



18<sup>th</sup> September 2020

Dear Parent/Carer

## Year 12 Sixth Form Private Study Periods and Attendance

We hope your son/daughter has had a positive start to the new term and that they are settling into the Sixth Form and their new courses.

Now that all of the timetables have been released and finalised, I would like to draw your attention to one slot in particular whereby the majority of Year 12 do not have a lesson at the start of the day. This slot is on a Monday A week between 8:40-10:00am (starting 21<sup>st</sup> September). In light of this, we would like to propose and offer students the opportunity to study from home until 10am (period 2). We are proposing this as part of the COVID adjustments and temporary timetable which is currently in place in school. As the majority of the year group is out of lessons during this slot, it would reduce the need for space to house all students. This arrangement will also help those that would like additional time at home to organise their week ahead or to study independently towards their courses.

We appreciate that not everyone will want to do this and that it may not be possible for those that rely on public/school buses, therefore please can you reply to the survey below to inform us of your son/daughters position or to decline consent for this arrangement. We will assume that non replies to this survey, will mean that you consent and are happy with this arrangement.

We are aware that there is a Psychology and EPQ class who have a lesson this period, therefore you do not need to highlight this in your reply.

<https://forms.office.com/Pages/ResponsePage.aspx?id=PYCwG3TptkKUJQEK3ByuarCBZCHgGW9Egkgon7vEPGVUMzBaQkRRSVZQjMyS1hVWEtaSEFVVzBNSy4u>

If your son/daughter will need to be in Sixth Form from 8:40am, their tutor will still be available and based in their tutor rooms to register them, therefore please remind them to go to this room as normal so that they receive their morning registration mark. They will then be allocated a Private Study space for period 1.

As well as the session highlighted above, Sixth Form students have the opportunity to sign out throughout the day during the other lessons whereby they do not have a lesson/teacher. However, they have also been allocated a room to work privately should they wish to remain on site. Both of these arrangements are to ensure that students have the time and space to complete the increased level of independent learning required for all Sixth Form courses. We strongly encourage that students make good use of this time, which is an essential requirement for their courses; this has been highlighted and stressed during tutorials and lessons over the past few days.

## Signing In and Out

It is a legal requirement that we know who is in the school building at all times. Therefore, students must make sure that they sign in each time they are late to school then sign out each time they leave the school site throughout the day.

We consider it a privilege to offer the students the opportunity to leave the site and to study at home, we would therefore expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a

student is not meeting his/her work commitments. In such cases students will be scheduled to work within the Sixth Form.

I would also like to take this opportunity to share our attendance procedures with you:

- If your son/daughter is unwell, please ensure that you contact our Sixth Form administrators on their first day of absence 01335 343685 or email [enquiries@qegs.email](mailto:enquiries@qegs.email) before 9am. When making contact, please indicate how long you think your son/daughter will be absent for or alternatively call again each day that they are unable to attend.
- If they are displaying symptoms associated with COVID-19 they must stay at home and request a test as soon as possible. We also need to be notified of this.
- We ask that planned absences e.g. medical, dental appointments are made outside of lesson time, either during one of their non-contact/taught periods or after 2:30pm. If this cannot be avoided, we ask for evidence of the appointment (e.g. being shown a text message to confirm the appointment or a letter/appointment card).
- Driving lessons are not permitted during lesson time and will need to be made either after the Sixth Form day is finished or during when there is no lesson timetabled.

Students have also been informed of the following expectations regarding attendance:

- Attend regularly, on time and ready to learn.
- Attend registration, tutor time and Study Skills Lessons.
- To sign in if they arrive after registration time.
- To tell a member of staff if there is any problem, which may prevent them from attending school.
- Make every effort to make dental/medical appointments outside of school hours.
- Complete an absence request form (available from Mrs Thrupp in the Sixth Form reception) if they need to leave early or will be absent from school for a full/half day.
- To ensure that they contact their teachers following a period of absence to ensure that they have gathered the relevant catch up work to complete.

Sixth Form students should strive to achieve consistently good attendance, as poor attendance will affect academic attainment. Good attendance also plays an important part when applying to higher education establishments or employment. The Sixth Form will contribute to this by striving to provide a welcoming, caring environment, whereby each member of the Sixth Form community feels valued and secure.

Please do not hesitate to contact us if any of these arrangements are unclear or if you would like further information.

Yours faithfully



Mrs Allen  
**Assistant Headteacher – Head of Sixth Form**