



THE GREY COAT HOSPITAL WESTMINSTER

Headteacher Susanne Staab

St Andrew's
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St Michael's
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Email: info@gch.org.uk

July 2020

Dear Parent/Carer,

Term begins on Thursday 3rd September 2020 when your daughter will have a Pastoral Tutorial. This tutorial will give your daughter the opportunity to focus and plan for the year ahead with the support and guidance of her tutor and will last around thirty minutes. Students are expected to wear full school uniform, including their blazers and may return home when they finish. **The time of your daughter's appointment is shown on the school VLE. Timings from Friday 4th September onwards are shown below.**

Supporting students with medical needs

If your daughter has a medical need and the care plan needs updating or if your daughter has recently been diagnosed with a specific medical condition, please email info@gch.org.uk and we will send you the relevant documents for completion.

Lunch money

Please note the school meal will be served as a packed lunch until further notice and the price of the standard 'meal deal' will be **£2.50**. For the first few days of term the café will not serve breakfast or snacks but we hope that will resume from the second week of term. Please ensure your daughter has a filled water bottle with her every day and please remind your daughter that fizzy and energy drinks are not allowed in school.

Notice for Year 10 students only

Locker key deposit. Please pay the £5 returnable deposit via your ParentPay account by Tuesday 1st September 2020, ready for your daughter to collect her key on 3rd September from the school office.

The 'Grey Coat Gift' previously known as Parents' Voluntary School Fund

For many years parents have helped us enormously by making voluntary donations to the school. Now we have launched a new charitable fund, The Grey Coat Gift, dedicated to helping fund initiatives that continue to make learning here unique, memorable and inspiring and we look forward to telling you more about The Grey Coat Gift, in person when the Covid crisis has abated. As in previous years please make your annual donation via your Parentpay account or by bank transfer if preferred. For parents wanting to use a direct bank transfer, the school bank details are as follows:

Sort code: 56-00-33
Account No: 28028597
Account Name: The Grey Coat Hospital
Reference: Please use your child's name, month and year of birth e.g. JEvans06/2001

Timing of the school day from Friday, 4th September 2020 until further notice

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
13.00 – 13.40	Lesson 5
13.40 – 14.20	Lesson 6
14.20	End of School

Entry into the school buildings

Until further notice, students should arrive from 7.50am onwards and enter the school via the back gate in Horseferry Road, for the St Andrew's building and the vehicle entry gate further along Regency Street, for the St Michael's building. This is to avoid crowding. Students arriving late, after 8.30am, must use the front entrance of the buildings and report to reception as previously.

Health and Safety arrangements

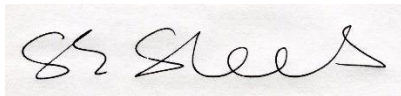
Students will move around the buildings in a signposted one-way system. Each key stage will have its own designated zone for break and lunch.

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 their standard equipment with them and they must also carry their school exercise books, textbooks and diaries with them and not share these items. Students will sit facing forward where possible, 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. Peripatetic music teachers will deliver instrumental lessons online with the student sitting on a device in one of the music practice room

Impeccable hand and respiratory hygiene routines will be followed which 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. 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.

I wish you and your family an enjoyable and restful summer holiday.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Staab', is written on a light-colored rectangular background.

Susanne Staab
Headteacher