



Principal: Dr Katharine Vincent

Monday 8th June 2020

Dear parents and carers,

Partial reopening of the school from Monday 15th June for Year 10 and Year 12 students

Following on from my letter of 27th May regarding the potential reopening of the school, I am writing to explain our plans for welcoming back some students in Year 10 and Year 12 from Monday 15th June onwards.

It is our intention to invite students back into school for some individual and small group sessions. Our reopening plan will prioritise those students who are most in need of face-to-face support from their teachers and those who have faced challenges in accessing learning online during the closure period.

This partial reopening will not involve the resumption of the normal school timetable and students will not attend school full time during this period. Online learning will continue and it is essential that students continue to engage with it. The face-to-face sessions that take place in school, meanwhile, will enable students to be supported with their work and to receive some additional guidance from their teachers.

Please be assured that, as always, our priority is the health, safety and welfare of our students, our staff and our wider school community. We have put together a clear plan and have made adjustments to our school grounds and building to ensure safeguarding and infection control remain effective. We have enhanced cleaning and hygiene routines in place, we will implement social distancing measures where possible and do everything in our power to reduce risks to students, staff and members of the community.

We have provided extensive training to our staff to ensure that they are able to work safely with students during this time. We have also completed a full risk assessment, which has been agreed by the Mulberry Schools Trust and which contains details of the safety measure that have been put into place.

Individual students' timetables for the reopening period will be sent to you separately and will contain details of the days on which students are going to be invited into school. The timing of the school day on the days when students are attending will be as follows:

Time	Activity
9.45am	Arrive and enter the building
10am-11am	Session 1
11am-11.15am	Break
11.15am-12.15pm	Session 2
12.15pm	End of sessions; collect packed lunch and leave for home

During this period of partial reopening, Year 10 students will be invited to attend school on Mondays, Tuesdays and Wednesdays for the morning session. Year 12 students will be invited to attend on specific days depending on the subjects they are studying; this will be communicated to you separately.



Principal: Dr Katharine Vincent

When the building reopens, we ask that all students and parents adhere strictly to the following arrangements:

Arrival

- Students must arrive by 9.45am in order to take part in the morning session.
- Students will line up outside the building on the forecourt, which will be demarcated with clear signs to ensure a 2m queuing distance. Students will then enter the building through the open doors at the far end of the café area on the ground floor.
- As students enter the building, they will be required to wash their hands before going upstairs for the start of their session.
- Only UTC students may enter the building; parents/carers must wait outside unless they have a previously arranged appointment to meet with a member of staff inside the building.

Dress code and equipment

- Students must bring with them a school bag containing any equipment which they need to use during the day; they 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.
- When students return home at the end of the day, wherever possible their clothes should be removed and washed immediately to minimise the risk of any transmission of infection.
- Students will not be permitted to use their lockers during this time.

Movement inside the building

- Clear signage will be in place within the school 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. These rooms will be cleaned before and after sessions.
- 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

- 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.
- 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.



Principal: Dr Katharine Vincent

- If students choose to wear face masks around the building, they may do so but they must take them off in the classroom in order to communicate effectively with teachers and other students.
- Members of staff may wear transparent face visors, in order to protect themselves from possible infection.
- Students may choose to wear transparent face visors, but the school cannot provide these and therefore if students wish to wear them they will need to bring them to school with them.
- Any members of staff who are working closely with students, for example those providing first aid, will wear PPE including visors, masks and gloves, to help prevent the spread of infection.

Hand washing and cleaning

- Students will be required to wash their hands when they enter the school building.
- 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.
- A revised cleaning plan will be in place, which involves more regular cleaning of the parts of the school building which are being used by students and staff to minimise the risk of infection.

Refreshments

- Students will be provided with a cereal bar and bottle of water during the morning break.
- Students will spend their break time within the classroom, to avoid unnecessary mixing between groups. They will be able to leave to go to the toilet and/or to wash their hands.
- All students attending sessions will be provided with a packed lunch to take away with them; they do not need to pay for this, even if they do not usually receive free school lunches.

Travel

- The government have advised that young people should avoid taking public transport. 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 there is no parking at the UTC building and no safe drop-off point outside the school. If you do choose to drive your child to school, you must park at least one street away from the school in order to drop them off safely. 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.

First aid

- A detailed plan will be in place for first aid provision. This includes separate first aid provision for students who are suspected of having contracted coronavirus and those who are not.



Principal: Dr Katharine Vincent

- Any students who are unwell 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, all students who have worked within the same group as the affected student will then also need to isolate for 14 days and will not be able to attend sessions at school during this time.
- Any member of staff who displays symptoms of the virus will follow the same process.

Thank you in advance for all your support with the process of welcoming students back to school. We know that you will want to think carefully before sending your children back to school. We hope that the information we have provided here will help to reassure you about the measure we are putting into place to minimise risk and to protect the safety and welfare of all members of our school community.

As you will be aware, reopening the school is a complex process which requires a significant amount of preparation work. Our plans are being constantly reviewed to ensure that they are safe and that they adhere to the latest government guidance. It may be necessary to change our plans, if government guidance changes or if new issues come to light.

Please contact the school if you have any concerns during this time, so that we can try to address these. Please also let us know if you have any questions, or if your family is in need of any extra support.

I remain extremely proud of the way in which our school community has pulled together during this national crisis. Over the next few months, we will continue to find ways to recognise the positive work that has been done during the closure period and to create opportunities for our school community to come together.

Yours sincerely,

Dr K Vincent
Principal