

12th June 2020

Dear Parents/Carers

### Year 10 Return to School

We are really looking forward to welcoming your son/daughter back to school. Mrs Boyes' previous communication on the 4th June shared the plan for year 10 students to return to school. This letter will go through in more detail some of the practicalities for this return. We have also produced a video which we would encourage you to watch with your son/daughter before their return so they understand what they need to do.

<https://youtu.be/hOAXaQ9lxxE>

### Uniform

Students must be in full school uniform.

### Arrival

Year 10 students are only attending on a Thursday. School starts at 9.00am, students will need to be dropped off at the QE leisure centre car park. **Please do not use the front of school.** Drivers should follow signs carefully to ensure that students can be dropped off safely. If you are cycling to school there will be bike racks allocated for you to use.

### Entry

When students arrive they will need to make their way to the entrance gate between D and B Building maintaining strict social distancing at all times. This is the only entrance they should use. Here students must use the hand sanitising resources and sign in by speaking to a member of staff.

### Lessons

Lessons will be in E building on the ground floor- E1. Please see below the rooms for each group, we encourage students to make a note of this, but a member of staff will remind students of the relevant room number when they sign in. Students will then need to make their way to the allocated room. Markings on the site will remind students how to use social distancing, for example staying 2 metres apart when queuing. Signs will direct students into E Building using either outside entrances or via a one way system depending on which room they have been allocated. There will also be hand sanitising at the entry points to each room. When in the room please seat where directed by the staff member and ensure that you follow social distancing of 2 metres at all times.

The teachers will rotate and there will be a short break between the delivery of each of the core lessons, to allow for the teacher's desk to be cleaned.

#### Lancaster House

Tutor Group	Group	Room
EBM & GAN	L1	E102
SEM & SRR	L2	E103
DAH & TSR	L3	E104
DLC & GPW	L4	E105
CLD & REB	L5	E106
RMM & SPG	L6	E107

#### Stuart House

Tutor Group	Group	Room
JAS & SLF	S1	E102
CLR & ZAD	S2	E103
CTP & EVC	S3	E104
CRR & ELB	S4	E105
CLF & JXH	S5	E106
LJB & SHG	S6	E107

#### Tudor House

Tutor Group	Group	Room
ATB & SOF	T1	E102
GXP & SMP	T2	E103
JXC & SLO	T3	E104
ELH & NRP	T4	E105
BCW & RAW	T5	E106
NLK & RJS	T6	E107

### Wessex House

Tutor Group	Group	Room
SLW & HJB	W1	E102
NKM & OFS	W2	E103
CJF & ASM	W3	E104
DMT & FDH	W4	E105
KJD & CLM	W5	E106
DAC & MHH	W6	E107

### York House

Tutor Group	Group	Room
GBB & ATP	Y1	E102
HCS & CAT	Y2	E103
KLT & PRH	Y3	E104
AXC & EJO	Y4	E105
NJH & LXG	Y5	E106
LJW & ROC	Y6	E107

### Equipment

There is no need for students to bring a great deal with them when they attend school. We would advise a snack, water bottle and pencil case. Anything else required will be provided. Students should not borrow or lend resources during these sessions.

### Toilets

If students need to use the facilities when in school they will need to ask the teacher in the normal way. No more than 2 students are permitted to use the facilities at the same time. There will be an allocated toilet for students to use, which will be cleaned regularly. Students should wash their hands thoroughly after using the toilet, and use the hand sanitising on re-entering the classroom.

### Leaving

The school day ends at 12.30pm. Students will be dismissed by the member of staff running the session. Students should exit E building via either an outside exit or the one way system in E Block. Students should leave calmly keeping 2m apart. Students will leave the school site via the E Block gate (where students would leave to access the Tennis court in a fire drill) which

leads back to the leisure centre car park. This maintains a one way system through the school site and minimises contact with others. When collecting students in the car park we would ask that cars should try to leave a one space gap between cars where possible.

**Behaviour**

All the same school classroom expectations apply, but in addition students must adhere to the social distancing rule.

**Absence Reporting**

If the student is unwell and unable to attend on their day please, please ring the following direct line or email the direct email address: Lower School Absence - 01202 879350 email [attendance@queenelizabeths.com](mailto:attendance@queenelizabeths.com)

Our core subject staff are working very hard to plan a session which recaps the work students have covered since the school closure, sets the scene for the continued home learning and allows for opportunities to address any common misconceptions from the marking staff have completed.

I hope this letter provided you with all the necessary information. If I can be of any further assistance please do not hesitate to contact me.

Yours sincerely



Sally Dean  
Assistant Headteacher