

Student Induction day (Year 7 and Sixth Form) - Wednesday 2nd September, 2020

Students will have a staggered start and will be greeted on the gate and in the playground by student managers, Progress Leaders and the Leadership Team.

Progress Leaders will send a detailed plan for the induction of each phase to relevant form tutors and attached staff before the end of term.

Gate opening times: 8.15 am Year 7 8.30 am Year 12 1.00 pm Year 13

	Year 7	Year 12	Year 13
8.20am	Arrival (from 8.15 am) and students line up ready for assembly with form tutors supervising. Fire drill procedures explained.		
8.30 – 8.50am	Students begin with a Year 7 assembly at 8.30am and then move to tutor rooms.	Enrolment for year 12 in Bury Sports Hall from 08.30 am -12.30pm. Students will enter from back entrance and will be allowed in no earlier than 15 minutes before allocated appointment block.	
8.50 am - 12.00pm	8.50 – 10.55 am Tutor time and Staggered photos by tutor group 10.55 – 11.25 am Period 3 lesson 11.25 am – 12.00 pm Lunch	On entry, students will need to provide ID evidence and GCSE results sheet. Students will be sent details of appointment time. These will be staggered. All 6 th form PL/SMs and tutors to process sixth form students. Student photos also taking place.	
12.00 -3.00pm	12.00 – 1.20 pm Period 4 lesson 1.20 – 2.40 pm Period 5 lesson 2.40 – 3.00 pm Tutor time		Arrival (from 1.00pm) Student Enrolment for year 13 in Bury Sports Hall from 1.00 pm -4.00pm. Students will enter from back entrance and will be allowed in no earlier than 15 minutes before allocated appointment block. Students will be sent details of appointment time. These will be staggered.
3.00 – 3.30pm	Students in incorrect uniform will be spoken to and reminded of uniform expectations. Ensure correctly dressed on Thursday 3 rd Sep 2020		

Any students that are absent on Wednesday 2nd September will be required to attend an induction session during lesson 1 on Thursday 3rd September when they will have their uniform and equipment checked and be issued with a new planner, timetable and lanyard/ID so that they are ready to join lessons from period 2 onwards. Progress Leaders will phone home to discuss school concerns regarding attendance and log on SIMS.

Sixth form time table Thursday 3rd September 2020 (Friday 4th September is the start of the full day timetable for all sixth form students.)

	Year 12	Year 13
11.00am – 11.55am	Straight to the Cambridge Hall for Year 12 assembly	Straight to the Bury Hall for Year 13 assembly
12.00-12.45pm	Period 4 lesson	Period 4 lesson
12.45-1.20pm	Year 12 Lunch – off site	Year 13 Lunch – off site
1.20-2.40 pm	Period 5 lesson	Period 5 lesson
2.40 – 3.00 pm	Year 12 Tutor time	Students dismissed