



RC/JAE

7 January 2022

Dear Parents and Carers

Thank you for your support in providing facial coverings for your child. They still remain in short supply. We have, however, secured a delivery of Lateral Flow Tests to provide to students.

**Response to short term staff absences – Years 7, 8, 9 and 10**  
**Shortened school days from Monday 10 January – Friday 14 January 2022**

Due to staff absences because of illness (not all COVID related), I have decided to implement a shortened day for next week. Lessons will take place for Periods 1-4 for Years 7, 8, 9 and 10. Year 11 will remain on a 5-period day.

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 again 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 during the week and, hopefully, we will return to full provision the following week.

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

Thank you in advance for your support.

Yours sincerely

*R Carlyle*

Mr R Carlyle  
Headteacher

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