



28 August 2020

Dear Parent/Carer

I hope you have had a restful summer. We are very much looking forward to meeting our Year 7 students in September. This letter is to give you further information about how we have organised the school for opening to all year groups and to give you the arrangements for Monday 7 and Tuesday 8 September.

Monday 7 September 2020 – Year 7 and 12 only

Year 7 and Year 12 will be the only two year groups in school on the Monday. The arrangements for the first day have already been circulated by Mrs Kirk for Year 7. Please do not hesitate to contact her if you need any further information.

Tuesday 8 September 2020 - all year groups in school

On Tuesday, all year groups must arrive at their specified time and go straight to their tutor rooms. Arrival times and tutor group rooms are listed later in this letter. Year 7 will know where their tutor room is located, having spent Monday in this room. Teachers will be on hand to help anyone who has forgotten how to get to their room. Students will stay with their tutors in their tutor room until break time. During this time, students will be issued with their lesson timetable and tutors will explain how to understand the timetable. Students will go to their timetabled lessons for periods 3 and 4 (the two lessons before lunch) but will return to their tutor room after lunch and spend the last lesson of the day with their tutor. This will ensure that tutors see their students at the end of the day to discuss any questions students may have. On Wednesday 9 September the normal school timetable begins, and your child will attend all their timetabled lessons.

Your child will bring a copy of their timetable home for you to keep, please see our website, after 7 September, for further information about student timetables. To ensure that we can timetable the specialist teachers appropriately, we have three populations in each year group: X, Y and Z. These populations are broadly balanced by ability; each population has a top set and two of the populations have smaller, slower moving sets.

We have designed our initial opening with three key strands in mind: Safety, Learning and Logistics. We have used the DfE document “Guidance for full opening: schools” to inform our planning. This document was last updated on 7 August; I have included the link for those of you who would like to read the full details: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

In light of the recent information from the DfE on face coverings, we will expect students to wear one. Full details regarding this are available in the attached document.

Each year group has been allocated a year based Zone and outdoor space in the school; these are regularly referred to as Bubbles in the press and by the DfE. Students are asked to stay in their Zone during Tutor Time, Break and Lunch and must try not to go into other year group zones. Each Zone has its own Pastoral Base or Hub; these will be run by your child's Head of Year and Assistant Head of Year and they will be supported by other members of staff.

Year groups will have different start and end times for the day. We will review these plans, to refine and improve if necessary. The only information you need to pass on to your child from the table below is their start time and the entrance they must use, to ensure that everything runs smoothly at the start of their first day. Students must not arrive at school earlier than the time stated.

Where possible, classrooms have been rearranged to be facing forwards and teachers will maintain a two-metre social distance from the students. The one-way system across the school has been refined to further support a Covid-safe environment.

Arrival and End times for the day, Breaks and Lunchtimes for each Year Group

Year Group	Start time	Outdoor Space	End time
Yr7	8.45 arrive at school at 8.40 using the main drive	New 3G	15.00 leave using the main drive
Yr8	9.00 arrive at school at 8.55 using the Eco gate	Cricket Pitch	15.15 leave using the Eco gate
Yr9	8.45 arrive at school at 8.40 using the Eco gate*	Tennis Courts	15.00 leave using the Eco gate*
Yr10	9.00 arrive at school at 8.55 using the main drive	Old 3G	15.15 leave using the main drive
Yr11	8.45 arrive at school at 8.40 using the Caretaker's gate	Areas in front of the Galley and Roundabout	15.00 leave using the main drive
Yr12 & Yr13	8.45 arrive at school at 8.40 using the main drive	Sixth Form Area	15.00 leave using the main drive or Caretaker's gate

*Four Year 9 groups are based in the Huts by the Sixth Form Area – these students may enter the site using the Caretaker's gate.

Tutor Group Rooms

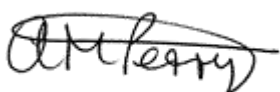
Yr 7 Tutor Group	Tutor Room
Mr Hurd-Thomas	Hu1
Mr Nicholls	Hu2
Ms Birchnall	Hu3
Mr Gerry	Hu4
Ms Bartlett	Hu5
Mrs Baker	Hu6
Miss Cleary	Hu7
Mrs Lowe & Mrs Oakley	Hu8
Mrs Richardson	Hu10
Mr Dale	Hu11
Mr Bishop	Hu13
Mrs Dover	Hu14

Please ensure that your child/children arrive at school in full school uniform and with their pencil case, in most cases with their packed lunch and school bag, from their first day. We will be teaching Physical Education (PE), but not until Wednesday 9 September. When your child has a PE lesson on their timetable, they must come to school in their PE Kit for the whole day, as we will not be using the changing rooms until further notice. Mrs Tyrrell and her team will keep you informed.

Please do not hesitate to contact us if you have any questions; I have listed the contact details for some of the key members of staff at the end of this letter.

I look forward to seeing your children safely back at school.

Yours sincerely



A Perry (Ms)
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Useful Contacts:

Head of Year 7, Mrs Kirk	mkirk@plymstockschool.org.uk
Assistant Head of Year 7, Mr Chivers	pchivers@plymstockschool.org.uk
SENDCo, Mrs Summers	tsummers@plymstockschool.org.uk
Director of Learning for Years 7, 8 & 9, Mrs Duff	lduff@plymstockschool.org.uk
Deputy Headteacher (Behaviour), Mr Sprenkel	wsprenkel@plymstockschool.org.uk
Designated Safeguarding Lead, Mrs Walton	walton@plymstockschool.org.uk