

Headmaster: Mr Alan Whelpdale BA, PGCE, NPQH

When will School reopen?

The Government have advised that schools may reopen from Monday 1st June at the earliest. The Prime Minister has said a phased return to school would begin with pupils in Foundation, Reception, Year 1 and Year 6, if infection rates and the Government's other tests at the time allow.

Children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending School

There is also an expectation that Year 10 and Year 12 pupils will receive some face-to-face time in School during the month of June. At LHS, this will start no earlier than the second week of June.

There is then an expectation that the other primary years, Years 2, 3, 4 and 5, would return for some time in School before the summer break.

It is currently expected that all other Year groups will return to School in September for the new academic year.

My daughter isn't in one of the year groups returning in June. What does it mean for her?

Staff will continue to provide work remotely for the girls in all the other year groups to complete from home, via Show My Homework, OneNote and Microsoft Teams.

It is currently expected that all other Year groups will return to School in September for the new academic year. We will be in touch with all the girls who will be returning in September to provide them with information about their next year at LHS. Heads of Year and Form Tutors remain on hand to answer any queries you may have.

My daughter isn't in one of the year groups returning in June, but I'm a keyworker. Can she still attend?

Yes, children of key workers can still attend School for the rest of the Summer term, including over the May half-term break (we will not be open on Bank Holiday Monday 25th May). Provision will be made for them to complete their work in School, as now. Times they can be in School remain 8.30am to 5.00pm.

From the 1st June, however, they will be expected to wear their School uniform.

Those who are in Years Foundation, Reception, Year 1 or Year 6 will attend their lessons with their returning classmates. Keyworker pupils in other year groups will continue to be supervised separately.

My daughter is in one of the designated year groups. What does it mean for her?

Girls in Years Foundation, Reception, Year 1 and Year 6 will be able to return to School from Monday 1st June. It is expected girls will attend school full-time (or the days they currently attend for Foundation pupils) from this date. Girls will be expected to wear their School uniform.

Girls in Years 10 and 12 will be able to return to School for face-to-face teaching sessions from the second week in June at the earliest. Girls in Years 10 and 12 will be in School on a limited part-time basis. The days they will attend will be confirmed ahead of 11th June. Girls in Year 10 will be expected to

wear their School uniform. All Y10 and Y12 students should bring in their own devices to School on which to complete their work in lessons.

A date for a potential return to School for Years 2, 3, 4 and 5 has not yet been confirmed by the Government. We will inform parents as soon as we have more detail on this.

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What time will School be open and what is the process for drop-off and collection?

School will open at 8.00am and close at 3.15pm for Junior Department pupils. Drop-off and collection times will be staggered and details can be found below.

Drop-off for the Senior School will be 8.30am and collection will be at 3.45pm for Senior School pupils. There will be no Late Supervision available for Years F/R/1/6/10/12.

Supervision will **ONLY** be provided until 5.00pm for the **children of key workers**. This is to reduce the amount of time the girls have in School.

To ensure we can maintain social distancing, we will be staggering drop-off and collection times and locations. You will be contacted ahead of 1st June with confirmation of the drop-off and collection arrangements for your daughter.

Only one parent is allowed to drop off and collect their daughter from School and parents are asked not to gather at School gates and entrances.

The Government have produced [guidance around travel at this time](#)

What is the system for drop-off and collection?

For Year 6 pupils, you are welcome to drive on site and drop your daughter off at the Senior School from 8.30am. Your daughter should enter the School through the external fire doors straight into the Gym.

For Junior Department pupils, you are asked to drive on site and drop your daughter off between 8:00am and 8:30am. A member of staff will open your car door and assist your daughter out of the car – please remain in your car. The member of staff will escort her to her group's designated member of staff (group supporter), who will escort her to her classroom. Here the group's main teacher (group leader) will supervise her washing her hands and help her to settle. The members of staff will sanitize their hands between every car.

At the end of the day, Year 6 pupils should gather on the Tennis Courts where parents will be able to collect them.

At the end of the day, Junior Department parents are asked to collect their daughters at the following times, to avoid larger gatherings. Closer to the time, you will be informed what time to collect your daughter however, we anticipate the times to be as follows:

- YF/N1 3:00
- YF/N2 3:10
- YR 3:20
- Y1 3:30

You are asked again to drive in and remain in your car. A member of staff will escort your daughter to your car, open your car door and assist your daughter inside. The member of staff is happy to help with seatbelts/car seat restraints; however, please oversee this is performed correctly. The member of staff will use hand sanitizer between cars.

PLEASE DO NOT ARRIVE EARLY – IF YOU ARRIVE EARLY, YOU WILL NEED TO EXIT AND ARRIVE AT THE CORRECT TIME. This is to prevent cross-contamination between groups.



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How will you keep my daughter safe at School?

Parents are asked to adhere to the Government's guidance on self-isolation if anyone in the household has symptoms and to ensure their daughter does not enter the School site during any period of self-isolation. [Detailed Government guidance can be found here.](#) Absences for any reason should be reported to School in the usual way.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

We will be increasing the number of sanitizer stations in the School. Girls will be asked to wash their hands before and after each activity, before and after eating, as well as on arrival in School.

In the Senior School girls will be in groups of no more than 15 pupils when being taught in their classrooms.

In the Junior Department, the girls will be kept in groups of up to 10 pupils. This group will be taught by one member of staff (group leader) in one classroom/area, will use the same desk, will have another member of staff designated as a group supporter, use separate toilet areas, use separate entrances, and have separate times and areas in the playground. Your daughter will only be in the presence of her group and the staff associated with that group (group leader and group supporter) – she will not be mixing with any other pupils or staff.

Staff will clean equipment, such as the EYFS climbing frame/slide, during the day between its use by different groups.

Girls in all year groups will need to provide their own stationery, as they will not be able to share school resources. Students in Years 10 and 12 should bring in their own devices to use for their work in School.

In the Senior School, the two Year 6 Form Groups will be based in one classroom and a designated computer room for each form, and their specialist teachers will go to their classroom for each lesson. Y10 & 12 will be allocated specific classrooms/teaching areas when they will be in School for their face- to-face subject sessions.

ALL classrooms will be rearranged to enable social distancing.

In order to ensure we can maintain social distancing; all years will be taught in the larger spaces or modified classrooms in the Senior School.

The Junior Hall will be repurposed to provide additional space for indoor play. This repurposing of the space, and to reduce the risk of grouping together for lunch, means that **lunches will not be provided**. We, therefore, ask that all parents provide their daughter with a packed lunch and snacks and a water bottle. The Tuck Shop will also be closed and there will be no access for your daughter to reheat any food from home.

Break and lunch times will be staggered, and year groups will eat and relax in separate locations.

Assemblies will not take place for the rest of the Summer term for either the Juniors or the Seniors.

External visitors on site will be restricted and by appointment only.

Our cleaning routines have been adjusted to ensure the areas the girls will be using are cleaned regularly and thoroughly.

Will my daughter need to wear a face mask?

The Government have advised that face masks are currently not recommended for use in educational settings.

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Will my daughter have PE lessons and swimming?

PE lessons will only take place on site. There will be no travel to other sports facilities, including to swimming lessons.

PE activities which help to maintain social distancing will be the focus and contact sports such as rugby will not be allowed.

My daughter, or a member of our family, has health issues which means she will not be able to return to School. What provision will be put in place for her?

Lesson material will be provided to you daughter to complete at home through Show My Homework. She will be able to continue to contact her teachers with any queries.

What if I need to speak to my daughter's teacher, or form teacher?

All parents will be able to contact members of staff via e-mail. Please contact your daughter's Form teacher and/or Head of Year if you have any concerns.

If you wish to make an appointment to see your daughter's teacher, form tutor or Head of Year, we ask that you do so at least 24 hours in advance. This will allow us to make sure the staff member is available, and to provide a socially distanced meeting space for your discussion. We encourage all parents to arrange virtual meeting wherever possible.

What Pastoral support will you provide my daughter?

We understand this has been a strange and potentially worrying time for your daughter. We will continue to provide the same high level of pastoral support, whether your daughter is attending School or studying from home. We understand that returning to school may feel strange at first for your daughter and we will plan activities to make this as smooth as possible.

Your daughter will be able to contact her Class Teacher/Form Tutor, Head of Year and teaching staff, either in School or remotely.

The School Nurse will also be available, in person and remotely to support with any issues.

What will my daughter need for School?

Every pupil will need to wear the School Uniform from 1 June.

In the Junior Department, we recommend wearing the Summer Uniform (summer dress with white socks and blazer). However, in the current circumstances, we are happy for your daughter to continue to wear her winter uniform if she does not have a dress.

Every pupil will need to bring her schoolbag, with her books and a pencil case of personal stationery. **THIS INCLUDES EYFS AND Y1** – we do not want pupils to share pencils and coloured pencils at this moment. This will remain in school to avoid home-school contamination. Please only provide sensible basic stationery from home and do not go out of your way to purchase anything new.

Every pupil will need to bring her water bottle, snack and a packed lunch in an insulated lunch bag, ideally with icepacks. **Lunches will not be provided.**

If your daughter's school shoes no longer fit her, please be sensible and send her to school in suitable shoes/trainers.