

Dear Parents and Carers,

In addition to the guidance in my letter to the whole school, please find further specific expectations to all Sixth Form students below.

SIXTH FORM EXPECTATIONS - September

In line with the most recent Government advice, we have made detailed arrangements to ensure that Y12 and Y13 are, as much as possible, kept separate in school in September. The following guidance needs to be adhered to from the very start of term in September.

Key Principles

- Students are encouraged to bring their own packed lunch where at all possible.
- Adherence to the normal dress code is expected apart from the following concession that was in the Induction Booklet:
 - Smart black, blue, navy trousers with a shirt instead of suits will be acceptable in the Autumn term and then reviewed in light of Covid 19.
- Where at all possible, students should avoid staying in school for extended private study. Students should attend all timetabled lessons but can sign themselves out to study at home in non-contact time.
- All p4 lessons start 10 minutes earlier at 13.10 (including Friday).
- All p5 Sixth Form lessons will last 70 minutes rather than the conventional 60 minutes. This is to allow a staggered and safe finish to the school day. There will be no formal teaching in the last ten minutes of lessons and students are asked to spend time consolidating the day's learning and planning preparing their IS priorities. RCT to integrate some VESPA work into this.
- Students are discouraged from arriving early or leaving late. The School will be closed to Sixth Form students at 3.45.

Tutors will be in Tutor Bases at 08.30 every morning.

Y12 (including re-starters)

Y12 are required to register every morning at 08.40. They should aim to arrive in school between 08.30 and 08.40 and should head straight to Tutor bases following the one-way system. Students should use the main student entrance or the Bartlemy Rd entrance. Y12 students should not enter into the school through doors by the WCC.

Where a student has no choice but to arrive before 08.30, s/he should head to the Common Room or the Balcony area outside. Students should not wait outside classrooms. Students should not go elsewhere on the school site. In the course of the school day, to ensure social distancing, Y12 do not have access to the following private study areas: Robinson Rooms, Library, Wormestall Conference Centre, Downstairs Canteen, Foyer. Students will have access

to the library to loan textbooks etc. but not for private study. Students can use any student loans but Y12s cannot use the loans off Reception.

The only commitments that students have beyond their core subject timetable are:

Weds 12.10 (Weekly) Register with Tutors for PD/VESPA session

Thurs 11.10 (Weekly) Enrichment in the Hall

There will be no PE available Weds p5 until further notice.

New Y12s will be issued with a PIN by their tutor on the first day, a list will be provided. They should then sign in at Biostore with the PIN until we can set up fingerprints in week 2. Letters will be sent out to gain permission during Week 2 if we are proceeding with this. Y12 Students are able to use any of the sign-in points with the exception of the keypad by the Wormestall Conference Centre on the ground floor of Wormestall.

At the start of term the expectation is that students will be bringing their own food for break and lunchtime. A very limited menu of sandwiches will be available for Y12 in the Sixth Form servery at lunchtime only. There will be no breakfast service at the start of term and the servery will be open for staff only at (morning) break time.

Y13

Y13 have no morning registration. They should aim to arrive in school promptly at classrooms for lessons at 08.50. Where a student has no choice but to arrive before 08.50, students should wait in the Foyer. Students should not wait in the Common Room or outside classrooms. To ensure social distancing between Year groups, please note that the Common Room is not open for Y13s until further notice.

If students need to make contact with members of the Sixth Form team, wherever possible they are asked to arrange this in advance via email or to make a request to Mrs Garrety in the first office on the right as you enter the Common Room from the staircase. Students should not be walking through the Common Room to approach other members of staff directly.

It is essential that students sign themselves in and out of the building using the Biometric system. Y13 students are able to use any of the sign-in points with the exception of the keypad at the foot of the staircase leading up to the Common Room.

Students are able to make use of the following areas during non-contact time but where at all possible, students should be looking to complete extended periods of independent study off site:
Wormestall Conference Centre
Robinson Rooms
Library
Foyer

Students cannot use the kitchen/servery facilities in the Foyer, WCC or outside the RR.

Students are discouraged from staying in school beyond the end of the school day, but where this is unavoidable, students should base themselves in the Robinson Rooms.

With the exception of the library, students are able to eat in any of the spaces listed above. Students should make every effort to clean up after themselves and should wipe clean surfaces before and after use.

At the start of term, the expectation is that students will be bringing their own food for break and lunchtime. A very limited menu of sandwiches will be available in the servery in the Foyer at lunchtime. Y13 should not use the Sixth Form Common Room servery at any time.

Y13 students are able to access the toilets off the main Wormestall Reception area and any other student loos with the exception of the Common Room loos.

Apart from break time, lunchtime and time for the space to be cleaned after each, the downstairs canteen is also open for Y13 study only.

Y13 Students are able to enter the building through the doors next to WCC. They are also able to walk through all three doors that enter the library and to do so from any direction.

Y13 students should register with their Tutor at 12.10 on the following days each week:
Monday, Tuesday, Thursday, Friday.

The only commitments that students have beyond their core subject timetable are:
Mon 11.10 (Weekly) Enrichment in the Hall

There will be no PE available Weds p5 until further notice.

Thank you for your support and understanding with these arrangements.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J mortimore', with a horizontal line drawn underneath the name.

Ms J A Mortimore
Headteacher

