

## Sixth Form Handbook Covid Addendum September 2020

### Attendance

Y13 are only required to come into school ready for their first lesson of the day; they are then to leave the site once their last lesson is finished.

Y12 are required to be in school from 10am each day. They then to go home once the last lesson of the day is finished.

**All students must register electronically** using the sensors located in all the 6<sup>th</sup> form areas. You **must tap-as soon as you arrive** on site (even if you are going to a lesson) **and tap out at the end of your last lesson** or if **you leave school for an appointment**. (This means that we know that you are safely off-site in the event of an emergency)

When not in lessons students are expected to go to one of the allocated spaces to complete private study; sanitising hands when entering and leaving these spaces as well as maintaining social distancing. Tables and chairs are not to be moved in the study spaces.

No one is to leave the site during the day between lessons, except for medical appointments or other pre- notified appointments. Students must see Mrs Devereux to approve these.

Students who are unwell during the day must report to reception and must not contact parents directly to be collected. Full instructions about illness have been emailed to all parents.

Students with long/or complicated journeys to and from school, or those that have no lessons on a particular day can see Mrs Devereux to request a special arrangement due to extraordinary circumstances.

When you arrive at school or leave after your final lesson, please sign in and out using the electronic 'tap-in, tap-out' sensors provided in all the main 6<sup>th</sup> form areas.

### **Movement around the site**

Social distancing from students in other year groups must be maintained. Do not walk through the Hall, across the playground or onto the 3G pitch when these are in use for other year groups either at break time or lunchtime; even to just fill up water bottles. The changing rooms are out of bounds.

## **History of Ideas**

This course cannot run in its usual format at the moment so EPQ lessons are being used to run a series of sessions on A level study skills prior to starting the EPQ programme. We are aiming to make a series of pre-recorded lectures available later in the term

## **Assemblies**

Regular weekly assemblies, even virtually cannot take place at the moment due to timetabling constraints which mean that not all individuals are on site at tutor time. However, from time to time we will suspend a lesson for a short period to speak to a whole year group.

## **Driving lessons**

To minimise the number of vehicles and individuals coming onto the school site during the day please try to arrange driving lessons for the time periods that you are not in school. If you have a driving test booked, please request absence from school using the Sixth Form Request for Absence Form.

## **Staff Notices**

These are posted daily in the Y13 and Y12 Google Classrooms so please check for new information every day.

## **Study**

Staff will be uploading the materials used in each lesson to Google classroom so if you are absent from school for any reason you can still access all work. Homework assignments will be set via Google Classroom and can be tracked using Google Calendar (in Google Apps). This is a really useful app and can help you plan and manage your work load more effectively.

Tutorial here:

<https://www.youtube.com/watch?v=lyHvKYeeuB8>

## **Smoking**

We do not condone smoking as it is harmful to your health. However, if you are unable to manage the school day without a cigarette please speak to Mrs Taylor, Mrs Wells or Dr. Phythian for details of the designated smoking area.