



13 July 2020

## QEGS Sixth Form Enrolment

Dear Parents, Carers and Prospective Sixth Form Students,

We hope that you and your families have been keeping well at this time. We would like to take this opportunity to provide further information about the procedures to enrol into QEGS Sixth Form. Before enrolling with us you will need to ensure that you have your GCSE results.

Students will be able to opt to either come to school to enrol for the Sixth Form in person or to enrol online. The following 'Google Form' <https://forms.gle/xCxrcardDFUfjkmv8> must be completed so that students can indicate whether they wish to enrol in person at school or online. The deadline for completing this form is Wednesday 15 July. We do require that all applicants complete this form. If either of the above options are not suitable for you, then please email [sixthform@qegschool.org.uk](mailto:sixthform@qegschool.org.uk) by Wednesday 15 July 2020 to make alternative arrangements.

### Procedures for Attending Enrolment

If you are able to attend QEGS Sixth Form Enrolment Day it will be different from previous years. We must implement the current social distancing guidelines set by the Government. To minimise risk and ensure that everyone on site is able to maintain 2 metre social distancing at all times, we have the following procedures in place:

- Enrolment for external students will take place from 1.00pm - 2.30pm on Thursday 20 August and from 10.00am to 12.00pm on Friday 21 August.
- There will be a one way system in operation for entering and exiting the site.
- Anybody accompanying students to school will not be allowed on site. This is to minimise the number of people on the site and ensure that social distancing can be adhered to. We ask that you arrange to meet students at the Gordon Way exit which is where the students will leave the site.
- When students arrive on site via the Meadway gates (Main School entrance) they will be required to queue, maintaining social distancing. When queuing you must use the traffic cone markers and keep a 2 metre distance.
- There will be hand sanitiser stations placed at various points in the process.
- The enrolment will take place in the Sports Hall and there will be social distancing indicators placed in the hall.
- Students will exit via the gates on Gordon Way where they can meet with anyone that accompanied them.

We would like to take this opportunity to remind you of the subject bridging activities that were sent via links in previous email correspondence and that can also be found on the school website. These activities will enable you to make a smooth transition into the Sixth Form. The Sixth Form Team looks forward to welcoming its new Year 12 intake in September.

Yours sincerely

**Miss Southwell**  
**Head of Sixth Form & Assistant Headteacher**

**Mr Jones**  
**Deputy Headteacher**