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| A picture containing drawing  Description automatically generated | **September 2020 Reopening Plan – Guidance for Parents and Students** | **Year 10 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.**  Enter via Mill Lane entrance only.  School will be open to students from 8am. Students who arrive before 8am will need to wait in the tennis courts.  The **sports hall** has been designated for the use of Year 10 only and will be open for from 8.00am – 8.25 am so that students who are early for school have somewhere to wait. There will be a member of staff on duty  On **Thursdays**, 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 MFL area of Emmeline 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 | Year 10 will have access to the upper food court on Mondays, Wednesdays and Fridays for the first autumn half term  A break menu will be available to buy and there will be staff on duty |
| **Lunch time** | 12.15 – 1pm | Students will be escorted to and from the Food Courts. Year 10 will have their own seating and service area split between both food courts and socially distanced from other users.  Students will need to use the toilets in their learning zone. To support social distancing there will be no toilets available to Year 10 in either 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 10 is the courtyard by the Hall. |
| **End of the day** | 3pm | Students will be escorted to the Mill Lane 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.
* **YEARS 8-11 - there will be no longer be a facility on site to put cash onto your daughters catering account.** If you haven’t already, you should create a Parentmail catering account to update your daughters account. – please see the attached guidance
* **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 3772 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 10 Activities**  **Week Beginning 1/9/20** |

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| **Day** | **Activity** |
| Tuesday 1/9/20 | INSET Day – No students in school |
| Wednesday 2/9/20 | **Working at home to facilitate induction of other year groups.**  **Work will be set by staff on Show My Homework.** |
| Thursday 3/9/20 | **Working at home to facilitate induction of other year groups.**  **Work will be set by staff on Show My Homework** |
| Friday 4/9/20 | **Arrive in school at 1pm at Mill Lane entrance.**  **Wait to be collected in the Sports Hall.**  Students will have an assembly to welcome them back and go through the procedures in place to keep them COVID safe.  **Leave school at 3pm from Mill Lane entrance. Please note that cars are not allowed on site.** |