



16th July 2020

Mb/letter to parents Yrs 11, 12 & Ext

Dear parents and students

As we approach the end of a very eventful year, I wanted to write with some information and changes regarding the next academic year. We have very carefully considered the COVID 19 documentation and have decided to make a few small changes to help keep students safe in school. The most important change is to reduce the amount of time Year 12 and Year 13 spend together, although they will continue to share social spaces.

Tutor Groups: we have decided to move away from vertical tutor groups in the Sixth Form this year to minimise the contact Year 12 and Year 13 have with each other. This means that some students moving into Year 13 will have a new tutor. In order to help this process, we have “buddied” up tutors, one from Year 12 and one from Year 13, so if a student has moved tutor group, they will still have some contact with their previous tutor.

Timetable: Please ask students to check their online timetable from 1st September as this will tell them their new tutor group. The timetable can be found via outlook and then looking on the calendar.

Study spaces: we will have a separate Year 13 study room from September. This room will be used for timetabled private study or independent study. Year 12 will continue to use the Sixth Form Study Room and both year groups will have access to the Sixth Form Library, although social distancing will be in place. Year 13 will be able to apply for home study for their private study time in early October as many students have already demonstrated how well they can study at home. Students who are granted home study will need to be up to date with all their work and will have demonstrated they are on track in their September exams. They will also need to have at least 95% attendance.

One way system: this operates over the whole school in September including the Sixth Form corridor and Common Room. Students must ensure the one-way system is adhered to at all times.

Lunch time: we will continue to have lunch after P3 from 12.20-1.10 pm but Years 7 and 8 will now share this lunch. This means, therefore, that the Sixth Form must purchase their lunch from the Sixth Form canteen or the new outside pod facility. All students are also able to go off-site at lunchtime but must adhere to social distancing regulations during this time. Failure to do so will mean the students will need to remain on site.

Sanctions: Sixth Form detentions will now be separate from the rest of the school. Year 12 detention will be Tuesday after school (1 hour), Year 13 on Wednesday (1 hour) and Thursday for 2 hour (C4) detentions for either year group. We will also run some lunchtime detentions. We very much hope we will not need these sessions but want to be prepared!

Absence: if a student is absent from school, please call Ms Chamberlin–Medd on the Sixth Form absence line 01672 517830. If a student has a planned absence (for example a university visit or a

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doctor's appointment) parents can email the absence form (previously the blue form) to vchamberlin-medd@stjohns.excalibur.org.uk

Year 12 registration for Sixth Form: Most students will register for Sixth Form on results day. Please book an appointment to do this. If you are away on results day, please contact us via email once you have the results. For external applicants the school will be open between 2 -4 pm to register. There is no need to book an appointment but you must bring your exam results with you in order to register.

Year 12 will no longer be able to leave site at break time. This is because we cannot have large crowds of students gathering on Orchard Road due to the need to social distance and out of respect for our neighbours. All Year 12 students are expected to remain in school until lunchtime. If they do not have timetabled lessons then they should use the Year 12 study room, upstairs corridor, Sixth Form Library or Main Library to study in.

Year 12 PE: When term begins in September it will not be possible to have Year 12 practical PE lessons as we do not have separate changing facilities for Sixth Form and we wish to minimise contact with other year groups. The time will be used to help promote fitness and healthy eating, to plan PE provision for the rest of the year so we can include an element of student choice and for additional private study. We will review this as the year progresses.

Please can I take this opportunity to remind students and parents that ALL timetabled lessons are compulsory. The Sixth Form curriculum is made up of a mixture of academic and non-academic elements and students must attend all sessions. For Year 12 students this includes private study, well-being, PE, tutor time and volunteering. For Year 13 students this includes private study (unless home study agreement is in place), social studies/well-being and tutor time.

May I take this opportunity to wish you a happy summer.

Yours faithfully



Mrs R Haig-Williams
Director of Sixth Form