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| A picture containing drawing  Description automatically generated | **September 2020 Reopening Plan – Guidance for Parents and Students** | **Year 11 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.Students should go straight to their Form room in the Year 11 Zone in Emmeline where staff will be on dutyOn **Mondays** students should go **straight to the Hall** for assembly. |
| **Learning Zone** | P1: 8.50 – 9.50P2: 10.15 – 11.15P3: 11.15 – 12.15P4: 1.00 - 2.00P5: 2.00 – 3.00 | Most lessons will take place in the Humanities 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 11 will have access to the Lower Food Court every day.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 Lower Food Courts. 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 11 is the courtyard by the Food Courts. |
| **End of the day** | 3pm | Students will stay behind for extra support lessons as follows;Monday - MathsTuesday - English Wednesday  - Science Thursday – MFL/Travel/FoodFriday  - Options **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.
* **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. 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 11 Activities Week Beginning Tuesday 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 | **Arrive in school at 1pm at Mill Lane entrance. Please note that cars are not allowed on site.****Make your way straight to the Hall for assembly.**Students will have an assembly to welcome them back and go through the procedures in place to keep them COVID safe. Students will also be issued with their Year 11 ties during this assembly, so they will not need to be purchased.**Leave school at 3pm from Mill Lane entrance. Please note that cars are not allowed on site.** |
| Friday 4/9/20 | **Working at home to facilitate induction of other year groups.****Work will be set by staff on Show My Homework.** |