



RC/JAE

30 November 2021

Dear Parents and Carers

### **Response to short term staff absences**

#### **Shortened school days for Wednesday 1 December, Thursday 2 December and Friday 3 December 2021**

Due to staff absences due to illness (not all COVID related), I have decided to implement a shortened day for the rest of this week. Lessons will take place for Periods 1-4 for the rest of this week.

At 1.40 pm, students will be welcome to stay to collect hot food from the canteen but will leave site before 2.10 pm.

This will support staff covering colleagues to plan, mark and assess the additional work created by absence. We have had a small number of cover staff working in the school up to this point and they have done a great job in supporting the school in delivering quality learning. We have now reached a tipping point that we hope to address in the short term by operating a shortened day programme.

Students who cannot go home or have booked transport may stay in school for Period 5.

- Year 7 will use the LRC.
- Year 8 will use IT1.
- Year 9 will use IT2.
- Year 10 will use ME1.
- Year 11 will use IT3.

Some students may also use the Learning Support Centre.

I will re-assess the situation again on Friday and, hopefully, we will return to full provision next week.

Please contact your child's pastoral team if you need your child to remain in school for the three afternoon sessions.

Thank you in advance for your support.

Yours sincerely

*R Carlyle*

Mr R Carlyle  
Headteacher

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