



**KING EDWARD VI
HANDSWORTH WOOD
GIRLS' ACADEMY**

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**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

7th September 2020

Dear Parent/Carer,

Due to the current situation with Covid-19 and the importance of social distancing, it has been decided that Sixth Form students will not need to be in the academy all day. This is due to the nature of their timetables, which includes some study periods. This will therefore mean, students will arrive before their first lesson of the day, and leave after their final lesson of the day. The following will therefore apply to students:

- Registration will be attended 8:40am for all students with a morning lesson (P1-P2).
- First lesson P3, arrive and sign in at break (10:40am-11.00am).
- First lesson P5, arrive and sign in at lunchtime (12.40pm-1.25pm).
- Last lesson P2, sign out and leave at break (10:40am-11.00am).
- Last lesson P4, sign out and leave at lunchtime (12.40pm-1.25pm).

Registration will be attended remotely for all students without a morning lesson (P1-P2) via Microsoft TEAMS. There will be no afternoon registration, with students leaving straight from Period 6 (3.15pm).

Students will only be able to enter and leave the school site once per day. Even if students have a study period in between lessons they will be unable to leave the site until their last lesson has finished. Sixth Form students have an allocated study area in which they can work during their study periods. It is vital any time spent at home during the school day, needs to be used productively in order to keep up with the demands of A Level/L3 BTEC courses.

Students will be signing in/out, when they arrive and leave, any student not following this practice will face disciplinary action, as this is vitally important for Safeguarding, Fire Regulations and Health & Safety.

If you have any questions regarding this please do not hesitate to contact me (lbillingham@hwga.org.uk).

Yours sincerely,

Mr L Billingham
Assistant Headteacher – Post 16

Headteacher: Mr Qamar Riaz BA (Hons)

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