

October 2020

Dear Parent/Carer

Return to Sixth Form Monday 19th October 2020 – Important Information

We are really looking forward to welcoming students back to the Sixth Form Centre on Monday.

Thank you for your support during the past fortnight and I know that staff and students have been very busy engaging in remote learning. I am sure you will agree that both students and staff have done a sterling job delivering and participating in Zoom lessons for the first time.

I am writing to you today to inform you of further measures we are putting in place to prevent the spread of Covid 19 infection at the Sixth Form along with steps we are taking to mitigate the risk of sending all Sixth Form students home as a result of a further positive case. You will also know that in a time of rising infection rates, we are doing what is possible to keep staff and your son or daughter safe. As a Sixth Form we are absolutely committed to providing the very best full time face to face teaching that we can based in our Sixth Form and are keen to try and avoid a second isolation period for your son or daughter.

The new measures that we are putting place will be in two phases. We are looking at how we are able to over these two phases separate Year 12 and Year 13 into separate bubbles.

Phase one – week beginning Monday 19th October 2020 (when students return to the Sixth Form Centre)

- Tutor groups will now be arranged by year groups rather than mixed years. For example a tutor group of Year 12 students only and not a mix of Year 12 and Year 13.
- Separate toilets for Year 12 and Year 13. Year 12 toilets will be on the ground floor of the Sixth Form Centre and Year 13 toilets on the first floor.
- The Conference Room will be divided into two areas. An area for Year 12 and another for Year 13.
- There will be separate designated classrooms for Year 12 and Year 13 to use during breaks, lunches and during private study time.
- During this week, as teaching rooms for lessons will still be shared by both Year 12 and Year 13, students will be asked to wipe down their desks and chairs in readiness for the next class to use the room. This is to enhance hygiene. It is not practical for the School to have each room cleaned at each lesson changeover and it is important lessons commence promptly. Wipes will be provided.
- Students will be reminded to sanitise their hands at the beginning and end of each lesson.
- The Year 12 enrichment programme on Wednesday afternoons will not be delivered to the whole Year 12 cohort but will be organised so that our offer will be to groups of students instead.
- The café will offer lunches over an extended period to reduce queuing at the café.
- We will **EXPECT ALL** students to wear face coverings or visors in all communal areas inside the Sixth Form Centre. This includes corridors, in the Conference Room, in classrooms used for private study, in queues for the café and in the kitchenette area. We understand that students will not be wearing face coverings or visors for the short time they are eating or drinking during break or lunchtime.

- Face coverings or visors will be optional to wear in lessons as students are seated in rows all facing the front and not facing each other. We also know that for teaching and learning, feedback and for questioning verbal communication can be hindered with face coverings. We will, however, let students wear face coverings or visors during lessons if they wish to.

Please let us know if your son or daughter is unable to wear a face covering or visor due to a medical condition.

Phase two – week beginning Monday 2nd November 2020 (Monday after half-term)

- The Sixth Form Centre will be divided in to two parts so that Year 12 and Year 13 are in separate bubbles.

I will be able to share further details about Phase two with you next week.

We are unable to implement phase two next week as this would disrupt the postponed Year 13 Trial Exams and furthermore we will need next week to organise and arrange the distribution of rooms and timetables to accommodate the separation of Year 12 and Year 13 bubbles. Thank you for your understanding around this.

Please support us in what we are trying to implement over the coming weeks. We especially ask for your help in the implementation of the wearing of face coverings or visors in communal areas. Staff will be monitoring this and calls made home if there is any non-compliance. We want to keep staff, students and your families safe.

Please contact me on sixthform@highamlaneschool.co.uk if you have any questions related to this letter.

Kind regards

Mr Ladha
Assistant Headteacher (Head of Sixth Form)