



5<sup>th</sup> January 2022

Dear Sixth Form Students and Parents/Carers,

I am writing to inform you of new measures for Sixth Form students that will come into effect from January 6<sup>th</sup>.

**Before attending college:** Please ensure students have a negative LFT and no symptoms before returning to college. Please continue to notify the college office regarding absences and students should get in touch with teachers if they are unable to attend lessons.

**Lessons:** Students will receive all their taught lessons at both colleges and **should attend all lessons in person, on time, and in uniform.** There may be some daily room changes at LC: these will be displayed on a board in the main entrance area, please check daily.

Lessons at the partner school site will continue but students must follow these guidelines:

- Students should only be on the other school site for taught activities, they must not access any Sixth Form social spaces (so, EC students are not permitted in the Leaf Centre other than for lessons and LC student are not permitted in the EC Sixth Form area).
- Students from the two college will sit separately in lessons.
- It is essential that hand sanitiser is used on entry to and exit from the building.
- Both colleges have one
- Face coverings when moving around the building are also required.

**Registration:** On the morning of January 6<sup>th</sup>, students receiving their first lesson at EC should arrive for the start of that lesson at 08.30 and register with the class teacher in the lesson. Please do not arrive early as there will be nowhere for you to wait at EC.

Students whose first lesson is at LC should register at 08.25 in the usual way (LC students with their tutor in their form room, EC students in The Core).

**Home Study:** from the start of term all Sixth Form students (both Lower and Upper Sixth) will have home study until the requirement for enhanced measures concludes. This means that students should arrive for their first timetabled lesson of the day in the morning (including registration if attending p1) and are able to leave site at the end of their last taught lesson.

**CCF:** will not take place this Friday. More information to follow.



**One-Way Systems:** These are in place at both sites and are important for managing the flow of students. They are included in this message for reference.

### **Assemblies and tutor times**

Whilst enhanced Covid-19 measures are in place, the daily pattern will be as follows:

**Mondays:** Miss Clements will pre-record a message which will be available to watch on Teams. LC students may use the Leaf Centre or go home if home study pertains.

**Tuesdays:** No assembly or form time. LC Students may use the Leaf Centre or go home if home study pertains. LC students with lessons at EC either side of break may use the AJP room.

**Wednesdays:** Online form meetings with your form tutor via Teams. You must attend these even if you are on home study. House meetings are suspended for the time being.

**Thursdays:** No assembly for Sixth Form. LC students may use the Leaf Centre or go home if home study pertains.

**Fridays:** No assembly or form time. LC Students may use the Leaf Centre or go home if home study pertains. LC students with lessons at EC either side of break may use the AJP room.

### **Use of The Core**

Break time: Sixth Form students may use Core from 10:45-10:55.

Lunchtime: Dr Mitchell will send out a rota in due course.

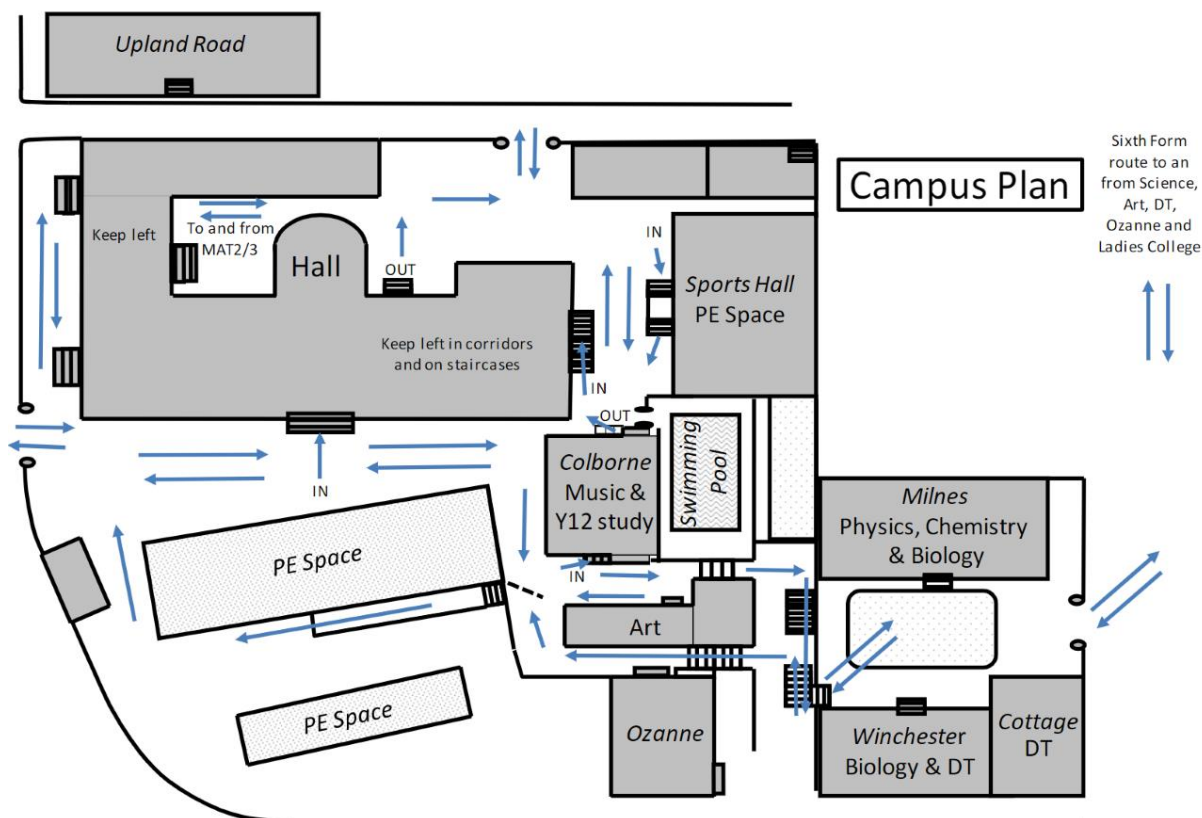
### **And Finally...**

If we have learned anything over the last two years, it is that circumstances can and will change rapidly. Please bear with us if/when we need to make further changes and play your part to keep you and those around you safe. These measures may be tedious, but they reflect official guidance to protect everyone; by working together we can help get things back to normal as soon as possible. Please don't hesitate to contact me with any questions.

Yours sincerely,

James Henderson  
Deputy Principal (Enrichment)

### **EC One Way Route**



LC One Way Route is attached via a PDF.