form class about your experiences (if you want to). Your form tutor will also go through the things you need to know about how school will work and the usual things to do with timetable, planners and reminders about rewards, behaviour and our STAGS values. Your Director of Learning will also pay you a visit and there will be a virtual assembly from Mrs Chapman. After break, you will go to lesson 3 and carry on the day as normal.

I know you will have further questions but remember, you will have over 2 hours with your form tutor on the first day back who will go over all the old and new procedures, and be able to answer any queries or concerns.

We look forward to seeing you all on the 2nd (Year 7 and 12) or 3rd September!



Ms. Thomas
Deputy Head

St Albans Girls' School - Form Tutors 2020 – 21

Head of Key Stage	Year Group	Director of Learning and Form Tutor	Room
J. Pipes	Year 13	DOL - E. Lambert + S. Taylor	
	13-1	K. Birkett* + K. Warner*	C1
	13-2	R. Sharp* + E. Ritchie*	P2
	13-3	J. Blades* + S. Evans*	C2
	13-4	S. Malik	M1
	13-5	J. Seabrook* + H. Rock*	C4
	Year 12	DOL - E. Lambert + S. Taylor	
	12-1	D. Bowyer	S10
	12-2	D. Buckley	L2
	12-3	R. Cardani	H3
	12-4	H. Glanvill* + J. Curl*	P8
	12-5	K. Hare	RP5
T. Charlton	Year 11	DOL - C. Rose	
	11A	K. Lawlor	S8/RP3**
	11B	K. Keogh	E8
	11C	R. Cusworth	L6
	11F	L. Mathurin* + J. Pendlebury-Green*	E3
	11H	J. Hughes	M4
	11J	A. Nottage* + R. Khan*	G3
	11S	M. Hall	E2
	Year 10	DOL - A. Whybrow	
	10A	C. Antona* + C. Mark*	L4
	10B	B. Soler	M6
	10C	J. Mitchell	H4
	10F	A.Fotheringham	S1/M2**
	10H	A.Richardson	AT1/M3**
	10J	M. Benekou	L3
	10S	H. Bowman	AT2/M9**
V. Blackburn ADOL KS3 – C. Harding	Year 9	DOL - A. Hewitt	
	9A	C. Draper	AT7/H2**
	9B	S. Penfold (ITT A. Harvey)	S9/ P5**
	9C	S. Brennan	E5
	9F	E. Gil (ITT A. Colman)	L1
	9H	F. Whitbread	Mu3/H3**
	9J	Y. Zarrouq	S7/P4**
	9S	N. Georges	H1
	Year 8	DOL - J. Ryall	
	8A	S. Farrell	M8
8B	K. Poole (ITT F. Burton)	RP2	

	8C	C. Mahoney	E4
	8F	M. Chapman	S11/M7**
	8H	R. Bradbury	RP1
	8J	J. Stirling	G1
	8P	D. Dolling* + E. Mead*	Mu1/P8**
	8S	D. Moody* + S. Pennock*	E7
	Year 7	DOL - M. Federici	
	7A	J. Lamb	P7
	7B	F. Pilcher + G. Daniel*	L5
	7C	Z. Hollington	AT9/G4**
	7F	S. Galen + E. Tierney*	G2
	7H	M. Stephens + A. Bews*	E1
	7J	K. Akhtare	M5
	7P	R. Ward + M. Hamilton*	PE/D
	7S	A.Pannell* + L. Scott*	RP4

KEY: * = part time teacher
 ** = Lunchtime Room only



