

Sixth Form – routine changes / risk reduction – from Monday 14th September 2020

We are constantly reviewing our systems in order to reduce risk for our whole school community. These are some of the new routines.

Entering and Leaving DJ

To reduce the number of students in the building (& not in subject lessons) we have awarded Home Study. If you have HS on your timetable, there are set times when you can enter / leave our building – using the entrance / exit at the end of the PE corridor and student gate:

- **Morning:** 8.00am – 8.20am
- **Break:** 10.45am – 11.00am
- **Lunchtime:** 12.00pm – 12.20pm
- **End of day:** 2.40pm – leave the school premises swiftly (by either the PE corridor or door at foot of Sixth Form stairs - with Mrs Lennon / Mr Wilbraham). If you travel on a school bus – wait in the SF Area until 2.55pm.

If you have an appointment during the school day, you should get your form tutor or Mrs Lennon / Mr Wilbraham to sign your appointment slip and show this to reception as you leave. You may return to school after the appointment.

Break and Lunchtime (Outside, SFA, Café 6, PE classroom, Library, James Hall, Activity Studio)

We don't have the capacity in the Sixth Form Area & Café 6 to accommodate all Sixth Form students during non-lesson time:

- **On Home Study?** Leave at the time above.
- **Break and lunchtime** – go outside if weather permits. **Decide where you are going to meet with friends at the start of the day – don't all try to come along to the SFA to decide.** If not outside, you can have lunch within our Sixth Form bubble rooms. If you are eating in these areas, the sixth form areas or outside, please take your rubbish away with you.
- **Lunchtime** – we are serving from the 2 cafés and delighted that we can now offer our sixth form students a hot meal at lunchtime from the servery. Weather permitting, queue for the servery outside. Take your hot meal **OUTSIDE** or to the **RED** seating area in front and to the side of the Atrium Café. Please have your plate etc. cleared by 12.35pm and make your way to your next lesson. The area and stairs must be clear by 12.40pm for use by younger students.

Respecting our Work Spaces & Taking Responsibility for our Actions

We are teaching, learning and having social time in the same rooms. Please be respectful of our spaces, for the benefit of us all.

Moving Around the Building

As I explained in assembly last Friday, it is important that we reduce the risks and preserve the integrity of the different student bubbles within school. Here's what you can do to help:

- **Familiarity with:**
 - Your timetabled rooms
 - The school bubble map – there are hard copies on Mr Bllaca's desk and your Form Tutor has access to slides – ask if unsure. See the preferred rooms above).
- **Move swiftly from one lesson to another** – before younger students are in stairwells / corridors. We have arranged for you to do your lesson movement 5 minutes early to accommodate this.
- **Do not congregate in Café 6 and the Sixth Form Area** – if you haven't got a seat at break / lunchtime – go to the sixth form classrooms / outside.

Hygiene & Safety

Please follow the guidelines regarding washing hands, using sanitiser & tissues (use / dispose). I suggest you bring your own sanitiser where possible. **Masks should be worn in communal areas (corridors, Atrium & Sixth Form toilets).**

Lockers

As all of our Sixth Form lockers are within our bubble, you may start using these. Year 12, if you want access to a locker, please let Mr Bllaca know.

Thank you for your support, as I said in assembly, younger students look to you so please continue to be a calming influence and set a positive example.

Mrs Lennon