

Friday 28<sup>th</sup> August 2020

Dear Parent/Carer

### School Update

In my previous letter to you I confirmed that it is our firm intention that all students will be returning to school at the start of the new academic year. Naturally the current situation has presented us with many logistical challenges and I am writing to provide details about the measures we are taking to ensure that students can continue to access their Key Stage 5 curriculum and above all enjoy every aspect of Sixth Form life at Oriel.

### School Organisation

The government released [guidance](#) in July relating to the safe return to school of all students. The guidelines necessitate major changes in school organisation and dictate that students will need to be kept in 'bubbles' of 240 students. The rationale behind this is that if there are infections in one year group, this 'bubble' can be removed from the school while students self-isolate for 14 days and the school can remain open for the remaining year groups. Years 12 & 13 total fewer than 240 students and will be considered a 'bubble' in our planning.

We have put in place arrangements which ensure that all students will be able to access the full Key Stage 5 curriculum including access to practical spaces and specialist provision across the full range of subjects. We will of course need to review arrangements regularly and the operation of the school will depend on the local and national Covid-19 picture. It is our hope that these restrictions can be lifted as soon as possible but the safety of our community will always remain at the heart of our decision making.

### First Day of Term for Year 13 will be Tuesday 8<sup>th</sup> September

Students should arrive at the following times:

Surnames: <b>Ag - Cl</b>	09:00	Please enter via the Sixth Form Entry door ONLY You must not use any other door at any point in the day. Please go up to the Sixth Form Corridor to receive your briefing.
Surnames: <b>Co - Ir</b>	09:20	
Surnames: <b>Ja - No</b>	09:40	
Surnames: <b>OI - Wo</b>	10:00	

Students will receive a Health and Safety Briefing as well as running through the ordinary start of term protocols before lessons commence Period 3.

### First Day of Term for Year 12 is Wednesday 9<sup>th</sup> September

Students should arrive at the following times:

Surnames: <b>A-C</b>	09:00	Please enter via the Sixth Form Entry door ONLY You must not use any other door at any point in the day. Please go up to the Sixth Form Corridor to receive your briefing.
Surnames: <b>D-K</b>	09:20	
Surnames: <b>L-R</b>	09.40	
Surnames: <b>S-Z</b>	10:00	

Students will receive a Health and Safety Briefing as well as running through the ordinary start of term protocols before lessons commence Period 3.

## Year Group Arrangements

All year groups will have designated areas of the school for the majority of their teaching, for breaktime and lunchtime as well as a set of designated toilets. All of this will be explained in detail to students in September and will be repeated and reinforced regularly. The importance of following these arrangements will be emphasised and explained and not following these procedures will be treated as serious misconduct.

Year 12 and 13 lessons will take place in specialist rooms and the following spaces:

SF3, SF5-SF6, SF9-SF10, ML2, DR2, IT1-IT3, EN9, EN10, SC11-13, The Library and the Study Room. Key Stage 5 lessons will not take place in any of the rooms used for Key Stage 3 classes but will take place in specialist areas also used by Year 10 and 11.

Social Areas and spaces for independent study:

The Common Room will be open all day; the café hours have been extended to allow students to purchase food and drink in less congested times.

The Common Room will also serve as a study space, to this end there will be laptops available for use in this space to support any student unable to bring their own device.

Breakout Spaces are also available for students to work such as the benching outside the Common Room and new study area outside the Sixth Form Office, and the Library & Study Room (when not in use for lessons).

### Arrival and departure Beginning of the school day

Our Sixth Form students must use the designated entrance and exit explained above and this will be reinforced with students regularly. Punctuality will be extremely important. Students must arrive in time each day to sign in and be at their lesson promptly to allow the rest of the school to function effectively. As the most senior students in the school we hope that our Sixth Form students will work with us and act as role models for our younger students.

### End of the school day

Students will be encouraged to leave and work at home after their final timetabled activity of the day and no later than 3.40pm in the first few weeks of term. Initially there will be no after school activities, but we hope to begin these again in the near future. A positive aspect of lockdown has been the development of our online teaching and learning which we intend to continue to develop in the new academic year.

### Revised School day

Organising the school into 'bubbles' has necessitated changes to the school day to manage the new arrangements at breaktime and lunchtime. Lesson times remain the same.

YEAR	REG	P1 8:30 - 9:30	P2 9:30 - 10:30	P3 + BREAK 10:30 - 11:45		P4 11:45 - 12:45	MENTOR AND LUNCH 12:45 - 13:40		P5 13:40 - 14:40
<b>7</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
<b>8</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	MENTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
<b>9</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
<b>10</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
<b>11</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	MENTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
<b>12</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	TUTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
<b>13</b>	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	TUTOR 13:20 - 13:40	P5

Telephone: 01293 880350 | Facsimile: 01293 880351

Student Absence Telephone: 01293 880363 (24 hours)

Email: [office@oriel.w-sussex.sch.uk](mailto:office@oriel.w-sussex.sch.uk) | Website: [www.oriel.w-sussex.sch.uk](http://www.oriel.w-sussex.sch.uk)



## Transport

The government is strongly advising students to walk or cycle to school where possible. If students need to use public transport then face masks must be worn. Three bus routes serve Oriel/Maidenbower the 606, 100 and 11 bus routes. Details of these can be found on the metrobus website. Parents/carers may wish to check with metrobus if these routes will be in operation from September and refer to the Metrobus leaflet sent with this letter.

<https://www.metrobus.co.uk/route-information/606#timetable> <https://www.metrobus.co.uk/route-information/100#timetable> <https://www.metrobus.co.uk/route-information/11#timetable>

Students who drive and parents are reminded that Maidenbower Lane has parking and waiting restrictions for safety reasons. We also encourage our students to park considerately in neighbouring streets and ensure their parking does not restrict access for residents or emergency services.

## Equipment

Students will need to bring the equipment and resources/books that they need for each day with them to Sixth Form. They will not be able to leave books/folders in classrooms & should therefore consider the bag they use.

All students will need:

- Sixth Form lanyard and ID card worn visibly at all times
- Water bottle
- Reusable 'Oriel Sixth Form' Coffee Cup to use Common Room facilities (Y12 will be issued with one)
- Small bottle of hand sanitiser
- If wearing a face mask to travel to and from school using public transport then a sealable sandwich bag for storing mask during the school day.
- Pencil case and the normal pencil case contents, i.e. black/blue pens, green and purple biro, pencils + ruler, rubber, pencil sharpener (preferably one that collects the sharpenings), highlighter pens
- Pritt stick type glue
- Colouring pencils and pens
- A plastic A4 folder/wallet to store loose sheets
- Lined paper (hole punched to enable filing in Subject Folder)
- Ring binder 'Daily Folders' for each subject to allow students to keep work organised (wallets are not acceptable as they discourage organisation)

**All items should be labelled with the student's name and their tutor group.**

## Catering

The Sixth Form Common Room Café will be open across the day offering lunch and snack options. Students who are entitled to a free lunch will be able to purchase their lunch here.

## Lockers

Due to the allocation of year groups to zones in the school, we will not be able to offer lockers for all students when we come back to school in September. There will be a small number of lockers available for students with additional needs.

## Face Masks

Whilst we understand that some students may feel reassured by wearing a mask whilst moving around the school or in lessons, we are not making this mandatory. The nature of our organisation of the school into zones and separation of year groups at break and lunch means that even in the event of a local lockdown we should not need to do so (unless guidance changes) and so the decision to wear a mask or not remains one of personal choice. We expect all students to respect each other's choices in this matter. Currently face masks are not compulsory for students to wear in school so students will not be required to wear them. Of course, for many of our students it will be sensible for them to carry a mask anyway as they may be travelling on public transport or going into a shop on their way to school or on the way home.

## Site safety

In addition to the changes outlined above, we have introduced a range of control measures to ensure our school community is safe on-site. These include: Wall mounted hand sanitiser in many parts of the school;

Hand sanitiser in all classrooms and additional classroom cleaning routines;

All classroom bins will have lids;

Extra cleaning routines for toilets, social areas and often used surfaces for example door handles, bannisters etc.

Our risk assessment has been posted on our website.

## Dress Code

We have removed the formal dress code for September; this is in recognition of the financial pressure on some of our families in the current climate. We do however ask our students to consider how they dress as they are role models for our younger students. To this end we would ask Sixth Form students to consider what might be considered acceptable in a working environment such as ours in making their choices.

## Attendance

On the 2nd July, guidance was published to announce that from September 2020 all children and young people are expected to attend their place of education unless there are exceptional circumstances.

## Track and Trace

It is important that students and staff do not attend the Sixth Form if they have Covid-19 symptoms or have tested positive in the last 7 days. If anyone in the Sixth Form (or school) becomes unwell with a new, continuous dry cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the stay at home guidance and be tested for Covid-19 – see [track and trace](#) guidelines. Our medical room has supplies of PPE and we also have an isolation room if necessary. We are in close contact with Public Health England / National Institute for Health Protection so we are able to follow their procedures should they be necessary next term.

We are very aware of the challenges returning to Sixth Form may bring and we will be on hand to support students and families in any way possible to ensure their successful reintegration to study. Our plans will be routinely reviewed following Public Health England / National Institute for Health Protection, DfE and other government guidance and we will communicate any changes to you as soon as possible. I very much hope that the provisions outlined above are as temporary as possible, but we must plan for them remaining in place for at least the Autumn Term. Once again, I thank you for your continued support and I am very much looking forward to welcoming our Sixth Form students back to school.

With my best wishes to you and your family

Yours sincerely

## Philip Stack Headteacher

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