



# Sutton Coldfield Grammar School for Girls

Dear Parents/Carers,

We hope that you and your family have had a safe and enjoyable summer and we are looking forward to welcoming students back school on Monday.

We ask that students come dressed in full school uniform on Monday. PE kit will not be needed. Students receive their timetables as part of their induction day and will then know which days they have PE moving forwards.

A reminder that we have staggered arrival and finish times for the different bubbles with specific entrances for each bubble:-

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Arrival Time and Entrance	Please arrive between 8.50 and 9.00am	Please arrive between 8.35 and 8.45 am	Please arrive between 8.50 and 9.00am	Please arrive between 8.50 and 9.00am	Please arrive between 8.35 and 8.45 am	Please arrive between 8.35 and 8.45 am
	Hub Entrance (Left Hand Door)	Hub Entrance (Left Hand Door)	Door by Caretakers Office / Rm 7	Driffold Entrance (between Rm 1 & Mu Rm)	Rear of Driffold (Door by stairs leading to Rms 35-40)	Main Entrance
End of School	3.30pm	3.20pm	3.30pm	3.30pm	3.20pm	3.20pm (or 2.20pm if no P6 lesson)

Please plan travel arrangements to accommodate the staggered start and finish times and we encourage everyone to seek alternatives to public transport wherever possible.

We have three separate catering venues with staggered break and lunch timings for the six bubbles. Hand sanitiser is available in all classrooms and at several places around school and we have clear procedures in place should students or staff display symptoms of coronavirus.

Form rooms are located together enabling the bubbles to be maintained. For many subjects, Year 7-9 students will be taught in one classroom and teachers will move to those rooms. Wherever possible, teaching rooms have been set out with desks facing forwards. In those classrooms, students' desks have been set out as far apart from one another as has been possible, and student desks are placed at least 2m from teachers' desks and whiteboards in each room. Students will move to be taught in specialist rooms (Art, DT, PE etc).

We are advising that students do not use lockers this term. On days that they have PE, students are asked to come to school in their PE kit. We have a one-way system in place which will incorporate the use of outside spaces. Students are therefore encouraged to bring a waterproof coat to keep which they will keep with them for when they are required to go outside. On students' first day back in school, each bubble will have a separate guided tour around the school site providing the opportunity to familiarise everyone with the one way system.

Whilst there will be hand sanitiser available in all classrooms and at various points around the school site, we recommend that students bring their own small bottle of hand sanitiser and a pack of tissues.

**Headteacher: Dr Barbara Minards**

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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## Face Coverings

All students and staff are advised to wear to face coverings when in communal areas and moving between lessons. We request that the face coverings are plain. A small plastic sealable bag should also be brought into school for safe storage of the face covering during lessons.

## Stationery

Recommended items to have in a pencil case which is easy to keep clean: 2 blue or black pens, 2 pencils, pencil sharpener, rubber, ruler, coloured pencils, a few coloured pens, highlighter pens, a pair of compasses, protractor, scientific calculator (for Year 8-13 students), paper scissors and a glue stick.

We look forward to welcoming everyone back on Monday

Yours faithfully

Dr B Minards  
Headteacher

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