



La Retraite

Roman Catholic 11-19 Girls' School

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Head Teacher: Mr. D. Malins

Year 7

26th August 2020

Dear Parent / Guardian(s)

I hope that you have had a restful holiday as much as it was possible in the current climate. We are very much looking forward to seeing the students in school. I wanted to take this opportunity to update you on a number of issues as we start term. I have attached a Parent Guidance leaflet that covers some areas in more detail

Student timetable:

As you are aware, we will be operating a 'bubble' timetable for the first part of the autumn term, shown to the right. It has changed compared to the previous one I sent you. Year 7 will be based primarily in classrooms close to the Chapel and in MFL classrooms. They will mostly stay in the one room, except for Monday when they will use specialist music and art rooms. No other year group will use these rooms on this day and they will be cleaned at the end of the day.

Year 7 will use toilets their own toilets. They will be the only year group using those toilets.

Lunchtimes

Year 7 will have their lunchtime in the Dining Hall at the following times:

- Monday: 11:05am
- Tuesday: 12:45pm
- Wednesday: 12:45pm
- Thursday: 13:10pm
- Friday: 10:40 am

To enable us to clean the Dining Room in between Year groups, students can only choose the following meal options, both costing £2.35):

- Baguette sandwich, a bottle of water and a piece of fruit
- A hot Pattie, a bottle of water and a piece of fruit

	Year 7				
	Mon	Tue	Wed	Thu	Fri
08:35					
09:00					
09:25	Music,	English and	Science	RE,	Math,
09:50	Drama, Art	RE rotaion			
10:15	and PE			Histrory,	Language
10:40	rotation.			Language	rotation
11:05			PSHE		Math,
11:30	Music,	English and	Math	RE,	Science,
11:55	Drama, Art	RE rotaion			
12:20	and PE			Histrory,	rotation
12:45	rotation.			Language	
13:10					Math,
13:35	Music,	English and	Math	RE,	Science,
14:00	Drama, Art	RE rotaion			
14:25	and PE			Histrory,	rotation
14:50	rotation.			Language	
15:15					

First day back

Year 7's first day will be on **Wednesday 2nd September**. On the first day, they should arrive no earlier than 8:45am and enter the school via the Visitor's reception. They should then go straight to the Dining Hall and they will then be directed to their classroom. The first session of the day will start at 9am. Their first day will finish at 2pm. Please arrive no earlier than 1:50pm to pick your daughter up. As you arrive, you will be directed to the orchard to wait for your daughter.

School drop off and pick up

To avoid crowds, please ensure that students are dropped off quickly and that you do not wait around the school gates. Students are expected to enter the school immediately and not congregate outside. Whilst we have this 'Bubble' timetable, Year 7 will always enter the school via the Visitor's Reception and go directly to their classroom.

At the end of the day, other than the first day, students should leave the premise promptly. Parents should wait in their cars and not at the gates. Staff on duty will encourage students to move away from the gates as quickly as possible.

Cleaning and other safety procedures

There are a large number of Sanitising Stations around the school, in addition to the normal toilets. These dispense anti-viral gel automatically. The students do not need to touch any part of the machine. The school has employed an extra member of cleaning staff during the day and will continue its normal extensive cleaning routines each day. We have also purchased an anti-viral disinfectant fogger that allows us to deep clean areas that are used regularly.

Whilst we are not in a designated 'lockdown' area, staff and students will be allowed to wear face masks if they wish to in corridors and other areas where it may be harder to socially distance. Until advice changes, it will not be an expectation that they have to wear the masks. For some individuals there will be reasons why they cannot wear one. Staff will wear Perspex visors rather than masks, as this will aid communication. We would not expect students to need to wear masks in their classrooms. Staff that interact with a number of students in a lesson may choose to wear a visor in class

Student support

We do understand that the last few months have been challenging for everyone and students may find it stressful returning, especially as their classes will have changed. We will continue to run our normal pastoral support systems and it is important that they and you let us know of any worries or issues as soon as possible

Future Lockdowns

We have already organised a blended learning timetable, include live lessons for all year groups, which will start immediately there is any lockdown. We will be updating the school website over the next two weeks with this information and the school's Contingency plan.

If you have any further questions on any aspects, please do not hesitate to contact us at school.

Thank you as ever for your amazing support.



Dominic Malins
Headteacher