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| **A picture containing drawing  Description automatically generated** | **September 2020 Reopening Plan – Guidance for Parents and Students** | **Year 7 School Day**  **From Monday 7th September** |

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|  | **Time** | **Information** |
| **Arrival** | 8.25 | **Please note that drop offs by car will not be allowed.**  School will be open to students from 8am. Students who arrive before 8am will need to wait in the Queens Drive staff car park.  Enter via Queens Drive entrance only.  Wait in Upper Food Court – breakfast food service will be available. On **Fridays**, students should go **straight to the Hall** for assembly.  Students will be escorted to Form from 8.25 |
| **Learning Zone** | P1: 8.50 – 9.50  P2: 10.15 – 11.15  P3: 11.15 – 12.15  P4: 1.00 - 2.00  P5: 2.00 – 3.00 | Most lessons will take place in the lower floor of Alexandra Building.  Specialist lessons may take place in other buildings – staff will escort students to and from these areas.  Students must sanitise hands on entry to and exit from any classroom. |
| **Break time** | 9.50 – 10.15 | Use Alex Yard area.  Food Courts will be unavailable and there will be no food service at break. |
| **Lunch time** | 12.15 – 1pm | Students will be escorted to and from the Upper Food Court. Year 7 will have their own seating and service area.  Designated toilets will be available in the Food Court.  All students will be able to choose from a hot and cold selection of food and payment will be taken using a biometric photo of their fingerprint. [ Please note the reader will be cleaned after each service]  Students with a packed lunch will be able to eat their lunch in the food court.  When students have finished their food, they will be asked to clear away their table, put their tray away in the trolley and leave the food court to complete their lunchtime outside.  Students can then go to their designated recreation area, which for year 7 is the yard in front of Alexandra Building. |
| **End of the day** | 3pm | Students will be escorted to the Queens Drive exit.  **Please note that cars will not be allowed on site.** |

**General Information**

* All students should be in full uniform as per our website.
* Your daughter must use the entrance to school designated for her year group. This may mean that she will have to factor additional time for her journey to school if this is not the way she usually comes in. If you daughter comes to the wrong entrance, she will have to walk around past the Jolly Miller to access the site.
* You will receive a link from ParentMail to complete a registration so that you can receive emails and all communications from school. In addition, you should create a catering account for your daughter so that you can use online payments to put money on her account. **Please note, there will be no cash facility in school for her to put cash on to her account**. We strongly advise that you download the ParentMail App for ease of use. Details about how to do this are included with this letter.
* **There will be no facility on site for students to get change for bus fares etc…**

**Contacting School**

Please note that we wish to keep visitors to site to an absolute minimum so you will need to contact us in the first instance either by telephone on 228 3773 or via email – [hollylodge@hollylodge.liverpool.sch.uk](mailto:hollylodge@hollylodge.liverpool.sch.uk). We will be unable to see any parents without appointment.

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| **A picture containing drawing  Description automatically generated** | **September 2020 Reopening Plan – Guidance for Parents and Students** | **Year 7 Arrangements**  **Week Beginning Tuesday 1st September** |

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| **Day** | **Activity** |
| **Tuesday 1/9/20** | **INSET Day – No students in school** |
| Wednesday 2/9/20  **Transition Day in school** | **Arrive by 8.25 at Queens Drive entrance. Please note that there is no parking on site.**  **Wait in Upper Food Court until collected at 8.25.**  Assembly and transition activities all day.  **Depart at 3.00 from Queens Drive Entrance. Please note that there is no parking on site.** |
| Thursday 3/9/20  **Transition Day 2 in school** | **Arrive by 8.25 at Queens Drive entrance. Please note that there is no parking on site.**  **Wait in Upper Food Court until collected at 8.25.**  Lessons and transition activities all day  **Depart at 3.00 from Queens Drive Entrance. Please note that there is no parking on site.** |
| Friday 4/9/20  **Transition Day 3 in school** | **Arrive by 8.25 at Queens Drive entrance. Please note that there is no parking on site.**  **Wait in Upper Food Court until collected at 8.25.**  Lessons and transition activities all day  **Depart at 3.00 from Queens Drive Entrance. Please note that there is no parking on site.** |

**The Queens Drive Entrance**

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| Town Team Directions - Liverpool & District Badminton League | **Our Queens Drive entrance is just past the BP garage on Queens Drive (heading towards the M62) in West Derby.** |