

October 2020

Dear Parent/Carer,

Return to Sixth Form Monday 2nd November 2020 – Important Information

In my letter last week outlining the additional measures we were putting in place to prevent the spread of Covid-19 infection in the Sixth Form, I explained how we would be implementing the measures in two phases. I am writing to you today to inform you of phase two of our plans-which will come into effect from Monday 2nd November.

Phase two – week beginning Monday 2nd November 2020 (Monday after half-term):

- The measures from phase one will still apply (please see my previous letter for details of these).
- The Sixth Form Centre will be divided into two parts so that Year 12 and Year 13 students are in separate bubbles. The Year 12 students will occupy roughly the right hand side of the building and Year 13 will occupy the left side with separate toilets, separate areas for private study and separate areas for lunch and break time also provided.
- Lessons will take place, for each year group, in their respective area of the Sixth Form Centre. The only rooms that will be shared are the specialist science laboratories and the art studio. Year 12 will be escorted from the Conference Room to and from these shared classrooms as they are situated in the Year 13 area of the building. We will ask students to wipe down their desks and chairs in these rooms so that they can be used by both year groups.
- Each year group will have their own photocopier and printer to use in their designated areas in the Conference Room.
- Respective information trays (pigeon holes) for communication will be in the year group designated areas.
- Year 13 will be able to use the current kitchenette area and the Year 12 will have their own separate free standing kitchenette in their area. This will still include a microwave, kettle and fridge.
- At the café, there will be separate serving stations and a separate queuing system for Year 12 and Year 13.

Your son/daughter will be able to see during half term their timetables on SharePoint with the new rooming's shown. These should be available on Wednesday 28th October 2020. We will have printed copies for them on their return. The only change is the rooms and not when their lessons are.

I will be creating a voiceover PowerPoint for students to inform them fully and in detail about these additional changes. I will add these to the year group Google Classroom during half term and inform them by e-mail when this is available. Please encourage them to watch this and please watch this yourself if you would like further detail.

Please note that students will still enter and leave the building through the same entrance during the day so that we can have them register on our swipe card system for safeguarding reasons. Not being able to congregate in the lobby area and wearing of face coverings will minimise the risk of infection. At times Year 12 may need to queue in the corridor in the Year 13 designated area but this will be managed by a member of staff during lunchtimes so that the mixing of Year 12 and Year 13 is minimised.



Please support us in what we are trying to implement over next half term. We especially ask for your help in the implementation of the wearing of face coverings or visors in communal areas. Staff will be monitoring this and calls made home if there is any non-compliance. We want to keep staff, students and your families safe.

Please contact me on sixthform@highamlaneschool.co.uk if you have any questions related to this letter.

Kind regards

Mr Ladha
Assistant Headteacher (Head of Sixth Form)

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