9th July, 2020

 Dear Parent / Carer,

Firstly, thank you for your patience and understanding regarding the Year 11 Leavers’ hoodies process. Our supplier has been working hard to fulfil the order whilst also maintaining social distancing guidance and this has meant we have had to wait to receive confirmation regarding when hoodies can be delivered to school.

We would like to invite your child to attend school on **Wednesday 15th July** during their allocated time slot in order to collect their hoodie, we would also like to ask for your support in your child returning the following items:

* Locker key
* Textbooks
* Revision guides
* School football strip (following the final match prior to school closure)

We are also hoping you might be able to further support our school community by kindly donating any of the following items which are in good condition:

* Blazers
* Ties
* P.E. kit tops/shorts/hoodies

Clear national guidance remains in place regarding keeping staff and students safe so we are asking that students attend school only during their **allocated time slot**:

|  |  |
| --- | --- |
| 9.30am- 11.30am | 12.30pm-2.30pm |
| Aidan and Bede House | Cuthbert and Dunstan House |

When students arrive on site, staff from your child’s House will be there to greet them and to ensure social distancing protocols are adhered to. Students will need to follow the instructions provided by staff. Please be aware that:

* If you are bringing your child to school by car to collect you **must** use carpark 1.
* Parent (s) **must** remain in the car.
* If you are walking with your child to school parents **must** remain at the school gates and not enter the school site.
* Students **must** observe the social distancing markings, staff will support them with clear instructions.
* We are asking students to leave the school site as quickly as possible and not to congregate with other students.

Weather permitting we are hoping to complete the collection process outside as this reduces contact. Should the weather prove inclement then students are only to enter the school building if directed to do so by staff.

These are challenging times and we appreciate your support. If you have any questions please contact your child’s Head of House.

Yours faithfully,



Mrs C. Hammill

Deputy Headteacher and Designated Safeguarding Lead