

# HaileyburyTurnford

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27<sup>th</sup> August 2020

Dear Parent/Carer/Student

**Re: Start of term arrangements**

I hope that your family members are safe and well. As we come towards the end of the summer break, with government guidance of social distancing still in place for schools, I write to you today to confirm the arrangements for the start of term.

**Year 12 students are expected to attend school on Friday 4<sup>th</sup> September 2020 at 11am.**

Your son/daughter should arrive to school and enter through the Sixth Form common room door, where they will be greeted by a member of the Sixth Form team.

Students will be required to attend an assembly where they will be informed of the new normal way that the school will run, including safety & hygiene arrangements that will allow the school and students to follow government guidance on a daily basis. Additionally we will provide your son/daughter with their timetable of lessons. Once the assembly has concluded, we will then be running a training session for Microsoft Teams and Class Charts so as to ensure that students are able to competently access software to support all avenues of learning that will take place throughout the academic year. We expect that students will be able to leave school at approximately 1.10pm unless individual issues arise.

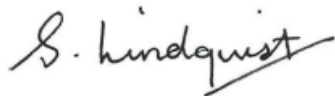
The Sixth Form team will be available throughout the day to ensure that if there are any issues they can be dealt with quickly so as to ensure preparedness for lessons beginning on Monday 7<sup>th</sup> September 2020.

**Lessons on Monday 7<sup>th</sup> & Tuesday 8<sup>th</sup> September 2020 will be taught remotely.** This means that teachers will be using Class Charts to set student work based on their timetables. Students will be sign-posted to a link on Class Charts to a pre-recorded session which will also include a follow up activity. Students will be expected to upload evidence onto Class Charts to show that they have completed the remote learning follow up task. Completion of the work set and uploaded onto Class Charts will be recorded and monitored for attendance purposes.

Can I take this opportunity to remind you that we expect students to attend in appropriate professional attire and to meet the dress code set out in the "Student Handbook" which was provided during the induction training and is attached to this email.

Thank you for your continued support and if you have any further questions please do not hesitate to contact a member of the Sixth Form Team.

Yours faithfully



**Mr S. Lindquist**

Head of Year 12 (September 2020)

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