



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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Principal: Justine Barlow

September 2020

Dear Parents, Carers and Students,

I do hope this letter finds you and your family safe and well. I would like to take the opportunity to welcome everyone to this new academic year and we look forward to working with you. This letter is to provide you with some useful information and contacts for this term.

I wish to reassure you all that we have worked very hard to ensure staff and students are safe at Notre Dame Catholic Sixth Form College. There are a number of new safety measures which have been implemented upon government advice to help reduce and prevent the threat of the Covid-19. These measures are a necessity to help ensure the safety of everyone.

Most safety measures are temporary and will be in place for as long as the government advises. Please note that these measures may change and evolve upon advice from the Department for Education and Public Health England and we appreciate your flexibility in this matter. The guidance can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term#system-of-controls>.

If you have any questions or concerns, please contact your Achievement Tutor in the first instance, via email to [achievementtutors@ndonline.ac.uk](mailto:achievementtutors@ndonline.ac.uk).

Parents / carers of new students to the College will shortly receive a letter which will provide you with your confidential log-in for the College Cedar Parent Portal. Cedar is our intranet system and can be accessed via the College website. Cedar provides 'live' information of each student's progress, achievement, progress, attendance and career development. The Parent Portal enables parents to access their child's attendance and assessment data, making it easier for you to track progress.

If you require information regarding financial support, the bursary scheme and / or the student support award application, these can be found on the College website under the 'Support' section, and again help is available through the Achievement Tutors and Student Services.

Communication to parents / carers and students is key. We will communicate by means of email, text messaging and via the College website ([www.notredamecoll.ac.uk](http://www.notredamecoll.ac.uk)). Please make sure you regularly 'check in' so that you do not miss reminders of key dates and events. I would also request that you inform us immediately of any changes to your email address or mobile phone number.

All the College's term dates can be found on the website in the 'About Us' section and the important dates to celebrate our ethos will be announced throughout the year.

Please note, until further notice the College will not receive unannounced visitors and I kindly request parents do not block the Avenue by dropping off or waiting to pick students up. We share the Avenue with other businesses / organisations and work hard to nurture continual good relationships.

Due to the Covid-19 situation, there are some IMPORTANT rules STUDENTS MUST FOLLOW WHEN ON SITE:

- The main rule: either you will be class or in an independent study area. There must be no congregating on the College site at any time. You must socially distance wherever possible at all times. Therefore:
  - Use the sanitisers at the entry and exit to every building and on entry to each classroom.
  - Maintain social distancing from your teachers at all times.
  - Follow the one-way system for each building and for around the College site.
  - DO NOT USE THE MAIN RECEPTION to get to another BUILDING: YOU MUST USE OUTSIDE WALKWAYS.
  - Only arrive in time for your very first lesson of the day.
  - If you arrive early you must be off site or in an independent learning area, such as the library, IT suites or the learning bays set out in the main hall.
  - Do not arrive on College site and expect to socialise in small groups.
  - No morning breaks will be in the Lower study Area, Upper Study Area or Refectory.
  - You must remain in your classroom for a morning break on Tuesday, Wednesday and Thursday.
  - Morning breaks on Monday and Friday must be taken immediately outside the building you are in or outside the building you are moving to.
  - Please leave the College site at the end of each day after your final lesson OR use an independent study area.

#### LUNCH

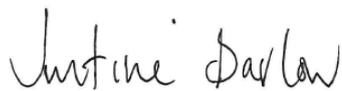
- There are three places to get food for lunch: the main refectory, the sandwich shop in St Joseph's Court and the Concession shop downstairs in the Lower Study Area.
- These will all be open from approximately 11.30 – 14.00 but can only accommodate a small number of students, socially distanced, at any one time. Your lunch time opportunity will therefore be staggered and you will be expected to vacate the refectory area as soon as possible.

It is imperative that students follow our guidance completely. Any student who does not, is in breach of our Behaviour Policy and could risk their place at College.

I apologise for the formality of this letter, but I am sure you will agree that the health, safety and wellbeing of all in the Notre Dame Community is paramount.

Thank you for your continued support.

Yours faithfully,



Justine Barlow  
PRINCIPAL