

June 2020

Dear Parent/Carer

Re: Subject Interviews on Wednesday June 17th 2020 and further face-to-face support for students in Year 12

I hope that this message finds you and your family well.

We have been planning for this week for some time now and it has finally arrived. We are really looking forward to meeting Year 12 again on Wednesday.

Phase 1 – Wednesday 17th June 2020

We will be using Chine Hall, Coombe Hall, English classrooms, Sixth Form Conference Room, Sixth Form classrooms and the double ICT rooms in the Sixth Form Centre for these meetings. We have added further rooms and relocated some subjects so that the volume of other conversations taking place in the vicinity does not interfere with meaningful conversations over a 2m distance. Please see the attached flyer for details. I have explained this to students in my weekly bulletin and they will have a copy of the room changes on the day. All venues will be thoroughly cleaned beforehand and markings will be placed on the floors and walls indicating one way systems, social distancing and hygiene reminders.

We will implement a very clear procedure for this activity:

- We would prefer the students to walk to and from school, where possible, and to observe social distancing. If you wish to drop your son/daughter off and collect them, please park near the school. No cars will be permitted onto the school site. Students may cycle and should follow the usual procedures regarding walking their bike onto the site and locking it at the cycle rack.
- The students will enter the site via the Brookdale Road gate and then through Student Services entrance at least 5 minutes before their first appointment where they will be signed in by staff. They will use hand sanitiser on arrival. They will then follow the one way system and make their way to the venue where their first meeting is scheduled.
- All doors will remain open so no door handles need to be touched.
- Venues being used will be spread out so students are not waiting close together all in one place.
- The teacher will sit at a desk and a clear 2m marker will separate the teacher from the student's chair.
- The advice schools have received is that students do not need to wear masks or gloves. Of course, any student is free to do so. This is a personal choice. Any student wishing to do this will need to bring their own mask and gloves.
- At the end of the meeting, the student will take their chair and place it on a stack of used chairs. The next student arriving will take a clean chair from a separate stack of chairs.
- The student will then follow the one way system to their next meeting. Having completed all of their appointments, students must leave the site via main Reception next to Chine Hall, where they will be signed out. This is essential as we need to know who is still on site and who has left the site in case of a fire. They will use hand sanitiser as they leave. Students will exit via the Shanklin Drive gate.
- Toilets will be open for students to use on the MFL corridor and at the Sixth Form Centre.
- Duty staff will be strategically placed around the building, for example at Student Services, by the toilets and by Reception.
- Any student who becomes ill during their visit to the school site will be checked by Student Services staff and placed in the Library. Student Services staff will use appropriate personal protective equipment.
- If there is a large gap between appointments, we request that your son/daughter leaves the school site (having signed out at Reception) and returns for their later appointment, having signed back in again at Student Services. Those with small gaps (up to 30 minutes) can wait on the field or in the Sports Hall (in wet weather only) until their next appointment. Seating in the Sports Hall will be measured out to ensure 2m distancing. This will support our health and safety measures that we are implementing around the site.

Continued/...

- Students must dress appropriately if the weather is cool as windows will be open in each of the venues for ventilation.
- Students MUST bring a notepad and pen to make notes in their meetings so that they record their discussions with their teachers.

Students in Year 12 will be kept separate from other students currently attending the school.

For those students that are unable to attend and where you have already notified us, staff will endeavour to call you on Wednesday 17th June to talk to your son/daughter or will ring within a week of the meetings. For safeguarding reasons, the teacher will only be able to talk to your son/daughter by phone with a parent/carer or an adult present.

Phase 2 - From the week commencing Monday 22nd June, we are inviting Year 12 students to attend in tutor groups for a 2 hour session for a designated day during the week.

We will be asking two tutor groups to attend at a time each day. Each session will be led by Mrs Doyne-Ditmas and myself and will focus on Post 18 destinations. We will deliver information about UCAS, registering for UCAS, admissions tests, apprenticeships, funding for university and personal statements. This will help students prepare for their Post 18 pathways.

Each session will begin at 9am and finish at 11am and be based in the ICT rooms in the Sixth Form Centre. Students will arrive and exit through Shanklin Drive and go straight to the Sixth Form Centre where they will sign in. Each tutor group will be in the same room for the two hours and it will be the teachers (Mrs Doyne-Ditmas and I) that will change over in each hour to deliver our session. The above safety measures will still apply.

The programme for these sessions are

Monday 22nd June 2020 – Alpha and Zeta
Tuesday 23rd June 2020 – Beta and Eta
Wednesday 24th June 2020 – Epsilon and Iota
Thursday 25th June 2020 – Kappa and Theta
Friday 26th June 2020 – Delta and Gamma

Phase 3 - From the week commencing Monday 29th June, we are inviting Year 12 students to attend sixth form to receive face-to-face support in the form of subject teaching.

This will not follow the normal timetable and will be organised so each subject is taught only once either during an am or for a full day session over the course of the remaining three weeks of term. Logistically and following guidance from the DfE we will not be able to offer more than one on-site teaching session. I am pleased to be able to share with you that we will also be offering virtual classrooms through Google Meets to complement these sessions for the remaining part of the term. This support will continue until the end of term on Friday 17th July and will be supplemented with our continued remote learning at home. I shall share further details concerning Phase 3 with you next week.

As mentioned in my previous letter, we are also putting robust arrangements in place across the site to ensure students and staff are safe at all times, for example as regards social distancing and hygiene.

We appreciate that some parents/carers may choose not to send their child into sixth form initially and we understand this. Our planning accommodates all students in Year 12, so if you change your mind at a later date, we will be able to accommodate this, with sufficient notice.

Continued/....



**HIGHAM LANE
SIXTH FORM**

Shanklin Drive, Nuneaton, Warwickshire, CV10 0BJ

Tel: 024 76388123

Email: sixthform@highamlaneschool.co.uk

Head of Sixth Form: Hanif Ladha

We understand the uncertainty and anxiety that recent months have brought; we care about your child and want to support him/her. We want to reassure parents/carers and their children that the safety and well-being of students and staff is paramount and will be at the heart of the decisions that are made. We recognise that Year 12 is a priority year group as they face final public examinations in 2021 and, as such, require the reassurance and guidance that face-to-face contact can bring. We hope that your son/daughter will find these sessions useful as we work towards a wider re-opening of our schools.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hanif Ladha'.

Mr H Ladha
Assistant Headteacher (Head of Sixth Form)

Ref: Sixth Form/Misc/Subject Interviews on Wednesday June 17th 2020 and further face-to-face support for students in Year 12 – June 2020