

1<sup>st</sup> September 2020

Dear Year 12 students, parents and families,

I hope you have enjoyed a good summer break and are looking forward to coming back to college for our new academic year. Over the summer we have worked hard to ensure everything is ready for students to return confidently to college.

Key points for our year 12 students are as follows:

### **First day**

For Year 12 it is Monday 7<sup>th</sup> September and students may enter college using any entrance. Students have been emailed their start time (either 9am or 10 am) and where they should go to meet with their tutor. This information will be available at the 6<sup>th</sup> Form building reception. In tutor time, students will receive their timetables and more details about health and safety and how to conduct themselves on site. Following tutor time and break, lessons will commence at 11:20am (period 3). If students do not have any timetabled lessons for the rest of the day, they should go home.

At all times, students will need to wear their identity lanyard (to be provided). Teachers cannot regularly loan equipment, so it is very important students have at least their basic kit- pen, pencil, ruler, reading book, calculator and any subject specific kit needed.

Students will not queue in corridors or buildings. They will be asked to queue outside in the open air, so a waterproof coat is advisable. A one-way system will run in some of the larger buildings; this will all be explained and demonstrated in tutor time on the first day back. Students will need to sanitise their hands on entry to buildings and wipe down desk tops and chairs in classrooms before sitting down. Wipes and sanitiser will be provided by college although we do also recommend students bring their own personal hand sanitiser.

In order to stagger the school's end time, Year 12 lessons finish at 3.10pm and students may leave the college as normal. Students are asked to leave site when not in timetabled lessons, if possible, and carry out private study at home. There will be limited, socially isolated, work space in the Study Room and rooms F1,2,3..

### **Dress Code**

Students are expected to wear smart clothing suitable for school.



## Face Coverings and Social Distancing

Unless the area is in lock down due to an outbreak of COVID-19, face coverings are not currently mandatory for college. However we know some of our students and families will, for a variety of reasons, feel more comfortable and confident wearing face coverings. Therefore, we will fully support and respect any students or staff who wear face coverings in college; whether that be in the classroom, the corridors or in social areas. All students will be instructed how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risk of transmission. If students need to go to students' services, they will be asked to wear a face covering.

Students will be asked to socially distance from staff by 2 metres and be reminded of the importance of social distancing within their peer group. Should students deliberately not follow these measures to keep everyone safe, they will be removed from lessons and placed in isolation for the rest of the day. Parents will be contacted and risk assessments on student's behaviour completed.

## Break and Lunch Time

We have staggered the times of break and lunch time so year groups stay together. For year 12 this means break for 30 minutes at 11am and lunch for 30 minutes at 1.30pm.

Year 12 will use the 6<sup>th</sup> Form Common room for their social time where they will be able to buy lunch and refreshments. Students can pay using the cashless facility on the tills. The 'School Lunch Money Top-up' section on Parent Pay can be used to preload money. Debit cards are also accepted but not cash.

## Health and Absence from College

If any child displays any symptoms of COVID-19 they must stay at home and follow Government advice regarding testing. Please telephone 01373 469008 to report students absent from college and the reason.

If any student displays any of the symptoms of COVID-19 on site, we will contact parents to collect them at once. The student will be isolated whilst they wait and you will be asked to get your child tested as soon as possible.

If students or staff test positive for COVID-19 we will follow Public Health England advice and will use our website and our face book page to let you know of any periods of self-isolation necessary.

It is very important that we have your current and active contact details; we will contact you to check these are up to date.



## Travelling to College

In these times, we fully encourage more students and staff to walk or cycle to college and have tripled our bike shed provision accordingly so cycles can be safely stored. We expect students to wear cycle helmets.

If your child travels to college by school transport, this should run as usual by Somerset County Council. Please note face coverings are mandatory on buses for anyone aged 11 plus and that college staff do not supervise students on school transport.

## Parents Evening

Our first meeting is the Meet the Tutor evening on Thursday 22nd October. We will contact you again nearer this time but we are planning on running this event either in a virtual or small group format.

## Contact Us

Please do see our revised risk assessment on our website plus the booklet 'Guidance on Returning to College'. Staff are also available to answer any questions you may have; please contact the sixth form team by email in the first instance from Thursday 3<sup>rd</sup> September onwards. As ever, please do not hesitate to contact myself or my Senior Leadership directly.

We are very much looking forward to welcoming all students back to College and moving ever closer to a normal way of working.

Yours sincerely,

*J Sadowski*

Josef Sadowski, Head of Sixth Form

A handwritten signature in black ink, appearing to be "ER", with a small dot at the end of the second stroke.

Emma Reynolds  
Principal

