

16th July 2020

Dear Parents/Carers

RE: Return to school for students Monday 7th and Tuesday 8th September 2020

I hope this letter finds you all well. This letter contains important information regarding the start of term in September for all year groups. Following the publication of the government guidance regarding the return to school in September, there will be some changes to arrival and departure times, general routines and the school day. On the first day in September, your child will receive a timetable and all procedures will be explained to them.

Year 7, 10 and 11 will return on Monday 7th September 2020, Year 8 & 9 will return on Tuesday 8th September 2020. Please study the following information carefully.

Year 7 – Monday 7th September

8.30am - Year 7 arrive via the front entrance to the school. Students need to report to the courtyard area where their mentor will be waiting for them, mentors will be holding a sign with their name visible.

Year 7 will spend the first part of the day with their mentor from 8.30am to 11.15am. During this first lesson Year 7 will be the only students on school site. Students will experience a tour of the school and a small house meeting, they will receive their student planner, their timetable and they will listen to important messages regarding routines and procedures at Oakmoor School. Year 7 students will then follow their own timetable from period 2 onwards. **The school day will end at 2.55pm for Year 7.**

On the second day and all subsequent days Year 7 must arrive promptly at **8.30am via the HUB entrance** (students will be shown this entrance during the tour on their first day, it is the entrance to the far right at the front of the school). A small number of students may need to arrive via the rear entrances of the school, this will be permitted. **Students must report to their period one teacher on arrival at the start of every day. The school day will end at 2.55pm for Year 7, due to the current situation.**

Year 11 – Monday 7th September

11.30am – Year 11 arrive via the main entrance and report to their house colour area (a member of staff will be identifiable via a coloured area at the front of the school). Year 11 students will be told which classroom to report to when they arrive at school. During the first lesson of the day Year 11 students will receive their student planner and timetable, and they will listen to important messages regarding routines and procedures at Oakmoor School. Year 11 students will then follow their own timetable for the rest of the day. The school day will end at 2.45pm for Year 11.

On the second day and all subsequent days Year 11 must arrive promptly at **8.40am via the entrance next to the dining hall** (students will be informed of this on their first day, it is the entrance to the far left at the front of the school). A small number of students need to arrive via the rear entrances of the school, this will be permitted. **Students must report to their period one teacher on arrival at the start of every day. The school day will end at 2.45pm for Year 11.**

Year 10 – Monday 7th September

12.00pm – Year 10 arrive via the main entrance and report to their house colour area (a member of staff will be identifiable via a coloured area at the front of the school). Year 10 students will be told which classroom to report to when they arrive at school. During the first lesson of the day Year 10 students will

receive their student planner and timetable, and they will listen to important messages regarding routines and procedures at Oakmoor School. Year 10 students will then follow their own timetable for the rest of the day. The school day will end at 2.45pm for Year 10.

On the second day and all subsequent days Year 10 must arrive promptly at **8.40am via the entrance next to the HUB** (students will be informed of this on their first day, it is the entrance to the far right at the front of the school). A small number of students need to arrive via the rear entrances of the school, this will be permitted. **Students must report to their period one teacher on arrival at the start of every day. The school day will end at 2.45pm for Year 10.**

Year 8 – Tuesday 8th September

9.00am – Year 8 arrive via the main entrance and report to their house colour area (a member of staff will be identifiable via a coloured area at the front of the school). Year 8 students will be told which classroom to report to when they arrive at school. During the first lesson of the day Year 8 students will receive their student planner and timetable, and they will listen to important messages regarding routines and procedures at Oakmoor School. Year 8 students will then follow their own timetable for the rest of the day. The school day will end at 2.50pm for Year 8.

On the following day and all subsequent days Year 8 must arrive promptly at **8.30am via the main school entrance** (students will be informed of this on their first day). A small number of students need to arrive via the rear entrances of the school, this will be permitted. **Students must report to their period one teacher on arrival at the start of every day. The school day will end at 2.50pm for Year 8, due to the current situation.**

On Monday 7th September Year 8 students will be set work for the day via the Satchel/SMHW online system. Students must log on at 8.30am in the morning to complete the work that is set for this day. Each teacher will specify how this work will be collected in.

Year 9 – Tuesday 8th September

9.30am – Year 9 arrive via the main entrance and report to their house colour area (a member of staff will be identifiable via a coloured area at the front of the school). Year 9 students will be told which classroom to report to when they arrive at school. During the first lesson of the day Year 9 students will receive their student planner and timetable, and they will listen to important messages regarding routines and procedures at Oakmoor School. Year 9 students will then follow their own timetable for the rest of the day. The school day will end at 2.40pm for Year 9.

On the following day and all subsequent days Year 9 must arrive promptly at **8.40am via the main school entrance** (students will be informed of this on their first day). A small number of students need to arrive via the rear entrances of the school, this will be permitted. **Students must report to their period one teacher on arrival at the start of every day. The school day will end at 2.40pm for Year 9, due to the current situation.**

On Monday 7th September Year 9 students will be set work for the day via the Satchel/SMHW online system. Students must log on at 8.30am in the morning to complete the work that is set for this day. Each teacher will specify how this work will be collected in.

For further information regarding the start of term, please refer to the routines and reminders letter that has been sent to you. May I take this opportunity to thank you for your support with the remote learning that you have been overseeing at home since March, and also wish you and your families a relaxing and enjoyable summer holiday. We look forward to welcoming our students back to Oakmoor in September.

Yours sincerely



Mrs Moral
Deputy Headteacher