



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

Dear Year 11 Parents and Carers,

9 July 2020

I hope this letter finds you all well in these strange times. I am writing to confirm arrangements for the return of text books, emptying of lockers and results collection.

Students will be returning their books to school between Monday 20th July and Wednesday 22nd July at specific times to minimise the Covid-19 risks. All text books, revision guides, library books and revision folders will be returned to Room 8 (Mr Reynolds room). Students will enter by the East door adjacent to Mr Reynolds room, wait at a social distance of 2m apart and be invited into the room one by one to return their books:

Monday 20 th July 11PJR	9.30- 9.45 Surnames A - L	9.45 – 10.00 Surname M - Z
Monday 20 th July 11EC	10.30 - 10.45 Surnames A - L	10.45 – 11.00 Surname M - Z
Tuesday 21 st July 11CA	9.30- 9.45 Surnames A - L	9.45 – 10.00 Surnames M - Z
Tuesday 21 st July 11NW	10.30 - 10.45 Surnames A - L	10.45 – 11.00 Surnames M - Z
Wednesday 22 nd July 11CH	9.30- 9.45- Surnames A - L	9.45 – 10.00 Surname M - Z
Wednesday 22 nd July 11AMW	10.30 - 10.45 Surnames A - L	10.45 – 11.00 Surnames M - Z

Whilst on site students in forms 11CA, 11EC, 11PJR and 11CH will need to access their form room and empty the contents of their locker. Lockers will be moved during the summer break and anything left will be disposed of. Students in 11AMW and 11NW will need to make arrangements by phoning the school to make an appointment to clear their locker in the week commencing 13th July as their form rooms are being used on Monday 20th – Wednesday 22nd July as classrooms for Year 10 students, and Government rules do not permit us to cross year group bubbles. Please note that any outstanding books and folders will be charged for and an invoice to cover the cost of replacement/s will be issued to parents for payment.

Examination results will be issued on Thursday 20th August following a similar phased collection to ensure social distancing. Results will be available in the Hall and members of the Leadership Group will be available for one to one appointments to discuss post 16 options. Students will enter the Hall via the entrance on the outside of the school near to the water fountain, collect results in the Hall, exit into the quad and leave via the East door.

GCSE Results collection arrangements Thursday 20th August:

- **9.30-9.50** **11AMW** **10.30-10.50** **11CA**
- **9.50-10.10** **11CH** **10.50-11.10** **11EC**
- **10.10-10.30** **11NW** **11.10-11.30** **11PJR**

If your son is unable to collect his results on the day they can be collected by a family member during the specified time slot. However, this family member must have with them a letter of consent signed by the student stating the name and address of the person who will be collecting their results and the person collecting their results must bring with them identification which includes their address. Under GDPR rules we are unable to give results out over the telephone or via email. If you wish for your son's results to be posted home please drop a stamped, addressed envelope into the school office before the end of term on Wednesday 22nd July. I wish all the students and their families a relaxing summer holiday.

Yours faithfully,

S Smith

Mrs S Smith
Assistant Headteacher KS4



Headteacher: Mr G Mulligan BA (Hons) MBA