

Head: Dr. V.J. Ogden BA (Hons) MA (Ed) EdD FRSA

22nd October 2020

Dear Parent/ Carer,

I am writing to you with the arrangements for the beginning of next half term and to update you about some of the ways that we are now working at school.

This half term has seen the school community come back together. Students have adapted quickly and responsibly to the arrangements we have in place to ensure our school is as safe as possible. Our staggered starts and hubs work well. We have developed a fast and effective way of tracing the contacts of those who have tested positive for Covid-19. Students have been involved in many exciting events and we have moved quickly to using Mulberry Learn, our remote learning platform.

Arrangements for the start of the new half term and remote learning week

As you know Friday 23rd October is an INSET day and students do not need to attend. School resumes for all students on Monday 9th November with all students in years 7-11 arriving between 8.20am and 8.40am and the sixth form arriving between 8.45am and 9.10am.

During this half term Year 10 started later, but we are able to now change this so that **all girls in Year 10 arrive to school between 8.20 and 8.40am.**

Remote learning week (November 2nd – 6th) involves Year 11 and 13 students taking mock exams and some students in Year 12 and 13 taking public exams. Separate letters and an exam timetable have been sent to those year groups. Enrichment activities are taking place for students in years 7-10. If your daughter is not scheduled to be in school during that week there are remote learning activities for her to complete using Mulberry Learn.

Permission for your child to take part in online 'live' lessons

We wrote to parents last week to ask permission for girls at Mulberry to take part in online live lessons. If you have not yet returned that permission slip you can do so [here](#)

There are videos explaining what we mean by online live lessons and 'blended learning' available in English, Bengali and Somali. You can access them on the following links:

Bengali: <https://web.microsoftstream.com/video/e1b09223-d4fa-4f59-a9df-0b91938227f9>

English: <https://web.microsoftstream.com/video/4d9960c9-62e3-4bd0-b1e7-c4ff90ff48d9?list=studio>

Somali: <https://web.microsoftstream.com/video/e8d7d77c-bf76-45cd-9c8d-a38e32542386>

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Black History Month

October is Black History Month and we have been celebrating 'Black British Identity' as a school. We have held a series of workshops for students exploring identity and students have created beautiful poetry in response. We will continue this work throughout this school year. We have plans to celebrate the rich culture and diverse ethnicity of all those who make up our school community and the contribution made to British society. We will share those plans with you after half term.

Laptops

We have been able to loan over 300 laptops to families where girls do not have a reliable device at home and we are continuing to work through a list of students who are finding it difficult to access online learning for this reason. 96% of students at Mulberry are now using Microsoft Teams. If your daughter is still struggling to connect to Mulberry Learn please let her Head of Year know and we will help.

Launch of a STEM academy

During remote learning week we will be launching a STEM academy across the Trust. This is an exciting opportunity for girls with a passion for Science, Technology, Engineering and Maths. It is an extra curricular learning programme that will help her to realise her ambitions for a career in these fields. More details about this will follow after the half term break.

International Day of the Girl

To celebrate International Day of the Girl, we held our first ever virtual conference called Global Girl Leading on 9th October, which involved 20 schools from 4 different countries. It was a whole-day event, with speakers from different backgrounds talking about activism, leadership, careers in arts, media and sports, and students from the different schools commenting on their role in maintaining a global sisterhood. All Year 9 students participated with selected students from the rest of the school.

Process for contact tracing

Over this half term unfortunately some students of Mulberry School for Girls have tested positive for Covid-19, as pupils have in many schools. We are grateful to their families for communicating with us quickly and for helping us to trace contacts to keep the whole community safe. We have attached to this letter our process for tracing contacts and we will record an information video and share the link to this by text tomorrow.

We will always be cautious and careful when managing positive test results. We have learnt a lot in a short space of time from our conversations with Public Health England and have refined our practice, for example the seating plans of all classes are now centrally stored which helps us to be clear about contacts quickly. If your daughter hears of a case in her year group she should continue to come to school unless you are phoned and told differently.

Thank you again for your support of the school. It has been a wonderful to have your daughters back at school again. If you have any feedback about how we can work together better to give your daughter the best experience of learning during this time please let us know. You can contact us by emailing admin@mulberryschoolstrust.org or call 0207 790 6327. We hope your daughter has a lovely half term break.

Yours sincerely,



Ms J Skelhorne



Ms J Tuffee

Acting Associate Headteacher

Associate Headteacher

Procedures for tracing the contacts of a Mulberry School for Girls student who tests positive for Covid-19

Who do I contact if a member of my household tests positive for Covid-19?

- Contact the school to inform us of the result
- Confidentially call or email Ms Ahmed (attendance and welfare officer)
- sahmed@mulberryschoolstrust.org
- 0207 791 7267
- If you feel more comfortable talking to your daughter's Head of Year you can contact them instead.

What will happen next if the person with the positive test is not a student at MSFG?

- We will update our registers to show that your daughter will not attend school for 14 days from the day that her household contact started to show symptoms
- Only your daughter's Head of Year will be informed of the result of the test. The details of the person who tested positive will remain confidential.

What will happen next if the person with the positive test is a student at MSFG?

- We will ask you to email the test result to Ms Ahmed (sahmed@mulberryschoolstrust.org) and she will store it confidentially on our internal safeguarding register (CPOMS)
- You will receive a call from either your daughter's Head of Year or their senior line manager and we will ask to speak to your daughter to discuss with her who her contacts were at school during the **48 hours before she developed symptoms** of Covid-19. This is when she may have been infectious to others and it is very important that we are able to ask those contacts to isolate.

Who will know about the positive test result?

- Only key members of staff will be informed of the identity of the child; her Head of Year, the senior line manager of the year group, the Designated Safeguarding Lead and the Headteacher (or Associate Headteacher). The identity of the person will remain confidential to these people and will not be shared with anyone else.

How will you trace her contacts?

- We will then speak to the families of the students who are contacts as defined [here](#). We will not share who has tested positive.
- We will contact the staff who have taught her over the **48 hours before she developed symptoms** (if she was in school) and study seating plans carefully to ensure that no contacts are missed.
- If we are not sure if a child is a contact we will call the child back to speak to them to be absolutely sure that we have identified all of the children who were contacts.

How will I know if my daughter is a contact?

- We will call you and speak to you if your daughter is a contact of someone who has tested positive for Covid-19.
- We will tell you how long she needs to isolate for.
- We will follow this up with a letter posted home that clarifies her isolation dates.

What should my daughter do while she is at home if she is identified as a contact?

- Work will be set for all children on Microsoft Teams and children who are isolating but are not unwell should follow their normal school timetable completing the work that they would have been learning in school.
- If your daughter is entitled to a free school meal she can order a lunch pack by contacting her Head of Year. A member of the household can come to collect it at 11.15am from Parkwood reception.

How will teachers know if she is well enough to work?

- We use different codes in the register for children who are at home for reasons related to Covid-19. If your daughter is not well enough to work please let us know and we will communicate with her teachers that she is unwell. You should call 0207 790 6327 and record it as an absence. It will not affect her attendance.
- When she is well enough to work again please call us again to let us know.