

Sixth-form protocols during the Covid-19 pandemic

During this extraordinary period, we are taking measures to minimise the number of unsupervised students on the school site at any one time. We are very short of space in which students in the sixth form can work independently, and we want to mitigate unnecessary risk by enabling students to work at home if they choose when they do not have timetabled lessons. To this end, one of our control measures will involve giving students more flexibility about the use of their independent study time than we usually do.

Some students may prefer to study in school during independent study periods and we will aim to accommodate these students, particularly if it is not convenient for them to travel into school later in the day. In most instances, though, we are anticipating that students will prefer a more flexible way of managing their time in the period when we are still maintaining systems to prevent the spread of COVID-19.

These arrangements will be reviewed regularly for the whole cohort and for individual students, depending on how long our COVID control measures remain in place. For example, if we became concerned about an individual student's independent work ethic and attendance at timetabled lessons, this flexibility will be withdrawn and the student will be timetabled to work independently at school.

If any Year 13 students returning to school at the start of the year have not completed a significant volume of the work set during Year 12 and they would benefit from some more structured study time in school, we will make arrangements with these individual students to put some study sessions in place for a short period of time in order to enable the students to catch up swiftly.

It is also important to note that there will be times when students need to meet with members of staff outside of their timetabled lessons; for example, to discuss UCAS applications, EPQ projects and review academic progress. Students are asked to treat these meetings as timetabled sessions and ensure that they are available for meetings when requested.

These arrangements will be in place for the Autumn term but will be reviewed and subject to change.

Sixth-form bubble

- As we have smaller year groups in the sixth form, students in Years 12 and 13 will be in a single bubble
- Whilst in reality students will have lessons within their separate year groups, being in a single bubble will enable all students in Years 12 and 13 to use the sixth-form centre and rooms designated for independent study, engage in sixth-form PE and eat lunch together, should they choose to do so

Days without any timetabled lessons

- Students in Years 12 and 13 without any taught lessons during a whole day should study at home, to help us to minimise the number of students on the school site
- There may, however, be very rare occasions when individuals or groups of students are asked to come into school to support with particular events, or for extra-curricular activities

Non-contact time

Students are permitted to:

- Come into school for lesson 2 or lesson 3 if they do not have a lesson first thing in the morning (students who wish to come into school before their timetabled lesson(s) are still welcome to do so)
- Go home and study at home for lesson 2 if they have taught lessons 1 and 3 if they live near enough to the school to make this useful
- Go home to study after lesson 1 or lesson 2 if they have no further timetabled lessons in the day

Registration

- When students have a taught lesson 1, they are expected to arrive at their tutor room by 8.45, where they will be registered by their tutor
- When students are coming into school for lesson 2, they should arrive at school by 11.15 and sign in at Reception
- When students are coming into school for lesson 3, they should arrive at school by 1.45 and sign in at Reception
- Students might be leaving and returning to the school site during the day: it is absolutely essential that students sign out and in as appropriate
- Teachers will record attendance at each individual lesson and will liaise with the sixth-form pastoral team regarding verification of absences

Studying at school

- When it is not convenient for students to come into school later in the day, or to leave the site and return, they are still able to study at school, although the facilities will be limited
- When students are studying at school they can use both rooms in the sixth-form centre (meaning that there will not be capacity to socialise in this area), C66, rooms they have been allocated for Period 10 lessons or empty classrooms (a free room timetable will be available shortly after the start of term)
- Students are responsible for washing or sanitising their hands before working in an unsupervised area
- It will not be possible for students to work in the Library or use computer rooms which are unsupervised
- Students are welcome to bring in their own laptop to use: if they do so, they should ensure that it is appropriately insured and keep it with them during the day (lockers will not be available)

Lunch

Students who have a taught lesson 2

- Students will be released from their lesson for lunch from 12.15-12.45
- In these circumstances, as students will only have half an hour, they should eat lunch in school
- If students are buying food from the canteen, they should collect their lunch from the canteen (sixth form are first into the dining hall each day) and take it across to the sixth-form centre to eat (both rooms are available)
- Students can also eat in the outside areas of the school, or in their lesson 2 classrooms if it is raining
- Students bringing packed lunches can also eat in the sixth-form centre, their classrooms or outside

Students who do not have a taught lesson 2

- Students who do not have a lesson 2, but who are returning to school for lesson 3, can go home at 11.30 and return to school and sign back in before their lesson (they should arrive in good time by 1.45)
- Alternatively, students staying in school to study during lesson 2 may choose to go into Bracknell to eat, taking up to an hour at any time in the window between 12.15 and 1.45
- If students go into town to eat, we ask that students observe the appropriate requirements with regards to the wearing of masks in shops and social distancing; students should not arrange to meet up with young people from other schools or colleges
- If students prefer to stay in school to eat, they should follow the guidance above with regards to buying food in the canteen and eating packed lunches

General PE

- Students are timetabled for PE every Wednesday
- On Week 1A and Week 2A this is from 2 - 3.30pm and on Week 1B and Week 2 B this is from 11.30 - 3.30pm
- Due to facilities availability, numbers and the changed timings of the day, we will be unable to accommodate all of the sixth form at all of these times; however, the PE department will be expecting Year 12 students to attend every session for which they are scheduled by the department
- The PE department will inform students of their PE schedule via their tutor and/or teams
- Students should undertake some individual physical activity on the occasions when they have not been scheduled to take part in the supervised PE activity
- Year 13 students will be invited to sign up to join these organised activities and will be expected to do their own individual physical activity if they choose not to attend one of the supervised groups

In order to ensure that we keep track of students' attendance in order to monitor their safety and well-being, we will be asking parents to do the following:

- Confirm (Via sQuid) permission for your child to leave school to undertake their own individual activity on Wednesdays at either 2.00pm (Week 1A and 2A) or 11.30am (Week 1B and 2B) when they are not required at a supervised PE activity
- The PE department will send out the sQuid request shortly

Period 10s

- Period 10 lessons are timetabled for each subject – they are an additional hour in which groups are timetabled into a classroom so that students can work collectively, or independently, in each of their subject areas
- If students have a P10 lesson on a day when they have no other timetabled lessons, there is no expectation for them to come into school for this lesson
- Students can use the rooms allocated for P10 lessons to study independently, but should these lessons fall inconveniently during the day (i.e. a student has a taught lesson 1, and then a P10 lesson 3), then they can choose to sign out and work independently at home instead

General RE

- All students are expected to attend General RE (unless they study A Level RE): it is a timetabled lesson

Driving to school

- Students in Year 13 who have passed their driving test are able to park in the back car park, if there is sufficient space (staff also park in the back car park)
- Students park at their own risk and should park sensibly with careful regard to other drivers
- Students should only park on site once their car details have been given to Mrs Carpenter (at Reception)
- If there is insufficient space in the back car park, students will need to make other parking arrangements
- Students should not park over the entrance line to the car park, with their cars "hanging out" of the gate!
- No students are permitted to park in the front car park
- Year 12 students should not park on site

Setting a good example

- We will be relying on sixth-form students to set a good example to younger students by:
 - Wearing their masks in corridor
 - Observing the one-way system

Health and safety

In order to ensure that we keep track of students' attendance in order to monitor their safety and well-being, we will be asking parents to do the following once students' timetables have been finalised:

- Confirm (via email attendance@ranelagh.bonitas.org.uk) any days in the four-week timetable when we will not be expecting students to attend school, as they do not have any lessons
- Confirm (via email attendance@ranelagh.bonitas.org.uk) any days in the four-week timetable when we will not be expecting students in school until lesson 2
- Confirm (via email attendance@ranelagh.bonitas.org.uk) any days in the four-week timetable when we will not be expecting students in school until lesson 3

We will be assuming that students are not expected at school for the sessions which are identified as late starts or days without lessons; unexpected non-attendance at other times will generate a 'phone call from the school office in the usual way. If students are ill, we ask that parents notify the attendance 'phone line, even when students are not expected in school for that day, so that we can maintain accurate attendance records.