



14 July 2020

Dear Student and Parent or Carer

Following our extended closure due to Covid-19, I am writing to you to explain the various measures that we are putting in place to ensure that the sixth form can once again function and allow access to a full timetable for all students.

1. All students in Year 12 and 13 will start back at 8:25am on Thursday 3rd September. Once in school, students should make their way straight to their tutor group classroom. This will allow for a natural staggered start to the school day.
2. Students that are not sure of their tutor groups should go to their designated areas to find out from the displayed lists. The designated area for Year 12 will be the common room and Year 13 the sixth form library.
3. There will be no assemblies until guidance advises it is safe to do so.
4. During private study periods, Year 12 and 13 will work in their designated areas to maintain their 'bubbles'. Year 12 will use the common room and Year 13 will use the computer room and sixth form library (there is now some outside seating available here). Computers will temporarily not be in use so students will need to bring their own device should they want to use one.
5. Students requiring a quieter area to study will have access to 'free rooms' within the sixth form block. The timetable will highlight which rooms are designated for Year 12 and 13.
6. The sixth form office has two entrance points; the door from the common room will be in use by Year 12 and the door to the outside should be used by Year 13. Students should knock and wait to be asked to enter.
7. Additional hand sanitiser will be available throughout the sixth form block and social distancing measures will be in place for the Bistro queue.
8. The Bistro will be open to all students. Year 13 can use the Bistro, as long as they adhere to social distancing in the queue and return to their designated area with their food/drink. Further guidance on the Bistro will be available on return to school, such as designated times for each year group to buy food, however, students are able to leave school site at lunchtime to get food if required (as long as they sign out) or can bring in their own food if this is preferred.
9. There will be a staggered departure at the end of the school day; the last lesson of the day for Year 12 will end at 3:05pm and for Year 13 will end at 3:15pm.
10. Year 12 students that are new to the school (not those that are transferring from St Martin's Year 11 cohort) are asked to attend a Welcome Induction session on

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Wednesday 2 September at 9am. This is to make up for the lack of Taster Days and will be an opportunity to receive a presentation from the sixth form team, meet their form tutor and take part in school tours with their form tutor to help them become more familiar with the school site.

All students will be expected to return in normal dress code from September.

The sixth form team hope that these measures will allow for all students to be able to return to school confidently and we look forward to welcoming the students back.

Yours sincerely

A handwritten signature in black ink that reads "S Howells". The letters are cursive and somewhat stylized, with a large 'S' at the beginning.

Mrs S Howells
Head of Sixth Form