

13 July 2020

Dear parents / carers

**Re: Year 13 students returning to school**

We are very pleased to confirm that we will be opening for all students in September, following government guidelines. It has been lovely to see so many of our Year 12 students in school for tutor sessions and virtually in lessons, and we hope this contact has enabled them to keep on top of their studies, as well as given them the opportunity to discuss their plans after sixth form. We are now looking forward to welcoming them back to school as Year 13 students. A separate letter, containing information about collecting AS results and finalising Year 13 programmes of study, will be sent out shortly.

In this letter, we aim to give you a sense of how the school will operate in order to be safe for everyone, in line with government guidelines. We are in the process of compiling a parents' handbook, which will give you full details regarding the measures that will be in place. In the meantime, please find below the information you will need in order to prepare your child for returning to school.

- Year 13, who have lessons on Monday afternoon, will return on Monday 7 September at 12.40pm. This is to allow for two days of full staff training in the first week, and to give us the opportunity of staggering start dates and times for different years, in order to ensure a smooth transition.
- Students will start with a tutor session, where they will learn about all new systems and can reconnect with their tutor and tutor group.
- If students do not have lessons on Monday afternoon, they may attend the tutor session, if they live nearby. Otherwise, they will start when they have their first full morning or afternoon session, also beginning with a tutorial with either their tutor or one of the sixth form team. We will be contacting students to confirm starting dates and times after results day, once their programmes of study are decided.
- Start and finish times will vary by year, in order to maintain separation between year groups. Due to the number of students in classes in both Year 12 and 13, the sixth form is considered as one year. From Tuesday 8 September, they will arrive every day at 8.50am, starting lessons at 8.55am and will finish at 3.10pm.
- Different year groups will also enter and leave the school by different entrances for the same reason. The sixth form will continue to use reception.
- Students need to ensure that they have all the equipment they will need with them, as teachers will not be able to hand out equipment.
- Students should also bring with them enough to drink, tissues and, if possible, personal hand sanitiser, for the day. Students will sanitise their hands at the beginning and end of every lesson. They will wash them, as per guidelines, every time they use the toilets. Please note that for hygiene reasons, water fountains will not be accessible upon our return.

Registered Office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385

T: 024 7644 4822 | [www.caludoncastle.co.uk](http://www.caludoncastle.co.uk) | E: [enquiries@caludoncastle.co.uk](mailto:enquiries@caludoncastle.co.uk)



Headteacher  
**Mrs M Marr**



- In order to reduce large numbers of students in the common room, sixth form students will come into school primarily for lessons. If they only have morning lessons, they will leave the site at 11.50am. Those with only afternoon lessons will arrive in time for lesson 4 at 13.10pm.
- For students with lessons all day, or those receiving free school meals, lunch will be available from the servery between 11.50am and 12.10pm. Students will then remain in the common room. Please be aware that there will be no food served/or available to purchase for sixth form students, except at lunchtime. During morning break, students will remain in their lesson 2 classroom, to reduce movement.
- If students want to study in school during a free morning or afternoon, they will need to book in with the sixth form office in advance, so that we can ensure our limited spaces are not overcrowded
- In order to allow the full curriculum to be delivered, arrangements for more controlled and staggered movement around the school will be in place.
- Our enhanced site cleaning regime will continue. The toilets are cleaned frequently and monitored to ensure a constant supply of soap. Hand driers are available, but paper towels are supplied where not, and bins are emptied regularly. Inspections of the site take place at regular intervals. Day cleaners frequently clean toilet/hygiene areas and will also focus on door handles, push pads and pull handles. A reporting system is in place if additional areas need cleaning.
- Complying with safe behaviours and serving as role models for younger students at all times will be vital, in order to keep all students and staff safe

There is an expectation that all students will return to school, unless there are extreme health circumstances, as defined by government guidelines. Please consult the gov.uk website for further details. If you feel that your child falls into this category, please contact us as soon as possible via [sixthformteam@caludoncastle.co.uk](mailto:sixthformteam@caludoncastle.co.uk).

The sixth form team of Mrs Carter, Mrs Slack, Sharon Veasey, Sharon Starkey, Tracey Hamill and the tutors, will be on hand to support any students who may find the return to school difficult. If you or your child is feeling particularly anxious about the return to school, and would benefit from talking to someone in advance of the start date, please contact us via [sixthformteam@caludoncastle.co.uk](mailto:sixthformteam@caludoncastle.co.uk).

Yours faithfully



Mrs M Marr  
Headteacher