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Principal:
Jacqueline Hughes-Williams

Re: Years 12 and 13

Dear Parent / Carer

You should have been receiving the staggered communication that has been shared with all parents and carers about our arrangements moving forward.

I wanted to take the opportunity to correspond with you directly about Sixth Form.

For several years our sixth form students have accessed school using the turnstile at the bottom of the Enterprise Block using their ID card. We will continue to operate this system and it is an expectation that all of our Sixth Form students use the lanyard they are provided so that they have their ID cards at all times. In the past when sixth form students have forgotten their ID card, they have entered and exited the site using reception, **this will not be possible from the start of the academic year**. Any student who forgets their ID card will have to collect it from home.

On Thursday, our new Year 12 students should arrive using the main student entrance next to the Sports Hall. During the course of the day we will organise photographs and issuing of new ID cards with the intention that all ID cards will be issued no later than the end of the school day on Monday 7th September. Year 12 students should use the main student entrance until their ID card is issued.

As is the case for all students lower down the school, sixth form students should immediately make their way to their tutor rooms when they arrive. **Year 12**, we will have systems in place to let you know who your tutor is and where your tutor base will be when you arrive on Thursday.

All sixth form students will need to use the toilet facilities in Leveson. The vast majority of sixth form students have always done so but there are times, if going to use the canteen in Main Block for example, where students may have used alternative toilet facilities. To ensure the whole school's approach to socially distance year groups we expect sixth form students to use the Leveson toilets only.

All sixth form students will need to use the catering facilities in the sixth form block.

We have updated the till facilities so students will be able to use their ID card to pay for items. Our catering provider is also going to launch a pre-ordering service (further details to follow).

Year 13 dispensation will begin on the first full week back (WB 7th September). All dispensation must first be agreed with their tutor on Friday 4th September.

Year 12 dispensation will begin on Monday 14th September. It is expected that all Year 12 students are in school at all times until then, giving staff the necessary time to agree any dispensation.



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Because the sixth form block is separate from the rest of the school and Year 12 and 13 are a distinct bubble within school, sixth form students will still be able to make use of lockers in Leveson.

Finally, I wanted to make clear that in order to alleviate congestion around school at the end of the school day, all sixth form Period 5 lessons will end slightly earlier at 3:15pm.

Yours sincerely

Grace Theay
Assistant Principal: Post 16