



4th September 2020

Dear Parent/Guardian,

Arrangements for Sixth Form Re-opening 2020

Further to the government announcement requiring students and staff to return to school in September, I am writing to set out the NCS' re-opening arrangements to give everyone assurances that the NCS has taken all reasonable steps to make the Sixth Form COVID19 secure. Our full recovery plan, as well as the measures we have taken to ensure we are COVID19 secure can be accessed on our website.

Y13 students have now been out of Sixth Form for approximately five months and whilst all students have received remote teaching via iPads and Microsoft Teams, nothing can replicate face to face learning and teaching. Our plan is to deliver the entire A level curriculum and Higher Education Programme at the NCS, although I am aware that we may need to close if we are unable to adequately staff the Sixth Form because a significant number of teachers are self-isolating or there is a local outbreak. Should this occur, I want to reassure you that we have contingency plans in place to ensure students do not miss out on their learning and we will once again resort to remote teaching until we are able to re-open again. Similarly, students who are self-isolating will be able to access their lessons via their iPads and their teachers will make the necessary arrangements for this to happen.

(1) Minimise contact between individuals who are unwell

It is important we minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the NCS. If your child or anyone in your household has a 'new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)', they must stay at home and isolate for 10 days and arrange to have a test. Members of the household must isolate for 14 days.

You should notify the school (mismail@ncs6.org) immediately of any test result so we can take swift action should your child tests positive for COVID19.

- a) If your child tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating. They should return as soon as they feel better to do so.
- b) If your child tests positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return onsite only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Other members of their household should continue self-isolating for the full 14 days.

If your child exhibits COVID19 symptoms whilst at Sixth Form, they will be isolated from the other students and you will be called to collect them (precise instructions will be shared with you during the telephone conversation). You will also receive an A5 guidance sheet which will summarise the steps you need to take as well as answer some of the key questions you may have.



Newham Collegiate Sixth Form Centre

A specialist centre for Science and Mathematics

Principal: Mr Mouhssin Ismail, LLB LLM

(2) Clean hands thoroughly

Your child should have their own hand sanitiser to ensure they routinely clean their hands. There will also be hand sanitiser stations positioned around the Sixth Form to make it easy for students to clean their hands before entering or leaving the premises. We will also be promoting the 'catch it, bin it kill it' approach to get students into the habit of good respiratory hygiene.

(3) Enhanced cleaning

In line with government guidance, there will be enhanced cleaning undertaken by our cleaning company and we will be working with them closely to ensure the site continues to meet all the health and safety requirements.

(4) Maintaining social distancing whenever possible

a) Year group 'bubbles'

Students in Sixth Form study a number of subjects and are taught in different groups by different teachers dependent on their A level subject combination. It is impractical to keep classes separate from one another so they never mix. The government guidance acknowledges this complexity and therefore allows us to separate students by year groups ('bubbles'). In order to facilitate this, Y13 students will be taught in classrooms that are located on the Lower Ground Floor and the Humanities Building and Y12 students on the Ground and Upper Floors. Only Y13s will have access to Private Study, whereas Y12s will have exclusive use of the NCS Canteen. Students will also have their own entry and exits and will not mix during the Sixth Form day.

b) Face coverings & visors

Given our context and the number of students on our site, we have taken the decision to permit students to wear face covering should they wish and we have updated our Dress Code Policy to reflect this (<http://thencs.co.uk/ncs-dress-code/>). Students who wish to wear a face covering should review the policy to ensure they are in full compliance; where a student wears a face covering in the building intermittently or inappropriately, he/she will be asked to remove it as inappropriate use may increase the spread of COVID19.

In some of our science labs where we have fixed benches, it is not possible to have students in rows as recommended. In these labs all students must wear a protective visor and we will provide each student with their own which they must bring to the NCS and store safely. If they lose their visor they will be expected to purchase a new one.

c) Arrival to & departure from the NCS

It is highly recommended that students either walk or cycle to school to reduce the strain on public transport as all schools/Sixth Forms return in September. There are bike racks around the campus should students decide to use this mode of transport.

When arriving to Sixth Form, students must use the entrance to the campus that is nearest to their period 1 lesson as we will be operating a one-way system on all floors. Students should not arrive on campus any earlier than 8:15am and they must congregate (socially distance) in the area that has been designated for their year group (this information will be shared with students during tutor time). Y13s will be asked to enter the building at 8:20am to prevent any congestion and they must do so quickly and quietly to minimise any loss of learning time. We will adopt this approach of allowing Y13s to enter/leave 5 minutes earlier than Y12s for the start of the school day and the beginning and end of break times.

In order to reduce the number of students leaving the Sixth Form all at the same time, Y12 students will have form time at the end of period 4 (12:50pm) for 25mins on Monday and Tuesday and Y13s on Wednesday and Thursday, there is no form time on Friday, so we will stagger leaving times. It is important that where students do not have a period 5 lesson or timetabled activity they are to immediately make their way home and not congregate on the East Ham Campus. Y13s who wish to use private study to engage in independent work may do so and must adhere to the COVID secure occupancy limits.



5) NCS Canteen & Free School Meals

The Sixth Form canteen will not be serving any food for at least the first half term and students must make arrangements to bring in either their own food from home or visit the many vendors on the high street. Y12 students may use the Canteen to consume packed lunches and the Humanities rooms are available for Y13 students. Students are not permitted to consume food in allocated rooms purchased from any of the fast food outlets nor food that will leave a strong and distinct smell.

Y12 students to are eligible for Free School Meals can collect a sandwich, drink and a piece of fruit from the canteen, Y13s can do the same from a designated room in the Humanities block (details will be given to students on the first day of term).

6) Visiting the NCS

Parents and carers who wish to speak with a member of staff must make an appointment. Parents/carers who have an appointment must sign in and then wait outside until a member of staff comes to collect them. Face to face meetings should be kept to a minimum and where possible meetings should be held remotely or over the telephone.

7) Response to an infection

Where your child displays COVID19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) it is imperative they book a test either online <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or call 119. You child must not come into Sixth Form if they have COVID19 symptoms, and will be sent home to self-isolate if they develop them during the Sixth Form day.

8) Pupils who are shielding or self-isolating

Shielding advice for all adults and children was paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can also return to Sixth Form, as can those who have family members who are shielding. Where a pupil is unable to attend Sixth Form because they are complying with clinical and/or public health advice, we will be able to offer them access to remote education. **Should this apply to you please contact me immediately, providing all the necessary evidence.**

9) Remote Learning for students self-isolating

Students who are self-isolating will be able to access their lessons via Microsoft Teams, provided they have informed the attendance officer, their teachers and me that they won't be attending Sixth Form because they or someone in their household is symptomatic/tested positive for COVID19; this must also be confirmed by a parent/carers. Where classroom teachers are self-isolating, they will teach their classes remotely where they are well enough to do so.

Should you have any specific questions or queries about the steps we have taken to ensure we are following the government guidance please do not hesitate to contact me.

I will continue to keep you updated if there are any further changes.

Yours faithfully,

Mr Ismail
Principal of the NCS