



7th September 2020

Re: Arrangements for September 2020

Dear Parents and Carers of Year 12 and 13 students

As we come to start this academic year, I am writing to you with information you need to support your child to have a successful year. This academic year, I am leading the Sixth Form and assisting me in this role is Ms Fagan. I am a Vice Principal at Ark Alexandra and previously at Ark Helenswood. I am excited about taking on this new challenge and committed to establishing the sixth form as a vibrant and highly successful place to study.

As you are aware, the Government has announced that all pupils, in all year groups, will return to full-time education from the beginning of the autumn term. We know that being in school is vital for children's education and wellbeing. **We can't wait to welcome our students back** and share with them our exciting plans for the year ahead.

For the health of the students, their families and the staff it is very important that the students follow the routines outlined in this document.

Student induction

The staff and student induction process has been extended this year to ensure all staff and students are fully briefed on our high standards and expectations and have time to practice any adjusted school routines. The new academic year is consequently staggered, according to the information below:

Year Group	First day back at school	Lessons start	Entrance and Exit to School	Base for lessons	Time when canteen is open and location of the canteen	Social Break-time area
Yr. 12	8 th August at 1.30pm	9 th August	Parkstone Road entrance	Sixth Form Common Room	Upper Block during the second break	Sixth Form Common Room
Yr 13	8 th August at 10.00am	9 th August	Parkstone Road entrance	Sixth Form Common Room	Upper Block during the second break	Sixth Form Common Room

Principal: Mr L Collins
 Regional Associate Principal: Ms V Cockram
 Network Associate Principal: Mr J Scafe

The focus of the induction is to re-engage students back into the school values, being proud through articulating their ambition, and practising study skills to help them succeed academically. Re-instilling a sense of confidence in students is crucial to their successful return to school. It is hard work to maintain sky-high standards every day - but we do it because we care. Students must display impeccable standards of attendance, punctuality and organisation

Bridging projects year 11 to year 12

During lockdown your child in year 11, was set investigations to support their transition to A levels. These projects should be submitted to the appropriate teacher in their first lesson.

Expectations in the Sixth Form

Independent learning

Students are expected to demonstrate high levels of independence and they are expected to organise their own equipment and time effectively. They have a number of study periods during the day and they are expected to use these lessons to study.

During the first term, to minimise the contact students have with each other the expectation is that students are only on site when they have lessons or tutor period. If they have lessons in the morning and afternoon and wish to stay on campus, the common room is open for self-study, supervised by a member of staff periods 3 and 4. During these periods, students are to wear a mask.

If a student does not meet the expectations a bespoke programme of fulltime attendance to school is put in place. The programme may include supervised study in the common room, working at the back of sixth form lessons or studying with Ms Fagan or myself. To summarise the expectations are:

- All homework is handed in on time
- All lessons attended and on time
- Tutor period attended on time
- Behaviour is impeccable at all times
- Puts maximum effort into class work

Homework

Every subject sets homework weekly, which must be completed on time and emailed to the teachers. There are IT facilities in school which they can use to complete work located in the sixth form common room.

Progress monitoring

Each student in the sixth form are assessed every 3 weeks by knowledge quizzes and deep marks. At the end of the 3 week the data is collected from the teachers, so your child's progress can be monitored and if they are struggling in a subject specific intervention can be put in place. Each student meets with their tutor to have a conversation about their progress. In the first instance any concerns are dealt with by the tutor. If after 6 weeks there are continuing concerns a conversation with Ms Fagan or myself will happen. At the next data collection if there remain concerns, as the parent you are invited in for a meeting to discuss how we can support further your child and whether they are on the best course.

Attendance

Students must attend all lessons and their weekly tutor period on time, prepared with their folders and equipment. Excellent attendance to school is vital to a child's education. If, due to illness or other exceptional circumstance, your child is unable to attend school, please follow the process set out in our attendance policy [here](#):_ including calling the absence line before 8:05am on 01424 439888.

Tutor period

Students have a tutor period once a week with their tutor. Attendance to this session is vital. The tutor provides invaluable pastoral support and all guidance about UCAS, student finances and careers are delivered in this period.

Mobile phones

In the sixth form students are allowed to bring their mobile phones with them. However, students must not use them in public areas and must only be used in the sixth form common area. They are confiscated and returned at the end of the school day if they are found using them inappropriately.

Dress

Expectations of dress in the sixth form is smart casual. There is no formal uniform in the sixth form.

Covid-19 adjustments

The safety and welfare of our community is our number one priority. There will therefore be some adjustments to the student experience in September to ensure the school is compliant with the most recent Government guidelines on keeping children safe. Whilst it will never be possible to ensure a totally risk-free environment, I am confident that all reasonable steps have been taken to prepare our community for a wider reopening. The table below provides an overview of the adjustments that will be made during the autumn term. Any adjustments are of course subject to change based on the latest government guidance.

Travel to and from school	If students must use public transport, students should follow current government guidance such as wearing face coverings. When dropping off and picking please be considerate to our neighbours and ensure that you are wearing a face mask
Arrival	Students will arrive to school at the Parkstone Road entrance. On arrival student go straight to lessons or to the sixth form common room. Face coverings can be removed at the gate. They need to be worn in corridors and the common room and communal indoor areas.
Departure	Students who are leaving the campus before the end of the day must leave via the front reception and sign out on entrance. At the end of the school day students must leave from Parkstone Road
Break and lunchtimes	Arrangements for morning break have been adjusted. There are two breaks of 30 minutes. The students can get food from the canteen during their allocated time, for the Sixth Form this is the second break. During the second break they can collect food and take it back to the sixth form common room. During the break times it is acceptable for students to remove their masks so that they can eat. Students may bring in their own food to eat.
Transitions around school	Students move purposefully around the school at a whisper in single file on the right-hand side of the corridors. One-way staircases will be in operation.
Entrance and exit routines	On entering the classroom, students routinely use hand sanitiser before sitting down for the 'read now' activity.
Classrooms	Non-specialist classrooms will be arranged with all desks in rows facing forward.
Assemblies	Assemblies take place within year groups only and in the first half term virtually
Enrichment and Drop-Down Days (DDD)	Students participate in DDDs within their year groups. Enrichment will be on hold for the first half term as providing 'catch up' programmes and activities is the priority
Music and physical activity	Singing, playing wind or brass instruments and the use of choirs and ensembles are limited and carefully controlled. Sports equipment will be frequently cleaned and contact sports avoided. The annual school musical is postponed.

School trips	There is no domestic overnight (UK) or overseas educational visits throughout the autumn term. Other day trips may take place in accordance with government guidance.
Cleaning and hygiene	Frequently touched surfaces, items and toilets are subject to an enhanced cleaning rota. Regular hand washing, and good respiratory hygiene is promoted throughout the school. School uniforms should be cleaned regularly.
School events	Traditional autumn term school events such as Prize Evening, Open Days, Black History Month Concert and Parents Evenings will be conducted remotely.
Personal Protective Equipment (PPE)	PPE will only be required if an individual becomes ill with coronavirus symptoms or where a student routinely receives intimate care. All students will be expected to uphold our no touching rule.
Parental meetings	Will be by appointment only. Please call reception in case of an emergency. Appointments will be conducted by telephone/video conference wherever possible.

You must contact the Attendance Officer if your child has an underlying health condition or is classified as extremely clinically or clinically vulnerable. Further guidance on this can be found [here](#). Students are reminded not to attend school if they, or someone in their household has any of the following symptoms: a high temperature; a new, continuous cough; a loss of, or change to, their sense of smell or taste. If you are displaying any of these symptoms you should stay at home and get a test via the [NHS website](#). You should report any absence to school in the normal way by calling reception: 01424 439888 email: ale.attendance@arkalexandra.org

Upper School (Years 9-13) – Miss Melissa Anderson

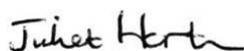
Detailed planning has taken place to ensure the quality of education provided by the school remains high in all eventualities. If students are required to self-isolate due to coronavirus, provision will be made for them to join their lessons live via MS Teams. Year 12 lessons were carried out successfully during lockdown and should the school be subject to a local lockdown we will once more ensure students have access to their lessons live using MS Teams. Students will receive training on how to do this as part of their induction

In summary, for the great majority of our students, a return to the normal safe rhythm of school life will be most welcome. Our character programme of assemblies, reading, family dining and school routines will promote wellbeing during the autumn term. For those students needing a little extra support, we will be well placed to meet this need with a further package of in-house mentoring and counselling.

We are keen to work with all parents to ensure every child returns to full time education in September. If you are concerned about your child's return, **please don't hesitate to contact me** to discuss this.

Should you have any questions please don't hesitate to contact us via reception. I will keep the sixth form area of the web site up-dated with information so please check regularly: <https://arkalexandra.org/sixth-form>. Once again, thank you for your incredible support during this period and I look forward to seeing your child in September.

Yours faithfully,



Juliet Horton
Vice Principal – Head of Sixth Form