

Learning today, leading tomorrow

Dear Parent /Carers

We hope you and your families are keeping well. As promised, here are the arrangements for the start of the school term and changes to the school day. We are delighted to welcome back all our students in September but we must make sure our practices reflect the Department of Education guidance for reopening the school. Most importantly we want 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.

Returning to school dates and times

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

I am sure you are aware that Transport for London limit the number of people on a bus. We therefore would ask that your daughter leaves early in the morning to ensure she arrives on time. The areas below will be open for the girls in the morning.

To keep our years 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

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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 (10:05 – 10:25 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 (11:10 -11:30 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 (10:05 – 10:25 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	12:05- 12:50 Wednesday
Years 10 & 11	1:25 -2:15 Mon, Tues, Thurs, Fri
Years 10 & 11	1:00-1.45 Wednesday
Years 12 &13	12:30-1:20 Mon, Tues, Thurs, Fri
Years 12 & 13	12:05- 12:50 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

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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.

Uniform

Our normal high standards still apply. We expect students to wear full school uniform to and from school. Please see the list at the end. Please note that shoes must be worn to and from school.

We will keep updating you. We are very aware that we want to keep things simple and straight forward to ensure that our new systems work on a daily basis. We are aware that there may appear to be lots of changes. Our aim is to keep everyone safe.

We are really looking forward to seeing the girls. We have missed them a lot. We have enjoyed teaching them in the Virtual School and have valued your great support. We highly value our family partnership with you.

We do hope you manage to have a break this summer. As always, we highly value our partnership together. We know that you have been juggling many roles at home, including being a teacher! You have been remarkable.

Very best wishes from us all at Bentley Wood.

Dr Janice Howkins
 Headteacher

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Uniform

Smart weatherproof winter jacket or coat in plain black or navy blue. No 'hoodies' are allowed in school and are not to be worn on the way to and from school.

Shirt:	Plain white school shirt, long or short sleeved, with collar and white buttons. Shirts must be tucked inside the skirt or trousers.
Sweater:	Bottle green with gold striped V-neck and school logo.
Skirts:	Black 'A' line or pleated knee length skirt. No other style allowed.
Trousers:	Black tailored formal trousers. No other type of trousers will be permitted. No jeans, jean style, wide flares or skinny legs.
Shoes:	Black school shoes with low, broad heels, suitable for walking in all weathers. No trainers, boots or canvas shoes. If laces are worn they must be black.
Headscarves:	Plain black or white. No sequins, lace or patterns.
Jewellery:	NO jewellery except one pair of small, stud earrings and a watch.
Make-up:	None allowed (including nail varnish). Acrylic or fake nails are forbidden.
Hair:	Simple and neat. Hair accessories should be functional not ornamental and in school colours. Hair must not be dyed.

Equipment:

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

Essential Items

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

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High School for Girls

Optional KS3/Compulsory KS4 Art, Graphics, Textiles

- 1 set of sketching pencils
- 1 set of colour pens
- 1 waterpot
- 1 paint palette

