

9 September 2020

Dear Parent/Carer

We are looking forward to having all our students back in lessons again, learning together. We understand that there will be some nerves, some anxiety but also a lot of excitement at returning again. In order to keep everyone safe and follow the safety measures we have put in place, there is some key information that we want to repeat:

- Students will not be able to enter the school site before 8.00 am, please plan your journey to arrive after this time but before 8.25 am.
- If students are coming by bus and these arrive early, they must wait in the Year group areas until 8.00 am.
- As students arrive on site, they must make their way to their mentor room straightaway, using designated doors and stairs.

Year group	Arrangements
7	Enter and walk down the outside path to the Arts Centre
8	Enter, walk across the Quad and use the door between U2 and U4
9	Enter and go straight to S Block, enter by S1, near the Conference Theatre
10	Enter and go straight into L Block, following the one way system
11	Enter and go to the Restaurant. Use the staircase by the Learning Managers' Office or in the Restaurant.
Post 16	Enter and go straight to Mentor rooms.

So that we can keep safe, it is important that students follow these simple rules:

- Arrive at school at the right time, in the correct uniform, with a school bag and the equipment and books you need for the day.
- You must only go to the areas that are designated for your year group.
- It is highly recommended that you wear a face covering in communal areas, during lesson changeover and break and lunch.
- It is also recommended that students bring their own hand sanitiser and a small pack of tissues, if possible.
- At the end of the day, please leave the school site. If you are waiting for a bus, please wait in the Year group areas in the bus park.
- Clean your hands as you enter the school, as you leave and regularly during the day.
- Keep social distancing at all times, where possible and avoid all unnecessary contact with others.
- Follow the instructions of staff at all times - there are some different arrangements at break and lunch which will need to be followed closely.

We all want to return to work and learning and together, we can make these new arrangements work for us and adapt to these new routines. Thank you in anticipation of your support; we all look forward to seeing you on Thursday.

Yours faithfully



Brian Kelly
Principal