

Lady Margaret Road
Southall
Middlesex
UB1 2GU
Tel: 020 8578 9152 Fax: 020 8747 7891
Email: office@greenford.ealing.sch.uk
Web: www.greenford.ealing.school.uk
Headteacher: Mrs M. Pye B.A. (Hons) M.A. Ed



14th July 2020

Dear Parents / Carers,

As we draw to the end of this term and academic year, I am writing to provide some key information about the plans for re-opening in September, along with some key information about the first few days back, results days and enrolment procedures for Year 11 into our Sixth Form. Please read the following information carefully.

Re-opening plans for September

- **Attendance:** All students are to return to school in September, unless they have tested positive for Covid-19 or have been instructed to self-isolate by the Government 'Track and Trace' scheme. Further details about the Government 'Track and Trace' scheme will be provided nearer to September.
- **Timetables / Lessons:** We have planned for students to follow their normal timetable in 'year group bubbles', as per Government guidance. This means that they will move around the site with their own year group only, and will spend break and lunchtime in large, allocated 'year group zones'. An induction will be put in place to make this clear to students in September.
- **Lunch:** Due to the restraints of using 'year group bubbles', we will not be able to use the dining hall. **We strongly advise parents to send students in with a packed lunch.** Any child who cannot bring in their own packed lunch, may pre-order a packed lunch consisting of a sandwich or baguette, a piece of fruit and a bottle of water. The cost for this will be £2.35. Parents will need to pre-order packed lunches for a month at a time and we will need to know 5 days in advance, if your child wishes to have a packed lunch for the following month. To order, parents will need to email fsm@greenford.ealing.sch.uk. The lunches will be charged for daily. Children who receive free school meals will automatically be provided with a packed lunch free of charge.
- **Breaktime:** There will be no food available to purchase at breaktime. **Students will need to bring in their own snacks** and water bottle from home.
- **Arrival at school:** We will be operating a staggered start with some year groups arriving at 8:30am and some arriving at 8:45am. **Students should arrive on time, but not earlier than their allocated time.** We will also be asking different year groups to arrive at different gates. The table below on page 2 of this letter, details which gate and which time your child will need to arrive. We will confirm this nearer to September.

- **Parents:** Parents will not be allowed on site without a pre-arranged appointment. Parents of any year group will not be able to come on site to drop off / collect students.
- **Travel to school:** Students **must not** travel by public transport unless it is absolutely essential. Please encourage your child to walk. Please **do not drop off students by car** outside the Lady Margaret Road, as students will need to arrive via their allocated gate (see below). Any student who wears a face covering or gloves on the way to school, must replace these with clean ones on arrival.

First Few Days in September

We will be inducting all students into the new way of doing things and so we will be asking different year groups to come in on different days at first, as detailed below:

Date	Activity	Timings
Wed 2nd Sept	Staff INSET day. No students in school.	n/a
Thurs 3rd Sept	Staff INSET day. No students in school.	n/a
Fri 4th Sept	Year 7 induction day Year 12 induction Year 13 induction assembly	Year 7 arrive at 8:30am and leave at 3pm. Use Allenby Road gate only. Year 12 arrive at 8:45am and leave at 1pm. Use Lady Margaret Road gate only. Year 13 arrive at 1:30pm for assembly and leave after assembly. Use Lady Margaret Road gate only.
Mon 7th Sept	Year 8 induction Year 11 induction	Year 8 arrive at 8:30am and leave at 11:30am. Use Ruislip Road gate only. Year 11 arrive at 8:45am and leave at 11:45am. Use Lady Margaret Road gate only.
Tues 8th Sept	Year 9 induction Year 10 induction	Year 9 arrive at 8:30am and leave at 11:30. Use Lady Margaret Road gate only. Year 10 arrive at 1:30pm and leave at 3pm. Use Lady Margaret Road gate only. Year 12 to attend school at 1:00pm to collect SALTO cards.
Wed 9th Sept	All year groups in school.	Year 7 arrive at 8:30am via Allenby Road gate only. Year 8 arrive at 8:30am via Ruislip Road gate only. Year 9 arrive at 8:30am via Lady Margaret Road only. Year 10 arrive at 8:45am via D Block (access road) gate only. Year 11 arrive at 8:45am via Ruislip Road gate only. Year 12 and 13 arrive at 8:45am via Lady Margaret Road gate only.

Staff contact during the holidays

Please note that teaching staff will not be available on Google Classroom or email during the holidays. The leadership team will be available over email at key points around results days in August, should there be something urgent you need to contact us about.

Results Days / Enrolment

In the current situation, we are trying to ensure that we minimise the number of students who come into school to collect results. Please see the relevant details below for each year group.

Year 13 Results Day

We will be posting home all of the results on Thursday 13 August. Students have been advised to check their UCAS homepage early that morning, which will inform them about whether they have secured the grades for their first/insurance place university. If students have been successful, they should stay at home. If students need support, they will be invited in form groups to collect their results and seek support from the Post 16 team.

Year 11 Results Day

All students will have their results emailed to them on Thursday 20 August from 8am onwards. We will also be posting a copy of the results to you all.

Year 9 and 10 Results

All students will have their results emailed to them on Thursday 20 August from 8am onwards. We will also be posting a copy of the results to you all.

Year 11 into 12 Enrolment

For students who want to enrol into our Post 16 Centre, we have allocated each form with a time slot. Year 11 students will be able to come into school at this time so that they can enrol onto appropriate Post 16 courses. Again, this will reduce the number of students who are in school at any one time and ensure that students and staff remain safe. This information will be shared separately with you via email shortly.

Finally, I would like to say a big thank you for your support, in what has been an exceptionally unusual year during my first year of Headship at the school. It has certainly been a year of ups and downs, and we have missed having the students on site immensely. However, in spite of all of this, as a result of the support from parents, students, governors and staff, it has remained an enjoyable year and as a community, I feel that we have risen in the usual GHS way to the challenges we have been faced with.

With my very best wishes for a relaxing, safe summer,



Mrs M Pye
Headteacher