



13 January 2021

Dear Parent, Carer, Guardian or Student,

I hope you all had a safe and enjoyable festive period and the New Year has started well. I wanted to inform you of the following changes to the timetable which will be implemented from **Monday 18th January**.

- All Period 4 lessons will start at 11:30am
- Lunch for all Year groups will start at 12:20 and end at 13:10
- Period 7 for Year 7, 8 and 13 will move to Period 1 (08:40)

The school day will therefore be as follows for all students:

Period 1	08:40 to 09:30
Period 2	09:30 to 10:20
BREAK	10:20 to 10:40
Period 3	10:40 to 11:30
Period 4	11:30 to 12:20
LUNCH	12:20 to 13:10
Registration	13:10 to 13:30
Period 5	13:30 to 14:15
BREAK	14:15 to 14:30
Period 6	14:30 to 15:15

The rationale for implementing the changes are as follows:

- Staggered start time and end times for different year groups aimed to reduce numbers entering and leaving school at the same time, and staggered lunch times reduced the flow of traffic through the canteen. However, with remote teaching these approaches are redundant.
- Siblings at home will be able to lunch together.
- 12:20 is more reasonable lunch timing.
- Staff are all free at the same time, meaning meetings and staff briefings can be more easily coordinated.
- Year 7, 8 and 13 students are not finishing school at the later time of 16:00 and these students will be able to take advantage of more daylight to exercise outdoors.

A small number of lessons will move periods within the week and any staff and students affected will be emailed individually. I appreciate the changes will work for some and not others, but on balance it was felt that the having the whole school in synchrony and the earlier finish time would outweigh the disadvantages. My apologies for any inconvenience caused as we adapt to the changing environment we find ourselves in resulting from the pandemic. I am confident that we can adapt to these changes smoothly from the start of next week.

Yours sincerely,

Dr. A. Sidhu
Assistant Headteacher