

Excellence built on  
faith and tradition

“Do your very best  
for the children”  
(Mother Foundress:  
Geneviève Dupuis)



Vernon Road,  
Edgbaston,  
Birmingham B16 9SL  
T: 0121 454 0895  
[enquiry@stpaulgl.bham.sch.uk](mailto:enquiry@stpaulgl.bham.sch.uk)  
[www.stpaulgl.bham.sch.uk](http://www.stpaulgl.bham.sch.uk)

## St. Paul's School for Girls

Headteacher: Dr D. E. Casserly B.A. (Hons), M.Ed., Ed.D.

11 June 2020

Dear Parents

I hope you and your family are well.

Thank you so much for all her support, kindness and encouragement and for your superb communication which has made things so much easier to organise in school. We feel very blessed in having such wonderful parents.

You cannot believe how much we are looking forward to seeing your daughter next week!

Just to confirm arrangements for the return to school next week:

### **New Timetable:**

Your daughter should have her timetable on Firefly. It is specific to her as we need to ensure there is only a “quarter” of the year group in school at any one time and to keep to the correct numbers in classrooms for social distancing.

**IF YOU HAVE NOT CONTACTED SCHOOL TO SAY YOUR DAUGHTER IS RETURNING AND YOU INTEND FOR HER TO RETURN TO SCHOOL, PLEASE EMAIL MISS ALLAN IMMEDIATELY!**

[jallan@stpaulgl.bham.sch.uk](mailto:jallan@stpaulgl.bham.sch.uk)

If you decide you want your daughter to return at a later date, you **MUST** inform Miss Allan as we must ensure we have the correct pupil numbers for social distancing and we need time to allocate the appropriate timetable.

If we are expecting your daughter to return to school and for whatever reason she is absent either on the first or subsequent days, we would be very grateful if you would telephone school before 10:00 am as normal, to say she will be absent.

The week beginning 15<sup>th</sup> June will commence with two training days for all staff.



**First Pupil Days:**

Each of the first days include a one lesson briefing on the new procedures for a COVID secure school environment.

Wednesday 17<sup>th</sup> June

Year 12: Level 3 Health and Social Care Diploma

Thursday 18<sup>th</sup> June:

Year 12: A Level subjects in Option B

Friday 19<sup>th</sup> June:

Year 10: S half of the year group

Monday 22<sup>nd</sup> June:

Year 12: A Level subjects in Option D

Tuesday 23<sup>rd</sup> June:

Year 10: T half of the year group

**Procedures for the First Day which begins at 10:00 am:**

Year 12: Your daughter should wear the clothes she usually wears for the Sixth Form, without a jacket. As you do already, please can you ensure all items of your daughter's clothing are washed before she returns to school for her next day.

Year 10: Your daughter should wear her school uniform skirt and blouse, preferably without her jumper. As you do already, please can you ensure all items of your daughter's clothing are washed before she returns to school for her next day.

Your daughter may bring a school bag to carry any personal items, including her mobile phone. She will be asked to put this in her locker as she will be carrying her file pocket with the items she needs throughout the school day.

School will not be distributing masks. However, should your daughter, or a member of staff, wish to wear their own that is absolutely fine.

If your daughter has her own hand sanitizer this will help our stocks last longer but this is not essential.

**Procedures for entering the building on her first day:**

As soon as your daughter enters the building, she will be asked to go to the sanitizing station.

In the event of a queue, we will be asking her to keep at a 2 metre distance.

We have a one-way system around school which must be adhered to by all staff and pupils. This is to prevent any congestion on corridors.

On your daughter's first day in school, she must go **straight to the Gym** which has been set up with socially distanced tables and chairs. She must not go to any other area of school until after she has had her briefing regarding the procedures for our COVID secure school environment. The briefing in first lesson will be:

- Prayer
- The new safety measures in place
- Explaining the new timetable
- Distribution of your daughter's resealable labelled file pocket with pens, pencil, etc
- The opportunity for your daughter to ask questions

12P and 12A are to come in by the door by Miss Allan's Office, following the one way system via the Science Corridor to the Gym

12U and 12L are to come in by the door by G6 and walk following the one-way system to the Gym

12S are to come in by the canteen doors and walk following the one-way system to the Gym

10S and 10T are to come in by the door by Miss Allan's Office, following the one way system via the Science Corridor to the Gym

10P and 10A are to come in the door by G6 and walk following the one-way system to the Gym

10U and 10L are to come in by the canteen doors and walk following the one-way system to the Gym

### **School Day Routines (after first day briefing):**

In order to avoid rush hour on public transport, the times of the school day have been altered with a later start and earlier finish.

10:00 am: Year 10: Registration in Form Bases  
Year 12: Registration in the Gym with prayer and UCAS briefings  
10:10 am: Lesson 1  
11:00 am: Break  
11:15 am: Lesson 2  
12:05 pm: Lesson 3  
12:55 pm: Lunch  
1:30 pm: Registration  
1:35 pm: Lesson 4  
2:25 pm: Prayer and staggered dismissal from lesson 4 classroom

The start time for registration is 10:00 am.

#### Year 10 Registration:

We have divided your daughter's Form group into three with a Form Tutor for each subsection of the Form. Your daughter's original Form Tutor will meet with the other two Form Tutors on a daily basis so that they still have the overview to support your daughter. Your daughter will also have been given a new Form base which will likewise, have no more than 9 pupils. So for example, 10S has now been divided into 10S1, 10S2, 10S3.

#### Year 12 Registration:

We will register all the pupils in the A Level option block/Level 3 HSC Diploma on their day(s) in school in the Gym. This will maximise time for Mrs Craddock, Miss Middleton, Mr Gupwell and Sixth Form Tutors to give support for UCAS, apprenticeship and employment applications.

We have the children of key workers arriving in school for 8:50 am. We would therefore be grateful if, as far as possible, your daughter arrives as near to 10:00 am as possible to avoid congestion.

If this is a problem, please email your daughter's Head of Year.

Miss Pandhal (HOY 10) [cpandhal@stpaulgl.bham.sch.uk](mailto:cpandhal@stpaulgl.bham.sch.uk)

Mrs Craddock (HOY 12) [lcraddock@stpaulgl.bham.sch.uk](mailto:lcraddock@stpaulgl.bham.sch.uk)

#### **Break and Lunch:**

There will be socially distanced queues for the purchase of food at breaktime. Food will be served in the Canteen and Pod.

Your daughter will be asked to order her lunch at registration each morning in order to prevent waiting time, queues and food wastage. Lunch will be a hot "grab and go". Food will not be eaten in the canteen but can then be eaten on the field if the weather is fine or in Form Bases.

We will NOT use the Reval machines so putting money on your daughter's account must be done via School Comms/Parent Pay.

Your daughter may bring in a drink and a packed lunch but must leave this in her locker until break or lunchtime.

#### **Minimizing transfer between home and school:**

To minimise what moves between school and home we will give your daughter:

- an A4 resealable pocket file which will be labelled with her name
- 2 black biros, pencil, highlighter, rubber, sharpener and ruler.
- A4 lined paper to do written work.
- A4 squared paper and graph paper for Maths and Science



Any work done on paper and any worksheets will fit in the A4 pocket throughout the day. At the end of the day paper and worksheets must be brought home to file and then stuck in books.

The A4 resealable pocket file will be left in your daughter's locker for her to collect the following morning. She must not bring in any books, pens or any other items from home unless she is specifically asked to do so. She may bring in her calculator when requested by her Maths teachers.

Work will be set for your daughter between her learning days in school but we will ask for this work to be emailed to staff.

The specific arrangements for the completion of coursework (NEA) will be explained by teachers if your daughter is studying:

Year 10: Child Development

Year 10: Sport

Year 10: Health and Social Care

Year 12: Health and Social Care

### **Minimizing visitors:**

No visitors will be allowed on the school site. Any visitor including any parent (not on the staff!) will be greeted by receptionists at the external gate and not invited into the reception area. If your daughter is sent home sick, or has an appointment, she will be accompanied by a member of staff to the gate.

Only essential deliveries will take place to minimise visitors on the site and there will be no other visitors on site.

Exit from school will only be given from reception – pupils will no longer press the green button for their exit, it will be done from reception

If you need to speak to school please contact the office through the normal channels.

Telephone: 0121 454 0895 or the appropriate Head of Year

Miss Pandhal (HOY 10) [cpandhal@stpaulgl.bham.sch.uk](mailto:cpandhal@stpaulgl.bham.sch.uk)

Mrs Craddock (HOY 12) [lcraaddock@stpaulgl.bham.sch.uk](mailto:lcraaddock@stpaulgl.bham.sch.uk)

### **Isolation Room(s):**

We will have the same system we had in place before lockdown regarding any pupil with COVID19 symptoms being sent home immediately. Form Tutors and all staff will be very alert to any pupil showing potential COVID19 symptoms. Should your daughter show any symptoms, she will be sent to the Isolation Room, until parents come and collect their daughter.

If you have changed your contact details, please ensure you have given us your new contact details and ensure that you are contactable at all times.

In the event of your daughter not feeling well in the morning, please do not send her into school. Please also bear in mind that, whilst in your judgement you may feel your daughter does not have COVID19 symptoms, we cannot take any chances in school and will contact you immediately to come and collect her.

It is extremely important that you do not send your child in to school if she has any COVID19 symptoms. If she does display symptoms you should contact 111, get her tested as soon as possible and isolate your whole family. You should provide the school with evidence of the negative test result should you wish your daughter to return to school.

Our first priority is the safety of your daughter and staff and hence, all the measures we have put in place must be adhered to by your daughter. Failure to cooperate will mean your daughter will be sent home.

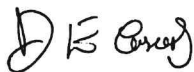
Should you feel that your daughter needs additional support following a family bereavement, or you feel she is struggling with her mental health or indeed any other issue, please do let us know by contacting her Head of Year. Your daughter is very precious to us. We know that it has been a very tough time since the 20<sup>th</sup> March and we will do all we can to help and support you and your daughter. Never be afraid to ask as we are here to help.

I pray that God will continue to bless you, your daughter and your family with good health.

Should you have any questions, please do not hesitate to contact us on [enquiry@stpaulql.bham.sch.uk](mailto:enquiry@stpaulql.bham.sch.uk) for general enquiries or your daughter's HOY.

With continued prayer

Yours sincerely



Dr D.E Casserly  
**Headteacher**



Mrs M Browning  
**Chairperson of Governors**