

Dear Parent/Carer,

All students will have the opportunity to come onto site to empty their locker and return/exchange books in the LRC before the end of the Summer Term. We are encouraging students to spend as little time on site as possible and to only go into designated areas.

Students will need to enter through the Diner where their form group will be checked, their temperature will be taken and they will be required to wash their hands.

To minimise the number of people on site we ask that parents/carers do not come onto site with their daughter. If you are bringing your daughter to school, please remain in the overflow car park just outside the school gates.

We have organised for students to come in by form group so that we are not inviting any more than up to 30 additional people on site. Please see the date and time allocated to your daughter's form.

### **Year 10 students**

- Empty lockers – please bring a bag for your belongings
- Drop off any Preloved uniform in the Diner
- Return/exchange books in the LRC

15 <sup>th</sup> June 2020	Blue	10.00am – 11.00am
15 <sup>th</sup> June 2020	Gold	2.00pm – 3.00pm
16 <sup>th</sup> June 2020	Green	10.00am – 11.00am
16 <sup>th</sup> June 2020	Orange	2.00pm – 3.00pm
17 <sup>th</sup> June 2020	Pink	10.00am – 11.00am
17 <sup>th</sup> June 2020	Purple	2.00pm – 3.00pm
18 <sup>th</sup> June 2020	Red	10.00am – 11.00am
18 <sup>th</sup> June 2020	Silver	2.00pm – 3.00pm
19 <sup>th</sup> June 2020	White	10.00am – 11.00am
19 <sup>th</sup> June 2020 -	Yellow	2.00pm – 3.00pm

If your daughter is unable to come into school because your household are self-isolating, please contact the main office. Your daughter will be allocated a time to come into school during the last week of term.

If you have any questions, please contact the school office on 01903 233835.

Kind regards

**Ms C Heron**  
**Assistant Headteacher**  
**KS4**