

The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL



Four Pools Road, Evesham, Worcestershire, WR11 1DQ | Telephone: 01386 442060

11 September 2020

Dear Parents/Carers

Changes to Year 13 registration procedures

From Friday 11th September, we will be making some changes to our registration procedures for the Sixth Form to reduce the risk of transmission of COVID-19. Because we have extended our day, another aspect of our COVID-19 strategy, we have been presented with some new situations to address.

All of our Sixth Form students have now been issued with swipe cards, which they must use to record their entrance to and exit from school. Here is a summary of the basic principles underpinning our new arrangements:

- Students must attend all their timetabled lessons; they must attend at least 6 double length sessions of timetabled Private Study each fortnight; they must attend, on average, at least 3 tutor registrations per week. Where students wish to add extra Private Study sessions, they may do so.
- Where students have no lessons on a given day, there is no requirement for them to come to school and they may study at home. They will be coded with a "Y" mark on the register to denote an approved absence. This is now common practice in other schools and colleges.
- Where students only have lessons in the afternoon, they will not be required to attend school in the mornings. Instead, they must arrive and swipe in by 1.10pm. Conversely, where students only have lessons in the morning they will be allowed to leave after 1pm.
- Students must swipe in as soon as they arrive and they must leave as soon as they have swiped to exit the premises. This is to ensure that we maintain the highest possible standards of safeguarding in case of a fire or other emergency.
- Once students have entered the school site, they must remain until the end of their last lesson that day. They may not "double-dip"; that is, they may not leave the site (for lunch, driving lessons etc...) and then return on the same day.
- Students will be charged a replacement fee of £3 if they lose their cards
- Abuse of the card system, such as signing in for friends, or failure to swipe in and out correctly will result in more serious sanctions, including revocation of swipe card privileges or, in extremis, being asked to leave the Sixth Form.
- Students must wear face coverings in communal areas. These areas include the following: the PS corridors, the Common Room and Private Study rooms. We would appreciate your support in endorsing this message. A stock of spare face coverings is kept in the Sixth Form Office.

We are extremely proud of the excellent start that our returning Year 13 students have made. It is our hope and expectation that these new registration arrangements will reduce the risk of transmission as well as supporting the purposeful and aspirational learning environment that we are striving to embed in the Sixth Form.

I will be very happy to discuss our new registration arrangements, or any other aspects of the Sixth Form, at greater length.

Yours sincerely

Mr Tim Dolan, Deputy Head (Curriculum and Achievement) and Leadership Line Manager of the Sixth Form

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