

28 August 2020

Dear Students and Parents

Sixth Form Arrangements for Opening in September 2020

I am writing to update you on the school's plans for reopening in September for Years 12 and 13. Sentences highlighted in bold are changes to the last letter you received on 20 July 2020.

- 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. **If you have not received a letter about registration, please do not come to school on this day, we will not be able to add any additional appointments at this stage).** **Students will be expected to wear their sixth form uniform for registration 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 (these have been published on Google Classroom) 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	8.30 Arrival	Arrival just before first scheduled lesson
07/09/20	Year 13	Year 12
14/09/20	Year 12	Year 13
21/09/20	Year 13	Year 12
28/09/20	Year 12	Year 13
05/10/20	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 ideally 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 snack food only. The table below sets out in more details the arrangements for break and lunchtime.

	Break	Lunchtime and where students have a subject lesson (i.e maths, history) lesson 4	Lunchtime and where students have supervised study lesson 4
Year 12	Students should go to their classroom for lesson 3, if their lesson is supervised study they should go to the main hall.	Students should eat their lunch in the common room, snacks 1. (Monday to Thursday 12.15pm to 12.45pm. Friday 11.40am – 12.10pm).	Students should eat their lunch in the main hall, snacks 2. (Monday to Thursday 12.50pm to 1.20pm. Friday 12.15pm – 12.45pm).
Year 13	Students should go to their classroom for lesson 3, the only exception being students whose lesson 3 is in the S block, these students can use the common room	Students should eat their lunch in the common room, snacks 3. (Monday to Thursday 1.25pm to 1.55pm. Friday 12.50pm – 1.20pm).	Students should eat their lunch in the study area, snacks 2. (Monday to Thursday 12.50pm to 1.20pm. Friday 12.15pm – 12.45pm).

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 from the school site. 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.

We appreciate that there is a lot information to take on board, but we want the start to term to be as smooth as possible for students, parents and staff. We are very much looking forward to welcoming the new Year 12 and welcoming back Year 13.

Yours sincerely

A handwritten signature in black ink that reads "A Cheshire". The signature is written in a cursive style with a large initial 'A'.

Miss A Cheshire
Head of Sixth Form