



Kate Hackett – Head of Sixth Form

3 June 2020

Dear Students,

Firstly, hopefully you have all now received the message about UCAS Predictor Exams, but just in case you haven't, here it is again!

UCAS Predictor Exams are postponed until the week beginning 14 September.

We hope to run light-touch subject assessments in the week beginning 29 June. This assessment will be to assess gaps in students' understanding and knowledge, and will be used to plan the curriculum for the rest of the term, and to support students' needs. These assessments will either take place in the timetabled lessons in school or via online lessons; if students are not able to attend we will explore other remote learning options.

Arrangements for starting face-to-face lessons in school

We are looking forward to welcoming our Year 12s back into school, now hopefully from the week commencing Monday 15 June. However, given the current situation our plans may have to change accordingly. If we have to deviate from the plan below, we will communicate this to you as soon as we can.

Working with a proposed return date of 15 June for our Year 12s, we have developed the following plan to ensure our students' and staff's safety.

The lessons will be held during the afternoons with one slightly extended lesson in each subject per fortnight; the timetable will be released by 10 June but students should currently expect to be in school for three or four afternoons a fortnight. There will not yet be provision for social time, private study or computer use in school.

This provision is to **supplement** the home learning which is already in place and which will continue until the end of the school year. If students are not able to attend, we will ensure that the teachers know and can plan accordingly. There is a Googleform at the end of this letter where you can submit any outstanding concerns.

Arrangements for keeping students and staff safe

The safety of our students and staff is paramount in our planning. We have read the [latest guidance](#) and would ask you to make sure you talk with your parents/carers about this guidance and the importance of keeping everyone safe. I am sure that all Year 12s are looking forward to returning and will behave with kindness and consideration. However, the excitement of seeing friends might lead some to forget to observe social distance or keep to expectations. If a student struggles with sticking to the guidelines, and our approach below, we will have no option but to send them home. If we send students home we will endeavour to contact parents/carers, but this is not a prerequisite for sending students home

immediately.

When/if a wider reopening of the school occurs in the summer term, we will be putting the following measures in place to minimise risk:

- We will limit the number of Year 12s in school each day, and split classes to ensure that we can maintain appropriate social distancing in the classrooms.
- We may stagger the start and finish times of the lessons to ensure we can bring each class into school separately and minimise contact.
- All students will enter and leave through the Assembly Hall entrance.
- All students will line up outside the Assembly Hall in their class group, 2m apart - guided by floor markings.
- On entry, we will register the students, and ensure they sanitise their hands.
- Staff registering students at the Assembly Hall entrance will keep socially distanced.
- All Year 12 classes will be timetabled in either the Lane Building, Chadwick or the Assembly Hall, to ensure no cross-over with other year groups.
- Students to re-sanitise hands on entry to their classroom.
- Classrooms will be carefully laid out to ensure 2m separation between staff and students and all unnecessary items will be removed. There will be one way systems employed in corridors, with pinch points marked out and safety signage in place.
- Information posters will be displayed in every classroom, at the main entrance, places visible to those at the school gate and in all toilets.
- Students may go to the toilet by the Assembly Hall before class, if absolutely necessary. Toilets are strictly one in/one out.
- Class will be dismissed by the classroom teacher at the end of the session; students will then leave through the Assembly Hall exit where they will be checked out.
- Students requiring Free School Meals will be invited to start school early (time tbc), and will pick up their school lunch on the way into school at the Assembly Hall entrance.
- There will be no socialising space/time for students in school, outside of their formal lesson.
- Classrooms will be thoroughly cleaned after the students have left, so that they are ready for the next afternoon's lesson.
- Should a student or staff member develop Covid-19 type symptoms they will be looked after in isolation until they can safely go home and classes will be relocated to another room.
- Should there be a confirmed case we will follow the guidance about notifying students and staff who are at risk with details of the next steps we must follow.
- All persons on site are expected to cover their mouth when coughing.

Lessons

- Students will receive one extended face-to-face lesson each fortnight per subject, to evaluate engagement with and understanding of the work set online, and to provide further support for work to be completed at home going forward.
- Each student's subjects will take place on separate afternoons.
- There will be no break time, and once the lesson is completed, students will be sent home.
- Should students want a 1-1 with one of the Sixth Form Team, they can request this by emailing sixthform@cheney.oxon.sch.uk and if possible, this will be arranged for

after one of their lessons.

Equipment

- All students must bring their own water bottle each day with adequate water for their time in school. The school water fountains will not be in use due to social distancing and cleaning requirements.
- Students will not be permitted to use the Library or the computers in the Sixth Form Area.
- Students should not lend any equipment to fellow students.
- The school will not be able to lend equipment to students, so please ensure that your child has all the equipment, e.g. pencil case, calculator, that they need.
- Students should bring their own folders.
- Students will not be permitted to bring home any school resources, unless they have booked a Library withdrawal with Mrs Fenton.
- Students are advised to change out of their “school clothes” immediately once they arrive home.

Attendance expectations

- We will share the Year 12 timetable by 10 June.
- As usual, parents/carers should notify the Sixth Form (sixthform@cheney.oxon.sch.uk) by 8.30am if their child is not able to attend the lesson on that day. If the parent/carer is not able to update the school, then the student should email by 8.30am to let us know. The parent/carer should follow up as soon as possible with an email to verify that they know their child is not in school.
- Should anyone in your household develop common symptoms of Covid-19 please let us know in your email message and then observe the Government’s guidance.
- If a student has not registered for their lesson, and we do not know of any reason why not, we will follow up with the parent/carer to inform them that their child is absent without reason.

Dress code expectations

Students should come to school dressed appropriately in line with the school [dress code](#). They should be aware that the rooms in use range from the Assembly Hall which can be quite cool to some of the Lane rooms which can get warm! Wearing clothing which can be washed very regularly may be reassuring to students.

The curriculum and timetable

Students will receive one extended face-to-face teaching session per subject per fortnight. We will share the timetable by 10 June.

Transport/dropping off and picking up

- As per government advice, we advise students to come by bike or walk to school if this is possible.
- Students bringing their bikes should observe social distancing whilst locking them to the fencing around the grass to the left of the Assembly Hall and around the Assembly Hall. As usual students should bring suitable locks and remember that bikes are brought at their own risk.
- All Year 12s should enter and leave school through the Assembly Hall and observe

the markers outside and in the corridors.

Communications with parents and carers

- Parents and carers will only be permitted to visit the school site when strictly necessary, and only by pre-arranged appointment.
- Parents and carers are advised to email sixthform@cheney.oxon.sch.uk, if they require a call/meeting with the Sixth Form team. Do not leave telephone messages as we will not have sufficient staffing levels to pick these up.

I hope this might anticipate and address your concerns about the plans regarding Year 12s starting to come into school from 15 June.

I would welcome your feedback, thoughts and any further concerns. Please can I ask you to fill in this Googleform below. **This is required prior to students returning to school.**

https://docs.google.com/forms/d/e/1FAIpQLSeyT5XV3Uv6m0L4cetgoJvy24BB9ooZ_aZZcdGrmxIFVTA0Qg/viewform?usp=sf_link

We will endeavour to get back to you with answers as soon as possible.

Kind regards

Kate Hackett
Head of Sixth Form
KH@cheney.oxon.sch.uk