

# CRGS Sixth Form



Full September Re-opening at CRGS  
Sixth Form

A guide for all students and parents  
(Updated August 2020)

# September Re-opening at CRGS Sixth Form

The following guidance has been written for all parents and students as we re-open the site to all Year 12 and 13 students. The guidance covers safety, hygiene, personal protection, catering and general advice.

It is important that all students coming into the building adhere to all of these guidelines as they will help us to keep staff, students and families safe.

Area/question	Information
What additional hygiene measures are in place?	<p>Every area that is to be used is deep-cleaned regularly. In addition, high traffic areas (such as handrails, door handles etc) will be cleaned regularly throughout the day.</p> <p>We are using specialist products to ensure cleaning is even more thorough than usual. Handwash, paper towels and hand driers are available in all toilets. We have installed additional hand gel dispensers at all entry points and around the building. All classrooms we are using also have hand gel dispensers and wipes.</p> <p>We will remind students to follow good respiratory hygiene by promoting the “catch it, bin it, kill it” approach. Every room has a bin with a lid and a supply of tissues.</p>
Can / should students wear PPE? How can a face mask or covering be safely used?	<p>If you would like your son/daughter to wear a face mask and/or gloves in school this is acceptable <b>at any time</b>.</p> <p>In addition, in line with WHO and government guidance, we are asking that when students are in communal areas which may make social distancing more difficult (e.g. corridors, Quad / Canteen when not eating or drinking) that they wear a face mask.</p> <p>If students are travelling on public transport the <a href="#">current guidance</a> is that they should wear a face mask or covering. When students wear a face mask or covering, they should follow the <a href="#">latest guidelines</a>. These include:</p> <ul style="list-style-type: none"> <li>• wash your hands or use hand sanitiser before putting it on and after taking it off and avoid touching your eyes, nose, or mouth at all times.</li> <li>• wash a face covering regularly. It can go in with other laundry, using your normal detergent.</li> </ul>
How will the students be organised at Sixth Form?	<p>Schools have been asked to keep year groups as separate as possible; this means that we should plan to keep students from mixing with others outside their year group as far as we can manage, within the constraints of the building. Students from different year groups will inevitably pass each other in the corridor, although we have organised the Sixth Form to keep this to a minimum.</p> <p>We have planned to “zone” classrooms and provide separate indoor and outdoor social spaces, study spaces, entrances and toilets for the exclusive use of each year group.</p> <p>We have arranged staggered access to catering facilities and lunchtimes as well as in-day cleaning for any “shared” spaces such as the Art Room and Lecture Theatre.</p> <p>Students will still have access to both indoor and outdoor social spaces and study facilities at all times in year-specific zones. Desks will be arranged to be forward-facing where possible. The social distancing requirements for students within schools have been relaxed, although we will be asking all students to maintain social distancing wherever possible.</p>
Will the timetable operate as usual?	<p>Yes, the full timetable will run from September and all students will study all their usual subjects. Students will be in the classes they would usually have been in and students will have access to all the opportunities that CRGS Sixth Form offers.</p>

# September Re-opening at CRGS Sixth Form (2)

Area/question	Information
What about students who become upset or need pastoral care?	Some students will be seen individually by a member of pastoral staff during the first week of term. In addition, pastoral staff will briefly see students who we know have fallen very far behind with work and we will continue to provide specific support for these students.
What about students who are unwell (non-COVID) or need First Aid at this time?	Reception will be operating as normal and a First Aider is always on duty. Specific PPE is available for staff carrying out First Aid and additional guidance will be issued to these staff.
What will happen first thing in the morning?	Students are asked to use the entrance(s) allocated to their year group and sanitise their hands before going to one of their year group's allocated social space. In the early days of term, staff will be on hand to greet students and ensure that they are aware of the requirements.
Can staff bring in equipment from other rooms to the allocated classroom?	If staff require essential equipment to demonstrate from the front of the classroom they will ensure this is hygienically cleaned first. Students should not share equipment, including pens etc.
How will students be registered?	<p>Students will be registered in each lesson as usual. There will be no morning registration in order to minimise movement around the site and to allow greater flexibility in terms of travel to Sixth Form.</p> <p>Students therefore only need to arrive at Sixth Form in time for their first lesson and students will continue to be able to leave for the day after their final lesson. However, students are welcome to use their year group's allocated social and study spaces before and after their lessons as we are fortunate enough to be able to benefit from large social and study spaces which will allow us to accommodate students safely.</p>
What about access to Wifi and devices?	We have always encouraged sixth form students to bring their own devices and make use of the WIFI on site. During this period, it will be more important than ever to minimise the use of shared ICT equipment.
Can students have water with them?	<p>Students can bring in water in a water bottle from home. They should not share this with others.</p> <p>Water fountains in school will not be available to students at this time, for hygiene reasons. Students should bring all the water they need for the day in a water bottle(s) from home.</p>
What about students with medical conditions?	We have written to all parents to ask them to send back to school the medications we sent home when school closed. This included, for example, EpiPens and inhalers. We will ensure we have these back in school for all relevant students.
What are the catering arrangements?	Students will have access to catering on a rota basis organised by year group – a variety of pre-packaged hot and cold food will be available. Students will also be able to eat packed lunches in their social spaces and will also be able to leave the site as usual to purchase food.

# September Re-opening at CRGS Sixth Form (3)

Area/question	Information
How will social distancing be maintained in the toilets? Are there lids on the toilet seats?	Y12 and Y13 will be allocated to different toilets: Y12 in the New Block and Y13 in the main building. All student toilets have lids.
Can visitors come to school?	<p>Visitors can only attend either site by appointment and then social distancing must be maintained. They must come to the Reception area.</p> <p>Visitors who arrive without an appointment will be held at Reception by office staff and advice sought.</p>
What will happen if a student shows symptoms of COVID19?	<p>Students will be sent to the Reception area and First Aid staff will manage this situation. We have a dedicated isolation room available to hold students until they can be collected by a parent /carer.</p> <p>We will fully engage with the NHS Track and Trace process and liaise as appropriate with the local Public Health Protection Team.</p>
What about students who are un-cooperative or do not follow the guidelines?	<p>We would not anticipate that this would be a problem however all students will be shown a presentation on the morning of their first day at Sixth Form. This will also be sent to all parents/carers. The presentation will cover all behaviour expectations as well as a reminder about fire procedures and our school safety plan.</p> <p>There will be plenty of signs around the site to remind students of the rules and expectations, including the need to maintain social distancing.</p>
What will students be wearing?	Students should wear full <a href="#">school uniform</a> .
What will happen at lunchtimes?	<p>Lunchtimes will be staggered so that Y12 and Y13 are on lunch at different times to provide full access to the catering facilities and promote social distancing. Lunchtime will be supervised by welfare staff as usual. Students will have access to a range of hot and cold pre-packaged food to promote social distancing and good hygiene.</p> <p>Students will be able to leave the site as usual but they should not congregate in large groups, be mindful of the local community and follow social distancing guidelines at all times.</p>
My son/daughter cannot return for medical reasons, what happens?	<p>Please contact your son/daughter's Senior Tutor to discuss this.</p> <p>The vast majority of students are now expected to return to school in September and we will be reverting to our usual attendance procedures.</p>
What about transport to and from Sixth Form?	<p>We are working closely with school transport providers.</p> <p>Public transport will be operating with limited capacity. Many parents may choose to bring students in so that they are not using this at this time.</p> <p>Please also see the separate updates regarding transport.</p> <p>We would advise all parents to contact the provider directly as they are all operating differently.</p>

# September Re-opening at CRGS Sixth Form (4)

Area/question	Information
Can you provide details of how social distancing will operate on transport?	<p>Each transport provider will have undertaken a risk assessment and be following government social distancing guidelines.</p> <p>They will have a maximum capacity which will not be exceeded. The current guidance is that everyone travelling on public transport should wear a facemask.</p>
How will teachers mark work?	<p>During the current period regular <i>classwork</i> will not be marked. Teachers will mark “assessments” either on paper or electronically. Students will always be told if something is an “assessed” piece of work at this time. Teachers will quarantine paper assessments for a period prior to handling and then returning these to students.</p>
How will lessons feel?	<p>Lessons/sessions will feel very different. Students will remain in their allocated seats at all times. There will not be any paired or group activities that require students to break social distancing.</p> <p>We have advised staff that it would be good practice to wedge the door open before the students arrive and leave it wedged open for the whole session. This prevents students and staff from having to handle the door many times and aids a free flow of air. Windows will be open where possible.</p> <p>Students will collect any worksheets as they enter the room or staff may place the sheets on each desk before the students arrive.</p> <p>Staff will teach from the front of the room and answer questions from there.</p> <p>Staff will maintain the 2m social distancing from students at all times.</p> <p>Disinfectant wipes are available in every teaching area to enable teachers to keep ICT equipment (staff) clean and hand gel is also available.</p>
What if someone at a student’s home has symptoms of COVID-19?	<p>We ask that all families adhere closely to Government guidance and do not send any student to school who is exhibiting symptoms or who has been in contact with anyone who is exhibiting any symptoms. The <a href="#">latest guidance</a> is regularly updated and publicised by the Government.</p> <p>The government guidance makes clear that parents/carers are expected to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Book a test</a> if a student or if anyone else in the household is exhibiting symptoms</li> <li>• Not allow a student to attend school if they are exhibiting symptoms</li> <li>• Provide details of anyone they have been in close contact with if a student were to test positive for coronavirus or if asked by NHS Track and Trace</li> <li>• Ensure that a student self-isolates if they have been in close contact with someone who develops coronavirus or someone who tests positive for coronavirus</li> </ul>

# September Re-opening at CRGS Sixth Form (5)

Area/question	Information
<p>What do I do if I am contacted by “track and trace” or my family has to isolate for some other reason?</p>	<p>Please contact the Sixth Form office and notify them of this. We will then inform your son/ daughter’s teachers and they will arrange for suitable work to be sent to them in a timely manner.</p> <p>Please note that this may take a few days to put into place as your son / daughter’s teacher may not access their emails until the end of the school day and will then have to amend their lesson resources accordingly, to send via school email.</p>
<p>What personal protective equipment will be in use by staff?</p>	<p>The latest Government guidance states that PPE is not required in mainstream school settings other than when staff are giving personal care or First Aid to a student exhibiting symptoms of COVID-19. However we have masks and gloves available for all staff who wish to use them plus aprons for those providing first aid.</p> <p>Staff may choose to wear a face mask at any time. Staff will not be closer than 2m from students unless in an emergency as detailed above.</p>
<p>How will students be helped to “catch-up”? How will student progress be assessed and shared with parents and carers? When will Year 13 students receive their Predicted Grades?</p>	<p>We have developed a “recovery curriculum” for delivery in September. We will be spending some time consolidating areas covered during the closure period before moving on to new topics. In addition, staff will continue to offer lunchtime subject sessions for students, in order to provide additional support.</p> <p>As you will already be aware, we have calendared the postponed Year 12 examinations for <b>Year 13 students</b> for the period 18th - 25th September inclusive. Students have been emailed the exam timetable. Students will receive their next set of Interim Grades (TPGs, CWGs and CTLs) as well as their Predicted Grades following these examinations.</p> <p>Our <a href="#">predicted grade statement</a> is published on our website.</p>
<p>I have more questions that have not been answered here. What should I do?</p>	<p>Please email <a href="mailto:sixthform@crgs.org.uk">sixthform@crgs.org.uk</a>.</p>