

20 July 2020

Dear Parent/Guardian

### **Sixth Form Arrangements for opening in September 2020**

I am writing to update you on the school's plans for reopening in September, with specific reference to Years 12 and 13.

As you will be aware, the government has advised that schools should offer a full timetable. As such, we intend that all students will receive all their subject lessons as planned before the Covid-19 lockdown. However, the government has also stated that year groups should operate in bubbles with minimal interaction between students from different year groups. As a consequence, we plan to minimise the time that Year 12 and 13 spend together, which has repercussions on the operation of supervised study sessions and non-contact time where usually the two year groups would mix.

All students would normally receive supervised study on their timetable, where they are required to work independently with guidance from their teacher. Typically, when students are not in supervised study, or lessons, they would have non-contact time, which they could spend in the common room. In order to adhere the government guidelines, and following a Headteacher's Q and A session this week where some proposals we shared raised some concerns, we have revisited our plan. We have invested in an outdoor covered area to create capacity for PE to deliver their curriculum. As a result, we have added the main hall as an additional study area, allowing us to have two study areas, one for each year group. The following protocols will be in place.

- New Year 12 students will be required to attend a registration day on Thursday 3 September where they will meet their tutor and be given timetables (a separate letter has already been sent home regarding this day). Year 12 should arrive at 8.50am for extended tutor on Friday 4 September and go directly to their tutor bases. They will then attend lessons, as timetabled, and have supervised study in the main hall at all other times. When their final lesson has been completed they should leave school and return home.
- Year 13 students should arrive for their first day of school at 8.30am on Friday 4 September and go directly to their tutor bases (which will be published on Google Classroom in advance) where they will be given their new timetables. They will have an extended tutor time and will then attend lessons, as timetabled, and have supervised study in the study area at other times. At the end of their final lesson they will be expected to go home.
- Starting Monday 7 September we will operate alternating Week 1 and Week 2 arrangements for Year 12 and 13. Year 12 have been assigned Week 1 and Year 13 have been assigned Week 2. On these weeks, students will be required to go straight to their tutor bases at 8.30am, ready for 8.35am registration. They should then attend their lessons as timetabled, and when not in a lesson should attend supervised study (the sixth form study area for Year 13 and the main hall for Year 12). Students will have no non-contact time on their timetables. As the week beginning Monday 7 September is a 'week 2' on the Maiden Erlegh timetable this programme will start with Year 13 and continue with Year 12 the following week.
- In the intervening weeks (week 2 for Year 12, week 1 for Year 13) students will not be expected to attend tutor, but arrive at 8.50am and go straight to lesson 1. If they do not have a lesson 1 they should not be in school until they have a lesson on their timetable. They should then go straight to the classroom for this lesson at the required time.

The table below will help you understand which weeks the year groups are required in for tutor and which weeks they are required to arrive just before their first scheduled lesson for the first half term:

Week Commencing	8.30am Arrival	Arrival just before first scheduled lesson
7/9/20	Year 13	Year 12
14/9/20	Year 12	Year 13
21/9/20	Year 13	Year 12
28/9/20	Year 12	Year 13
5/10/20	Year 13	Year 12
12/10/20	Year 12	Year 13
19/10/20	Year 13	Year 12

- Students will not be allowed to leave the school site to visit the local shops during the school day and should bring in their own food as required for break and snacks. There will be a café available for sixth formers at lunchtime, which will serve predominantly cold food with some hot snacks. We appreciate this is different from the normal arrangements but we must manage the year group 'bubbles' and by allowing students off site it will jeopardise this and potentially increase risk. There will be space provided for students to spend break and lunch and this will be shared with them in September. Students who need to leave school early should supply a note, or e-mail, to the attendance office as normal practice
- The school day will end following their final lesson each day. We will be able to offer private study for any trapped time lessons (i.e. where there is time between a student's first and last lesson) but once the final lesson of the day is completed, students should go home and complete any additional study and homework there. If students have a timetabled subject lesson 5, the day will end slightly later for students to ensure we can stagger the exit. Year 12 students will leave the school site at 3.00pm and Year 13 at 3.05pm Monday to Thursday, on Fridays if students have a timetabled subject lesson 4, Year 12 will leave at 2.30pm and Year 13 at 2.35pm. Students will then be required to leave the school site immediately via the Maiden Erlegh Drive gate. If a student's final lesson is not period 5, they will be able to leave via any exit.

Full instructions will be given to students in September and we have attempted to ensure the following in our plans:

- Students are able to remain in their bubbles as much as possible during the school day
- Students are kept as safe as possible throughout the school day
- For trapped free lesson times, students have been provided with an area to study to ensure no time is wasted

We appreciate your support on this matter and we feel that by listening to your views in the previous weeks we have managed to arrange a process which meets the needs of all learners safely.

Yours sincerely



Mr P Gibson  
Headteacher