**Essential information for all students hoping to join Beal Sixth Form in September**

**Please read carefully and if you have any further queries please contact us ASAP.**

Dear Parent/Guardian/Student,

We look forward to welcoming students for the new academic year in September after what has been a strange end to the current year.

At Beal we have evaluated government guidance to date and planned how we will re-open safely for all staff and students. A risk assessment to support school re-opening will be sent with our finalised plans in August. At the current time we have had to assume there may be some form of social distancing in September and possibly beyond. To this end we have prepared a ‘blended learning’ timetable that reflects existing government guidance, as well as our substantive timetable for 2020-21. This gives us immediate flexibility to re-open in a way that is safe for all students and staff as well as ensuring quality of education and progress for all. On this basis school will begin with an induction week in September with the schedule listed in induction below to enable a safe, phased return to school that takes into account the wider local community and travel on public transport at peak times for students and staff alike.

**BSF Enrolment**:

* Thursday 20th August and Friday 21st August 2020.
* Enrol online or in person from 9.30am-4pm
* ‘Early bird’ service: if you are sticking with your original subject choices and have the grades needed, you can enrol online early from 8am by completing the enrolment form in your Admissions+. Your form will be checked online and if all ok you will receive an email notifying you of your successful enrolment into specific classes.
* If you want to change a subject/subjects, you will need to wait until 9.30am and then enrol either online (completing the online enrolment form in Admissions+) or by coming in person to one of the two sites from 9.30am onwards
* If you would prefer to queue in person please come to BBIH on the upper site (access via Woodford Bridge Road) for the Beal campus, or the main reception in The Forest Academy (access via Harbourer Road entrance). If you are queuing in person, **do not complete an enrolment form online until you are sat with the enrolling teacher.**

If you are coming in to collect results/enrol, you must observe the conditions below:

* Do not attend school in person if you or someone in your household has coronavirus symptoms
* Clean your hands more often than usual; hand sanitisers will be available
* Ensure good respiratory hygiene by following the ‘catch it, bin it, kill it’ approach
* Follow social distancing at all times on site, with a minimum of two metres from any other student or adult at all times
* Do not gather in groups at any time on site or loiter
* You are welcome to wear PPE if you wish

If you require any support during results’ day or enrolment, please contact:

* Exam related queries: exams@bealhighschool.co.uk
* Beal campus related issues: admin@bealsixthform.co.uk
* The Forest Academy campus related issues: sft@theforestacademy.co.uk
* All other issues: admin@bealhighschool.co.uk

**‘Bridging the Gap’ work due in September**

Students have continued to engage with their blended learning provided by their teachers, which we know will stand them in good stead for the Sixth form. Bridging the gap units for every Level 3 subject is accessible via the school website at: <https://www.bealhighschool.co.uk/sixth-form-admissions-3/> and <https://www.bealhighschool.co.uk/sixth-form-bridging-work-2020/> and for students studying at the TFA campus <https://www.theforestacademy.org/sixth-form-bridging-work/>; username: **Bridging2020** and password: **BSF2020**

**Sixth Form Dress Code**

Our sixth formers are role models to the younger students and school ambassadors to the wider community and each should contribute to a culture of self-respect, high aspirations and academic excellence. Clothing should be smart, safe and suitable for school as well as affordable and practical. In the interests of equality we are pursuing a gender neutral code; please see overleaf:

**Students must wear:**

* ID badges and lanyards worn around the neck and visible at all times (these will be distributed during the first month at school)
* Collared shirt or blouse or polo shirt
* tailored trousers or skirt or dress
* shoes, ankle boots, black trainers or low/flat heels
* *plain formal jumper or cardigan optional*
* *jacket/blazer/suit/tie optional*

**Under no circumstances should any student be wearing:**

* ‘Hoodies’
* Jeans or leggings
* Boots (apart from ankle boots), high heels or sandals
* T-shirts or shorts or short skirts
* Hats
* Sportswear
* Large indiscreet logos

Please also be aware that:

* Extreme hairstyles are not allowed and hair must not be dyed unnatural colours.
* Discreet jewellery may be worn.  A small ear stud may be worn, but no other facial piercing is allowed.  Tattoos must not be visible.
* Chewing gum is not permitted
* Shoulders/low neck line/back should not be exposed

Students that arrive for school in September failing to comply with our new dress code will have inappropriate items confiscated or if not suitable will be sent home to change. If students are missing lanyards they will need to borrow one from the Sixth Form Reception or Study Centre, in exchange for a deposit (oyster card/keys). Persistent refusers will lose their free time outside lessons and could face more serious sanctions. We would really appreciate your support in ensuring all of our young people are dressed suitably for school and ready to learn. This dress code will uphold standards and make the sixth form a safer, more professional and more aspirational place to work.

**Induction day**

**Induction day for all new year 12 students is Thursday 10th September from 12.15pm to 2.40pm.** Please see table below:

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| --- |
| **Beal High School Induction Week w/c 7 September 2020** |
| Sessions | 7 Sept | 8 Sept | 9 Sept | 10 Sept | 11 Sept |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 09.30 – 11.55 | STAFF INSET | Year 7 | Year 9 | Year 11 | Year 13 |
| 11.55 - 12.15 | CLEANING |
| 12.15 – 14.40 | STAFF INSET | Year 8 | Year 10 | **Year 12** | STAFF INSET |

We will email in early September to confirm which form your child will be in and where they should go on induction day as they will spend the afternoon with their new tutor group. During induction they will receive their timetable and receive important information about expectations, procedures and opportunities. They will also be photographed for their student ID so should ensure that they are adhering to our sixth form dress code. Please also be aware most of our induction will be virtual so they will be expected to watch all BSF induction videos shared via the school’s YouTube channel prior to the start of their studies on Monday 14th September. These will include sessions on getting ready for A levels, achieving top grades, getting organised, study skills, mental health and wellbeing, targets for A level, apprenticeships, a parent forum, sixth form tour, Unifrog, university, the 16-19 bursary and digital induction.

**Progression, Attendance/Punctuality and Disciplinary Policies for Sixth Form**

Please read carefully the three policies at the school website: <https://www.bealhighschool.co.uk/sixth-form-information/>. Consent is a condition of enrolment. We have the highest expectation of our sixth formers at all times inside and outside of school and will not tolerate poor behaviour onsite, off site or online.

**Sixth Form Fund**

Every year we ask new sixth formers to consider making a voluntary contribution of £20 to the Sixth Form Fund. We use this fund to pay for our personal development enrichment programme, which means we can run workshops, events, trips and invite guest speakers to meet our sixth formers. It also means we can subscribe to Unifrog and Pathways CTTM, essential online platforms for our students to access wider university, apprenticeship and careers opportunities and which improve the experience and progression of all students. Thank you to those students who have already sent their contribution. Here are the payment details:

Current internal BHS students: the item is available on Parentpay

Prospective external students: follow this link to pay with a credit card: <https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=756>

The item is called Sixth Form Fund 2020-21. Please put in the student’s name so that we can identify who has paid.

We wish you and your families a safe, restful and relaxing summer and look forward to seeing you on enrolment day!

Yours faithfully



Ms Mayet

Director of Sixth Form – TFA Campus


Mr MacLeod
Vice Principal – Director of Beal Sixth Form