

August 2020

Dear parents/carers

**Re: Year 12 external students**

We are very pleased to confirm that we will be opening for all students in September, following government guidelines. It has been a very difficult time for year 11 students, but we are pleased that they have now been able to come into school to enrol and plan their next steps. We are now looking forward to welcoming them to our school as year 12 students.

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. A copy of our parents' handbook which gives full details regarding the measures that will be in place in September will be available on our website.

Year 12 will have an induction session on either **Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September**, where they will learn about the new systems and prepare for life in the sixth form. They will then begin lessons from **Monday 7<sup>th</sup> September**, depending on their timetable.

Induction sessions:

Surname	Date	Time
A-H	Thursday 3 <sup>rd</sup> September	1-3pm
I-Q	Friday 4 <sup>th</sup> September	10-12pm
R-Z	Friday 4 <sup>th</sup> September	1-3pm

Start and finish times to school 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 **Monday 7<sup>th</sup> September**, year 12 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 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.

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.

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Headteacher  
**Mrs M Marr**



National Teaching School  
designated by  
National College for  
Teaching & Leadership



THE UNIVERSITY OF  
**WARWICK**  
PGCE SCHOOL DIRECT

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.

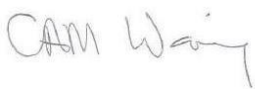
Our enhanced site cleaning regime will continue. The toilets are cleaned frequently and monitored to ensure a constant supply of soap. Hand driers are available, but paper towels are supplied where not, and bins are emptied regularly. Inspections of the site take place at regular intervals. Day cleaners 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 for our year 12 students, 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 sincerely



Mrs C Waring  
Deputy Headteacher



Mrs M Marr  
Headteacher