

29th June 2020

Dear Parent/Guardian

Re: Years 7, 8, 9, 11 & 13 - Text book return letter

As the term draws to an end, it is really important that we collect back in all the text books issued to your son/daughter this academic year. These text books are very expensive and we would really struggle financially if these are not returned to us for re-lending in September.

We are also aware that many students still have personal items in their lockers, which also need emptying so that they can be cleaned before re-allocation as soon as we are able to in the next school year.

Clearly, due to the current Covid-19 situation, we cannot have all students on site to drop off their books and empty their lockers.

Please read carefully the information below regarding the rota and arrangements we have put in place to manage this process as smoothly and safely as possible.

- Each form group has been allocated a date and time slot. They may come in anytime between these times, maintaining social distancing in the event of a queue. There are clear markers in the car park.
- Arrival is by Gate 2 (Holt building)
- Please remember to bring locker keys
- Students are to come on their own. They should not come into school with their friends. There is no parking on site for parents.
- Students are to write their name on post it notes, and place one in the inside cover of each book so teachers are able to track returns. They should do this prior to arrival.
- Maths **do not** require their text books at this point from any year group other than Year 11.
- Students place the books in the labelled subject boxes, which will be under the covered walk way in car park two.
- We would be grateful to any Year 13 students wishing to donate their own text books.
- Students may then go and empty their locker, promptly and without loitering any longer than necessary.
- There will be a skip in car park three for any rubbish they may have as they exit using the gate in car park three. (technology)

Any lockers that have not been emptied by the 15th July, will need to be opened by the site team and all contents will be disposed of, so that they can all be cleaned.

If you have any questions, please do not hesitate to contact the school.

We look forward to seeing your daughter/son as they arrive.

Yours sincerely

Katie Pearce

Katie Pearce
Co-Headteacher

Text book return and locker emptying plan

Arrival Gate 2 (Holt building)

Drop off text books in boxes

Empty locker

Depart Gate 3 (technology)

Date	Year group and form	Time
Wednesday 1st July	11C	9.15
	11G	11.00
	11H	12.45
	11L	2pm
Thursday 2nd July	11S	9.15
	11T	11.00
	11W	12.45
	13Bkr	2.00
	13Sn	2.30
	13Wr	3.00
	13Wo	3.30
Friday 3rd July	13Ra	9.15
	13Sk	11.00
	13Wm	12.45
	13We	2.00
Monday 6th July	7B	9.15
	7C	11.00
	7G	12.45
	7H	2pm
Tuesday 7th July	7L	9.15
	7S	11.00
	7T	12.45
	7W	2pm
Wednesday 8th July	8B	9.15
	8C	11.00
	8G	12.45
	8H	2pm
Thursday 9th July	8L	9.15
	8S	11.00
	8T	12.45
	8W	2pm
Friday 10th July	9C	9.15
	9G	11.00
	9H	12.45
	9L	2pm
Monday 13th July	9S	9.15
	9T	11.00
	9W	12.45