



June 22nd 2020

Dear Parent/Carer

We do hope that you and your family have been keeping well during this time. We are now coming towards the end of what would have been the summer examination period and we would normally invite students in to return their books, collect any belongings in school and say farewell to staff. This year we have had to plan very differently and the arrangements are set out below.

Your daughter will receive an email this week inviting her into school between 6th - 10th July. She will be given a specific time slot and it is imperative that this is the time that she arrives onto the school site. You may or may not be aware that we have now opened the school more widely last week to groups of Year 10 and 12 students. The school site has been set up in order for all students and staff on site to adhere to strict 2 metre social distancing. When your daughter arrives she will also need to adhere to the following procedures:

- Travelling to School: If you are able to walk to school then this would be preferable as Government guidelines request that we avoid public transport if possible since practising social distancing may be challenging. You might also choose to cycle to school; we have a bike shelter outside the Sports Hall, though please remember to lock your bike up and not to cycle past others when on site. A reminder that if you are using public transport you will need to adhere to the updated conditions of travel issued by the Government which state that a face covering (either homemade or a purchased mask) must be worn. Please be mindful of others and use social distancing when and where you are able.
- Students enter school along the Meadway path and queue on the 2 metre markers at the gate to reception, keeping to the left hand side of the path.
- There are two students for each 10 minute slot and these students will be kept 2 metres apart at all times.
- There will be a member of staff greeting and registering students at the gate.
- All students coming onto site will have their temperature checked by a member of the Medical and Welfare team who will be in PPE.
- When requested, students will be allowed to enter the school site and directed to use the hand sanitizer point.
- If your daughter has any items still in the Common Room then a member of staff will escort her to collect these items before dropping off their books.
- Students will then make their way to the Sports Hall down the steps to Lindani and taking the very first left (under the Lindani bridge) entering the Sports Hall through the fire exit doors (signs will direct them).
- When arriving at the Sports Hall Mrs Payne will be there to greet students and check the books that they are returning.
- There will be specific subject stations and a library station where students will drop off their books - they will not need to touch anything other than their own books.
- If your daughter has ordered a leavers' hoodie then this can be collected on the way out of the Sports Hall.
- Students will then exit via the fire doors on the opposite side of the Sports Hall and leave the site via Gordon Way.



# Queen Elizabeth's Girls' School

*Educating Women of the Future*

Students must return all of their textbooks and library books to school following this, the £50 book deposit, if paid, will be refunded. We would be extremely grateful if you could consider converting this book deposit into a donation to support current and future Sixth Form commitments. If you are able to make this donation using the Gift Aid scheme the school benefits by receiving an additional 25% from HM Revenue & Customs. To do this, please complete the attached Gift Aid form and email it to [sixthform@qegschool.org.uk](mailto:sixthform@qegschool.org.uk).

It will not be possible for students to see members of staff other than those escorting them while on site. Staff are currently working in pods/bubbles and there is a limited number of staff on site each day. As we said in the previous letter this is very far from the Summer Term that anyone had imagined. We are very much committed to reuniting as a year group, both students and staff, when it is safe to do so.

At this time we are awaiting further guidance on the logistics of A Level Results Day. As soon as we have confirmation we will send you detailed information. Your daughter has also been provided with a results day planning presentation and advice sheet to help prepare for different scenarios on results day. This information has been sent to her school email account. We would be grateful if you could encourage her to look through this information over the next couple of weeks. If she has any questions she can let us know and we will be pleased to respond.

If you have any further questions, please do not hesitate to contact us.

Yours sincerely

**Miss L. Southwell**  
**Head of Sixth Form**

**Mr D. Jones**  
**Deputy Headteacher**