

4<sup>th</sup> September 2020

Dear Parent/Carer,

**Re: Students signing out – important**

There are some changes this year with regard to the way in which Year 12 and 13 students' timetables will work. In order to support students in catching up on the knowledge and skills missed throughout lockdown, we have designated a number of supervised study periods on their timetables which are compulsory for them to attend. They will be staffed and their attendance noted, and work targeted at supported them in overcoming any gaps in key knowledge and skills will be provided by their subject teachers.

Furthermore, when students are not in lessons or supervised study sessions, they will sign out of site. Students who do not have a lesson Period 1 will have the flexibility to be able to arrive at school for the start of their next lesson, and will not have to attend tutor. They will be provided with an ID card which will allow them access to the bottom green door only.

On arrival at the Academy, students will buzz at the main gate to be allowed access to the site, and then swipe their ID cards at the sign in machine at reception. Following this, they will move around the front of the building in order to avoid crossing any other year group bubbles, and around the side of the building to the bottom of the green block, where they will be able to swipe their cards to access the door.

To sign out after their last lesson for the day, students move around the outside of the building, exiting through the door at the bottom of the green block, to reception, where they will swipe their cards to sign out at the machine, and then move out towards the main gate, where they will be buzzed out.

We realise that this is a change for our students, but student voice with Year 13 has suggested that they would like the autonomy of being able to manage their own time and leave site when they are not required in lessons. Of course, any student whose attendance to compulsory sessions becomes a point of concern will have these rights revoked, and they will be timetabled into additional supervised study sessions.

Students will receive their individual timetables on Monday, and you will be able to see when they are expected off site; any blank on their timetable means they should not be at the Academy, and any tutor period which is followed by a blank until Period 2 or later does not have to be attended. We will code these sessions so that students' attendance statistics are not impacted by this.

If you have any questions or queries, please do not hesitate to contact us at [dingley.k@rsaacademy.org](mailto:dingley.k@rsaacademy.org) or [thomas.m@rsaacademy.org](mailto:thomas.m@rsaacademy.org).

Kind regards,

**6<sup>th</sup> Form Team**