**IMPORTANT INFORMATION FOR PARENTS**

**On 3rd September 2020 school will begin at 8.20 and end at 15.30**

On Thursday 3rd September 2020, your daughter must arrive by 8:20 and will enter the school grounds through the back gate in Horseferry Road (opposite the Channel 4 Studio). Parents and other visitors will not be able to come on site. Parents with questions or queries should email the school at [info@gch.org.uk](mailto:info@gch.org.uk) School will finish at 15.30 and your daughter will again leave by the back gate. The school meal will be served as a packed lunch until further notice.

**On 3rd September please give your child a snack for break time as the school café will only be serving the main meal and please ensure she has a filled water bottle with her every day. Please note fizzy and energy drinks are not allowed in school.**

**4th September 2020 onwards students should arrive from 7.50 entering through the back gate:**

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| **8.30 – 8.35** | **Registration** |
| 8.35 – 9.00 | Assembly |
| 9.00 – 9.40 | Lesson 1 |
| 9.40 – 10.20 | Lesson 2 |
| 10.20 – 10.45 | Break |
| 10.45 – 11.25 | Lesson 3 |
| 11.25 – 12.05 | Lesson 4 |
| 12.05 – 12.55 | Lunch  Lunch |
| 13.00 – 13.40 | Lesson 5 |
| 13.40 – 14.20 | Lesson 6 |
| **14.20** | **End of School** |

Students arriving late, after 8.30, must use the front entrance and report to reception.

**Health and Safety arrangements**

Exercise books will only be for the purpose of students taking notes/drafting work and completed work will be assessed by teachers electronically via Microsoft TEAMS where possible. Students must have standard equipment with them as shown in the Year 7 booklet. They must also carry their school exercise books, textbooks and diaries with them and not share these items. Students will sit facing forward rather than in groups. Pair work is allowed but not group work. In practical lessons additional rules will apply. At the end of lessons Students will ‘clean down’ using the spray/tissues and antibacterial wipes that are placed in all teaching spaces. There will only be year assemblies until further notice.

Impeccable hand and respiratory hygiene routines will be followed by all in School. This includes frequent hand-washing (on first entering the building, after using the toilet, before eating), hand sanitising and the “catch, bin, kill” approach. Face coverings will be recommended for students who may wish to wear them where social distancing is difficult or impossible including during pair work. Students wishing to wear face coverings in school should not touch the front of their face covering and when disposing of a face covering at School, it should be placed into a nappy sack/double-lined bin. Students will need to ensure they have a fresh face covering with them just in case the one they have becomes damaged or contaminated as the school will have only a limited emergency supply.

Students will move around the buildings in a signposted one-way system. Each key stage will have its own designated zone for break and lunch. Lunch will be staggered and will be a wrapped take-away packed lunch only.

The school will have in place a protocol for dealing with suspected/actual cases of Covid-19 which complies with DfES guidance. An enhanced cleaning schedule will continue to be in place throughout the School. When necessary, a full deep clean will be carried out.

Frequently Asked Questions

**PE Kit**

Your daughter does not need her PE kit for the first week, students will be informed when to bring in indoor or outdoor uniform.

**Free School Meals**

If your daughter received free school meals at her primary school, it does not mean that she will automatically be eligible for free school meals at The Grey Coat Hospital. Please ensure you have completed the necessary forms (see the Cashless Catering System letter enclosed in this pack).

**Oyster Card**

Your daughter must bring an Oyster Card to school on the first day. The card is used to purchase food in school. If your daughter is in receipt of free school meals, the Oyster Card is automatically topped up through the school system. To put money on your daughter’ oyster card for purchasing food, parents/carers must use the Parentpay system. The Parentpay system also allows parents to track what their daughter spends her money on. It is advisable to provide your daughter with a packed lunch if you are in any doubt about free school meals or paying for meals. Your Parentpay login in is included in this pack.

**Private Music Lessons**

The music department will contact you to inform you if the application for music lessons has been successful. Peripatetic music teachers will deliver instrumental lessons online with the student sitting on a device in one of the music practice room.

**Travelling to school**

We cannot share the names and locations of other Grey Coat students due to the General Data Protection Regulations, but from past experience, and from having to wear a very distinct uniform, we are sure your daughter will soon find a travel buddy leaving from the same location each morning.

**Uniform**

Please read the uniform pages carefully in the Welcome Booklet. Remember to ensure your daughter wears only a small round stud gold/silver earring in each lower earlobe. No other shape other than round or earrings with shiny beads are allowed.

**Equipment**

Your daughter needs to bring her pencil case with writing equipment on the first day. No other equipment is required.