

23<sup>rd</sup> October 2020

Dear Parent/Carer,

**Proposed temporary changes to school and sixth form day timings (during the Covid-19 situation) from Monday, 9th November 2020**

As we approach half term, we have been reviewing how things have gone under our temporary arrangements at school and sixth form during the Covid-19 situation. I would like to congratulate the students and staff for adapting so well to this challenging situation and thank you, our parents and carers, for your excellent support.

As you are aware, ensuring the safety of our staff and students, is our number one priority. We also want to ensure that our students experience the best-possible education at this time.

We have carefully reviewed how much time students need to eat (whether purchasing hot food or consuming their own sandwiches at lunchtime), use the toilet facilities and have some down time at breaktime and lunchtime and we believe we can slightly reduce these parts of the school /sixth form day without adversely affecting students' experiences.

We would therefore like to make some temporary changes to the timings of the school/sixth form day from Monday 9th November. The main goal of these changes is to slightly reduce the amount of time each whole year group bubble is together at breaktimes and lunchtimes and to try to make the length of lessons across the day more similar to enhance the quality of teaching and learning.

We have consulted our staff about these minor changes and they are in support of what we have proposed.

What we are now proposing to be introduced from Monday 9<sup>th</sup> November is as follows:

- **A reduction in form time by 5 minutes** on Mondays, Tuesdays, Thursdays and Fridays as we think there will be sufficient form time with this slight reduction.
- **The creation of form time on Wednesdays** so that students have a more regular contact with their form tutor to enhance their wellbeing
- **A reduction in break time by 5 minutes to 15 minutes** but with a 5 minute movement bell before and after and **a reduction in lunchtime to 35 minutes**, with a 5 minute movement bell either side, to allow staff and students a full 35 minute lunch break (currently lunch is 45 minutes but with a 5 minute movement bell at the start which in effect reduces lunchtime to around 40 minutes). **This reduction in the length of lunchtime and breaktime will slightly reduce the length of time students are spending together in home bases (Sixth Form Conference room).**
- **More equality of lesson times throughout the school day and week** with all lessons now being 50-60 minutes to enhance the quality of teaching and learning. Our current temporary timetable has some lessons of 40 minutes, which we are finding too short to be fully effective.

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- The 10 minutes saved from reducing the length of break and lunch will mean the **school/sixth form day finishes 10 minutes earlier than currently on Monday, Tuesday, Thursday and Friday and at the same time as currently on Wednesday.**

If you have any feedback or questions on the proposed development, please do not hesitate to contact the School on the [contactus@highamlaneschool.co.uk](mailto:contactus@highamlaneschool.co.uk) email address by the end of Monday, 2<sup>nd</sup> November.

Thank you for your on-going support at this challenging time.

Yours sincerely,

P.Kelly, Headteacher

H Ladha, Assistant Headteacher (Head of Sixth Form)

Ref: LH-CE Letter to Parents/Carers regarding changes on 9<sup>th</sup> November 2020