

August and September 2020 Guidance for Students and Families

Emma Reynolds

Welcome Back!

We are delighted that College will be open in September. Whilst lots of great work has been available on Frog and in virtual lessons, nothing replaces being in College with teachers, support staff and friends.

In this guidance I have outlined how we are doing everything possible to make sure you feel happy and safe attending College. The government has published lots of information as well and we have used this to organise the college day and how we will teach you.

Exam Results

- A Level and level 3 BTECs Thursday 13th August
- GCSE and level 2 BTECs Thursday 20th August

These results will be emailed through your college email address and be accessible on Frog. If you are in current Year 11, 12 or 13 and expect results you should receive a test email to check you are using your College email address. If you don't receive an email by Thursday 16th July 3pm, please contact fccitteam@fromecollege.org.

On results days we will have a dedicated phone line and email box open to students and families to deal with all queries. The email address will be sent to you as part of the test this week and will be published on the Web Site and on Frog along with the dedicated results telephone line.

Start of term

Lockdown has meant some of our normal transition arrangements could not happen so there is still lots to do with our new students in Year 9 (current Year 8) and Year 12 (current Year 11).

This means they will be coming into college for the first time as follows:

Monday 7th September Only Year 9 (current Year 8) and Year 12 (current Year 11) will attend. Work will be set for other year groups. Mrs. West (Raising Achievement Leader Year 9) and Dr

Sadowski (Head of Sixth) will send a separate letter to those year groups so you know exactly what to expect.

Tuesday 8th September Year 9 (current Year 8) and Year 12 (current Year 11) will attend with SEND students of all year groups. Mrs. Perkins, our SENco, will be in touch with those families where students are expected to attend.

Wednesday 9th September. All year groups attend.

Attendance

It is really important to attend College every day; we do have work to do and you need to get back into the routine of College. If you feel worried about anything there are lots of ways we can help:

- Student services will operate as normal
- Inclusion staff are here to help you talk things through
- Separate and dedicated first aid stations are available for each year group

Our normal procedures will restart on Monday 7th September and absence from College will be followed up by our attendance team. Any absence must be reported by calling 01373469008.

Staying safe and healthy

During this time, we all have a community responsibility to do everything we can to stay healthy. In College that means:

- You will arrive through your year group designated entrance (see timetable /start of the day below)
- You will be asked to wipe down your table and chair when you arrive and leave lessons
- You will be asked to queue before entering classes
- You will be asked to stay at a distance from other students
- You will be asked to stay at least 2 metres away from all staff
- You will be asked to wash your hands regularly - when you arrive and at lunchtime
- You must stay at home if you are unwell
- We have rewritten our risk assessment; you can find it on our website from Friday 17th July
- We have significantly enhanced our cleaning routine
- We have set up appropriate handwashing stations
- We have found ways to reduce contact and maximise distancing around College
- We have set up separate first aid stations for each year group

Uniform Rules

You will be able to wear non-uniform for the first few weeks of term. This allows you to wash clothes more regularly at home, reduces arguments about uniform and reduces financial pressure on families at such an uncertain time. Your family will be advised in good time about when we reintroduce uniform. So that your year group and House are easily identifiable, you will be given a lanyard or wristband to wear - which will be your responsibility.

However, there are still rules about what you can and can't wear; both for health and safety reasons and common decency. We do not want the start of term to be full of conflict about clothing so if you want to check whether any items are fine, contact your Head of House.

In summary:

- No facial piercing
- No extremes of hair style not colour
- Fingernails should be short and of a natural colour
- No jewellery except for one small stud/sleeper per ear, one ring, bracelet per hand
- Discrete make-up only
- No revealing outfits, underwear should not be visible
- Shorts and skirts should be of an acceptable length
- No open toe shoes
- No offensive logos, wording or slogans on any item
- No baseball caps / hats to be worn indoors

Other Rules

- Seating plans in classrooms are not your choice- you must sit and stay where the teacher tells you to. If there is a specific medical need please inform the teacher.
- The mobile phone rule applies as usual- turned off and in your bag during and between lessons. You can use your phone at break and lunchtime
- No headphones- it is vital you can hear staff directions
- You always work to your best ability in lessons and homework
- You bring your kit to College every day- pen, pencil, reading book, calculator and other subject specific equipment needed
- Only Year 9 will be issued journals; all other year groups should bring a notepad
- On call will operate as usual and, if you cannot follow your teacher's instructions, you may be removed from the lesson and parents contacted.

Lessons

Lessons will continue as normal and you will study your full range of options. However, you will notice some differences in how we teach you:

- All desks in classrooms will be in rows facing the teacher
- You will not be able to move around the classroom freely
- Starts of lessons will be quick recaps on what you have been learning at home; expect lots of quick quizzes!
- All assemblies will be virtual
- You may be asked to attend extra sessions to help sort out any gaps in your knowledge and understanding

Equipment

In order to keep the risk of spreading Covid-19 down, we must minimise sharing of equipment. Teachers must clean and isolate some equipment for example- science, art and sports resources, between teaching different year groups. This means you:

- Will not use as many textbooks in lessons as usual
- May not be taken to computer rooms for lessons other than IT and computer science so you will have to do more work on your computer at home
- Will be expected, at all times, to have your own kit- pen, pencil, reading book, calculator, notepad
- Will complete all work which is to be marked by your teacher, on paper rather than in your exercise book
- May be loaned some specialist kit for your own use at home during this period

PE and Sport lessons

We want to keep PE lessons going; sport is good for your physical and mental health. However, there will be some changes;

- You will not change into PE kit at college. So, on days you have PE, wear something to college you can do PE comfortably in and wear all day. If you have a PE kit already you may decide just wearing that on those days is a good idea.
- You may not be able to do the full range of sports as before because we need to make sure equipment is cleaned thoroughly between lessons and groups

Timetable

In order to reduce contact between groups of students we have had to change the organisation of the day. This means:

Start of the day:

Year 9 start their day at **8.45 am** as usual with tutor time. Year 9 should be on site by 8.40 at the latest and need to come through the **leisure centre gate** by main reception. Year 9 will not be able to access site by the top car park on Bath Road.

Year 10 will start their day at **9.00 am** and need to come onto site through the **leisure centre car park** then go straight into lesson one. Tutor time will be a combination of virtual pre-recorded sessions and one to one meetings organised by Mr. Owsley (Raising Achievement Leader for Year 10) and your Head of House.

Year 11 will start their day at **8.45am** as usual with tutor time. Year 11 should be on site by 8.40 at the latest and need to come through the **top car park entrance in Bath Road**. Year 11 will **not** be able to access site by the leisure centre car park.

Year 12 and 13 will start their day with the first lesson on their timetable and should arrive on site no more than 10 minutes before that lesson and go straight to the classroom and wait outside.

Break and lunch times:

Break and lunch times have been changed so both are 30 minutes long and year groups have different, separate sessions. Your Raising Achievement leader will talk about your timetable in their first assembly so you know exactly what time your break and lunch will be. You will not be able to socialise with other year groups.

Catering facilities are available on site although there will be a limited service. Free school meals are available as usual. Cashless system is preferred method of payment although card payment will be accepted. Cash will also be accepted for a short period.

Break and lunchtimes areas are zoned so everyone stays as safe as possible and you will be required to remain in your year group zone. Staff and marshals will be on duty and you are fully expected to do exactly what they ask you to do:

- Year 9 in College Hall and the top quads
- Year 10 in Humanities block, tennis courts and covered DT area
- Year 11 in the English block, basketball courts and lower garden by reception
- Year 12 and 13- the common room will only be available to use, in a limited way, if you cannot leave site to work at home between lessons.

- The library will run a click and collect service

End of the day

- **Year 9** will finish lessons at **2.45pm** and be escorted off site through the **leisure centre car park**
- **Year 10** will finish lessons at **3pm** and be escorted off site by the leisure centre car park
- **Year 11** will finish lessons at **3.10pm**
- **Year 12 and 13** will leave site at the end of their final lesson of the day or at 3.10 if you have period 5.

I realise this is lots of information, so do look at FROG before you come back to College in September. Your raising Achievement leader or Head of Sixth will have prepared an assembly you can watch over the summer holiday.

We all look forward to seeing you in September.

Emma Reynolds