



25th August 2021

Dear Parent/Carer,

We hope you have enjoyed the summer break. We are looking forward to welcoming our students back to school for the Autumn term, and are currently making the final arrangements for the on-site testing that all secondary schools will be required to complete before students return in September.

As mentioned in our letter at the end of the summer term, we are writing to remind you of the details of this and to provide you with further information regarding appointment times for each student.

Return to school schedule: Tuesday 31st August until Monday 6th September

The testing process involves those that have given consent being tested on 2 occasions, each test being within 3-5 days of the previous test. In order to achieve this the government has decided that it is necessary to have a staggered start to the year. The details of this are as communicated prior to the summer break and are as follows:

- We will start our testing programme on Tuesday 31st August.
- Each year group will be allocated a time to arrive on site during the course of the week (more details regarding appointment times can be found on the following page).
- Students should enter through the pedestrian gate on Potters Lane. There will be signs guiding them to the rear entrance for the Sports Hall.
- Students should leave the site following their test.

Please note the start/finish times for Year 7 on September 6th and the start/finish for all year groups on September 7th. Our normal full timetable starts on Wednesday 8th September for all students with extra-curricular clubs and Study Zone from 2:45pm until 4pm.

| Year | Tue 31st August | Wed 1st September | Thu 2nd September | Fri 3rd September | Mon 6th September | Tue 7th September | Wed 8th September |
|----------|-----------------|-------------------|-------------------|-------------------|-------------------------------------|---|----------------------------|
| 7 | 1st test | | | 2nd test | Induction Day 8:30am - 1:00pm | Assembly / Tutor groups 8:30am - 2:40pm | Lessons 8:30am - 2:40pm |
| 8 | | 1st test | | | 2nd test | Assembly / Tutor groups 10:45am - 2:40pm | Lessons 8:30am - 2:40pm |
| 9 | | 1st test | | | 2nd test | Assembly / Tutor groups 12:45pm - 2:40pm | Lessons 8:30am - 2:40pm |
| 10 | | 1st test | | | 2nd test | Assembly / Tutor groups 9:45am - 2:45pm | Lessons 8:30am - 2:40pm |
| 11 | 1st test | | | 2nd test | | Assembly / Tutor groups 8:30am - 2:45pm | Lessons 8:30am - 2:40pm |
| 6th Form | 1st test | | Interviews | 2nd test | Induction Resits | Induction | Lessons 8:30am - 2:40pm |

Continued overleaf

Testing appointment times

In order to ensure an efficient process, and to reduce waiting times, we would ask that you ensure that students follow the timings below:

| Year 7 | | |
|----------------|----------------------------|-----------------------------|
| Surname | Tuesday 31st August | Friday 3rd September |
| A-B | 09:00 | 09:00 |
| C-D | 09:15 | 09:15 |
| E-G | 09:30 | 09:30 |
| H-L | 09:45 | 09:45 |
| M-O | 10:00 | 10:00 |
| P-R | 10:15 | 10:15 |
| S-Z | 10:30 | 10:30 |

| Year 8 | | |
|----------------|--------------------------------|-----------------------------|
| Surname | Wednesday 1st September | Monday 6th September |
| A-B | 09:00 | 09:00 |
| C-E | 09:15 | 09:15 |
| F-H | 09:30 | 09:30 |
| I-L | 09:45 | 09:45 |
| M-N | 10:00 | 10:00 |
| O-R | 10:15 | 10:15 |
| S-T | 10:30 | 10:30 |
| U-Z | 10:45 | 10:45 |

| Year 9 | | |
|----------------|--------------------------------|-----------------------------|
| Surname | Wednesday 1st September | Monday 6th September |
| A-B | 11:30 | 11:30 |
| C-E | 11:45 | 11:45 |
| F-H | 12:00 | 12:00 |
| I-L | 12:15 | 12:15 |
| M-N | 12:30 | 12:30 |
| O-R | 12:45 | 12:45 |
| S-Z | 13:00 | 13:00 |

| Year 10 | | |
|----------------|--------------------------------|-----------------------------|
| Surname | Wednesday 1st September | Monday 6th September |
| A-B | 14:00 | 14:00 |
| C-E | 14:15 | 14:15 |
| F-L | 14:30 | 14:30 |
| M-N | 14:45 | 14:45 |
| O-R | 15:00 | 15:00 |
| S-T | 15:15 | 15:15 |
| U-Z | 15:30 | 15:30 |

| Year 11 | | |
|----------------|----------------------------|-----------------------------|
| Surname | Tuesday 31st August | Friday 3rd September |
| A-B | 11:30 | 11:30 |
| C-F | 11:45 | 11:45 |
| G-I | 12:00 | 12:00 |
| J-M | 12:15 | 12:15 |
| N-R | 12:30 | 12:30 |
| S-Z | 12:45 | 12:45 |

| Year 12 | | |
|----------------|----------------------------|-----------------------------|
| Surname | Tuesday 31st August | Friday 3rd September |
| A-F | 14:45 | 14:45 |
| G-N | 15:00 | 15:00 |
| O-Z | 15:15 | 15:15 |

| Year 13 | | |
|----------------|----------------------------|-----------------------------|
| Surname | Tuesday 31st August | Friday 3rd September |
| A-F | 14:00 | 14:00 |
| G-N | 14:15 | 14:15 |
| O-Z | 14:30 | 14:30 |

If you have any queries regarding the arrangements for testing, please contact the school using admin@hertswoodacademy.org. Thank you once again for your support with ensuring the safety of our school community.

Yours sincerely

Wanda Gill, Assistant Headteacher & Shelagh Musk, School Manager