

11th November 2020

Dear Parents/Carers

I write to give you advanced warning of changes to the length of the day in our secondary phase. This is as a result of the increasing rates of infection nationally and locally, resulting in our staffing capacity now becoming an issue. We are taking this step in order to ensure all students still receive face to face provision rather than resorting to a rota system or whole year group closures.

Students will still receive their full complement of subjects but will no longer attend a form session. This will reduce the movement of staff across bubbles and will also provide additional time for our cleaning team to begin the daily deep clean.

The timings will mirror the arrangements we currently have in place for Friday – meaning that the timings for every day will be the same.

This will mean that in our secondary phase, the following times will be in place for Mon – Fri from **Monday 16th November 2020**:

	Zone	Entry and Exit point	Start timings of the Day	Breakfast arrangements	Arrangements for Lunch	Finish Time
Year 7	Humanities Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 7.30 for 8.00 start	Pick up from forum	10.00 to 10.30 Forum	1.30pm
Year 8	English Hub and adjoining classrooms	Teasdale street entrance Main reception entrance	Arrive 7.45 for 8.00 start	Pick up at Bagel station	10.00 to 10.30 Cafe mojo	1.30pm
Year 9	Science Corridor F1 –F12	Teasdale street then main entrance	Arrive 8.30 for a 9.00 am start	Pick up from café Mojo	12.00 to 12.30 Cafe mojo	2.30pm
Year 10	Spanish Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 8.30 for a 9.00 am start	Pick up from bagel station	12.30 to 1.00 Forum	2.30pm
Year 11	Maths Hub and adjoining classrooms	Teasdale street then 8/11 entrance	Arrive 8.00 for an 8.30 am start	Pick up from bagel station	11.30 to 12.00 Forum	2.00pm
Post-16	GDS Building and designated rooms	Teasdale street	Arrive 8.00 for an 8.30 am start	Delivered to GDS Building	11.30 to 12.00 Café Mojo	TBC

A separate letter will be sent to all post 16 learners regarding virtual learning and timetable adjustments.

We understand this is not ideal, but we must ensure we are able to safely offer provision. We are not able to deploy strategies such as “doubling up” or establishing a study hall as we would in the past when staffing capacity has been impacted by staff absence (eg during Norovirus outbreaks or adverse weather).

Our Primary Phase timings will remain the same. Should we be in a position where we are unable to staff classes in Primary then we will need to send individual classes home until we can secure adequate

cover. We have to date been able to secure cover arrangements so that the only closures have been in relation to isolation due to positive cases of Covid19.

A reminder for all parents/carers – the staggered starts are in place to reduce the number of people gathering on site at any one time. Please do not bring your child to school any earlier than 5 minutes before their due time. Arriving early causes congestion outside the school and puts yourself and others at risk. Please also remember to wear a mask when picking up and dropping off children.

Thank you for your continued patience and co-operation.

Yours faithfully



Tehmina Hashmi
Executive Principal

