

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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August 2020

Information and updates ahead of students returning to school for September 2020.

Dear Parents, Carers and Students,

We hope you are enjoying the latter stages of the summer break and this letter finds you in good health. Firstly, we would like to congratulate all of our Year 11 and Year 13 students who have defied all of the challenges and achieved amazing results once again. A year we will never forget and we are extremely proud of our students and wish them all the best of luck in their next step.

September is fast approaching and the first term is going to be very different to previous terms for us all. We continue to work hard to ensure the site is safe and ready for teaching and learning to commence for all staff and students. We are extremely excited to see our students again, not forgetting we will be meeting our 'new' Year 7s!

We appreciate this is a detailed pack. However, all of this information is important to ensure your child has a safe and smart start to school. This follows our previous 'Information Pack for September – issued in July 2020' available [here](#).

Learning will commence for all students as per the original school calendar on **Tuesday 8th September 2020**. To ensure that each year group returns onsite safely, this will be done in a staggered manner with learning commencing remotely for some. The remote learning will be via Go 4 Schools and will be interactive as it was before the summer. Students who return onsite later than Tues 8th Sep should access their work remotely until they return to face to face teaching. Remote Work does not need to be submitted to a teacher (unless stated otherwise). It will be preparatory in its nature and essential for the return to school.

In addition, the 'new' Year 7 cohort will have a Transition Day on Friday 4th September. Individual details and further information has been emailed direct to new Yr7 parents/carers.

Return to school dates:

Tuesday 8 th September 2020	Wednesday 9 th September 2020	Thursday 10 th September 2020	Friday 11 th September 2020	Monday 14 th September 2020
Y7 In school	Y7 In school	Y7 In school	Y7 In school	All year groups in school
Y8 Remote Learning	Y8 Remote Learning	Y8 In school	Y8 In school	
Y9 Remote Learning	Y9 Remote Learning	Y9 Remote Learning	Y9 In school	
Y10 Remote Learning	Y10 In school	Y10 In school	Y10 In school	
Y11 Remote Learning	Y11 Remote Learning	Y11 Remote Learning	Y11 Remote Learning	
Y12 In school	Y12 In school	Y12 In school	Y12 In school	
Y13 Remote Learning	Y13 Remote Learning	Y13 Remote Learning	Y13 Remote Learning	

Year 7 students will receive their timetable on Friday 4th September. All other year groups can now access their timetable on their Outlook calendar (linked to their school email). We are currently experiencing some issues with student timetables on Go4Schs so please use the Outlook calendar until resolved.

Temporary School Day Timings

There are a number of measures and controls required to reduce risks and to follow the DfE guidance:

- Avoiding peak times and staggering breaks, lunches, starts and end times of the school day
- Ensuring class and year 'bubbles' can be maintained, groups not mixing
- Protecting lesson time and reducing social time to ensure measures can be implemented

Therefore, there will be a temporary school day in place until Covid-19 restrictions for schools can be further relaxed and/or changed.

The 'temporary' school day timings	
08:00	Main site canteen open for breakfast
08:30	Students NOT using school/public transport to arrive and enter designated classrooms via waymarked routes
08:40	Students using school/public transport to arrive and enter designated classrooms via waymarked routes
08:40 - 09:00	Form Time for all year groups 7-13
09:00 – 10:05	Period 1 plus 5 minutes 'stretch time'
10:05 – 11:05	Period 2
11:05 – 12:25	Period 3 including 20 min lunch rota - students will be able to eat lunch (bring packed or purchase) at some stage between 11:05 – 12:25
12:25 – 13:25	Period 4
13:25 – 14:30	Period 5 (students using buses will leave at 14:25)
QEGS will remain open until 15:55 for any student requiring supervision (this provision will commence from Wednesday 9 th September). Staff will also use this time to call parents, to check on students' wellbeing and to raise matters worthy of praise and/or concern.	

After school provision

Supervision beyond 2.30pm will run until 3:55pm. This will be done in year groups so we do not break 'bubbles' and will be located in a designated area for each year group. Students will be expected to read, complete homework, self-study or investigate careers education. In order to ensure we have the correct supervision in place, we would kindly request that you complete the '**QEGS Return to School Survey**' as soon as possible. The form is simple, quick and easy to complete and is really helpful to aid our planning. Please note that it will not be possible for us to accept students on an ad-hoc basis, we will need to know numbers in advance of the provision. Click [here](#) to complete the survey.

Health and Safety

Our Health Safety measures are based on the solid foundations of the QEGS Expectations.

Together at QEGS we:

- Do as we are asked first time, every time, by any member of staff.
- Are respectful to ourselves, others and the environment.
- Arrive on time, are equipped and ready to learn.
- Try our best at all times, in all circumstances.
- Use technology responsibly.

In addition, we would like your support to ensure your son/daughter adheres to our new measures:

- Students should not come to school if they are ill, they should stay at home and seek medical advice.
- Students to wash their hands with soap and water for a minimum of 20 seconds before beginning their journey to school.
- If travelling by public transport students should wear a face-covering.
- If walking to school students must avoid 'bunching', and head directly to school.
- Parents should avoid using the bus bay and area outside the school gates for dropping children off and collecting at the end of the day.
- On entering a building students should use the hand sanitiser provided

At the end of the day we request:

- Students leave the site as instructed by duty staff
- If travelling by public transport students must wear a face-covering and carefully follow the instructions of the duty staff and bus company
- Students walking home should do so without delay and do not 'bunch' as they leave
- Students being collected do not bunch while waiting to be picked up

During the school day students will need to follow the instructions of staff and signage. This will include frequent hand sanitising, 'catch it-bin it – kill it', and social distancing where possible.

We will be limiting movement around the site, therefore we must request students bring their own filled water bottles to school with them each day. There will also be some emergency water provision available. We ask that students do not share their bottles with other students.

At lunch time, the canteen will be open but there will be a reduced and limited service available. We highly recommend students bring a packed lunch where possible. This is not only the safer option but will save them time queuing and instead be able to enjoy the lunch break socialising with friends within their bubble. (Please note: no fizzy drinks / energy drinks allowed as per the normal school rules.) Students in receipt of free school meals will continue to receive them as per the information below. To aid us in estimating demand for the canteen service please respond to the '**QEGS Return to School Survey**' as detailed above.

Free school meals

If your son/ daughter already qualifies for free school meals then this service will still continue. We are aware that some financial circumstances may have changed. If you have been affected during the pandemic you can apply for free school meals through Derbyshire County Council: www.derbyshire.gov.uk/freeschoolmeals

A successful application will benefit both your family and our school as we receive extra funding to support your child's education.

Uniform Expectations

From September all students will be expected to wear full school uniform. Unfortunately, due to COVID-19, 'SchoolsIn' have been delayed and inundated and no more Pop-Up shops will be available until later in the autumn. However, you can still order online and / or visit the shop, please see ordering information [here](#).

A reminder of our school uniform expectations. **In particular, please note the sections on Jewellery, Hair styles, make-up and nail varnish as these will be strictly enforced in September.**

Item	Uniform Expectation
Blazer	Grey blazer with embroidered Academy badge ordered from 'SchoolsIn.'
Trousers	Black trousers – Formal style only smart plain tailored black trousers only, no jeans or jean style, denims, skinny fit or casual trousers.
Skirts	For Yrs 7 and 8: QEGS Ashbourne checked skirt ordered from 'SchoolsIn.' A black straight skirt (maximum three cm above the knee, no pleats or stretchy/elasticated material) remains acceptable school uniform students in Years 9-11. From September 2021 we will be changing for all students to be wearing the checked skirt, so if you need to replace a black skirt it would be beneficial to buy the new version, alternatively trousers can be worn.
Shirts/Blouses	White shirt (formal).
Lanyard	Access ID Card, Standards Card. (Issued at the start of term)
Ties	House Tie purchased from 'SchoolsIn.'
Jumpers	In cold weather a black, V-necked jumper with embroidered logo purchased from 'SchoolsIn' may be worn under blazers. No cardigans or crew necks.

Tights/Socks	Plain black tights and black socks only. Summer uniform: black socks can be worn in replacement of black tights.
Hoodies	Hoodies are NOT allowed at all unless for sports events when only a QEGS sports hoodie can be worn.
Shoes	Plain black leather type shoes. No trainers, pumps, sandals or boots.
Coat	A plain, warm, weatherproof outdoor coat, to be worn in addition to the school blazer not as a replacement for a blazer.
Jewellery	One small single stud in each ear lobe, one wrist watch. No additional visible piercings are acceptable (ie; upper parts of ear, face, nose or mouth).
Hair styles	No extreme hairstyles. Hair must not be cut with tramlines or patterns. Heads must not be shaved either fully or in part. Dyed hair – only full head or highlights, only in natural hair colours. No blocks of colour.
Makeup	No excessive makeup is allowed.
Nail Varnish	Not allowed, natural nails only, no false nails, gels, acrylic or extensions allowed.

For details of the Sixth Form dress code see [here](#).

If you have ordered school uniform from 'SchoolsIn' and it hasn't yet arrived please send your son/ daughter in the uniform they have available to them. E.g. If you have ordered a blazer and it hasn't arrived send them to school in their shirt, tie and coat. We are working with 'SchoolsIn' to hand out any school uniform you haven't received on your son/ daughter's first day of school. You will have been provided an Order Slip from 'SchoolsIn', if your child brings that to school we will ensure the uniform is checked and ticked off.

Pop-Up Shops will continue in school on the last Wednesday of every month from 2.30-4.30pm in the canteen. The first pop-up shop will be **23rd September 2.30 - 4.30**.

Attendance

Now that the circumstances have changed, it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends regularly at school where that child is a registered pupil at school and they are of compulsory school age
- Schools' responsibilities to record attendance and follow-up absence
- The availability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct

Behaviour for Learning

The whole school behaviour for learning policy has been amended to reflect the current situation and it is crucial that we have the support of parents to ensure the safety of the whole school community. The policy highlights behaviours that should be avoided as they may increase the risk of COVID-19 transmission:

- Physical contact with someone who is not part of your household (this can include but is not limited to touching, biting, hitting, punching, hugging etc)
- Spitting
- Sharing equipment/containers e.g. water bottles
- Sharing food items
- Deliberate coughing
- Any other act that would be deemed to be deliberate and harmful towards another person or person(s) in relation to the spread of COVID-19

We would ask that you discuss in particular the behaviours above with your child and the importance of appropriate conduct in school.

Equipment

We request that all students come to school with the correct equipment for their day. This must include a 'Reading Book' to use at the start of each lesson whilst the teacher arrives and sets up the lesson.

It is good habit for your son / daughter to pack their bag the night before school to ensure they have everything organised for the next day.

- Pencil case
- Blue/ black pen (red pen desirable)
- Pencil
- Rubber
- Sharpener
- Ruler
- Calculator (desirable)
- Reading book

If you have any financial problems buying the following items please contact Bembridge@qegs.email for support with Yrs7-11 and smithv@qegs.email for Yrs12-13.

KS3/4 PE lessons and KS4/5 Dance and Drama Lessons

Due to changing room restrictions, when your son / daughter has PE on their timetable they should come to school in their QEGS PE kit for the day. They are also to wear their school blazer and lanyard over the top of their PE kit as they would if they were attending a fixture. It would be useful to also bring a spare pair of socks, trainers and a top that they could put on if the weather is cold/ wet outside, ideally a rain proof jacket. Please note we will not be taking part in PE lessons outside if it is pouring down with rain. However, your son/ daughter will still need to come to school in their PE kit as we will aim to find an alternative indoor space. If you have ordered new PE kit and it hasn't arrived yet, students are to wear their own suitable sports clothing until it arrives. You can find our PE kit expectations on the school website [here](#).

Please note KS3 dance and drama lessons will be classroom based for the time being and students will NOT be required to attend school in PE kit. However, if your son / daughter studies Dance or Drama in Years 10, 11, 12 or 13 they will be expected to come to school in their QEGS PE/Dance kit. They are also to wear their school blazer and lanyard over the top of their kit.

Travelling to school by bus

Current guidance is to avoid using public transport. Where this is not possible, please use the following information to ensure safe travel. Students eligible for free travel to school will be receiving their passes within the next few days. There are some changes to travel arrangements, details of which will have been received with your pass. Important information for parents/carers and students about Covid-19 measures can be found [here](#). It is important that students follow the guidance given for their safety and for the safety of others so please take the time to read this information carefully.

A few key points to consider.

- Students will be expected to wear a face covering on school and public buses unless they have a medical exemption
- Students with bus passes will receive their pass and information about changes due to Covid-19 in the coming days – details are also held on the website [here](#). **Please note that procedure for Derbyshire and Staffordshire differs in relation to the seating arrangements, Derbyshire requires students to sit in year groups whereas Staffordshire will be seated from the back filling forward (e.g furthest from school will sit at the back and nearest to school will sit at the front).**

- There have been a few changes to bus schedules, please check the website for details on your route.
- Students who do not have a free bus pass/Post 16 students that catch a dedicated Derbyshire school bus will be charged £1 (to avoid the need for change) exact fair will be required and no change will be given.
- The Swift bus will leave the bus station at 15:20. If you would like your child to be supervised at school until this time please indicate on the attached survey.
- Return Travel – Derbyshire buses are able to accommodate the early closure and will leave the bus bay at 14:25 Except the 009 bus which can only pick up at 15.55. Staffordshire buses (313, 356, 357) are not able to make the return journey at 14:30 and will leave school at 15:55.
- If your child is to remain in school until 15:55 it is important that you inform us of this by completing the 'QEGS Return to School Survey' as detailed above.
- *We are awaiting final arrangements for the Waterhouses and Uttoxeter buses, you will be contacted separately when we have final details of times. Please note these buses will follow the guidance from Staffordshire.*

Face-coverings (masks)

In September, lessons for all year groups will take place in designated classrooms, helping to minimise movement. Social time has also been reduced and planned to ensure year groups do not mix. These measures will all help to reduce the need for movement and any mixing.

However, in addition and following recently updated advice from the Department for Education, we would like to encourage all staff and students to have their own face-covering which can be worn in corridors and communal spaces around school. By doing this we will enhance our protection and our safety, lowering the risk of infection in the same way as we do when wearing face-coverings in shops.

- Face coverings worn should only be of a plain colour (with no inappropriate graphics)
- Face coverings should be worn correctly covering the face and nose. If a student is wearing a covering incorrectly e.g. on the chin, they will be asked to wear it correctly or to remove it
- Students may be asked to remove their face covering by a member of staff (where social distancing measures can be maintained) for a short period to aid communication
- It will be the parent's responsibility to ensure the wearing of a face covering by their individual child, if they deem it necessary
- It is the parent's responsibility to ensure face coverings are worn on public transport and in other enclosed spaces such as shops
- When face coverings are removed, they should be put in a sealed bag/container

The wearing of face coverings in school will be reviewed on a regular basis in line with guidance from the DfE and Public Health England and we reserve the right to change our position. As with other items of uniform we may request a face-covering is changed if we believe it does not meet the required criteria. The link for the government updated advice on face-coverings in schools is: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

There is also good advice on how to wear a face covering/mask at: https://youtu.be/9Tv2BVN_WTk

Specific Guidance on Students Feeling Unwell with Coronavirus (COVID-19) Symptoms

Students and other adults **must not** come into school if they have tested positive in the last 7 days or have coronavirus (COVID-19) symptoms:

- New, continuous cough
- High temperature
- Has a loss of, or a change in their normal sense of taste or smell (anosmia)

If anyone in the school becomes unwell during the day with any of the above symptoms, they must be sent home and self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) will also need to self-isolate for 14 days from when the symptomatic person first had symptoms.

If you require further support or guidance on any of the matters above, please contact your child's Progress Leader in the first instance. You can also email enquiries@qegs.email should you want to ask any questions ahead of your son/daughter returning to school in September. In the meantime, enjoy the rest of the summer break, stay safe, continue to follow the Government guidance and help reduce the risk of infection in any way you can.

QEGS Leadership Team
Queen Elizabeth's Grammar School
enquiries@qegs.email

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face