

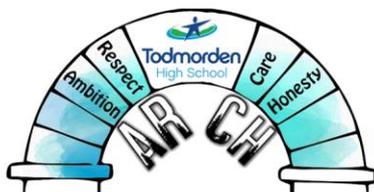
Friday 11<sup>th</sup> September 2020

Dear Parents and Carers,

I hope that you had a restful summer break and managed to spend some time with your families. It has been fantastic to have some of our students back in school and meet our new cohort of Year 7 students this week. I look forward to welcoming Y8,9 and 10 back into school next week. In case you are feeling unsure of our return to school arrangements I have included a reminder of key information below.

In order to support social distancing, we have made a change to the structure and running of the school day. We are having a staggered start and end to the day, there will be a split Eat 2 and **no Eat 1**, we have introduced a new one-way system and have put in place a system for pre-ordering food which I will include further detail of in this letter. The timings of the school day are attached below.

Y7- Weds 9 <sup>th</sup> Sept onwards	Y8- Tues 15 <sup>th</sup> Sept onwards	Y9- Weds 16 <sup>th</sup> Sept onwards	Y10- Monday 14 <sup>th</sup> Sept onwards	Y11- Friday 11 <sup>th</sup> Sept onwards
<b>Lesson 1</b> 08:40-09.45 <i>5 min longer</i>	<b>Lesson 1</b> 08:50-09.45 <i>5 min shorter</i>	<b>Lesson 1</b> 08:50-09.45 <i>5 min shorter</i>	<b>Lesson 1</b> 08.40-09.45 <i>5 min longer</i>	<b>Lesson 1</b> 08:40-09.45 <i>5 min longer</i>
<b>Lesson 2</b> 09.45-10.45	<b>Lesson 2</b> 09.45-10.45	<b>Lesson 2</b> 09.45-10.45	<b>Lesson 2</b> 09.45-10.45	<b>Lesson 2</b> 09.45-10.45
<b>Lesson 3</b> 10.45-11.45	<b>Lesson 3</b> 10.45-11.45	<b>Lesson 3</b> 10.45-11.45	<b>Lesson 3</b> 10.45-11.45	<b>Lesson 3</b> 10.45-11.45
<b>Eat 2</b> 11:45-12:15 <i>Assembly hall with serving point Whirlaw yard</i>	<b>Form</b> 11:45-12:15	<b>Form</b> 11:45-12:15	<b>Eat 2</b> 11:45-12:15 <i>Canteen Full front of school</i>	<b>Form</b> 11:45-12:15
<b>Form</b> 12:15-12:45	<b>Eat 2</b> 12:15-12:45 <i>Assembly hall with serving point Whirlaw yard</i>	<b>Eat 2</b> 12:15-12:45 <i>Canteen Front of school and basketball court</i>	<b>Form</b> 12:15-12:45	<b>Eat 2</b> 12:15-12:45 <i>Jack's diner Y11 common room (inside and out) and MUGA</i>
<b>Lesson 4</b> 12:45-13:45	<b>Lesson 4</b> 12:45-13:45	<b>Lesson 4</b> 12:45-13:45	<b>Lesson 4</b> 12:45-13:45	<b>Lesson 4</b> 12:45-13:45
<b>Lesson 5</b> 13:45- 14:45	<b>Lesson 5</b> 13:45-14:50 <i>5 min longer</i>	<b>Lesson 5</b> 13:45-14:50 <i>5 min longer</i>	<b>Lesson 5</b> 13:45- 14:45	<b>Lesson 5</b> 13:45-14:50 <i>5 min longer</i>



We have introduced many new rules and regimes to keep students and staff safe, these involve staff and student training. To allow the very best and most positive start our remaining year groups will have a staged return to school;

- Year 10 - Monday 14th September.
- Year 8 - Tuesday 15th September.
- Year 9 - Wednesday 16th September.

We aim to keep our school community as safe as possible during our return, and remain in touch with families to ensure clarity of information. I have to also point out, as I'm sure you are aware, the guidelines are changing all the time, so I am going off the current information. If you have not yet read our most recent risk assessment, you can access this on the homepage of our website [www.todhigh.co.uk](http://www.todhigh.co.uk). **I think it important to remind you that all of these plans are subject to change dependent on the latest government guidance.**

If you do have any concerns or problems, as always we are open and willing to listen. It would be best to email your Learning Manager with any problems you may have so that we can sort these out in a positive and timely way. A reminder on current form tutor information;

Learning Manager for Year 7 – Mrs D Kontogiannopoulou	<a href="mailto:d.kontogiannopoulou@todhigh.co.uk">d.kontogiannopoulou@todhigh.co.uk</a>
Learning Manager for Year 8 – Mrs L Davies	<a href="mailto:l.davies@todhigh.co.uk">l.davies@todhigh.co.uk</a>
Learning Manager for Year 9 – Miss R Crowther	<a href="mailto:r.crowther@todhigh.co.uk">r.crowther@todhigh.co.uk</a>
Learning Manager for Year 10 – Mrs E Stansfield	<a href="mailto:e.stansfield@todhigh.co.uk">e.stansfield@todhigh.co.uk</a>
Learning Manager for Year 11 – Miss J James	<a href="mailto:j.james@todhigh.co.uk">j.james@todhigh.co.uk</a>

Regarding our students' journey to and from school, we have been working closely with the Local Authority and local bus services to support with students' transport requirements for September. The Department for Transport and Department for Education have issued guidance on the transport arrangements for September. Please access the homepage of our website for tailored information regarding bus services (link listed above), we also have a bespoke transport page including information about travelling safely to and from school <http://www.todhigh.co.uk/travelling-to-and-from-school/>. There is also more detailed information in the weekly letter published on the 1<sup>st</sup> September 2020, you can access this in the letters home section of our website <http://www.todhigh.co.uk/letters-home-autumn-2020/>.

School systems: We use a number of helpful systems in school to support home-school communication and to ensure that processes are easy to access and use. Here is a reminder of the systems we currently use and who to contact if you are experiencing difficulty with any of them.

Service	What does it do?	Who do I speak to?
Parent Pay	Allows parents to top up students' lunch accounts, pay for trips and other items. Allows for financial transactions electronically.	<a href="mailto:E.Crossley@todhigh.co.uk">E.Crossley@todhigh.co.uk</a>
Class Charts	Allows our staff to communicate positive and negative points with parents, attach notes and send letters. A tool for pastoral communication.	<a href="mailto:C.connolly@todhigh.co.uk">C.connolly@todhigh.co.uk</a>

Parent Mail	Allows administrative text messages and letters to be sent home to parents. A tool for communication.	<a href="mailto:E.Crossley@todhigh.co.uk">E.Crossley@todhigh.co.uk</a>
Website	Contains a wealth of information regarding school life.	<a href="mailto:E.Womack@todhigh.co.uk">E.Womack@todhigh.co.uk</a>

The pre-ordering system that we have put in place for lunches will be changing as of **next week**, apologies for any inconvenience that this may cause. Information regarding lunch time provision will be circulated very soon, and we will keep all families fully informed as we move forward. **Please keep an eye on the school website as information regarding lunch provision will be published on the site as it develops-** <http://www.todhigh.co.uk/cateringatTHS/>.

For Year 7 Parents only: Next Thursday we are hosting our Year 7 Form Tutor’s Parents’ Evening This will be hosted via telephone call this year due to Covid-19. We recognise the importance and value of catching up with our new Year 7 cohort to ensure that they are safe, well and enjoying their time with us. As such this meeting is pastoral in its nature, as opposed to subject focussed. A letter has been sent home today with your child, and has also been published on our website and classcharts.

Uniform update: a gentle reminder that all students will be expected to return in full school uniform, the guidelines for this are on our website [www.todhigh.co.uk/school-uniform](http://www.todhigh.co.uk/school-uniform). If you have any problems or concerns, contact your child’s learning manager- we do have spare uniform in school- it would be much better to get any problems sorted out early on this term to get our students off to the best start possible. I must also remind parents that no piercings, other than single ear studs (these must be removed for PE), are permitted in school. Any other piercings need to be removed. No nail varnish, false nails, gel nails or false eyelashes are permitted. Many thanks in advance of your support and cooperation with this. **We are currently asking students to attend school wearing their PE kit with their school blazer over the top, on days that they have a PE lesson, and remain in their PE kit for the rest of this day. This is to ensure student safety with regard to Covid-19 guidelines.**

Each Friday I write home to share good news with parents/carers, share important messages and pass on key information. If you would like to receive a copy of this letter to your own personal email address please do get in touch with Mrs Womack on [e.womack@todhigh.co.uk](mailto:e.womack@todhigh.co.uk) and she will add you to the mailing list.

Last, but not least, I would like to remind all parents/carers of our school vision which is ‘Enabling individuals to unlock their unique potential’. We will support every individual in our school to access a balanced, nurturing and ambitious learning environment with lessons taught by subject specialists and a high level of pastoral care. We will work with every student in our care to enable them to unlock their unique potential and go on to be successful in their future lives. Our school values are Ambition, Respect, Care and Honesty (the ARCH values) and every member of staff and student in the school is encouraged to demonstrate these values at all times in, and out, of school.

I hope you have a lovely weekend,

Yours Sincerely,



Gill Shirt

Headteacher