



The Crossley Heath School

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July 2020

Y12 Registration Arrangements for Students Joining Crossley Heath in September 2020

Thursday 20th August 2020

Dear Students

We are delighted that you have accepted your place to study for A Levels in The Crossley Heath Sixth Form. I am now writing with details of how to register with us on results day and to tell you about arrangements for the first day of the Autumn Term.

Please note that all these arrangements are subject to the government guidance on further school reopening allowing us to proceed in this way. We will, of course, update you about any changes that we have to make and would ask that you check for emails regularly in the coming weeks. Please look at our website the day before coming in to school to register in order to confirm that we are open for registration.

1. Personal Details and Contact information

Prior to results day (20/08/20) you need to have submitted your Personal Details Form which can be accessed and completed with this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=zNYjY40Gr0eVSj6dkvVO-TQwZTb1DRBBkRqTdQCcKcRURjFQMIJQVVQwMkEzMTgzSVk1RVVSUTEwQi4u>

NB We cannot reregister you, as a Y12 student, without this information.

2. Meeting Entry Requirements

All offers are subject to students meeting all the entry requirements (general and subject specific). Once you have picked up your GCSE results, please check carefully that you meet all the following:

- GCSE English and Maths at Grade 4 or above.
- At least three GCSEs at grade 6s (which may include English and Maths)
- Specific subject requirements as specified in the prospectus.

Please note that full course, Level 2 qualifications (including applied GCSEs and BTECs), whatever the size, will count as one GCSE and that ICT OCR National Level 2 will count as one GCSE.

3. Registration – from 12.30pm on Thursday 20th August in the main hall at Crossley Heath

If you are currently holding an offer from The Crossley Heath Sixth Form then, if possible, you need to come in to school and register in person on this afternoon please. **If, however, you (or one of**

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your family) feel at all unwell, please do not come in to school but follow the instructions for remote registration given below.

We will, of course, abide by any government guidance in place at the time in order to ensure that everybody is safe on our site and in our building. Staff will be around to guide and to advise students and parents of our procedures, as you arrive on the day but the following safety measures are likely to be in place:

- There will be no parking allowed on site. Please enter the site, on foot, via the main or moor gates.
- The requirement to use hand sanitizer and/or gloves on entry to the building.
- The requirement to 'sign in' so that we have a record of all those attending school for Covid-19 tracking purposes
- Those waiting for registration will be seated in family bubbles in the hall. Please do not move seats and keep a safe distance from others.
- Movement around the building will be extremely limited and we ask that you avoid touching door handles, corridors and other fixtures and fittings whenever possible please.

In order to comply with government guidelines and to avoid a long wait for registration, please visit in the allocated time slot:

Surnames A – M 12.30 – 1.30pm

Surnames M-Z 1.30 – 2.30pm

In addition to completing the Personal Details form online, you will need to bring the following documents with you please:

- Proof of your identity and date of birth. This would usually be by showing us your birth certificate or a valid passport. We will not copy or keep these documents but are required check these details when you register.
- Your statement of results for GCSE (and equivalent) examinations. We will use this to check that you meet all the entry requirements and we will take a copy for our records.

During registration:

- We will check all the above documentation meets our eligibility criteria.
- We will also confirm your subject choices. We will do all we can to accommodate any requests for changes but this will depend on you meeting requirements, the subject fitting with your other option and the number of places available in each group.

4. Remote Registration on Thursday 20th August 2020.

If you are unable to come in to school this afternoon it is very important that you email Mrs. Pennington to confirm you are accepting your place (v.pennington@crossleyheath.org.uk). You must have completed the online Personal Details Form and must include a screenshot of your results so that we can check that you meet requirements. Please make sure that the photograph is clear and that your name is clearly visible at the top. We will confirm that we have received your information and that you meet requirements within 24 hours. If you fail to register on 20th August your place may be awarded to another student.

On the first day of term you will need to bring evidence of your identity and date of birth so that we can see them. We will not copy or keep these documents.

5. Declining your place

Whilst we really hope you will be joining us, we do appreciate that some students are holding multiple offers and now have a final decision to make. Please remember that it is courteous and considerate to let us know promptly if you are not returning to Crossley Heath please as we can potentially offer your place to another student. If this is the case, then we would like to wish you well with your A Level studies and future career pathways. Good luck from the Sixth Form Team!

First Day Arrangements for Friday 4th September 2020

All Y12 students, together with Y7 students, are required to attend school on Friday 3rd September 2020. We are currently assuming a full 'normal' return to school and will let you know promptly should government guidance require any changes to our arrangements.

Registration and temporary badge collection will take place from 8.20am in the Sixth Form Centre. **There will be no catering on site and students will not be permitted to leave the site during the day (due to Covid-19 restrictions) so please bring a packed lunch and ensure that you have enough water and snacks to get you through the whole day.**

- Meetings with your personal tutors
- Discussing information about all aspects of Sixth Form life
- Welcome assemblies with your Progress Leader and the Head of Sixth Form
- Provision of individual timetables
- Having photographs taken for ID badges
- Signing up for school emails
- Accessing school computers and the VLE
- A tour of the school for those of you who are new to Crossley Heath

Lessons will take place periods 4 and 5 according to your timetables.

We are very much looking forward to seeing you on results day and then, in September, for the start of the new school year.

In the meantime, we wish you and your families a very happy and enjoyable summer holiday.

Best wishes

Mrs Doig and the Sixth Form Team