



WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



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Telephone: 01702 476026
Website: www.whsg.info email: generalenquiries@whsg.info

25th February 2021



Dear Parents and Carers,



I hope you remain well.



Science

Schools Reopening

You will know that secondary schools will begin reopening from March 8th.



Engineering

I am working with Public Health and colleagues from other secondary schools across Southend to agree how we should schedule this return. We are all concerned at the expected speed of return and the risk this poses.

The intention is to formulate a plan which we will hope to communicate on Monday, but it is likely to mean that some pupils will be delayed in their return.



Ready for the start of this term, we altered the timings of the school day. Details of these new timings are given in Appendix 1.



Southend-on-Sea

Covid Testing Request

To try and reduce the transmission of infection, we want to try to ensure that as many pupils as possible undertake Covid tests prior to their return to school. Once the schedule for the return is known, we would ask that you follow this request from the Director of Public Health for Southend.



The Director of Public Health for Southend has recommended that whole families should attend community testing sites in the week (sic) prior to each child returning to school. This is to minimize the risk of transmission by anyone who has the virus but is asymptomatic.



Our preference is for a PCR test, but if you find this is not accessible then please undertake at least one and preferably 2 LFD tests (4 days apart).



We have been advised that LFD test sites (called Community Test Sites) are available across the region, but if you have any difficulty please do your best to access a Southend site. Details of how to book this test and the site locations are given in Appendix 2.



Cont.



The government's plan is for all pupils to be tested 3 times on their return to school, with each test 3 – 5 days apart. We would like as many pupils as possible to have 2 LFD or 1 PCR test before returning so we can speed up this process. We understand the rationale for these 3 tests is:

- Ensuring pupils learn how to do the test, prior to being provided with testing kits for them to undertake regular testing at home;
- Knowing the LFD generally picks up individuals only when they have a high viral load; 3 closely repeated tests should provide a better chance of identifying asymptomatic individuals in our community and thereby reduce the spread of infection.

Face Masks

It is now an expectation that face masks are worn in all indoor spaces where social distancing cannot be maintained. At WHSG this means anywhere inside a building. Face visors or shields should not be worn as an alternative to face coverings. (This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.)

Each pupil will need to bring a daily supply of face masks as these will need to be replaced when they become damp.

This Year's Examination Grades

Although there has been information released in the press today, we are waiting for detail from Ofqual. I hope to update everyone on our plans for determining Centre Assessed Grades as part of my letter on Monday. This too will inform the way we intend to schedule pupils' return to school.

Pupils needing to be in school during the temporary shutdown

If your child meets the criteria for working in school and you need them to attend, please ensure you email their name, form and the days they will be in, by Thursday of the preceding week, to generalenquiries@whsg.info. Students attending school must attend 8:30 – 3:30 and are not allowed to leave early.

We require any student in school to have a Covid-19 test every 2 weeks and the school needs a copy of the result. This must be sent to generalenquiries@whsg.info

Covid Test Results

Please can you ensure you email the school when any pupil obtains a positive Covid test result. This includes results for pupils currently not in school.

Well-being Calls

These are continuing for now with a focus on ensuring your child is well and managing their work.

If there are any significant issues occurring, please can you email the relevant Learning Manager.

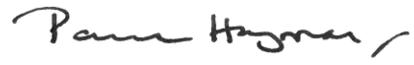
With the return to school, well-being calls will cease on March 8th.

Donated PCs

We would like to thank 'Every Child Online' for their generous donation of PCs to our school. These will help to ensure we can release more machines to pupils when they are needed for remote learning.

Keep safe!

With best wishes,

A handwritten signature in black ink that reads "Paul Hayman" with a flourish at the end.

Dr Paul Hayman
Headteacher

Year 7	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (55)	11:00 - 11:55
Cafeteria slot (10)	11:55 - 12:05
Break & movement to Reg	12:05 - 12:45
Tutor Time / Assembly & PM Reg (20)	12:45 - 13:05
Break (10)	13:05 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (65)	14:25 - 15:30
End of day Year 7	15:30
Key Guidance	
<p>There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. Year 7 move on the 2nd bell.</p> <p>Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must not stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.</p>	
Lunch Time Cafeteria Slot	
<p>Year 7 enter 11:55 to 12:05</p> <p>You must present to your queue before the end of your timeslot - even if entry is delayed.</p> <p>Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.</p>	

Year 8	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Break (15)	12:00 - 12:15
Cafeteria slot (5)	12:15 - 12:20
Break & movement to Reg	12:20 - 12:55
Tutor Time / Assembly & PM Reg (20)	12:55 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (55)	14:25 - 15:20
End of day Year 8	15:20

Key Guidance

There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. **Year 8 move on the 1st bell.**

Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must **not** stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.

Lunch Time Cafeteria Slot

Year 8 enter 12:15 to 12:20

You must present to your queue before the end of your timeslot - even if entry is delayed.

Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.

Year 9	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Cafeteria slot (5)	12:05 - 12:10
Break & movement to Reg	12:10 - 12:45
Tutor Time / Assembly & PM Reg (20)	12:45 - 13:05
Break (10)	13:05 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (55)	14:25 - 15:20
End of day Year 9	15:20

Key Guidance

There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. **Year 9 move on the 2nd bell.**

Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must **not** stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.

Lunch Time Cafeteria Slot

Year 9 enter 12:05 to 12:10

You must present to your queue before the end of your timeslot - even if entry is delayed.

Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.

Year 10	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Break (20)	12:00 - 12:20
Cafeteria slot (5)	12:20 - 12:25
Break & movement to Reg	12:25 - 12:55
Tutor Time / Assembly & PM Reg (20)	12:55 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (60)	14:25 - 15:25
End of day Year 10	15:25
Key Guidance	
<p>There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. Year 10 move on the 1st bell.</p> <p>Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must not stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.</p>	
Lunch Time Cafeteria Slot	
<p>Year 10 enter 12:20 to 12:25</p> <p>You must present to your queue before the end of your timeslot - even if entry is delayed.</p> <p>Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.</p>	

Year 11	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Movement & Tutor Time / Assembly & PM Reg (20)	12:05 - 12:25
Cafeteria slot (5)	12:25 - 12:30
It is important to move directly from Tutor to Lunch queue	
Break (45)	12:30 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (65)	14:25 - 15:30
End of day Year 11	15:30
Key Guidance	
<p>There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. Year 11 move on the 3rd bell.</p> <p>Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must not stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.</p>	
Lunch Time Cafeteria Slot	
<p>Year 11 enter 12:25 to 12:30</p> <p>You must present to your queue before the end of your timeslot - even if entry is delayed.</p> <p>Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.</p>	

Year 12	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Movement & Tutor Time / Assembly & PM Reg (20)	12:05 - 12:25
Break (5)	12:25 - 12:30
Cafeteria slot (5)	12:30 - 12:35
Break (40)	12:35 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (60)	14:25 - 15:25
End of day Year 12	15:25

Key Guidance

There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. **Year 12 move on the 3rd bell.**

Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must **not** stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.

Lunch Time Cafeteria Slot

Year 11 enter 12:25 to 12:30

You must present to your queue before the end of your timeslot - even if entry is delayed.

Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.

Year 13	
BELLS - move direct to lesson 1	8:30
lesson 1 (60)	8:35 - 9:35
Morning Break (20) Including movement to P2	9:35 - 9:55
BELLS - move direct to lesson 2	9:50
Lesson 2 (60)	9:55 - 10:55
Movement - direct to lesson 3	10:55 - 11:00
Lesson 3 (60)	11:00 - 12:00
Break (10)	12:00 - 12:10
Cafeteria slot (5)	12:10 - 12:15
Break & movement to Reg	12:25 - 12:55
Tutor Time / Assembly & PM Reg (20)	12:55 - 13:15
Movement to lesson 4	13:15 - 13:20
BELLS - move direct to lesson 4	13:15 - 13:20
Lesson 4 (60)	13:20 - 14:20
Movement - direct to lesson 5	14:20 - 14:25
Lesson 5 (65)	14:25 - 15:30
End of day Year 13	15:30
Key Guidance	
<p>There are only three sets of bells in the day to signify the start of the day and the ends of breaks. When the bell rings you must move to your lesson as soon as possible to allow teachers to move safely around. Year 13 move on the 1st bell.</p> <p>Between lessons you must move along corridors and stairs in the direction indicated, you should maintain social distance to others, wear a face covering, avoid conversations of any type and you must not stop at any time whilst in the corridors. When you leave a classroom use an outside route to your next lesson if possible, it is safer and there are no one-way restrictions outside but maintain safe social distances to students not in your year group.</p>	
Lunch Time Cafeteria Slot	
<p>Year 10 enter 12:20 to 12:25</p> <p>You must present to your queue before the end of your timeslot - even if entry is delayed.</p> <p>Where year groups overlap in queuing or sitting social distance between year groups must be observed. Seats and tables must be wiped if used. As much as possible food should be taken to allocated outside spaces to eat.</p>	

Effective from January 4th 2021

Revised Times January 2021	
Morning Duties	8:20 - 8:30
Lesson 1	8:35 - 9:35
Break (duty)	9:35 - 9:55
Lesson 2	9:55 - 10:55
Lesson 3	11:00 - 12:00 (11:55 Yr 7)
Lunch Period	12:00 - 13:20
Reg 11 & 12	12:05 - 12:24
Reg 7 & 9	12:45 - 13:05
Reg 8, 10 & 13	12:55 - 13:15
Lesson 4	13:20 - 14:20
Lesson 5	14:25 - End of Day
8, 9	15:20
10, 12	15:25
7, 11, 13	15:30
Movement Bells	
1	8, 10, 13
2	7, 9
3	11, 12

WHSG Cafeteria Access 2021

Years 12 & 13 may access the cafeteria at 11:50 if they do not have a timetabled period but social distance between year groups is required and Year 7 must not be delayed at 11:55.

Year 7 enter 11:55 to 12:05

Year 9 enter 12:05 to 12:10

Year 13 enter 12:10 to 12:15

Year 8 enter 12:15 to 12:20

Year 10 enter 12:20 to 12:25

Year 11 enter 12:25 to 12:30

Year 12 enter 12:30 to 12:35

Where year groups overlap in queuing or sitting social distance between year groups must be observed. As much as possible food should be taken to allocated outside spaces to eat.

Appendix 2

If you or anyone in your family displays symptoms you must obtain a PCR test. This should be pre-booked via: <https://www.gov.uk/get-coronavirus-test>

In Southend the PCR test sites are located at:

- Hamlet Court Road (you can turn up without a booking)
- Short Street
- Southend Airport
- Leigh, Elm Road Car Park

Asymptomatic Testing

The **Lateral Flow Device rapid testing sites (Community Test Sites)** are for people **with no symptoms**. The tests are free.

You can book an appointment or walk in without an appointment and the team will slot you in.

To check if LFD tests are available in your area, please use this link: <https://www.gov.uk/find-covid-19-lateral-flow-test-site>

If you live outside from Southend and have no local facility, you may want to access one of the sites below, but we recommend you pre-book using the links shown:

The Southend LFD testing sites are located at:

St Aidan's Church

Address: The Fairway, Leigh-on-Sea, SS9 4QW

Standard opening hours: 7 days a week 7am to 5:30pm

Book using this link:

<https://iweb.itouchvision.com/portal/f?p=1030:110:14282399820908>

Shoebury Youth Centre

Address: Delaware Road, Shoeburyness, SS3 9NS

Standard opening hours: 7 days a week 8am to 6:30pm

Book using this link:

<https://iweb.itouchvision.com/portal/f?p=1030:110:4726691230658>

University Square, Southend-on-Sea (entrance opposite Sainsbury's)

Standard opening hours: 7 days a week 7am to 2.30pm

Book using this link: <https://iweb.itouchvision.com/portal/f?p=1030:110:17578754441376>

What if I can't get to a test site?

If you cannot visit a test centre in person you can order a home testing kit which is a PCR test kit. This must be booked in the same way as the other tests. This is the link:

<https://www.gov.uk/get-coronavirus-test>