



August 2020

Dear Parent /Carers,

We are looking forward to meeting our Year 7 students for their first day of High School on **Thursday 3rd September 2019 at 8:30**, we will meet Year 7 in the main school hall; this is a shortened day will end **at 12:30pm**. Year 7 will have the main school to themselves an opportunity to find their way around before the rest of the school return from their summer break. **Friday the 4th September will also end at 12:30** and we re-integrate two more year groups after a long period away from school, **Monday 7th September** will be full time for all students. **8:30 to 3:10 as usual**. Our canteen, Woodys, will only offer a break-time service on these half-days, so only snacks will be available.

As you are aware we must make sure we follow the Department of Education guidance to keep all of our school community and our families safe. A key feature is to put in measures to keep each group together and separate from other year groups as far as possible. Each year group and the 6th Form will operate as separate bubbles. Any changes we have put in place for September will hopefully revert to normal as soon as possible.

We will explain this to your daughters on their first days in school but just so you are fully aware of procedures, I have outlined them for you below.

To keep our year groups separate we have changed the beginning of the School Day

Years 7,8 &9	8:30	Go straight to Form Rooms
Year 10	8:40	Go to the Gym
Year 11	8:40	Go to the hall
Years 12 & 13	8:30	Go straight to form rooms

For students who arrive on-site before 8:30

We will continue to provide breakfast snacks, there will be a breakfast 'Grab & Go' food points where girls can go and collect wrapped breakfast bars and a carton of juice and then go straight to their areas, shown above.

Years 7,8 &9	7:30- 8.30	Woodys Separate year group to collection zones
Year 10	7:30- 8:40	The Gym
Year 11	7:30- 8:40	The Hall
Years 12 & 13	7:30- 8:15	6 th Form Common Room

Timetable

We are running a 2-week timetable to reduce movement around the school. Please ask your daughter to show you her timetable

Week A: Double Periods 1,4 & 6

Week B: Double Periods 2,5 & 7



Break times

Girls will be outside or inside year group area at break and lunchtimes. They will not be in their form rooms. When the government guidance changes we will review this arrangement.

Years 7,8, 9	10:30-10:50 (10:15 – 10:35 Wednesday)
Year 7	Orange zone Netball courts, Sports Hall if wet
Year 8	Green zone Grass quad, Gym if wet
Year 9	Blue zone Field outside reception , Hall if wet
Years 10 & 11	11:00-11:20 (11:20 -11:40 Wednesday)
Year 10	Purple zone Grass quad, Gym if wet
Year 11	Yellow zone Field outside reception, Hall if wet
Years 12 and 13	10:30-10:50 (10:20 – 11:40 Wednesday)
Years 12 & 13	6th Form Common Room, U1,Red zone Grass outside 6th Form

Lunch time

Years 7,8 & 9	12:30-1:20 Mon, Tues, Thurs, Fri
Years 7,8 &9	12:00- 12:45 Wednesday
Years 10 & 11	1:30 -2:20 Mon, Tues, Thurs, Fri
Years 10 & 11	12:55- 1:45 Wednesday
Years 12 &13	12:30-1:20 Mon, Tues, Thurs, Fri
Years 12 & 13	12:55- 1:45 Wednesday

End of school

Years 7, 8 &9	3:10 leave school
Years 10 & 11	3:10 - 3:25 Registration 3:25 leave school
Year 12 & 13	3:10 leave school

Establishing other safe routines

Regular cleaning	Hand	At the beginning and end of every lesson teachers will ask all students to sanitise their hands. Students are asked to bring in their own hand sanitiser. It will also be available in the classroom.
Escorting collecting	&	To start with teacher will collect and escort some classes during the day. This will help with the movement around the school.
Student reception		We have a new student reception area. The girls will go there for any support. They are no longer allowed to go in the main reception.
Equipment		Girls need to bring their own equipment. They are not allowed to share their equipment. Please see the equipment list.

A reminder for all students to bring their **blue healthcare forms** with them on their first day and any medication that needs to be stored onsite. Below is also an **extended equipment list** to ensure students do not share equipment again as a precaution to limit the spread of the virus.

Very best wishes from us all at Bentley Wood.

Janice Howkins

Dr Janice Howkins
Headteacher

Equipment:

Please can you make sure that your daughter has the correct equipment for school:

Essential Items

Hand sanitiser
Blue or black pen
Pencil
Green pen for self/peer assessment
Purple pen for student action
Ruler - 30cm long
Good scientific calculator
Compasses
Sharpener
Eraser
Headphones for class use

Desired Items

Mini English dictionary
Highlighters
Geometry set
Post-it notes
Drawing 2B and 4B
White board pen (dry wipe)

For Art lessons:

1 set of colour pencils
1 glue stick
1 set of watercolour paints
2 paint brushes
1 HB pencil
1 B pencil
1 fine line black pen
1 roll of Sellotape

Optional KS3/Compulsory KS4 Art, Graphics, Textiles

1 set of sketching pencils
1 set of colour pens
1 water-pot
1 paint palette

**For your reference:
Returning to school for all year groups**

Wednesday September	2 nd	Year 13 exams	As timetabled
Thursday September	3 rd	Year 7 and Year 12 Induction Year 13 exams	8:30 -12:30 As timetabled
Friday 4 th September		Year 7 and 12 Induction Year 8 and 11 Year 13 exams	8:30- 12:30 8:30-12:30 As timetabled
Monday 7 th September		Everyone returns as normal Years 7, 8 and 9 Years 10 and 11 6 th Form	8:30 – 3:10 8:40 – 3:25 8:30 – 3:10