



25<sup>th</sup> February 2021

Dear Parent/Carer

We hope you are all safe and well, we are really looking forward to welcoming students back the week after next and seeing everyone again, I am sure many students are ready to return to school and face-to-face learning. Communication with all the relevant information regarding the testing process prior to the students return will be sent in due course.

Below is a reminder of our key routines and procedures to ensure we can make a smooth and safe return.

### Timings of the Day

From 9<sup>th</sup> March, all lesson times will revert to the original time slots as below, with break at 10:45-11am and lunch 12:40-1:10pm.

| Lesson | Time                         |
|--------|------------------------------|
| 1      | 9:05-10:05                   |
| 2      | 10:10- 11:30 including break |
| 3      | 11:30-12:35                  |
| 4      | 1:10-2:10                    |
| 5      | 2:15- 3:15                   |
| 6      | 3:15-4:15                    |

For the remainder of this half term, we are continuing the process of collapsing form time for Year 12, **therefore the earliest they should arrive at school is 8:55am**. In addition, they will still have the flexibility to take non-contacts and independent study lessons at home to study. Students may choose to come into school during this time and it will be expected that they use independent study period and non-contacts as normal, using the study spaces to study. Students must ensure that they are on time for their lessons.

**Students must sign in and out using their ID card through the school inventory system, as they arrive and leave for Health and Safety.**

### Learning and Live Lessons from Monday 1<sup>st</sup> March until 12<sup>th</sup> March

As we phase back into school, learning will take different formats. Your child may have less live lessons in favour of work set on Microsoft Teams. This is to allow staff to prepare the curriculum, assessments and arrange the Covid-19 Testing. In addition, live lessons will not be available on the days your child's year group is being Covid-19 tested. Your support is appreciated as during this period of change.

## Testing

Below are the times where your child's form has been allocated to have 3 tests for the return to school. On 9<sup>th</sup> March students will come in for just that particular slot. On the following two days, students are to attend the correct slot for their form. If they are in lessons, they will just excuse themselves from that lesson to attend the test. However, if this allocated slot falls when they would be at home studying please ask your child to attend the most suitable slot around their lessons in school.

| Timings       | Tuesday 9th March | Friday 12th March   | Wednesday 17th March |
|---------------|-------------------|---------------------|----------------------|
| 12.00- 12.30  | Year 12 CA1       | Year 12 CA1         |                      |
| 12.30 - 13.00 | Year 12 CA3       | Year 12 CA3         | Year 12 CA1          |
| 13.00 - 13.30 | Year 12 EA1       | Year 12 EA1         | Year 12 CA3          |
| 13.30 - 14.00 | Year 12 EA3       | Year 12 EA3         | Year 12 EA1          |
| 14.00- 14.30  | Year 12 EA4       | Year 12 EA4         | Year 12 EA3          |
| 14.30 - 15.00 | Year 12 VY2       | Year 12 VY2 and VY3 | Year 12 EA4          |
| 15.00- 15.30  | Year 12 VY3       |                     | Year 12 VY2          |
| 15.30 - 16.00 |                   |                     | Year 12 VY3          |

**On the 9<sup>th</sup> March subject lessons will not be online live lessons due to the testing, and teachers will be setting work for you to complete during this time.**

After this students will be provided with two tests to do at home each week, which we hope for your own health and safety as well as that of our community they will take each week. Students will need to register on the Track and trace app to be able to enter their results.

## Uniform

Students will need to return to school in normal sixth form business dress code. There will be a continued focus on ventilation within all rooms in the school, with all windows being open to support this, so please think carefully about additional layers on cold days.

## Masks

**All students will now be expected to wear a face mask at all times in school**, in all the sixth form study spaces, corridors and now also during lessons. **We recommend that students have two masks with them each day**, to support having to wear one all day. Please ensure they bring a small sandwich style bag to put the mask in when they do remove it for eating/drinking.

## Additional Routines

All students should still try to **maintain social distancing as much as possible** when in the study spaces in sixth form, we will be continuing to use the exam desks for studying to support this.

**We will continue to expect students to record the table number they are sat at in any of the sixth form study spaces**, so that we can quickly identify 'close contacts' of any student that happens to test positive. Students must ensure they do this for all lessons, break and lunch time.

If students decide to visit the co-op or other local areas at break and lunch time, **please remind them that the current restrictions are that they can only socialise with one other person outside of your household bubble. Therefore, it is**

**our expectation whilst they are out in the community, they follow this**, even though they maybe mixing with more people inside school itself. It is important that they play their role and support the whole community until this rule is changed by the government.

### **Support**

The last few months have been a difficult time for everyone, having not been in school since November, so there will no doubt some students who feel incredibly anxious, but hopefully excited at the same time. Remember there is a team of people on hand to help should they need it. Do not be afraid to talk to your form tutor, one of the sixth form team or subject teachers if they feel overwhelmed and in need additional support, we are all here to help.

If you have any further questions on any of the above, please do not hesitate to contact

[bmayles@thehazeleyacademy.com](mailto:bmayles@thehazeleyacademy.com)

I look forward to seeing everyone in a little over a week, our focus will be to build on learning from over the last couple of months as well as starting to focus on students plans for after sixth form, with the introduction of UCAS and Apprenticeship applications.

Yours sincerely



Mrs Mayles  
Assistant Principal – Head of Sixth Form