

22 July 2020

Dear Parent

Our plans for September are still not completely finalised as they are subject to change following a government review in August. I have attached below an outline of our proposed plans for September which will allow all students to return to a full-time timetable.

Sixth Form enrolment

Enrolment will take at The Skills Academy (P16 centre) on Thursday 20th August 10am – 2pm

Your son/daughter will need to bring the following documents to the enrolment day:

- 2020 GCSE / alternative qualification results
- A letter with details of any KS4 access arrangements they has at their previous school (if applicable)
- Bursary forms and evidence (if applicable)
- Complete admissions pack if not already returned.

Please contact us if you are not able to make this date so we can agree alternative arrangements.

We plan to re-open the Sixth Form at the start of the autumn term:

- Students in all Year Groups will have a staggered start over the week beginning Monday 7th September. Students will stay mainly in their tutor groups during this week and will have activities designed to support their return to school.

Sixth Form

Day	Year groups in school
Tuesday 8 th September	Year 12
Wednesday 9 th September	Year 12/13/14

Wider opening Arrangements

The school will be divided into Year Group 'bubbles' and will have lessons in separate areas of the school site. The Sixth Form students will be based in the P16 centre.

- The school will operate staggered start and finish times and students will enter the site using either the main gate or the service date. Students must not come on school site before these times:

Year group	Start time	Finish time	Entrance and exit gate
12,13,14	9.00am	3.00pm	Main gate

- Note: Start and finish times may vary in the Sixth Form may depending on the timetable issued on induction. Post 16 learners will complete on average 16 hours per week.

- Lunchtimes will be staggered and reduced to 30 minutes. Students in each year group bubble will be allocated an indoor and outdoor zone in which they must remain. Sixth Form students will not be allowed off site during break and lunch times. They are permitted to start / end their day according to their timetable.
- To allow for effective hygiene, hand sanitiser, wipes, tissues and lidded bins will be in each room.
- Teachers will move to each classroom and between 'bubbles', as per government guidance, maintaining a 2 metre distance from students whenever possible. Students will remain in their zone throughout the day.
- Equipment cannot be shared between students. See below for a full list of equipment.
- Support for SEND students will continue from September, with Teaching Assistants allocated to each 'bubble'.
- There will be a limited range of sandwiches available at lunchtime. Students eligible for Free School Meals will receive these in school as normal; the voucher scheme will end after the summer holiday. Students will no longer be able to come onto school site for breakfast in the morning.
- School cannot accept cash under any circumstances, accounts for food at lunchtime should be credited via the online Gateway system. Details of how to use the Gateway system are available on the school website.

Yours sincerely

A handwritten signature in black ink that reads "Zoe House". The signature is written in a cursive style with a large initial 'Z'.

Zoe House
Headteacher

Essential equipment required for September:

- Pens – blue/black and red
- Pencil
- 30cm ruler
- Eraser
- Sharpener
- Scientific calculator (for learners completing functional skills / maths GCSE retake only)
- Maths set (for learners completing functional skills / maths GCSE retake only)
- Glue stick
- Highlighter pen
- Fine whiteboard pen
- Felt tips
- Coloured pencils
- An A4 pad of lined paper
- An A4 folder

Vocational specific equipment requirements are listed in your son / daughters admission pack.