



26th October 2020

Dear Parent/Carer

As mentioned in my email to parents/carers on Friday, 16<sup>th</sup> October, now that the London Borough of Bromley has entered Tier 2 of the government's COVID-19 alert levels, face coverings are required to be worn in secondary schools when staff or students are moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. The government guidance also states that face coverings are not required in classrooms where other protective measures already mean the risks are lower, and coverings may inhibit teaching and learning.

It is important that as a school all in our community follow this government guidance. From **Monday, 2<sup>nd</sup> November** all students will therefore be expected to wear a face covering around the School site, except when in lessons or on the playgrounds. When moving between lessons and some of the route means going outside, face coverings should be kept on until the classroom is reached. If you believe your child is unable to wear a face covering, please contact us.

Please discuss with your child their responsibility to keep themselves, each other and staff as safe as possible and use this change as an opportunity to encourage the safest use of face coverings, regular hand washing/sanitising and the lowest risk ways of travelling to and from school. All of our classrooms have sanitiser available in addition to that around the site generally. We have also enhanced the cleaning of the School and introduced many other measures to keep risk as low as possible. The introduction of face coverings is an additional measure to reduce the risk of transmission in specific areas such as the corridors as positive cases rise across London.

Face coverings must be plain without any logos, slogans or anything inappropriate for school. When not being worn, they should be put away in a bag. Reusable face coverings should be washed daily. Disposable ones should be changed after use.

In my email of 16<sup>th</sup> October, I also mentioned some changes to the School day which will come into effect on Monday, 2<sup>nd</sup> November. These are reproduced for you below as a reminder:

### **Start of the school day**

Years 7 to 11 will now arrive by 8.35am. They may arrive earlier but must wait in their playground until duty staff allow them to enter the buildings. Entry will be staggered by year group to reduce mixing and maintain social distancing where possible.

Years 12 and 13 will not be required to attend Form Time even if they have a lesson period 1. They will be expected to arrive 5 minutes before their first lesson of the day. In place of this, Tutors will be arranging one-to-one tutorials with the students in their Form Group. These will take place before school by appointment between 8.35 and 9.00am. The tutorials will mostly be for 10 minutes and students will be seen individually twice per half term. Where time and capacity allow, Form Tutors may choose to see some students for longer if required. This will reduce the numbers of our eldest students arriving together in the morning whilst providing improved individual pastoral and academic support. This arrangement will be reviewed at Christmas and we reserve the right to re-instate Years 12 and 13 Form Time at any point moving forward if we feel it is in the best interests of our students.

Sixth Form students may also use their Study Halls from 8am on any day before going to their first lesson of the day.

### **End of the school day**

Years 7, 8, 9 and 10 will finish lesson 5 at 3pm. This means that compared with our current structure, Years 7 and 8 will now have the full 25-hour lesson contact time each week. Staff will stagger the end of their lessons to reduce congestion in the corridors.

Years 11, 12 and 13 will finish at 3.10pm. This will allow for some additional subject specific teaching for examination year groups and further reduce congestion.

Yours sincerely

Dr M J Airey  
Head Teacher