

Year 12 Guidance for September 2020

Welcome back to school! As things are going to operate a little differently when you return next week, we have updated the information for students on what they need to do when they come into school. We would be grateful if you would take the time to go through this guidance with your child before the first day of term.

Year 12 students' first day back at school will be Monday 7th September. Students will have time with their form tutor and will leave at break time unless they have requested a TLP subject. These students will leave by lunchtime at the latest.

Uniform and Equipment

- Year 12 students must abide by the sixth form dress code.
- In order to minimise the sharing of resources, students must bring in their own equipment.
- Please ensure that any resources brought into school are clearly identifiable/ labelled.
- Students will not have access to water dispensers so will need to bring water with them.
- Students will need to bring in a face covering and a plastic bag to place the face covering in.
- Hand sanitiser is available in all areas but students may wish to bring in their own.

Arriving at school

- School will open at 8.30am, so students should not come on to the school site until that time. Year 12 students will need to come in via the Outland Road entrance and come up the driveway. They must then go to their form rooms, as listed below. The maps attached are colour coded by year group to show where the Year 12 classrooms are located. There will be staff around to help direct students.
- When in communal areas, students are expected to wear face coverings unless they have a legitimate reason not to do so. Communal areas are corridors, main reception, first aid and the toilets.
- Students need to socially distance from others at all times.
- When students enter the school buildings, they must ensure that they either wash their hands or use the hand sanitiser which is available in every room. They should sanitise their hands whenever they go in or out of a classroom.

Access

- Please note that there is a one-way system in place in the school buildings. They must enter the Maths block by the main door and leave by the fire exit. The Sixth Form centre entry is via the main door and then exit out of the respective fire exits. The Physics lab entry is via the basement door opposite the Sixth Form centre, and then follow the one-way system.

Touching Door Handles

- Please avoid touching door handles. Doors will be left open where possible.

Use of Classrooms

- Rooms 29, 30, 31, Physics lab, Sixth Form Study and Sixth Form Lounge will be used for teaching Year 12 and as their form rooms. Year 12 students will move between these rooms plus a few other allocated classrooms for lessons as required. The Sixth Form Study has been allocated as a computer room for Year 12.
- Windows in classrooms will be open to allow good ventilation into the rooms. Students must maintain social distancing at all times and if they need to pass each other, they should face away from each other. Students should refrain from close contact such as hugging each other but are permitted to sit side by side at classroom tables.
- Students may enter a classroom before the teachers arrives, apart from specialist rooms such as Science Labs. Students should remove their face covering and place in their plastic bag, and then sanitise their hands.
- Students should fill the classrooms up from the back row first, and then each row moving forwards.
- When students leave, those in the front row should leave first, then a row at a time. They should place their face covering on and sanitise their hands before leaving the classroom.

Use of Toilets

- Face coverings should be worn in toilet areas.

- Signage has been put up to advise students to stand back and allow others to exit the toilet before they go in.
- Year 12 students can use the Sixth Form Centre toilets.
- Students may go to the toilet during lessons to ease usage at break and lunchtime.
- Students should leave the toilet door slightly ajar when they leave so that others know that it is vacant.

Catering Provision

- Currently there will be no catering provided before school or at break time but we hope that at some point in the future that we will be able to reinstate these. Therefore, students will need to bring in their own snacks and drinks for morning break time.
- There are currently two options for food at lunchtime, students may bring in their own packed lunch or order a grab bag from our catering facility. This can be done via the school website www.dhsg.co.uk. Please visit the parents/carers page and go to the catering section where the menu options and order form are located. There is a three-week menu choice and you will need to order at least one day in advance. There are 4 options of grab bags at a cost of £2.30 which are standard, gluten free, vegetarian and vegan. The cost of the grab bags will be deducted automatically from your child's catering account.
- If students have pre-ordered a grab bag for lunch provided by school catering, it will be delivered to their form rooms with the exception of 12R which will be delivered to the Sixth Form Centre.
- The lunch break is 1.35pm to 2.35pm. During this time, Year 12 students can remain in their form rooms (12R to use the Sixth Form Centre). For fresh air and exercise, Year 12 students can also use the North PE court. Year 12 students are not permitted to use the field as this is zoned for use by the KS3/4 students.

Leaving School

- At the end of the school day, Year 12 students must leave the school site via the main drive and the Outland Road exit.
- If a student's transport is later than this, they can wait in the main school hall until 4.15pm. Students should enter the main school building via the entrance at the front and walk straight ahead into the hall. The hall will be set up with different zones for each year group to facilitate social distancing. Staff will be present to supervise students.

We are really looking forward to seeing our Year 12 students back next week.