
'We value the power of education to change lives.'

Monday 15th June 2020

Dear Year 12 students (and Parents)

As you will be aware, Monday 22nd June sees the school embark upon a phased re-opening to Year 12 students. Although we have been delighted by the way that so many of you have adapted to our online learning, we are greatly looking forward to seeing you back in school. It is, however, important that you appreciate that sixth form life will be different in many key ways to what you are used to. In addition, online learning will continue and it is vital that you maintain your efforts across all your subjects.

The school site will re-open to 25% of Year 12 each day. We will ensure that you all have the opportunity to attend school for three days over the time we have left of the summer term. During your time in school, you will have a formal lesson Period 1 to 4 with a specialist teacher. Class sizes will be capped at 15 students.

Each day you are in attendance, year 12 will be in a 'Sixth Form bubble group' of no more than 35 students. The Sixth Form will be relocating to the Christchurch Building (English Corridors) which includes the Hall, IT1, IT3, Library and Science Labs SC1, SC2, SC3 and SC4. A one-way system will be in operation around this part of the school site and students will not be permitted to walk around any other part of the school building. Be aware that the group of students coming in on each day will not take account of who your friends are.

When you are in school, all the lessons will take place in one classroom Period 1 to 4. You will all have access to the outdoors at break time on the tennis courts and the surrounding grass area. In order to meet the DfE guidelines to reduce to a minimum the movement of young people around the local community when they are asked to be in school, it is necessary to keep all students on the school site and so students are not permitted to sign out at break time. We are grateful for your understanding about and co-operation with this change to the normal routines for Sixth Formers. Please note that there will be no catering on site and no Sixth Form Café. Students will be asked to regularly wash their hands upon arrival, at the end of break time and when returning into the building via SC1.

Mrs Walker, Miss Bowie, Mrs Tubbs and myself will be holding face to face and on-line tutorial appointments with those of you who have particularly struggled. During these tutorials we will work with you to identify the problems or barriers holding you back and help you identify the solutions which will change the situation for you. Tutorials will take place once Period 4 has finished.

Students may leave the building (via the covered way) once lessons are over at lunch time and students should not hang around unless an arrangement has been made to stay for Period 5 private study, if you have a tutorial appointment or if your transport arrangements limits your ability to leave at 1:20pm.

You will be informed through e-mail the day, date and allocated classroom for each of your courses when lessons will take place. Please note that this information will be sent through on three separate e-mails – one for each of your subjects. EPQ lessons will not run at this time and those taking Maths and Further Maths will be taught in one session. Please check your e-mail and make a note on your phone, setting a reminder, the day and date you are due to return to school for each of the days personally allocated to you.

We will rely on you to ensure that you are socially distanced on the way **to and from** school and whilst in school. The sharing of stationary and textbooks will not be permitted with other students, so please make sure you have your folders, pens, paper and text books and **work you have produced since lockdown**. The bike shed will be open to cyclists but please ensure that your bike is locked apart from other cycles. Only one entrance to the school will be open for Year 12, which is the public entrance.

It is essential that you read and carefully note the attached information regarding equipment, catering and the dress code that will be operating. Please ask Mrs Walker, Miss Bowie or myself if you are unsure about anything.

Yours Sincerely



Miss Lisa Swan
Assistant Headteacher - Sixth Form



Mrs Walker
Head of Year 12

School Day Timings

Year 12	
8:30am	Arrive via the public entrance gate. Start in Zone by lining up by SC1. Handwashing & straight to allocated room
8:45am	Lesson 1
9:50am	Lesson 2
10:50am – 11:10am	Break in Learning Groups & Zones. (Tennis courts and surrounding grass area only. Students are not permitted to sign out at break time) Students to return via SC1 for handwashing & straight to allocated room.
11:10am – 11:15am	Staff Changeover opportunity
11:15am	Lesson 3
12:20pm – 1:20pm	Lesson 4
1:20pm	Finish – Students exit via the covered way and the public entrance gate
1:55pm – 2:55pm	<i>Optional Lesson 5 (Booster, Private Study, 1-to-1 tutorials for selected students)</i>
	* Students taught in the same classroom P1 - 4

Equipment

Please bring your work produced during lockdown, folders, exercise books (if applicable) and any textbooks for your course on the allocated day. You will also need your full pencil case including your calculator if required. Please note that stationery and paper cannot be loaned to students or shared between students. It is therefore your personal responsibility to have the correct equipment you need in school.

Catering

School presently has no catering facilities open so no food will be available at break or lunchtime. Students need to bring their own packed lunch including a drink.

Dress Code – Return to School

Students must adhere to our **SMART CASUAL** Dress Code as set out below. This code is to ensure that students are sensibly dressed in a way which does not distract them from their studies and is sensible for the working school day. The Dress Code is intended to give students guidance as to what is an appropriate manner of dress. It is also intended to provide opportunity to ensure that **clothing is washed after a day in school** in line with Government guidance on the reopening of secondary schools.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Students whose appearance detracts from the creation of a purposeful working environment will be sent home. **BEACH WEAR, LOW CUT TOPS AND SHORT SHORTS ARE NOT ACCEPTABLE.**

The table below gives examples of what is and is not acceptable. This list is not exhaustive and a guide. Please consult your Head of Year, Mrs Walker, if you are unsure.

Acceptable	Not Acceptable
<ul style="list-style-type: none">✓ Smart well maintained jeans✓ Smart well maintained shorts/tailored shorts – shorts should be mid-thigh✓ Well maintained jogging bottoms/tracksuit tops✓ Trousers✓ T Shirts/shirts/tops that reach the waistband✓ Jumpers/cardigans/sweaters✓ Smart footwear (trainers and canvas shoes are acceptable)	<ul style="list-style-type: none">× Low cut tops/cropped tops showing midriff/transparent tops/ strapless tops or dresses× Short/clingy skirts, very short shorts/Beach wear shorts× Multiple Ripped jeans× Flip Flops/open toe shoes× Inappropriate or offensive motifs/slogans on clothing× Any visible piercings, other than to the ears (for Health & Safety reasons, flesh lobes, chains and studs are not permitted)× extreme changes to hair/eyebrow/facial hair colour or style
Students should seek advice from a member of staff if they are unclear about what is/isn't acceptable	

Exceptions to this dress code are at the discretion of the Headteacher only