



Principal: Dr Katharine Vincent

Monday 15th June 2020

Dear parents and carers of Year 12 students,

Partial reopening of the school from Wednesday 17th June for Year 12 students

I am pleased to be able to confirm that we are ready to open the school to students in Year 12 from Wednesday 17th June onwards. Members of teaching and support staff are excited about welcoming students back to the building next week.

The timetable for Year 10 students from Monday 15th June onwards will be as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
			Applied Science	Health and Social Care	Media, Performing & Production Arts, Business
9.45am			Arrive	Arrive	Arrive
10am			Session 1	Session 1	Session 1
11-11.15am			Break	Break	Break
11.15-12.15			Session 2	Session 2	Session 2
12.15pm			End of sessions	End of sessions	End of sessions

Structure of sessions

Students must arrive by 9.45am in order to take part in the morning session. A cereal bar and water will be provided for students during the morning break. At 12.15pm, students will collect a packed lunch and leave the building. Packed lunches will be provided for all students during this time and families will not be charged for this, regardless of whether or not students usually receive free school meals.

Online learning

Online learning will continue during this time and it is essential that students continue to engage with this. The face-to-face sessions that take place in school are designed to support students with their online learning and not to replace it. This is particularly important for students taking A-levels, since we are not currently able to provide face to face sessions for students in those subjects.

Cleaning and hygiene

Enhanced cleaning and hygiene routines will be in place during this time to minimise the risk of infection. Students and staff will be expected to maintain strict rules around social distancing, to ensure that any risk is minimised.

Behaviour and Child Protection policy

In accordance with government guidance, the school has created addendums to our behaviour and child protection policies. Parents and carers can access these policies on the school website. When



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they first re-enter the school building, students will be asked to confirm that they have read the addendum to the code of conduct and that they are prepared to follow the rules set out by the school in relation to social distancing and infection control.

Dress code and equipment

- Students must bring with them a school bag containing any equipment which they need to use during the day and must not share any equipment with any other students.
- Students in all year groups may wear their own clothes during this time, but must ensure that they look as smart and professional as possible and must dress appropriately for school.
- We strongly advise parents to wash students' clothes as soon as they return from school, to minimise the risk of infection within the household.
- If students wish to wear face masks, they may do so around the building but must remove them when they enter the classroom to avoid any impact on communication with teachers and students.
- If students wish to wear a face visor within school, they may do so but the school is not able to provide these for students.
- Students will not be permitted to use their lockers during this time. If students need to access books or folders which are stored in their lockers, they should discuss this with their form tutor or with Ms Bruce so that they can make appropriate arrangements.

Movement inside the building

- Clear signage will be in place within the building to ensure social distancing and safe movement.
- A one-way system will be in place, to minimise contact as people move through the building.
- Each group of students will be allocated to specific teaching rooms on each day they attend school during this time. These rooms will be cleaned before and after sessions and will not be used by other groups of students.
- Use of the lift will not be permitted, except for the very small number of students who need to use it for medical reasons. Strictly one person will be permitted to ride in the lift at any one time.

Social distancing within classrooms and around the building

- The classrooms in which students will be working have been set up in such a way that there is a 2m distance between each student and between them and the teacher.
- Teachers will maintain a safe distance from students while they are in the classroom and when moving around the building.
- Students will be expected to follow social distancing protocols at all times within the building, with a two metre distance from other students and staff in order to minimise the risk of infection.
- Members of staff may wear face masks when they are moving around the building, but will not wear these within the classroom as this would impede communication with students.
- Any members of staff who are working closely with students, for example those providing first aid, will wear PPE to help prevent the spread of infection.



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Hand washing and cleaning

- Students will be encouraged to wash and sanitise their hands on a regular basis while they are working within the building. Staff will also be regularly washing and sanitising their hands.
- Each group of students will be allocated to a particular set of toilets on each day they are working within the building. Toilets will be regularly cleaned and disinfected, to support infection control.

Travel

- The government have advised that young people should avoid taking public transport during this time as much as possible.
- We know that many of our students usually travel to school by bus; we would strongly encourage any students who are able to walk or cycle to school instead to do so.
- We know that some parents may wish to drive their children to school. Please remember that there is no parking at the UTC building and no safe drop-off point outside the school, since the road is marked with double yellow lines. Please do not under any circumstances drop off your children on the street outside the school building, as this is extremely dangerous and could lead to a serious accident.
- We hope that the timings of sessions will help students to avoid travelling during peak times.

First aid

- A detailed plan will be in place for first aid provision during this time. This includes separate first aid provision for students who are suspected of having contracted coronavirus and those who are not.
- Any students who are unwell during this time will remain in the first aid room until they are collected, or until their parents give permission for them to travel home alone.
- If any students displays symptoms of Covid-19 at school, they will go to the designated first aid room with appropriate supervision. Parents/carers will be contacted immediately and will be advised to collect their child and then to book a test to ascertain whether or not they have contracted the virus.
- If a positive test is confirmed, it is likely that all students who have worked within the same group as the affected student will then also need to isolate for 14 days.

Thank you in advance for all your support during this time.

Yours sincerely,

Dr K Vincent
Principal