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| A picture containing drawing  Description automatically generated | **September 2020 Reopening Plan – Guidance for Parents and Students** | **Year 9 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 tennis courts.  The **Dance Studio** has been designated for the use of Year 9 only and will be open for from 8.00am – 8.25 am so that students who are early for school have somewhere to wait. On **Wednesdays**, students should go **straight to the Hall** for assembly.  There will be a member of staff on duty  Students will be escorted to Form from 8.25 |
| **Learning Zone** | P1: 8.50 – 9.50  P2: 10.15 – 11.15  P3: 11.15 – 1.00  P4: 1.00 - 2.00  P5: 2.00 – 2.50 | Most lessons will take place in the upper floor 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 9 will have access to the Upper food court on Tuesdays and Thursdays for the first autumn half term  A break menu will be available to buy and there will be staff on duty |
| **Lunch time** | 11.30 – 12.15 | Students should make their way to their period 3 class where activities will be waiting for them.  Students will be escorted to and from the Upper Food Court. Year 9 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. At the end of lunch students will be escorted back to their lesson to complete period 3 between 12.15 and 1pm.  Students can then go to their designated recreation area, which for year 9 is the area on the Pavilion side of Emmeline building. |
| **End of the day** | 2.50pm | 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.
* **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. Please ensure that you have added money to your daughter’s account by 4/9/20.
* **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 9 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 10am at Mill Lane entrance.**  **Wait to be collected in the Dance Studio**  Assembly, induction activities and lunch.  Students will have an assembly to welcome them back and go through the procedures in place to keep them COVID safe.  Students will then have lunch in school to allow us to practise our lunch arrangements. Please make sure that their meal accounts have been topped up or that they have a packed lunch if they normally bring one.  **Leave school at 12.45 from Mill Lane entrance. Please note that cars are not allowed on site.** |