



THE  
**Boswells**  
SCHOOL

**September 2020**  
**6<sup>th</sup> Form**



# Entry and exit from the building including bike parking



Arrival and departure times to school have been staggered so there are only two year groups arriving and departing at the same time. You will need to arrive at 8.30am to the gym gate. Members of staff will be on duty to show you where to place your bike if you cycle to school and will direct you to a place on the courts where you will meet your tutor on the first day. From your second day you will go straight to your tutor base once you arrive. At 2.45pm you will leave the school site via the gym gates.

**Phone:** 01245 264451

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**Email:** [admin@boswells-school.com](mailto:admin@boswells-school.com)



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# Journey to and from school

- Under no circumstances should you linger and wait for friends in other year groups and you should proceed to make your way home immediately. Social distance must be maintained on journeys to and from school.
- To maintain bubbles and to reduce the opportunities for mixing you are discouraged from frequenting the local shops before or after school. Under no circumstances should you congregate outside local shops.
- If public transport is used to complete your journey to and from school government guidance on the wearing of PPE must be adhered to.

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# Attendance and leaving the site during the school day

It is expected that you arrive on time every day\*. Any student who arrives late will sign in at the attendance office and will then be allowed entry via the main gate to proceed to their lesson.

If you need to leave the site for a medical appointment during the school day you should make your way to front reception via the entry by the restaurant and past the current Year 8 toilets to main reception where you will need to be signed out by a member of staff. You should not use the control panel.

\*Where you do not have a lesson period 1 you may arrive for the start of your first lesson via main reception (i.e. if you do not have a lesson until period 3 you arrive for the start of that lesson via main reception)

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# Non-contact time

- As Sixth Form students you will not have a 'full' timetable of 25 periods and will not have lessons each day that have traditionally been private study in the Restaurant or Sixth Form Library. To reduce the risk of coronavirus we are unable to accommodate these lessons and Sixth Form students will be required to leave the school site when they do not have a taught lesson. Where students cannot travel to and from home in between two taught lessons alternative arrangements will be made (questionnaire sent to parents with this presentation must be completed).
- All students must leave the school site after their last lesson of the day unless agreed by Mrs Whitehead after parental contact.

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# Zoning and Bubbles

To minimise the mixing of student's and to limit movement you have been placed into a year group bubble (year 12 and 13 combined). You will not be able to mix with students from any other year group

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# Pastoral Care

You will continue to be able to access pastoral care from Mrs Whitehead and Mrs Cherry in the 6<sup>th</sup> form office and you should go there to;

- Seek Pastoral support
- Reporting incidents or concerns
- Questions relating to UCAS and college applications

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# Tutor Groups and Rooms

Sixth Form	Mrs A Whitehead	Mrs E Blackmore (Wed/Thurs/Fri) Mrs C Allen (Mon/Tue)	G1	A10
	PSA: Ms K Cherry	Mr R Gentle	G2	B10
		Ms O'Reilly (Mon/Wed/Thurs) Mr D Carlton (Tue/Fri)	G3	C21
		Mrs A Wilson (Mon/Tue/Wed) Mrs J Proud (Thurs/Fri)	L1	B12
		Mr A Rogers	L2	C7
		Miss K Budden	L3	C25
		Mrs S Stout (Mon/Wed/Thurs) Mrs H Rogers (Tue/Fri)	M1	C17
		Mr S Youseff	M2	B8
		Mrs J Chittenden	M3	B9
		Ms M Hellary	S1	B6
		Mr J Daggar	S2	A9

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# Toilets

You will only be able to use the toilets in the following area:

A Block 2<sup>nd</sup> Floor (Science) – Please ensure that you do not disturb lessons

There will be enhanced frequency of cleaning of the toilet facilities. It is important that you regularly wash your hands and we encourage you to bring your own sanitiser in addition

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# Hygiene

- In order to ensure that Years 10-13 can access specialist classrooms (e.g. Science labs, computer rooms) we are allowing these bubbles to move around the school. This means that different bubbles may use the same room. To ensure everyone's safety you must:
  - Wipe down your chair and desk at the end of each lesson with the paper towels provided (The class teacher will spray the desks/chair before you do this. Paper towels must then go into the bin)
  - Sanitise your hands on entry to each classroom (you may wish to do this at the end of the lesson as well)



# Hygiene

- All students will need to regularly clean their hands during the course of the school day
- Extra sanitiser stations have been installed in corridors, outside toilets and as you enter the lunch queue
- You are encouraged to bring your own sanitiser



# Face Coverings

We strongly advise that you wear a face covering:

- If you are walking in close proximity to friends outside your year group 'bubble' on the way to school
- as you arrive into school
- as you walk from one area of the school to another
- if walking around a classroom
- as you wait in a queue, for example at lunch or to enter a classroom etc
- when you use the toilet facilities

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# Assemblies

Mass gatherings are not permitted therefore assemblies in the theatre will not be possible. Virtual or pre-recorded assemblies will however be delivered during allocated Personal Development time at the start or end of the day depending on year group. These will then form the basis of discussions.

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# Extra-Curricular

We are hoping to start extra-curricular activities in the week beginning 21<sup>st</sup> September. More information about these will follow in due course.

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# Medical Room

Both the medical room and C15 will be utilised to allow more space for staff and students to be socially distanced when in need of medical support.

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# Emergency Evacuation

In the event of the need to make an emergency evacuation of the building all exits should be used and you should make your way to the allocated spaces on the courts which your tutors will show you . This is what has traditionally been called the 'fire drill lines'. You will stand in your designated space in register order in silence

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# Free time Zoning

To maintain your year group bubble there will be designated courts for year 7-11. You will not be able to go to these areas.

Your designated areas for free time will be the area in front of the 6<sup>th</sup> form common room and the pond area

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# Student Lockers

Due to the fact we are unable to allocate lockers in year group zones there will be no lockers operational

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# Food

- You will be able to purchase food from the Sixth Form Common Room at lunchtimes only.
- There will be a queue system on the green outside the common room.
- This will start from Monday 7<sup>th</sup> September (there will be no on site food provision on Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup>)

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# First day of new academic year

## Year 12

- Enrolment Thursday 3<sup>rd</sup> September 9:30-12:30pm (approximate finish time)
- Lessons commence Friday 4<sup>th</sup> September

## Year 13

- Monday 7<sup>th</sup> September

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