

GO DOL PHIN

PREP



A Safe Return to the Prep
Autumn Term 2020



Letter from The Head



Dear Parents and Girls

We hope that you have all had a wonderful summer. The staff and I are really looking forward to the beginning of the new school year.

We are delighted to welcome everyone back to the Prep and a particularly warm welcome to our new girls and their families.

Over the last few weeks SMT, Governors and I have been finalising arrangements for the start of the Autumn Term. Our priority is the safety of the girls and the staff. Building on our experience last term and with due regard for the Government's guidelines, we are confident that we are ready for the excitement and opportunities that lie ahead. We will continue to monitor and respond to the latest Government advice throughout the term.

The Prep and FoGP calendars include many traditional and popular events for this term. Some of these such as the BBQ need to be postponed but we are creative and are determined to deliver as many events as possible online e.g. our tutor/parents' meetings and our Friday Assemblies to ensure the sense of community remains strong and indeed is enhanced by these unique circumstances.

Communication is key to a happy and successful term and as parents will not have the direct access to the building or the staff, we would like to encourage you from the start to keep in close contact with your daughter's tutor and myself.

With very best wishes for a happy and successful Autumn Term.

Julia Miller
Head of Godolphin Prep



Start of Term Arrangements



New girls and their families are invited to a socially distanced Induction Afternoon at 2pm on Monday 7 September to meet their daughter's tutor.



On Tuesday 8 September - we ask you to stagger your arrivals between 8.00am and 8.45am.

Parents are asked to drop the girls in the playground where staff will be there to meet and guide them to their tutor rooms.

- Pre-Prep to use the back door.
- Years 3, 4 and 5 to use the door by the glass study.
- Year 6 to use the front door.



School finishes at 4.10 pm for the first week of term.



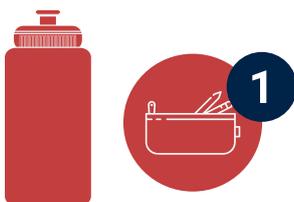
Activities begin on Monday 14 September.



Our tutor/parent meetings will take place via Zoom and your daughter's tutor will send you the details.



Please do not bring PE kit bags to school - girls will be asked to wear their Games/PE kit to school on their Games/PE days. You and your daughters will have copies of the timetable and there will be notices in the Prep to remind you.



Girls should have one pencil case, ideally one that is easy to wipe throughout the day and their named water bottle.



No cuddly toys or locker decorations permitted for the time being.

Health and Safety

Safety is at the forefront of our planning and our arrangements for the term.

The school has a detailed Risk Assessment (see link at the end of the booklet) which has been shared with SMT and scrutinised by Governors. The risk assessment also includes the details of the procedures to be followed if a pupil or member of staff contracts Covid-19 and what families need to do if someone in the family becomes ill.

The focus on regular hand washing and the 'Catch It, Bin It, Kill It' message will be reiterated by staff throughout the day.

Cleaning has been increased during the school day to protect the pupils and the staff.

Please do not hesitate to contact me if you have any questions about the Risk Assessment.

The Risk Assessment will be reviewed on a regular basis throughout the term.



CATCH IT



BIN IT



KILL IT



Medical

At Godolphin, we are very fortunate to have Sister Gill and her team on site. In the event of a pupil or member of staff becoming ill/displaying symptoms of Covid-19 during the school day, they are available to help, support and advise on the steps to be followed.

Please see changes to the arrangements for boarders, and day girls may not go to the Medical Centre without an appointment.

Arrangements for Lunch

This term, we will have lunch in the Prep to ensure that movement around the site is reduced.

You will be sent the three-week menu and are asked to help your daughter to make her selection using the online form. The lunches will then be delivered directly to the Prep.

Special diets will be catered for as before.

Please follow the link below for the menus and order form.

[Prep Lunch Menus / Order Form](#)

Arrangements for travelling on school buses

Girls travelling on the school buses are asked to wear face masks and to ensure that they have hand gel and a named bag to store their mask safely throughout the day.

Please note that all buses depart from the Senior School at 5.20pm.

All bookings for our School bus routes should be made via our online booking system: godolphin.vectare.co.uk

Academic Overview

As you know, the girls' academic progress is extremely important to all of us in the Prep and we were thrilled with the work the girls produced last term.

It is important to us that their excellent progress is maintained and if girls need some additional support in the core areas of the curriculum, this will be implemented.

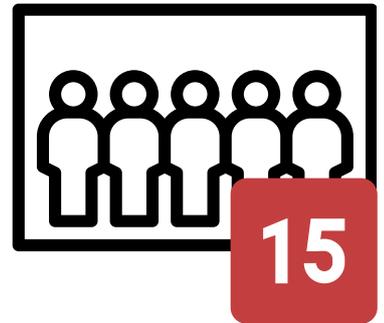
- We are able to offer our full timetable to all of the girls.
- There will be some changes in swimming, PE/Games and Music to comply with government advice but these will not impact on the girls' progress.
- Classrooms may be arranged slightly differently and girls will have the majority of their lessons in their own tutor rooms to reduce movement around school and preserve the 'bubbles'.
- In the event of a local lockdown or girls/families having to isolate themselves, a mixture of online support and assignments will be provided depending on the age of the girls/the subject area or topic.



Activities

We are able to offer a variety of lunchtime and after school activities.

Activities will be limited to 15 girls to comply with the government's guidelines and some activities cannot start immediately due to the current government guidelines.



		<u>Years 1 & 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Monday	12.30 – 1.00pm	Violin Club				
	1.00 – 1.40pm		Cricket	Cricket		
	4.00 – 4.30pm		Beginners' Brass	Beginners' Brass	Beginners' Brass	Beginners' Brass
	4.15 – 5.15pm	Art Club	Decoupage	Decoupage	Decoupage Lacrosse	Decoupage Lacrosse
Tuesday	1.00 – 1.40pm			Mrs Hattersley's Orchestra	Mrs Hattersley's Orchestra	Mrs Hattersley's Orchestra
	4.15 – 5.00pm		Clay	Clay	Clay	Clay
Wednesday	1.00 – 1.40pm			Swim Squad *	Swim Squad *	Swim Squad *
	4.15 – 4.45pm	Zumba	Zumba	Zumba	Zumba	Zumba
	4.15 – 5.00pm		Art & Craft	Art & Craft	Art & Craft	Art & Craft
Thursday	1.00 – 1.40pm				Cricket Extended Art *	Cricket Extended Art *
	4.15 – 4.45pm	Yoga	Yoga	Yoga	Yoga	Yoga
	4.15 – 5.00pm		Stitch	Stitch	Stitch Free Swim	Stitch Free Swim
Friday	1.00 – 1.40pm		Singing (compulsory for all girls in Years 3-6)			
	4.15 – 5.15pm		Gymnastics	Gymnastics	Gymnastics	Gymnastics

Mon – Fri	5.00 – 5.40pm		Prep 2	Prep 2	Prep 2	Prep 2
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Pastoral Care

The happiness and well-being of our girls is vital if they are to thrive inside and outside the classroom and we believe that the strong relationship between Prep parents and the Prep staff enhances our community and the girls' experience in school.

We ask you to keep us updated on anything outside school which may have affected the girls and likewise we will continue to liaise with you on a regular basis about your daughter's academic and social progress. Good communication is more important than ever.

We are mindful of the fact that the majority of our girls have had very little time in school since March. This term will be a period of adjustment for them and we want to reassure you that we are prepared for this and have taken it into account in our planning for tutor sessions and PSHE lessons.

The tutor/parents' meetings which we hold at the beginning of the school year will take place via Zoom. Details will be forwarded to you.

Subject meetings and workshops will take place as scheduled too.

Pre-Prep

Mrs Southgate – southgatee@godolphin.org

Years 3 and 4

Miss Fisher – fishera@godolphin.org

Year 5

Mrs Lamb – lambmr@godolphin.org

Year 6 (1)

Miss Haynes - haynese@godolphin.org

Year 6 (2)

Mr Ingram - ingramr@godolphin.org



Prep Boarders in Walters

Prep boarders will be in their own 'bubble' on the top floor of Walters with dedicated bathrooms and social space.

In order to comply with the Covid-restrictions, parents will not be allowed into the boarding houses. In order for the house staff to help the girls with their belongings, we would be grateful if you could stick to the drop off times as advised by the House staff. Personal belongings must be kept to a minimum. Wall hangings, posters and rugs will not be allowed.

Boarders will have activities and clubs in their bubbles. Each bubble is assigned a social space. Each bubble will have a designated time to use the kitchen facilities and the staff will disinfect the area between each use.

The Health Centre will operate via a booking service. Girls need to book an appointment via the House Staff or Mrs King. The school doctor will provide online appointments. Medical emergencies will be dealt with in the usual way. A nurse will be on site from 8am until 6pm and on call at all other times. Should we have a suspected case of Covid-19, the Health Centre will become a Covid secure unit with 24/7 care using the necessary PPE and all other medical appointments will move to Brome.

Walters can only accept full, weekly or mid-week boarders at this time.

If you have any questions, please do not hesitate to contact the Walters staff who will be happy to help.

avilar@godolphin.org

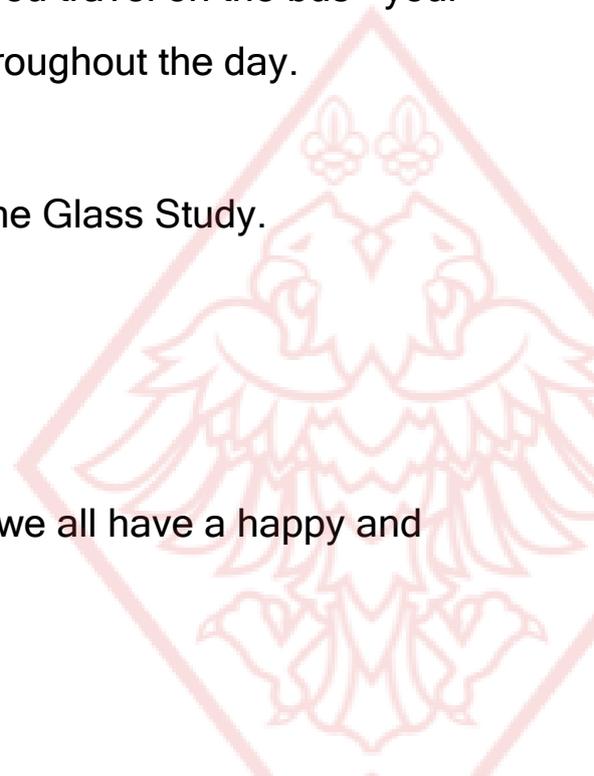
laptainw@godolphin.org

churchl@godolphin.org



Top Tips for Prep Girls

- 1 Don't worry about returning to school - we are all here to help you.
- 2 Wash your hands as soon as you arrive in school and throughout the day - the teachers will remind you.
- 3 'Catch It, Bin It, Kill It' - please use the red bins for dirty tissues.
- 4 You need one pencil case, your water bottle, waterproof coat/jacket. All items must be named.
- 5 No cuddly toys or locker decorations.
- 6 Wear your PE/Games kit to school on the days you have PE/Games.
- 7 You must have a mask and hand gel if you travel on the bus - your mask should be kept in a named bag throughout the day.
- 8 Musical instruments must be stored in the Glass Study.
- 9 Don't forget to order your lunches!
- 10 Be kind and helpful to everyone so that we all have a happy and safe term.



Frequently Asked Questions

What to do if a member of your family becomes ill?

If anyone in your household is showing signs of possible COVID-19 or if your daughter is ill or has a temperature above normal, please do not send her in to School. It is vital that you then follow PHE guidelines and notify Reception so that we can follow the government's test, track and trace guidance.

What would happen if there was a case at school?

Parents would be informed and the school would follow PHE advice.

What happens at drop off or pick up?

Please stagger your arrival and please do not linger in the playground. Staff will be on duty to help the girls.

What does my daughter need to bring to school?

Your daughter should have her waterproof coat/jacket, pencil case, school bag and water bottle - all items must be named.

What should my daughter wear to school?

School uniform unless your daughter has PE/Games - on these days she should wear her PE/Games kit.

Will lessons or classrooms be different?

The majority of lessons will take place in tutor rooms and desks have been rearranged according to government guidelines. Individual Music lessons and Speech and Drama lessons will continue to take place in the Senior School.

Will there be lunchtime and after school activities?

Most lunchtime and after school activities will resume immediately. Some will be limited to 15 girls and some will be online. There are unlikely to be any matches this term.

Does my daughter need to bring a packed lunch and snacks?

No - all snacks and meals will be provided.



Frequently Asked Questions

What does my daughter need to know about travelling on the school bus?

Girls are required to wear masks and to have their own hand gel. A small named bag is recommended to store these items during the school day.

What will happen about parents' meetings, workshops and key events such as the Harvest Festival and Nativity?

We are determined that these will go ahead albeit online for the time being.

Will my daughter have her temperature checked each day?

No - the Prep, Walters and the Health Centre have non-contact thermometers to check temperatures as necessary.

Will my daughter be tested at school?

No - we will continue to monitor and take guidance from both Public Health England and the School doctor.

Are face coverings essential?

Not for Prep girls - except those travelling on buses - we will continue to monitor Government advice.

Appendices

- [Whole School Risk Assessment](#)
- [Prep Autumn Term Calendar](#)



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@godolphinprep



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