



Achievement & Opportunity  
for All

**THE BROXBOURNE SCHOOL**  
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**Headteacher**  
**Paula Humphreys BSc MBA**

13<sup>th</sup> April 2021

Dear Parents and Carers

We are very excited to have moved into the new school over the Easter break and look forward to welcoming individual year groups tomorrow, Wednesday 14<sup>th</sup> April, at their specific time slots indicated below. I would like to take this opportunity to thank all those parents who have volunteered and helped with the move which is greatly appreciated.

Students should walk on the footpath from the High Road and meet their Form Tutor at the main entrance to the school. Students should be in full school uniform. While students are in school, they will have the opportunity to tour the new school, receive new room timetables, information about new routines including the new school day (at end of letter), one way areas in the school, lunchtime arrangements and fire evacuation positions etc.

Year group	Arrival time	Departure time
Year 7 and Year 13	8.30 am	10.30 am
Year 8	9.00 am	11.00 am
Year 12 and Year 11	9.30 am	11.30 am
Year 9	10.00 am	12.00 noon
Year 10	12.30 pm	14.30 pm

With effect from Thursday 15<sup>th</sup> April, all students will return to school as normal following the new timetable.

As we start the term in our new home, please can I ask for your support in checking your child's uniform. We have seen an increase in students wearing trainers which are not school uniform. Students will also be reminded tomorrow that chewing gum is strictly forbidden in school. As we have new larger changing rooms, students will be able to change in school and so do not need to wear their PE kit to school.

### Covid-19 Arrangements

Even though the numbers are low, we still need to continue to follow previous guidance including:

- Face coverings in lessons and in communal areas (next review 17<sup>th</sup> May)



- Staff remaining behind their desk at the front of the classroom - 2m from students at the front.
- Year-group 'bubbles' (staggered day and separate areas at break and lunch) with classes in seating plans
- Students keeping to the left in corridors and one-way stair ways to help flow
- Ventilation in classrooms
- Regular hand washing and sanitising
- Enhanced cleaning during the day
- Minimal number of visitors/ parents on site
- Staff and students should continue to carry out their lateral flow tests twice each week and to report their results through the NHS website and also to the school through <https://forms.gle/6YzTZn1Zhj75oi1f8>

**Please could you ensure your child carries out one lateral flow test today, Tuesday 13<sup>th</sup> April, before they return to school to ensure we continue to keep the school as safe as possible for everyone.** They should report their results through the NHS website and also to the school through <https://forms.gle/6YzTZn1Zhj75oi1f8>.

We are very excited by the opportunities our new school buildings will offer to our students. We are hopeful that the lifting of Coronavirus measures will allow us to offer tours for groups of parents later in the summer term and we look forward to welcoming you as soon as we are able to do so safely.

Yours faithfully



Paula Humphreys  
Headteacher

**Revised school day**

Arrival / Form time		Period 1	Period 2 80 minutes to include break		Period 3	Period 4 90 minutes to include 30 minutes for lunch		Period 5	Departure / Form time	
		8.50 – 9.50	9.50 – 10.10	10.50 – 11.10	11.10 – 12.10	12.10 – 12.40	13.10 – 13.40	13.40 – 14.40		
7	8.30 20 minutes Form time		Break			Lunch			Depart 14.40 Monday - Thursday 13.10 on Friday	
8	8.50 Straight to Pd1			Break			Lunch		Form time 14.40	Depart 3.00
9	8.30 20 minutes Form time		Break			Lunch			Depart 14.40 Depart	
10	8.35 15 minutes Form time			Break			Lunch		Depart 14.40	
11	8.50 Straight to Pd1		Break			Lunch			Form time 14.40	Depart 15.00
12	8.35 (3 days) 15 minutes Form time			Break			Lunch		Depart 14.40 or last lesson	
13	8.50 or arrive for first lesson		Break			Lunch			Form time (3 days)	Depart 15.00 or last lesson