



Notley High School & Braintree Sixth Form

Executive Headteacher and CEO of NEMAT: Rob James



26 August 2020

Dear Parents/Carers and Students

We hope you have enjoyed the summer holidays and are looking forward to returning to the routine of sixth form life. We are very much looking forward to seeing you in person again.

There have been many reports in the media during recent weeks about examination results as well as the return to school. As you will be aware, schools locally are not reporting results this year, but we are delighted to let you know that of the outgoing Year 13 university applicants, 90% of students secured places at their first choice universities, with a further 8% being offered places at their second choice, and a final 2% being offered places via Clearing or Adjustment. We are so pleased to celebrate this achievement by students in this challenging year for them.

You have received much of the information in this letter at the end of the Summer Term, but we wanted to update and remind you of some important information before the start of this term. ***There is a lot of information in this letter but please take the time to read it so we can work together to ensure everyone is safe in school.***

A reminder that Year 13 start on Friday 4 September with a programme focusing on 'catch-up' as well as support for planning ahead for next year. Normal lessons will begin on Monday 7 September. The times of the school day have not been changed but there have been changes to the timing of lessons and breaktimes. The programme for Friday 4 September is at the end of this letter. Rooming will be confirmed on the day via notices outside the sixth form entrance. Students should enter the building by the usual student entrance on the first day back, and make their way to their tutor bases for registration.

Many current parents, carers and students have completed the survey we sent out before the holiday and the most common concerns both students and parents have raised are:

- Getting back into a routine
- Being behind with work
- Being safe in school

We appreciate safety is a priority. Year groups will be taught in 'bubbles' in specific areas of the school to minimise the mixing of students. Each group will be allocated a 'learning zone' and a 'social zone'. Lunch/break times will be staggered, but the start and end time of the school day will stay as normal. Within the sixth form, students from both years are regarded as a 'bubble' and the sixth form will be a self-contained learning zone.

We ask all students to ensure they have the basic personal equipment to attend lessons to minimise sharing of equipment. This includes black or blue pen, pencil, ruler, highlighter pen and subject specific equipment such as texts and textbooks or calculators, as appropriate. Students will continue to be able to use laptops in lessons if they have their own. Whilst we will have hand sanitiser and tissues available in each classroom, we would also encourage every student to have their own personal supplies if possible.

As you will be aware, the normal 'business dress' code has been suspended for the time being and we ask students to dress in washable clothes suitable for a professional working environment. This means that students can wear smart trousers, chinos or jeans (without rips), dresses and skirts, and plain shirts, t-shirts or polo shirts. Both trainers and shoes are acceptable. Leggings, tracksuits and hoodies will not be acceptable and all clothing should be modest. We will give plenty of warning of when we intend to resume the normal dress code.

"Working together, achieving together"

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY
t 01376 556300 f 01376 550991 e enquiries@notleyhigh.com w www.notleyhigh.com

Notley High School & Braintree Sixth Form is an academy within the North Essex Multi-Academy Trust and a company limited by guarantee registered in England & Wales (company number 7687474). Registered office as above.



[Type here]

Please can you make sure that you are aware of the following information and discuss this at home.

When you come back to the sixth form, or start in Year 12, it will be some time since you were last in school. Whilst we are doing everything we can to keep things as close to what they were before lockdown, there are significant changes to the way we must all work together. We are all very keen to get back, but our priority must be the safety of staff and students. You must realise that if you act in any way which could endanger others, serious sanctions will be implemented.

Expectations:

- Each year group at school will be in a bubble with Year 12 and 13 as one group; ***you must not mix with students in other year groups*** within school during the school day;
- ***You will be taught within the sixth form building, with some exceptions such as Art, where there will be a dedicated sixth form classroom within the main school building. You should therefore not enter the main building or other learning areas within the school*** unless it is for a timetabled lesson in the main building.
- ***Your hands must be thoroughly washed/sanitised on entering and leaving the toilets;***
- You will follow your **normal timetable**, with normal rooming.
- You must behave responsibly on your way to and from school and you must sanitise or wash your hands upon arrival at school;
- You will be expected to **sanitise every time you enter a new classroom;**
- You may arrive at school and work in school for the full school day as usual, using learning spaces such as the Library to study if you do not have a lesson. You must attend every **timetabled tutorial** each fortnight. For both Year 13 and Year 12, you must be in school **in time for the first lesson** on your timetable and **you will not be allowed to leave the school site**, apart from at break and lunchtime, between lessons. **You should therefore expect to stay on site until the end of the final lesson of the day on your timetable.** You must follow the expectations about signing in and out and follow the rules about entrances and exits and Up and Down stairs within the building.
- You will be expected to **follow the expectations about dress, as outlined above.**
- You must **bring your own equipment** into school, where possible;
- You should **bring your own hand sanitiser and tissues** into school;
- **You must inform staff immediately if you feel unwell in any way;**
- It is very important that you follow all the school and sixth form rules, including the new rules to keep everyone safe. You must follow all instructions immediately. **Anyone who behaves in a way which is unsafe or endangers others, severe sanctions will be put into place.**
- It goes without saying that you are here to learn – a positive attitude to learning and the learning behaviours which accompany that are expected at all times.

[Type here]

For your information, these are the learning zones within the whole school site:

Year	Social Zone before school	Learning zone	Toilets	Social zone at lunch	Social Zone (wet lunch)
7	Tennis Courts A	English classrooms	English	Tennis Courts A	English classrooms
8	Tennis Courts B	Maths classrooms,	Maths	Tennis Courts B	Maths
9	Basketball Court	MFL/Hums classrooms	MFL/Hums	Tennis Courts A	MFL/Hums
10	Picnic Area	Science classrooms	Science	Basketball Court	Gym
11	Food Hall	Tech/Art/Music classrooms	Art	Basketball Court	Gym
12/13	BSF building	BSF Classrooms	BSF	Café 6 & BSF	Café 6 & BSF

For those students who are in the '**extremely vulnerable group**', **please contact the school via the Main Office by 1 September** to inform us and someone with contact you to discuss the completion of an 'individual risk assessment'. This will allow the appropriate safety measures to be considered to minimise any risks.

If you or your family experience COVID-19 symptoms, please inform us as soon as possible.

We are in ever changing times and rules and expectations will change. Your teachers will inform you of any changes and you should regularly consult emails and the school website

Once again we would like to thank you for your ongoing support as we strive to ensure that we are working together and achieving together.

We look forward to welcoming students back in September.

With kind regards

Yours faithfully



Mr R James
CEO/Executive Headteacher



Dr C Cusick
Head of School



Mrs M Townsend
Head of Sixth Form
Assistant Headteacher KS5

[Type here]

Face Masks

There has been considerable media coverage linked to wearing face coverings in school. The most recent government statement follows the World Health Organisation (WHO) advice that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”

As a result, the Government is revising its guidance on face coverings for staff and children in Year 7 or above in England. Nationwide, while the Government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

In addition, and consistent with WHO’s new advice, additional measures will be taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention and listed on gov.uk, the government’s guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.

Therefore, at the current time, students, if they wish, can wear a face covering when moving between lessons and during social time, but not in the lesson. This expectation may be changed if the rate of infection increases in our area based on public health advice.

If you and your child decide that they wish to wear a face covering, please sign and return the consent form at the end of this letter, either via email or when your child attends school for the first time, confirming that you have discussed the following guidance for the safe use and disposal of face coverings with your child and that your child understands this. The school does not accept any liability if your child does not use and dispose of their face covering safely. If your child requests to wear a face mask without your consent form, they will not be permitted to do so. If your child decides to wear a face covering it must be a plain colour and either a cotton or surgical mask.

If wearing a face covering children and adults should:

1. wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it;

[Type here]

2. when wearing a face covering, avoid touching the face or face covering, to avoid contamination with germs from hands;
3. change the face covering if it becomes damp or if it has been touched;
4. continue to wash hands regularly;
5. change and wash the face covering daily;
6. if the material is washable, wash in line with manufacturer's instructions after each use. If it's not washable, dispose of it carefully with domestic waste;
7. practise social distancing wherever possible;

Yours faithfully

Mr R James

Dr C Cusick

CEO/Executive Headteacher

Head of School

Name: Tutor Group :.....

I consent to my child wearing a face covering in school and confirm that I have discussed the guidance for the safe use and disposal of face coverings with my child and that they understand this guidance.

I accept that the school does not accept any liability if my child does not use and dispose of their face covering safely.

Signed: Date:

[Type here]

Year 13 First Day of Term Programme Friday 4 September 2020

Time	Activity
8.40am – 8.55am	Introductory session with tutor group and tutors (tutor group bases)
9am – 9.45am	Session 1
9.45am - 10.30am	Session 2
10.30am – 11.15am	Session 3
Break 11.15am - 11.45am	Break: refreshments available in Café 6 for students to purchase
11.45am - 12.30pm	Session 4
12.30pm - 1.15pm	Session 5
1.15pm - 2pm	Lunch: refreshments available in Café 6 for students to purchase
2pm – 2.45pm	Session 6
2.45pm	Meeting for all early entry UCAS applicants with Mr Bridgwater and Mrs Townsend (207)

Programme for the day:

Tutor Group	8.40am – 8.55am	1: 9am - 9.45am	2: 9.45am - 10.30am	3: 10.30am – 11.15am	11.15am - 11.45am	4: 11.45am - 12.30pm	5: 12.30pm - 1.15pm	1.15pm - 2pm	6: 2pm – 2.45pm
13-1	Welcome and Introductory tutor session (streamed assembly)	Group Tutorial	Personal Statement workshop	Student Finance	Break	Escape Room	Destinations: UCAS	Lunch	Destinations: Apprenticeships/vocational
13-2		Destinations: Apprenticeships/vocational	Group Tutorial	Personal Statement workshop		Student Finance	Escape Room		Destinations: UCAS
13-3		Destinations: UCAS	Destinations: Apprenticeships/vocational	Group Tutorial		Personal Statement workshop	Student Finance		Escape Room
13-4		Escape Room	Destinations: UCAS	Destinations: Apprenticeships/vocational		Group Tutorial	Personal Statement workshop		Student Finance
13-5		Student Finance	Escape Room	Destinations: UCAS		Destinations: Apprenticeships/vocational	Group Tutorial		Personal Statement workshop

[Type here]

13-6		Personal Statement workshop	Student Finance	Escape Room		Destinations: UCAS	Destinations: Apprenticeships/vocational		Group Tutorial
------	--	-----------------------------	-----------------	-------------	--	--------------------	--	--	----------------