



# Saint Felix School

Headmaster: Mr James Harrison BA (Hons)

2<sup>nd</sup> September 2020

Dear Year 9 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 7<sup>th</sup> 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 the same classrooms. 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 9 students are as follows:

- On arrival at school each morning you will be required to line up in your **forms** outside the **green side door by Gardiner House** (next to the boys boot room), and enter school via the green side door and up the **staircase located at the back of the staff room**, accompanied by your form tutor.
- Your route to your classrooms will always be **via the staircase at the back of the staff room**.
- **Mr Farrand's** form group will be based in **O3** and **Mr Grimmer's** form will be based in **O1** (each of these classrooms are on the floor above the staff room). Please bring a padlock for your new allocated locker. Pupils will need to empty the contents of their old lockers the first day back so please make sure you bring in the key to your locker.
- You will be based in your classrooms for all lessons, apart from Science, Art, Drama and PE.
- In lessons such as Maths and English, where you are set, you will move between the Year 9 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 **staircase down and exit the building**. During fine weather, your route to these subject lessons will be outside and around the back field and returning into the school building via the DT door at the back of the school. If the weather is unpleasant then a direct route will be taken through the Cloisters, but students will **always need to keep left**.
- Break and lunch will be taken in your form room. After lunch, students will use the right side of the back field, nearest the Tennis Courts, to play together. All students will be required to line up in their forms again, outside where they lined up for morning registration, to return to their teaching room after lunch.
- **Year 9 girls will use the toilets by O1 and year 9 boys will use the boys boot room toilets.**

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. Year 9 Pupils can fill their water bottles up using the outside tap in front of Gardiner House.

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



Mrs Chantelle Gallagher  
Head of Fifth Form