

6th September 2020

Dear Parents/Carers,

I hope you and your families are keeping safe and that you have enjoyed the summer break.

A warm welcome to our new Year 7 and Year 12 families. We were delighted to see Years 7, 8, 11, 12 and 13 last week and are looking forward to seeing everyone, including Years 9 and 10 on Monday. We have found our first days have gone well. The girls have been excellent in their behaviour and have returned keen to learn.

We wanted to reassure you about the procedures we have in place and to include some reminders about dropping off and collecting the girls from school.

<p>Safety procedures in place</p>	<ul style="list-style-type: none"> • Years 7,8 & 9 will go to their area in Woodys if they arrive before 8.30am. A member of staff supervises this area • Years 10 & 11 be in the Hall or Gym by 8.40am, if they arrive early this will also be their bases. • Every student must hand sanitise before as they enter the building and should have their own personal hand sanitiser to use throughout the day • Students and staff are strongly advised to wear face masks in the corridors • Each year group have their own zone at the staggered break and lunch times • There is an increase in the number of staff on duty at lunch and break times. All members of support staff are involved in duties • Students will have a coloured badge and lanyard representing the colour of their year group. The lanyard will hold their identity card for Woodys cashless payments. Student year group bubbles will be easily identifiable • There are rotas for the library at break and lunchtime for each year group
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	<ul style="list-style-type: none"> • We have double lessons throughout the week, apart from one period on Wednesday, this minimises movement around the school • When passing in the corridor students must maintain 1 metre distance from other year groups, should they pass • Art, music, drama and dance rooms are to be entered from the outside door • There are up and down stair cases and specific doors for entrance and exit • Only GCSE PE classes can use the changing rooms. No other students will change for PE they will bring trainers for walking and will have theory lessons. These arrangements will be continuously reviewed • Students and staff must maintain 2 metre distance from each other • 2 cleaners are on site throughout the school day. Toilets are cleaned after break, lunch and at the end of the day. Door handles hand rails, door panels and other surfaces are cleaned throughout the day • We have a dedicated student receptionist. • Only essential visitors will be allowed inside the school building during the school day and will be kept separate from the students.
<p>Reminders for parents/carers</p>	<ul style="list-style-type: none"> • Please drop and pick up your daughter from the Clamp Hill entrance. There is a cemetery on the opposite side of the road a little before our entrance, there are a lot of parking spaces in their car park. Please do not use Bridges Road entrance if you are driving. Years 7, 8, 9, 12 & 13 finish at 3.10pm, Years 10& 11 at 3.25pm • If you are waiting outside the school gates please remember to keep 2 metres away from each other to follow our social distancing rules. Ideally please wait away from the entrances as we have Years 7,8 & 9 at 3.10pm and Years 10 and 11 at 3.25pm. All girls need the space to exit the gates safely. • Do arrange any medical appointments outside of school hours. The majority of girls have not been in school for 6 months. It is extremely important that they do not miss any more face to face teaching.



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We are beginning to arrange our events where we meet with parents. The arrangements will be different this year to enable social distancing and safe procedures. We will update you very soon.

Please do not hesitate to contact me at any time should you have any queries or questions. I am also happy to meet virtually with individual parents via Teams. My email is jhowkins@bentleywood.harrow.sch.uk.

As always thank you for your ongoing support we highly value our partnership.

Yours sincerely

Janice Howkins

Janice Howkins
Dr Janice Howkins
Headteacher

