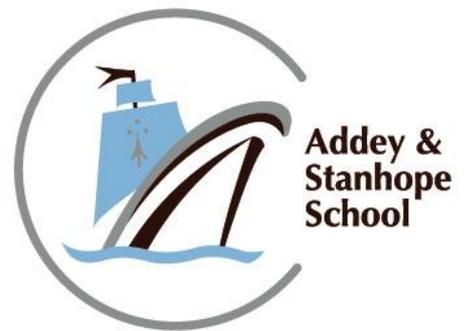


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**Headteacher** Jan Shapiro M.A

26<sup>th</sup> August 2020

Dear Parents and Carers,

I hope this letter finds you all well and safe. I hope, too, that you are finding time to rest during the summer break.

This letter contains vital information and is divided into the following sections:

1. Confirmation of plans for opening
2. Confirmation of times of the day
3. Entry gates
4. Handbook for parents and carers
5. Risk assessment
6. Questions

### 1. Plans for opening

Following my last communication 23rd July 2020, I am writing to update you on some important changes to our plans for opening in September. The programme for students returning has been amended in order to provide 2 days extra for staff to prepare for the beginning of term. This will ensure a calm, orderly start for everyone .

Below is an update on vital changes for your information:

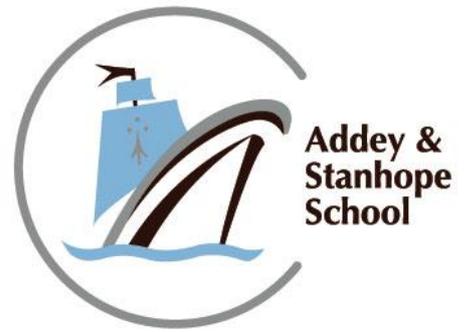
#### Phased return to school

	Wed 9th	Thu 10th	Fri 11th	Mon 14th
<b>7</b>	08:30 - 11:30	08:30 - 14:40	08:30 - 14:35	08:30 - 14:35
<b>8</b>	12-3pm	08:30 - 11:00		08:30 - 14:35
<b>9</b>	12-3pm	08:30 - 11:00	08:30 - 14:35	08:30 - 14:35
<b>10</b>	12-3pm	08:30 - 11:00		08:30 - 14:40
<b>11</b>	08:30 - 11:30	08:30 - 14:40	08:30 - 14:40	08:30 - 14:40

Lunch will not be available on Wednesday 9th or Thursday 10th, but will be available from Friday 11<sup>th</sup> onwards.



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**Headteacher** Jan Shapiro M.A

## 2. Plans for opening

The times of the day from Monday 14th September remain as follows

### Y7:

Students should arrive from 08:20.

Form-time will start at 08:30

Students will be dismissed at 14:35, except on Wednesdays when they will be dismissed at 13:40

### Y8:

Students should arrive from 08:20.

Form-time will start at 08:30

Students will be dismissed at 14:35, except on Wednesdays when they will be dismissed at 13:40

### Y9:

Students should arrive from 08:20.

Form-time will start at 08:30

Students will be dismissed at 14:35, except on Wednesdays when they will be dismissed at 13:40

### Y10 and Y11:

Students should arrive from 08:20.

Form-time will start at 08:30

Lessons will finish at 14:10. Students will be able to eat on-site from 14:10 to 14:40. They will be allowed to leave the site from 14:10 if they wish.

On Wednesdays, lessons will finish at 13:15. Students will be able to eat on-site from 13:15 to 13:45. They will be allowed to leave the site from 13:15 if they wish.

## 3. Entry Gates

Each year group will have a designated entry gate. This is to ensure that year groups are kept separate from the start of the day. They will be met by their pastoral teams at the designated gate.

The gates are as follows:

**Y7** Main Entrance (Willshaw Street)

**Y8** Reception Entrance (Willshaw Street)

**Y9** Heald Street Entrance

**Y10 & 11** New Cross Road Entrance

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Headteacher Jan Shapiro M.A

#### 4. Handbook for parents and carers

We have collated all necessary information into a handbook for parents and carers. This handbook can be found on our website under the 'Covid-19' tab or by [clicking here](#). This handbook will also be sent via ParentMail. We will update this handbook as guidance changes.

#### 5. Risk Assessment

A detailed risk assessment can be found on our website under the 'Covid-19' tab. This risk assessment is a live document and will be updated as guidance changes.

#### 6. Questions

I recognise that there will be a lot of anxiety about your children returning to school and if you have any questions at this early stage we would like to address these. I hope that the continued open lines of communication will alleviate any concerns you may have. I will continue to keep you updated. If you have any questions, no matter how small, please do feel free to contact us via phone: 020 8305 6100 or by email: [info@addeystanhope.co.uk](mailto:info@addeystanhope.co.uk) adding '**Query re opening**' in the subject line. We will get back to you as soon as possible.

 Send	To...	<input type="text"/>
	Cc...	<input type="text"/>
	Subject	Query re opening

We cannot wait to welcome everyone back into our school family and look forward to meeting our new Addeyans!

With warmest wishes,



Jan Shapiro  
Headteacher

