



Saint Felix School

Headmaster: Mr James Harrison BA (Hons)

4th September 2020

Dear Year 7 Parents and Students

I do hope you have enjoyed the lovely warm weather during your summer break and are now preparing to return to school on **Monday 7th September**.

I would like to take this opportunity to outline a few details regarding new procedures which you will need to follow on your return to school. All pupils will be in year group or Key Stage bubbles and based mostly in one classroom. You will have a dedicated area of the school and specific entry and exit points at the start and end of the school day. There will be signage to indicate these points and reminders to **keep left** on all corridors and staircases, avoiding the use of banisters.

Instructions specific to Year 7 students are as follows:

- On arrival at school each morning you will be required to line up in your **forms** outside the **Bursary** (the building adjacent to where the school buses are parked), and enter school via the **side door** to the **Cloisters**, accompanied by your form tutor.
- Your route to your classrooms will always be via the **main staircase** outside the staffroom.
- **Ms Dobson's** form will be based in **O9** and **Mrs Greenacre's** form will be based in **O8** (each of these classrooms are on the second floor above the staff room). Please bring a padlock for your new allocated locker.
- You will be based in your classrooms for all lessons, apart from Science, Art, Drama and PE.
- In lessons such as Math, where you are set, you will move between the Year 7 classrooms and clean your workspace at the end of the lesson.
- When you need to move to another teaching room for practical lessons, you will take the **main staircase down** and **exit** the Cloisters on the **right**. During fine weather, your route to these subject lessons will be outside, round the back of the school building, and returning via the door at the back of the DT area, and proceed to the science stairs to access the science teaching rooms. If the weather is unpleasant then a direct route will be taken through the Cloisters and along corridors, but students will **always need to keep left**.
- Break and lunch will be taken in the Clough Dining Room area and students will use the **Dining Room toilets only**. After lunch, students will use the **left side of the back field**, nearest the Sunk Garden, to play together. All students will be required to line up in their forms again, outside the Bursary, to return to their teaching room after lunch.
- Year 8 students will be also based in different classrooms on the second floor and all Year 7 and Year 8 students will use the same route around school, break and lunch areas including the toilet facilities, and play areas at lunchtime. Essentially, Year 7 and Year 8 will be in a bubble zone.

Signs will be around school to aid pupils and remind them of the procedures.

Each student will have a designated desk in his/her teaching room and should bring a full set of their own school equipment each day, along with a water bottle which can be replenished during break and lunch times. You will need to label your water bottle and ensure it is washed at home each night.

Your teachers and I are very much looking forward to welcoming you back to school and continuing the momentum from your distance learning with a focus on your programme of study in each of your subjects.

Please do not hesitate to contact me if you have any concerns or issues and if you have decided to opt out of the provided school packed lunches.

With best wishes

A handwritten signature in black ink that reads "Melanie Westlake". The signature is written in a cursive style with a large initial 'M'.

Mrs Melanie Westlake
Head of Fourth Form.