



St Mary's Catholic School

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where everyone can succeed



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2 September 2020

Dear Parents and Carers,

Re: Return to Sixth Form – Year 12 and Year 13

Further to Miss Patterson's letter earlier this week, I am writing to provide you with further detail about the practical arrangements for the return to Sixth Form for Year 12 and 13. We are very much looking forward to welcoming students back to school, and we look forward to warmly welcoming students who are joining our Sixth Form from other schools.

Our overriding priority is to ensure the safety and well-being of both students and staff, and so the organisation of the Sixth Form will feel very different for students, particularly Year 13 who will have experienced the freedom and flexibility given to them before school closed. Therefore, it is essential that all students know, understand and adhere to what is outlined in this letter. I would be grateful if you could share this information with them.

Sixth Form Zones

- Year 12 and Year 13 will be one 'bubble'.
- The Sixth Form 'bubble' must be kept separate from the other year group bubbles. The Sixth Form zone is clearly labelled as the 'red zone' around school, and is located on the 2nd floor, which students will have known as MFL, and the Sixth Form study rooms. In addition, the Sixth Form zone includes the classrooms along the Design and Technology corridor on the ground floor.
- Students in Year 12 and Year 13 must not walk through other year group zones to get to the Sixth Form zones. To get from the ground floor, up to the Sixth Form, students must use the main staircase in the atrium, walk around the balcony, and up the stairs that are next to the chapel.
- Students in the Sixth Form are required to wear a face mask when moving throughout the school in communal areas such as corridors, at lesson changeover and when walking throughout the Sixth Form study areas. Students will not be required to wear face masks when they are sitting working in the Sixth Form. As with the main school, face masks should be plain. If your child is exempt from wearing a face mask on medical grounds, I would appreciate it if you could inform us in writing at the start of term.

Arriving at School

- All Sixth Form students should be on site by 8.40am every day.
- When students arrive, they should **use the main entrance to the school**, where reception is located. Students should also exit here too.
- On arriving at school, **students should go directly to their form room. They must not congregate in the Sixth Form study spaces.**
- Year 12 form classes will be on the ground floor, along the Design Technology corridor. Year 13 form classes will be based on the top floor. Therefore, next week, when Year 12 arrive at school, they should head through the atrium and straight to Design Technology, where they will be greeted by Sixth Form staff. Year 13 will go straight up to the Sixth Form area, to their form class.

Sixth Form Study Periods

- Study periods are a key feature of the Sixth Form timetable, where students engage in independent, private study when they are not being taught. It is imperative that, after such a long time away from school, these study periods are used fruitfully.
- Students will be issued with a 'free room' timetable, that will highlight the classrooms that are not being used for teaching in the Sixth Form zone, in each period of the timetable. Students should work quietly, and independently

in these rooms, as they are set out. Students will also have the option of working in the study room. Students should not rearrange any of the furniture, as this has been arranged in line with government guidance.

Sixth Form Break and Lunchtimes

- It is important that we avoid large congregations of students in the study rooms. This, of course, will be monitored by Sixth Form staff and senior leaders in school. To help with this, we are strongly recommending that, where possible, all Sixth Form students leave the school site at lunchtime, returning at the end of lunchtime in preparation for period 4. Students who do choose to remain in school should bring some lunch with them. There will be a small selection of hot and cold sandwiches sold each day in the Sixth Form. **Students will not be able to use the dining hall at break or lunchtime.**
- To avoid gatherings of large groups, students will be on a rota to access the study areas during break times. If the student is not allocated to the study area at break time they should go straight to the classroom of their next lesson, or to one of the free classrooms in the red zone. Year 12 will have priority in the study rooms at break and lunchtime on a week A, and Year 13 will have priority on week B.

End of the School Day

- In order to help stagger the end of the school day, **students in the Sixth Form should leave school at the end of their final lesson of each day.** This will also help to prevent large gatherings of students in the Sixth Form study rooms.
- Students should leave the school building via the main doors at the main entrance, after they have signed out. It is vital that students do sign out for safeguarding purposes, and so that we can monitor who is in the building.
- Students should ensure that, when they get home, they continue to embed good study routines and continue their studies at home. This home study arrangement is something we will continue to monitor, and amend if necessary.

Dress Code

- All students must be dressed in accordance with the Sixth Form Dress Code.
- All students must be wearing their blazer / suit jacket on arrival to school, and when walking around the school building.

Please refer to Miss Patterson's letter for additional information on hand and respiratory hygiene, and also what to do if your child, or anyone in your family has COVID symptoms, or if your child has been in contact with anyone who has COVID symptoms. As Miss Patterson said in her letter, any student who begins to display COVID symptoms whilst in school, should notify a member of staff immediately.

We will continue to monitor and review the organization of the Sixth Form. As I said earlier, it will be wonderful to have the students back in school. Despite these new arrangements, I am really looking forward to the year ahead and supporting our students at this important time in their lives. Students in Year 12 return to school on Tuesday 8 September 2020. Students should be on site by 8.40am, they will spend some time with their form tutor, receive their timetables and students will be dismissed during period 3. They will have the opportunity to discuss their subject choices too, if they need to. Students in Year 13 return to school on Wednesday 9 September. As ever, if you require any additional information, or if you have any queries, please do get in touch. As well as being supported by me and their form tutor, your child will be supported by Mr Cottingham (Year 12) and Mrs Nelson (Year 13) this year, so please get in touch with them, if you need to.

I look forward to our work together this year, and your continued support.

Yours sincerely,



D McKeating
Assistant Headteacher