



13<sup>th</sup> July 2020

Dear Parent/Carer

## Return to School – September 2020

On 2<sup>nd</sup> July 2020, the Secretary of State announced that all students should make a full return to school in September, after the summer holidays. This is fantastic news and is exactly what is required: returning to school is vital for students' education and wellbeing and we know that the risk of becoming severely ill from coronavirus is now very low. As a result, we have now planned for all students to return and this will be an important move back towards normal life. However, as part of this planning, the [guidance](#) published by the Department for Education has asked schools to implement a *System of Controls* to reduce the risk of transmission. Therefore, we shall need to make some significant adjustments to our ways of working in order to ensure that the Collegiate remains a safe environment in which we can continue to deliver high quality education and support the wellbeing of our students and staff.

### *System of Controls: Protective Measures*

This is the set of actions that schools must take, divided into two groups:

*Prevention (1-6) and Response to any infection (7-9).*

#### Must be in place in all schools at all times

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene
4. Introduce enhanced cleaning

First and foremost, it is crucial that anyone with symptoms of coronavirus (a high temperature, a new continuous cough, a loss of, or change to, your sense of smell or taste) does **NOT** come to school. They should self-isolate for 7 days and [arrange to have a test](#). Similarly, an individual should self-isolate for 14 days, or until a negative test outcome is received, if a household member has the symptoms.

Assuming there is no need for self-isolation, upon arrival at the Collegiate, everyone will be required to clean their hands, ideally by washing thoroughly with soap at one of the new wash basins that will have been installed at the entrances to the building (but at least by using hand sanitiser). Students will be encouraged to clean their hands throughout the day, especially before and after eating.

We shall continue to promote the "catch it, bin it, kill it" approach and there will be a supply of tissues in every classroom. *Public Health England* does not recommend the use of face coverings in schools because misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication. Therefore, face coverings will not be worn at school. However, please note that face coverings are required at all times on public transport and will need to be disposed of correctly, if used.

We shall also continue to thoroughly clean all used spaces at the end of each day and clean throughout the day, as well – in particular, wiping surfaces, door handles etc. and any spaces that are shared between "bubbles". Every classroom will have a supply of anti-bacterial wipes but students are encouraged to bring their own wipes and hand sanitiser for personal use, as well.

#### Must be properly considered and schools must put in place measures that suit their particular circumstances

5. Minimise contact between individuals and maintain social distancing wherever possible

We shall adopt two key strategies in response to this control measure:

*i. Staggered Timings*

In order to reduce the contact between individuals, we shall stagger the timings of the school day so that different groups of students arrive, depart and have break and lunch at different times. All students will continue to have all of their scheduled lessons in full (there will be no loss of learning time) and, in addition, will have time with their Tutors each day to support pastoral care.

	Years 7, 8 & 9	Years 10, 11, 12 & 13
8.20am – 8.40am	Tutor Period	X
8.40am – 9.30am	Period 1	
9.30am – 10.20am	Period 2	Period 2
10.20am – 10.40am	Break	Period 3
10.40am – 11.10am	Period 3	Break
11.10am – 11.30am		
11.30am – 12.20pm	Period 4	Period 4
12.20pm – 12.50pm	Lunch	Period 5
12.50pm – 1.10pm	Period 5	
1.10pm – 1.40pm		Lunch
1.40pm – 2.30pm	Period 6	Period 6
2.30pm – 3.20pm	X	Period 7
3.20pm – 3.40pm		Tutor Period

Students in Years 7-9 should arrive from 7.50am and by 8.15am at the latest to allow time to wash hands before Tutor Period at 8.20am.

Students in Years 10-13 should arrive from 9.00am and by 9.25am at the latest to allow time to wash hands before going directly to Period 2 at 9.30am. For these students, Period 7 will replace the lesson that would have been scheduled for Period 1 (lost from the start of each day).

*ii. “Bubbles”*

We shall create the following 7 large groups of students, called “bubbles”:

- Key Stage 3 Aquila College
- Key Stage 3 Orion College
- Key Stage 3 Pegasus College
- Key Stage 3 Phoenix College
- Year 10
- Year 11
- College VI

At Key Stage 3 (Years 7-9), keeping students together in their Colleges will help us to retain the sense of College identity and will more closely match the experience that students are used to. At Key Stage 4 (Years 10&11), keeping students in Colleges would adversely affect the quality of education as students’ access to their option subjects and the delivery of the core curriculum would be significantly impacted; for this reason, Year Group “bubbles”, which will allow students to fully access the curriculum, are preferable. College VI will operate as a “bubble” in itself.

Each of these “bubbles” will be assigned to a part of the site and a part of the buildings (see Appendix A). We shall use instructional signage, partitioning and one-way systems, where necessary, to support correct movement around the site. Upon arrival in the morning, students will enter the buildings using different entrances, according to their “bubble” and move directly to their assigned space.

	<i>Student Entrance (L)</i>	<i>Student Entrance (R)</i>	<i>College VI Entrance</i>	<i>Phoenix Entrance</i>
Arrival 1 7.50am – 8.15am	KS3 Aquila	KS3 Orion	KS3 Pegasus	KS3 Phoenix
Arrival 2 9.00am – 9.25am	Year 11	College VI	Year 10	X

They will remain there for the majority of their lessons, only coming out of their designated space in order to access any specialist facilities (e.g. in CPA College), if essential. Such shared spaces will be subject to enhanced cleaning. There will be no requirement for students to remain in the same classroom or with the same students at all times. Although they will be encouraged to maintain distance, where possible, they will not be required to remain 2m apart at all times and we will no longer be required to operate reduced class sizes. However, students should only mix with other students in their “bubble” and should remain in the spaces designated for their “bubble”, as far as possible. Classrooms will be allocated to lessons and the buildings and the site will be divided in such a way that students in different “bubbles” will have little need to cross over, even during change of lessons. Whilst brief, transitory contact in corridors or outside is not a concern, we shall still do our best to keep “bubbles” separated as far as possible. Most teachers and support staff will operate across “bubbles” in order to facilitate the delivery of the timetable. This will mean that teachers will be required to move between lessons more frequently so that students can remain largely static.

The “bubbles” will mean that many students will be taught in classrooms outside of their usual College, but the College Heads and their teams, including Tutors and Senior Tutors, will continue to have responsibility for the same groups of students and will continue to work closely with them and their parents.

It is understood that the “bubbles” cannot entirely eliminate contact between individuals in different groups. For example, there will be siblings who will be in different “bubbles”, students from different “bubbles” will queue at bus stops together etc. Despite this imperfect model, the guidance is clear that every effort to minimise contact is worthwhile and should be implemented, if possible.

Applies in specific circumstances

6. Where necessary, wear appropriate personal protective equipment (PPE)

In schools, PPE is only deemed necessary for any adult who may be supervising an individual with suspected coronavirus symptoms or in the case of routine intimate care needs.

Must be followed in every case where they are relevant

7. Engage with NHS Test & Trace
8. Manage confirmed cases of coronavirus amongst the school community
9. Contain any outbreak by following local health protection team advice

If everyone follows the advice to stay at home and arrange a test in the case of coronavirus symptoms, it will be unlikely that a ‘new’ case will need to be managed at school. Nonetheless, we are prepared for this and parents need to be, too. If a student develops the symptoms whilst at school, he/she will be isolated and his/her parent will need to collect him/her as a matter of urgency, begin self-isolation and arrange a test. We shall make contact with the local health protection team, as necessary, who will advise on specific steps to take with regards to potential impact on close contacts.

*Curriculum*

The outstanding quality of education delivered at the Collegiate is, in part, a consequence of our rich, broad and balanced curriculum and students’ engagement across the full range of subjects will reignite their engagement with learning and support them in addressing any gaps that may have emerged.

- We shall deliver the regular timetable and the full curriculum (without the use of rotas which are specifically prohibited), albeit with different timings and rooms.
- Year 7 students will remain in mixed ability Tutor Groups for the first term. Current teaching groups will remain unchanged into Years 8, 9 & 11.

- We await the outcome of the Ofqual consultation into 2021 exams but, at this stage, expect students who are half way through their GCSE and A Level courses to continue and complete those courses, as planned.
- This includes GCSE RE for Year 10 students who, at this stage, we are still expecting to prepare for early entry in 2021.
- We shall not be formally assessing students as soon as they return; we shall continue to identify gaps in their learning through low-stakes approaches and, crucially, we shall work to re-engage them in learning so that gaps can be addressed effectively.
- Practical subjects (e.g. in CPA College, Science) will consider whether the use of specialist facilities is always essential and will avoid bringing students outside of their designated “bubble” space, as far as possible.
- In PE, contact sports will be avoided and outdoor PE will be prioritised. Students will be kept in their “bubbles” which is likely to lead to mixed gender teaching groups in Years 7-9.
- We shall not allow any large indoor congregations, such as assemblies.

### *Pastoral Care & Wellbeing*

We recognise that whilst some students will have continued to flourish during lockdown and will return to the Collegiate excited and prepared for the challenges of the new academic year in very different circumstances, others will find it more difficult to readjust. Daily contact with Tutors and the strong support from senior staff in Colleges will help us to rebuild our community as quickly as we can. The wellbeing of our community will remain our central concern. Each Tutor Group will continue to have an assigned Tutor Room (see Appendix B) and students will have access to lockers, as usual.

### *Classrooms*

The guidance gives the following advice:

- Students will be seated side by side and facing forwards, rather than face-to-face or side on – this means that students will not be seated in groups.
- Whilst students should have their own basic equipment (pens, pencils etc.), textbooks and other classroom-based resources (e.g. IT equipment) can be shared within “bubbles” (but cleaned by those using them before and after use).
- Equipment and resources that may need to be shared across “bubbles” (e.g. in Science or CPA College) will be cleaned more frequently and between “bubbles” or left unused and out of reach for 48 hours.
- Ventilation will be improved by opening windows.
- Teachers can collect exercise books and teachers and students can take books home.
- Teachers are advised to try to maintain 2m distance from others, where possible – in particular, they should avoid close face-to-face contact and minimise time spent within 1m of anyone – this will change the way in which they teach and interact with students, with greater use of mini whiteboards and visualisers, for example.

### *Break, Lunch & Toilets*

Each “bubble” will be assigned to a social space – we shall use *The Diner*, *The Cube* and the *College VI Café* at break and lunchtime. These facilities will be shared, but not used simultaneously by students in different “bubbles”.

	<i>The Diner (L)</i>	<i>The Diner (R)</i>	<i>The Cube</i>	<i>College VI Café</i>
Break 1 10.20am -10.40am	KS3 Orion	KS3 Aquila	KS3 Pegasus	KS3 Phoenix
Break 2 11.10am – 11.30am	Year 11		Year 10	College VI
Lunch 1 12.20pm – 12.50pm	KS3 Orion	KS3 Aquila	KS3 Pegasus	KS3 Phoenix
Lunch 2 1.10pm – 1.40pm	Year 11		Year 10	College VI

Providing a full regular lunch service will be a real challenge and, therefore, from w/c 7<sup>th</sup> September 2020 we shall operate a “click and collect” type service whereby parents will be asked to pre-order cold lunch options, snacks and drinks for students then to collect from a designated point within their “bubble” at morning break. This is the service that we would encourage students to use. There will be no additional refreshments for sale

at morning break. At lunchtime, for those students who have not pre-ordered a cold lunch, there will be a limited hot lunch option, served in each dining area. In addition, students are, of course, welcome to bring a packed lunch (no cans or fizzy drinks, please).

Students are encouraged to bring a water bottle which they will be able to refill at school. The vending machines will not be in use (except for in the College VI Common Room). We shall continue to use the biometric readers, but will be sure to wipe them before and after every use. Parents are asked to ensure that ParentPay accounts are topped up as students will not be able to use cash to top up themselves.

Each “bubble” will be assigned a set of toilets. If two “bubbles” are required to share, their use will be staggered and the toilets will be cleaned between use.

#### *Attendance & Uniform*

The expectations of attendance will revert to normal, i.e. everyone should attend every day, unless a student is:

- self-isolating and has had symptoms or a positive test result themselves;
- self-isolating because he/she is a close contact of someone who has coronavirus;
- otherwise unwell and unable to attend for health reasons.

Any other absences will be unauthorised, in accordance with normal procedures. Shielding advice for all children and adults will pause on 1<sup>st</sup> August 2020 (subject to a continued decline in the rates of community transmission) and therefore, anyone on the shielded list will also be able to return to school, as will those who have family members who are shielding. If you have any particular concerns, please let us know and we shall work to reassure and support anyone who may be anxious about returning to school.

Uniform expectations will also revert to normal. Please ensure that you take the opportunity over the summer holidays to check that your son/daughter has all necessary items of school uniform and equipment for the new academic year. A full [uniform list](#) is available on the website. A reminder that Year 11 students will continue to wear their blazers and will need to purchase a new College coloured striped tie from Hewitts.

#### *Travel, Transport & Pick Up/Drop Off*

Public transport capacity is likely to remain constrained in the autumn term and so students, especially those in Years 10-13 who have a later start, are encouraged to walk or cycle to school, if possible. We shall increase our bicycle storage facility, if necessary, so it would be helpful to know if you expect your child to use this method of transport regularly. When walking, students should be reminded to maintain distance from others, especially those outside their “bubble”, where possible, and avoid walking in a group. If the use of public transport is necessary, students are reminded that they are required to wear a face covering and should similarly try to maintain distance. In such cases, the face covering must be removed on arrival at school and either disposed of in a covered bin or placed in a plastic bag for the student to take home with them. We are in discussion with TfL and will advise them of the change to our timings. In addition, senior staff shall continue to be on duty at bus stops at the end of the day to support orderly journeys.

If parents are dropping students off and/or picking students up by car, it is now even more important that they avoid driving up to the Collegiate gates, unless absolutely necessary. Ideally, cars will not come beyond the Derwent Drive junction. We must all do all that we can to avoid causing congestion and potentially large congregations.

#### *Extra-Curricular Activities & Educational Visits*

In September, we shall publish a programme of regular extra-curricular activities for the autumn term, but these will largely need to be within “bubbles” in order to reduce contact between individuals. For the same reason, the Library will not be available to students in Years 7-11 at any time; it will remain part of the College VI “bubble”. As the guidance advises against overseas and overnight domestic educational visits, we shall not operate any school trips during the autumn term and shall review the position before Christmas.

#### *Visiting the Site, Parents Evenings & Events*

In order to further support the minimising of contacts, where a parent needs to meet with a member of staff, we will communicate via telephone or MS Teams, rather than face-to-face contact, where possible. In any case, visitors will not be allowed on site without an appointment. This means that it will be even more important to ensure that students come to school with everything that they need, as parents will not be permitted to come to the site to drop off any forgotten items. We do not plan on holding any face-to-face

Parents Evenings during the autumn term, but we shall look at alternative ways of running these events. Similarly, we do not expect to hold other face-to-face events next term which would create large congregations on site, e.g. Open Evening, Open Mornings, Choir of the Year etc. Again, for each of these, where appropriate, we will explore alternative methods of delivery.

### *Planning for Further Home Learning*

Alongside all that we are doing to reintegrate students and establish new ways of working on site, we shall continue to plan how our approaches to Home Learning might develop, just in case there is a need to revert to this form of education at some point in the future.

### *Start of Term*

In my last update, I outlined the arrangements for the first few days of term. As a reminder:

<b>Date</b>	<b>Time</b>	<b>Year Groups</b>
Wednesday 2 <sup>nd</sup> September 2020	All Day	Staff Only
Thursday 3 <sup>rd</sup> September 2020	8.30am – 3.00pm 9.30am – 2.30pm	Year 7 Induction Day College VI (Year 12) Induction
Friday 4 <sup>th</sup> September 2020 (time with Tutors and College Teams)	8.30am – 11.30am 9.00am – 12.00pm 9.30am – 12.30pm 9.30am – 12.00pm	Year 8 students return Year 9 students return Year 10 students return College VI (Year 12) Induction
Monday 7 <sup>th</sup> September 2020 (normal lessons begin)	8.20am – 2.15pm 10.15am – 2.30pm 11.25am – 3.40pm 9.25am – 3.40pm	Year 7 Years 8 & 9 Years 10 & 12 Years 11 & 13

Students should then follow the new staggered timings from Tuesday, 8<sup>th</sup> September 2020.

Over the summer holidays, the Collegiate Calendar for 2020/21 will be updated on our website.

### *Goodbye & Good Luck!*

This Friday, 17<sup>th</sup> July 2020 will be the last day of term. As always at the end of the academic year, we will be saying goodbye to a few colleagues who will be leaving the Collegiate. We would like to thank them for their contribution to Riddlesdown over the years and wish them the very best of luck for the future. In particular, I would like to mention two members of my Senior Leadership Team who are moving on: Mrs Lucy Bruce, Head of Teaching & Learning, has an exciting new role with OFSTED as a Her Majesty's Inspector and Mr Thomas Beecham, Headteacher of Orion College, has secured a well-deserved promotion to the post of Deputy Principal at The Quest Academy, within The Collegiate Trust. Both are outstanding senior leaders who have demonstrated huge commitment to the Collegiate and a real passion for education. They will be missed by students and staff, alike, and I am sure that you would want to join me in congratulating them on their new roles. I will write to parents in the new term with details of new staff, including staff in new promoted posts.

### *And finally...*

This has been the most challenging academic year in the history of our school. Even through these last few tough months, I have continued to be impressed by the resilience, effort and ambition that our students and staff bring to their work every day and it is through such a determined approach that they continue to achieve such success.

Whilst this letter contains a lot of information, it does not cover everything. Over the last week, it has felt as if we have been redesigning a school, considering every single aspect of our operation! Of course, we have not entirely redesigned our school – the key features of the Collegiate, the elements which most powerfully lead to our success: the strong ethos and identity within the Colleges, the outstanding quality of teaching and learning and our constant focus on supporting everyone in our community and helping them to deliver their best – they have not changed at all. However, our ways of working will feel significantly different and it will take all of us some time to adjust. At this stage, we do not know for how long these arrangements will be required – hopefully, not too long, but in the meantime, we are determined to make a success of our full

return to school, whatever the circumstances, because that matches the world class ambitions that we have and that is exactly what our students deserve.

Thank you for your contribution to our success and for your continued support. I wish everyone a very relaxing and enjoyable summer break and am looking forward to seeing all students back, ready to start rebuilding our community in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sounick Dey'. The signature is fluid and cursive, with the first name 'Sounick' written in a larger, more prominent script than the last name 'Dey'.

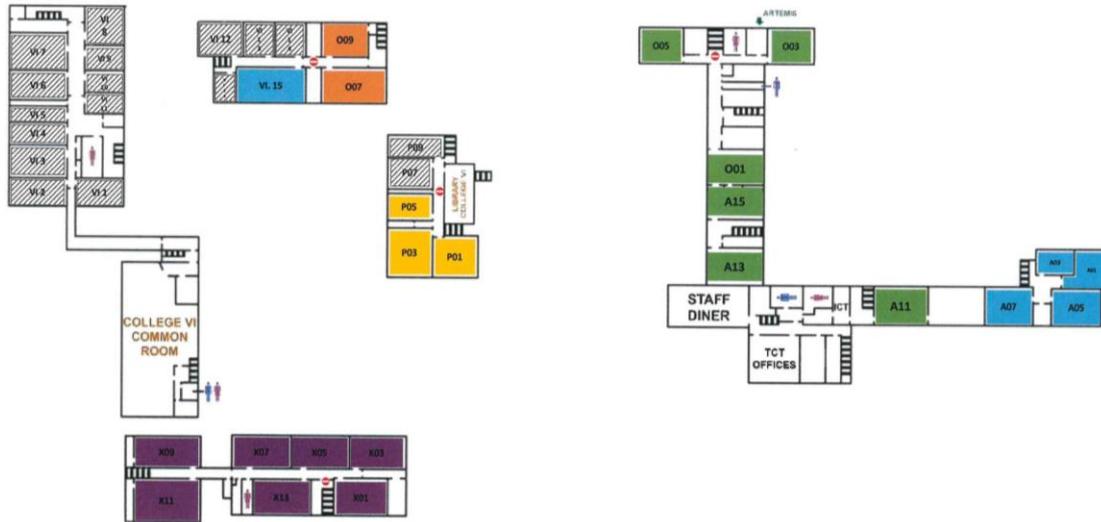
Mr S Dey  
Principal

# APPENDIX A – “BUBBLES”

## Riddlesdown Collegiate



### First Floor



### Ground Floor



Front Gates and Dunmail Drive

## APPENDIX B – TUTOR GROUPS 2020/21

<b>AQUILA COLLEGE</b>			
Headteacher: Mr L G Chapman			
Deputy Head: Mr A J Edwards			
Director of Learning: Miss N M Mallie			
Inclusion Co-ordinator: Mrs G M Driver			
Senior Tutor KS3: Miss Y R Williams			
(2019-20)	GROUP	TUTOR	ROOM
	7CCW	Miss C C Wakelin	A03
	7ASL	Miss A S Lewis	A16
	7CT	Miss C Tully	A06
(7ELH)	8ELH	Miss E L Hollodge	A01
(7SEL)	8SEL	Mrs S E Lawson / Mrs S E Beecham	A05
(7MMM)	8MMM	Mrs M Mercer	A07
(8SRC)	9HJH	Miss H J Hay	A02
(8SAG)	9SAG	Mrs S A Grant / Miss N M Mallie	A04
(8NMC)	9NMC	Ms N M Carney / Miss N M Mallie	VI.15
Senior Tutor KS4: Miss A R Miller			
(9TCH)	10TCH	Miss T C Hylton	P14
(9NMP)	10NMP	Miss N M Pocock	A10
(9GBT)	10GBT	Mr G B Towers	P08
(10RMA)	11RMA	Miss R M Ahearn	O14
(10ICS)	11ICS	Mrs I C Singh	O12
(10EBT)	11EBT	Mrs K M Banwell / Mrs E B Tandon	O10

<b>PEGASUS COLLEGE</b>			
Headteacher: Mr L R Harkness			
Deputy Head: Mr N N Nwanze			
Director of Learning: Miss A K Jones			
Inclusion Co-ordinator: Mrs N Jeeves			
Senior Tutor KS3: Ms S T Harris			
(2019-20)	GROUP	TUTOR	ROOM
	7NSD	Miss N S D'Sylva	X03
	7SJA	Miss S J Adams	X01
	7EMR	Miss E M Reid	X05
(7OCC)	8OCC	Mr O C Crane	X13
(7BP)	8BP	Mrs B Pampin	X07
(7AVK)	8SRC	Miss S R Castro da Luz	P10
(8AMG)	9EJB	Miss E J Blackburn	P12
(8FZU)	9FZU	Miss F Z Ullah	X09
(8LSC)	9LSC	Miss L S Cohen	X11
Senior Tutor KS4: Mr P J Langan			
(9ZNH)	10ZNH	Miss Z N Haque	P03
(9RCS)	10RCS	Miss R C Swain	P01
(9ACW)	10ACW	Miss A C Ward / Mrs N A Jamil	P05
(10EJB)	11GAD	Mr G A Daniels	O20
(10OMM)	11OMM	Mr O M Manuwa	O07
(10CLK)	11CLK	Miss C L Knox	O09

<b>ORION COLLEGE</b>			
Headteacher: Mr J A Vass (acting)			
Deputy Head: Mrs D L Batten			
Director of Learning: Mrs F W Robertson			
Inclusion Co-ordinator: Miss K M Harvey			
Senior Tutor KS3: Mrs J L Relph			
(2019-20)	GROUP	TUTOR	ROOM
	7IBD	Mrs I B Dey	O01
	7MLH	Mr M L Harman	O03
	7MTC	Ms M Condon	O05
(7VMA)	8VMA	Miss V M Anderson	A08
(7SGW)	8SGW	Mr S G Williams	A15
(7MEW)	8MEW	Mr M E Wilson	A13
(8SCC)	9SCC	Mrs S C Chapman	A12
(8JRH)	9JRH	Mr J R Henry	A14
(8YZG)	9YZG	Miss Y Z Gok	A11
Senior Tutor KS4: Mrs B F Soga			
(FCP)	10FCP	Miss F C Precup	P06
(9NJD)	10NJD	Mrs N J Davis	P04
(9MMG)	10MMG	Mrs M M Gillam	P02
(10RME)	11RME	Mrs R M Eckersall / Mrs H C Baines	O06
(10JKB)	11JKB	Miss J K Baldwin	O02
(10NCC)	11JMP	Mrs J M Pekris	O04

<b>PHOENIX COLLEGE</b>			
Headteacher: Mr J A Vass			
Deputy Head: Miss R Madon			
Director of Learning: Mr R J King			
Inclusion Co-ordinator: Mrs A L Baxter			
Senior Tutor KS3: Miss F T Deane			
(2019-20)	GROUP	TUTOR	ROOM
	7RPD	Miss R P Daly	X02
	7STM	Mr S T Mushtaq	X08
	7AAW	Mr A A Walters	X12
(7SLP)	8SLP	Miss S L Parry	X14
(7HHR)	8HHR	Mr H H Raveendran	X18
(7GES)	8GES	Miss G E Smith	X06
(8DAB)	9DAB	Mr D A Bellamy	X04
(8EAP)	9EAP	Miss E A Papanastasiou	X10
(8AKM)	9AKM	Mr A K McHale	X16
Senior Tutor KS4: Miss A M Creed			
(9APT)	10APT	Miss A P Tasneem	P16
(9EIC)	10EIC	Miss E I Certenais / Mrs C M Taylor	P20
(9JAH)	10JAH	Mrs J A Hastings (m) / Mrs I A Haq	P18
(10JWS)	11JWS	Mr J W Smith	O18
(10SHY)	11SHY	Ms S H Yee	O16
(10JJB)	11JJB	Mr J J Brazendale	O08

<b>COLLEGE VI</b>		
Headteacher: Mr M P Smith		
Deputy Head: Mr J S Weeks		
Inclusion Co-ordinator: Mr N J Foney		
Senior Tutor: Mr S P Connolly		
Senior Tutor: Mrs J L Wallis		
GROUP	TUTOR	ROOM
12CES	Mrs C E Shepherd / Ms S J Hurley	VI.12
12DEW	Miss D E Woolman / Miss N E Pooley	VI.6
12DDS	Miss D D Sudra	VI.2
12LCM	Miss L C Mackenzie	C02
12SCS	Mr S C Sims	VI.8
12VET	Mr V E Tokarksi / Miss E S Donne	VI.5
12WLR	Mr W L Rees	VI.13
13AGW	Mr A G Walleth	VI.1
13ALD	Mrs A L Dinham	C04
13EAJ	Mrs E A Johnson / Miss N E Pooley	C06
13MPL	Ms M P Lynch	VI.4
13SEJ	Mrs S E Jones / Mr A D Cameron	VI.10
13TMC	Mrs T M Chinsman	VI.14

