



**Reading Girls' School**

Principal: Jon Gargan

2 November 2020

Dear Parents,

**RE: RGS November 2020 Lockdown Strategy**

I am writing to share with you our strategy for the forthcoming period of national lockdown in which schools are required to remain open and operate as normal.

Our strategy is largely aimed at managing extensive social distancing between our school community (pupils and staff) and anybody external to that group.

In short, where it is practically possible, we will treat our school as a 'household' and in doing so eliminate physical interaction with anybody outside of our school during the school day. Clearly, we have no control on behaviours across society outside of this time. We can only control the controllable in keeping our school community safe.

These safety steps will take effect from today, Monday 2<sup>nd</sup> November 2020 and their duration will be in line with that of the national lockdown. I have set out below for your information the very same safety steps that have been shared with staff over the weekend ahead of our return to school today.

Yours sincerely

**Jon Gargan**

**Principal**

**Copy of communication sent to RGS Staff Sunday 1<sup>st</sup> November 2020**

Dear All

In playing our part for society at large and essentially in keeping us all safe, ***we will therefore as much as is practically possible treat our school as a 'household'*** and in doing so, not accommodate in the building or on the site, anybody who is not staff or pupils.

In practice, this includes the following with effect from ***MONDAY 2nd NOVEMBER:***

- No visitors allowed into the school
- Parents will be asked to stay in their cars for drop off/pick up purposes.
- Parents who walk their children to school will be asked to leave/collect at the school gates.
- All meetings with anybody external to the school including parents, will have to take place online or over the phone.
- All parents' evenings will take place online as already planned.
- We will not use our normal external invigilators for the mock series. Instead, we will use staff.
- Cancel Personal Development day planned for 6.11.20
- All STEM days to operate remotely
- Whilst lockdown restrictions do not apply to the construction industry, I will liaise with the Trust about contractors who visit our school to conduct work
- Any planned visits that we have to other indoor areas will need to take place remotely.

With respect to safe practices across staff within school, we continue to adhere to safety steps already in place. In addition, it will be sensible to add the following with effect from ***MONDAY 2nd NOVEMBER:***

- All staff briefings take place on MS TEAMS
- Wednesday inset sessions are postponed until after this lockdown period
- Department meetings take place in person or on MS TEAMS at the discretion of those individual team members
- Line management meetings, pupil progress meetings (with lev) and Data Drop analysis meetings take place either in person or on MS TEAMS, again at the discretion of those individual people involved.

Finally, we hold a ***short staff briefing*** on MS TEAMS MONDAY 2nd NOVEMBER at 3.35pm to receive your comments and views about the above and/or more. I will also lead a ***10-minute whole school assembly*** on MS TEAMS at 8.40 am on TUESDAY 3rd NOVEMBER. For PE and Dance, can you take your class to a classroom if needed please?

Regards

Jon