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 Date: 14 August 2020



Education & Families

Taylor High School
 Carfin Street
 Motherwell
 ML1 4JP

Dear Parent/Carer

Adjustment to School Timetable 2020-21

I write to inform you of an adjustment to the operation of the school's timetable which will take effect from Monday 17th August 2020.

This change is being made for Health and Safety reasons and will significantly reduce pupil movement within the school building between periods and, therefore, further mitigate the risk of anyone catching the virus. This measure is in addition to the significant number of other mitigations put in place by North Lanarkshire Council and the school to reduce the risk of any member of staff or pupil being infected by transmission of the virus.

From Monday all pupils will follow double periods throughout the day in the school with the exception of period 5 on Monday, Tuesday and Thursday which will continue to operate as single periods. **Please note that this represents no change to the current timetabling arrangements for Fifth and Sixth Year students.**

Over a two week period all pupils will receive the same amount of teaching that would have normally have taken place. In effect the school will operate two timetables – alternating week 1 and week 2 timetables. The way the timetable will operate can best be explained by the following diagrams:

WEEK 1

	DOUBLE BLOCK 1	DOUBLE BLOCK 2	SINGLE PERIOD	DOUBLE BLOCK 3
MONDAY	Mon 1	Mon 3	Mon 5	Mon 6
TUESDAY	Tue 1	Tue 3	Tue 5	Tue 6
WEDNESDAY	Wed 1	Wed 3	N/A	Wed 5
THURSDAY	Thu 1	Thu 3	Thu 5	Thu 6
FRIDAY	Fri 1	Fri 3	N/A	Fri 5

WEEK 2

	DOUBLE BLOCK 1	DOUBLE BLOCK 2	SINGLE PERIOD	DOUBLE BLOCK 3
MONDAY	Mon 2	Mon 4	Mon 5	Mon 7
TUESDAY	Tue 2	Tue 4	Tue 5	Tue 7
WEDNESDAY	Wed 2	Wed 4	N/A	Wed 6
THURSDAY	Thu 2	Thu 4	Thu 5	Thu 7
FRIDAY	Fri 2	Fri 4	N/A	Fri 6



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Over a period of two weeks, all pupils receive the same amount of teaching as normal but with much less pupil movement throughout the day.

On Mondays, Tuesdays and Thursdays each week, there will be 4 periods (3 double periods and a single period). On Wednesdays and Fridays there will be 3 periods (all double periods).

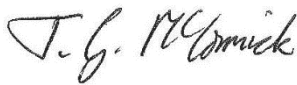
This means that pupils will only need to bring resources to school for a maximum of four classes per day.

On Monday 17th August, pupils should come equipped for periods 1, 3, 5 and 6 on their current timetables. During period 1, their teacher will explain how the two week model will work from then on.

I reiterate that the reason for making this change, in common with most other local schools, is to further mitigate the risk of the virus spreading. It is likely that this model will run for some time until the scientific evidence is such that normal working can be resumed.

I take this opportunity to thank you for your co-operation with this important change.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J.G. McCormick'. The signature is written in a cursive, slightly stylized font.

JG McCormick