



July 2020

Dear Parents/carers,

I write to inform you of the arrangements for the return (or welcome!) to school in September. To manage our ongoing risk and compliance with government rules, I would ask that you read each section carefully, and share this information with your family, in order that we support the health and wellbeing of all of our community.

1. DATES & TIMES FOR INDIVIDUAL GROUPS TO RETURN:

		YEAR GROUPS/TIMES – INDUCTION SESSIONS	Teaching
3 September 2020	Thursday	ONLY Year 7 (9.00 am – 2.30pm), Year 12 (10.00 am – 12.30 pm)	-
4 September 2020	Friday	ONLY Year 7 (9.00 am – 2.30 pm), Year 13 (9.30 am – 12.00 pm)	Year 12
7 September 2020	Monday	ONLY Year 8 (9.00 am – 11.30 am), Year 9 (12.30 pm – 3.00 pm)	Year 12/13
8 September 2020	Tuesday	ONLY Year 10 (9.00 am – 11.30 am), Year 11 (12.30 pm – 3.00 pm)	Year 12/13
9 September 2020	Wednesday	ALL	All (No Year 12/13)
10 September 2020	Thursday	ALL	All
11 September 2020	Thursday	ALL	All

2. Start/finish times and Timetable

We are following the government's rules that the school population should have **staggered start and finish times**, as well as staggered lunch times. These will be in place from September until further notice:

Year Group	Start time	Lunch time	Afternoon Session	Period 5 (Exam Support)
Year 7	9.00 am to 11.45 am	11.45 am to 12.15 pm	12.15pm to 2.30 pm	
Year 8	9.00 am to 11.45 am	11.45 am to 12.15 pm	12.15pm to 2.30 pm	
Year 9	9.15 am to 12.15 pm	12.15 pm to 12.45 pm	12.45 pm to 3.00 pm	
Year 10	9.15 am to 12.15 pm	12.15 pm to 12.45 pm	12.45 pm to 3.00 pm	
Year 11	10.00 am to 12.45 pm	12.45 pm to 1.15 pm	1.15 pm to 3.45 pm	3.45 pm to 4.30 pm
Year 12	10.00 am to 12.45 pm	12.45 pm to 1.15 pm	1.15 pm to 3.45 pm	
Year 13	10.00 am to 12.45 pm	12.45 pm to 1.15 pm	1.15 pm to 3.45 pm	3.45 pm to 4.30 pm

Please note that, wherever possible, **students should arrive just before their start time (we suggest a 10 minute window)**, so that the times do not mean that groups of students are meeting and congregating outside school, including in the local shops and vicinity.

At the end of the day, the same applies. Students should leave promptly, and apply appropriate social distancing. We are currently in discussion with bus companies around changes to transport. Could I ask that if you have specific questions that you refer them to your bus provider – apologies - they have offered us no final answers yet!

3. Year groups zones – known as ‘Bubbles’

Again, in line with government rules, the school will operate year group zones as follows:

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Rooms	T1-T4, R3-5	R11 - R19	A1 - A9	R21 - R29	SC1 - SC8	S1 - S16	
Entry	A Block	Playground	A Block	Playground	A Block	Playground	
Year Zone	<i>Courtyard</i>	<i>Playground</i>	<i>Area in front of A block</i>	<i>Right of field</i>	<i>Behind Science + left of field</i>	<i>Sixth Form Block</i>	

It is vital that year groups follow this zoning, and use entry/exit doors as indicated.

4. The school day:

The school day has been adjusted to make the new rules work and will be in place until further notice:

	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
09:00	Registration & Form Time	Registration & Form Time	Registration & Form Time	Registration & Form Time	Faculty Group preparation time	
09:15						
09:30	Session 1 & 2 (Two 65 min lessons with 5 min break)	Session 1 & 2 (Two 65 min lessons with 5 min break)	Session 1 & 2 (Two 75 min lessons with 15 min break)	Session 1 & 2 (Two 75 min lessons with 15 min break)	Session 1 & 2 (Two 75 min lessons with 15 min break)	Session 1 & 2 (Two 75 min lessons with 15 min break)
09:45						
10:00						
10:15						
10:30						
10:45						
11:00						
11:15						
11:30	Canteen & Year Zone	Pod & Year Zone				
11:45						
12:00	Session 3 & 4 (Two 65 min lessons with 5 min break)	Session 3 & 4 (Two 65 min lessons with 5 min break)	Pod & Year Zone	Canteen & Year Zone	Canteen & Year Zone	Pod & Year Zone
12:15						
12:30						
12:45						
13:00						
13:15						
13:30						
13:45						
14:00	Faculty Group preparation time	Faculty Group preparation time			Session 3 & 4 (Two 60 min lessons with 15 min break)	Session 3 & 4 (Two 60 min lessons with 15 min break)
14:15						
14:30	Faculty Group preparation time	Faculty Group preparation time	Faculty Group preparation time	Faculty Group preparation time		
14:45						
15:00			Faculty Group preparation time	Faculty Group preparation time		
15:15						
15:30					Form Time	Form Time
15:45						
16:00					Session 5 - Exam Support	Session 5 - Exam Support (Yr 13)
16:15						
16:30						

5. Uniform and Equipment (please note the changes for everyone)

As always, Students must **wear full school uniform** including correct footwear – no fabric shoes, trainers or branded shoes.

In terms of PE, you will be informed when each group will have PE – this is currently still in planning due to this ‘emergency’ timetable being in place.

Could we ask **that all students bring an A4 document file** with them in September. This is because, on a daily basis, staff will give out paper to students, and these will be filed, taken home and stored and then brought back empty, ready for the next day. At the moment, we cannot issue books.

Students will need a pencil case containing basic stationery. Some coloured pens and pencils will be useful too.

6. Start of year packs

Specific information for all year groups can be found on our brand new website, www.st-albans.suffolk.sch.uk.

We have created a document that should answer most questions relating to dates, Catholic ethos, teaching and learning, the ‘who, what and where’ type enquiries. If you have further questions, there are links in the document and on the website.

May I take this opportunity to thank our existing parents for all their hard work and support in this most strange and challenging year. We all wish for things to return to normal as soon as possible. To our new parents in Year 7 and 12 – we look forward to meeting you in work, love, and faith.

Every blessing for a wonderful summer,

Matt Baker

Headteacher



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