



Blackfen School for Girls

Raising aspirations - releasing potential

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September 2020

Dear Parents/Carers

Welcome to Blackfen Sixth Form. I am so proud of how well the year 12 students have settled into their studies in the Sixth Form.

Our young people have had such a difficult and uncertain time over the past few months so its great to see such positivity and resilience being demonstrated by the students and I am really looking forward to working with them and yourselves this year. Usually we would be welcoming all year 12 parents/carers in for our start of year 'parent information evening', unfortunately this cannot go ahead this year, however you will be able to access a 'virtual' presentation of this event next week. There are however a number of things we've put in place to allow for the current situation that I want to share with you:

- Your Son/daughter should have now received their final timetable, although I must point out that this is a temporary timetable. We have reduced the number of daily lessons to 3 (from 5) to reduce movement around the school. The timetable now runs on a 4-week cycle rather than two weeks, with two long sessions (2 hours) and one normal length session (1 hour) a day. This does mean your son/daughter's timetable may look quite sparse – this is temporary until we are able to revert back to our usual 2-week, 5 period a day timetable.
- Year 12 students currently start at 8.45am if they have a session 1 and stay until 2.35pm at latest. On our normal timetable students are in school at 8.30am everyday and generally finish at 3.10pm on most days.
- We have had to get students to only come in school just before their first session of the day and leave straight after their last taught session. If your son/daughter has a taught session 1 and 3 then they will remain in school all day as they have a study session during session 2. Again, this is not usual practice and whenever it is possible we will revert back to students being in school full time every day with timetabled study lessons in the supervised study centre or learning zone.
- During the current climate students are NOT allowed to leave the school site during the breaks as we want to limit movement into and out of school during the day. Therefore they will need to remain in the Learning Zone during breaks where they can purchase food and drink from the canteen using Wisepay or contactless card payment.
- If a student is feeling unwell during a lesson they must inform the teacher immediately. If they are not in a lesson they should report to the Sixth Form office.
- Students may choose to wear a mask in school if they wish to, but this is not compulsory at present (although guidelines may change on this). Students are reminded to be careful when taking off a mask.
- Absolutely NO chewing gum in school.
- Students must enter / exit school through the visitor car park NOT the main school gates



- On Mondays and Tuesdays students in session 3 will be shown a virtual assembly and will therefore remain in school until 2.35pm for those students who miss Tuesday's session, they can view the sixth form assembly on 'Teams' each week.
- On some occasions your son/daughter will need to attend a 1 to 1 or small group meeting session with a sixth form tutor. These will be from 2.35 – 2.50pm. (with prior notice)

General rules and requests:

- Students must abide by the dress code every day. This includes wearing a suit jacket every day. Please note: trainers, leather skirts/trousers/jackets are not part of the dress code.
- Students must wear their 'sixth form lanyard' and swipe card around their neck at all times this is for safeguarding purposes.
- Students must be on time for all sessions
- Students must not use their mobile phone anywhere in school (except in the learning zone). Phones must remain in bags, out of sight and off at all times. This includes whilst moving around the school.
- Students must not work more than 12 hours a week in a part time job and must not take on shifts during school hours (even if the temporary timetable gives whole/part days out of school). This is only temporary as all students will be in school every day once we can revert back to the normal timetable.
- Students are able to speak to me at break in the main corridor if they have any issues. For a longer appointment I can arrange to see them after school.
- All year 12 students are now part of our 'Year 12 team' on Microsoft teams. I will post on this site most days in order to communicate with the students so we encourage them to check regularly. Teachers will also be using this platform to place resources/learning support materials and to set assignments. Please ensure that your son/daughter has logged onto their school email account to get set up on Teams. I will send out further guidance on using Teams shortly. If you wish to look at your son/daughter's Team, please ask them to share their log in details with you. Please note: Students should not use Teams for social chat.

Mental Health and wellbeing of our students is of utmost importance. We are going through incredibly challenging times and we want you to know that there is always someone in school to listen to your son/daughter. Things are strange, we are not able to work with the students in the way we would normally, but we don't want any student to feel alone or unhappy. Please contact us with any concerns you have either by email sixthform@blackfen.bexley.sch.uk or phone 020 8303 1887 ext. 3119

I will be in contact soon with details on access to the virtual information evening.

Yours sincerely

K Brewer

Miss K Brewer
Assistant Headteacher, Head of Sixth Form