



**Principal:** Dr Katharine Vincent

Thursday 16<sup>th</sup> July

Dear parents and carers,

### Full reopening of the school from September 2020 onwards

As we approach the end of the academic year, I am writing to explain our plans for reopening the school to all students in September 2020.

We are pleased to be able to plan for the full reopening of the school and are very much looking forward to having all students return to the school building. As always, our first priority will continue to be the health, safety and welfare of students, staff and the wider community.

Our reopening plan involves some adjustments to normal policies and procedures, to ensure that we are able to keep everyone safe and minimise any possible risk of infection. All students and staff will be expected to follow these protocols until further notice; please make sure you have read the following guidance carefully.

#### Start of term

There will be an additional staff training day at the start of the autumn term this year, to give staff time to prepare the building in advance of the new arrangements coming into place. The dates for the start of the year are as follows:

- Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September – Staff training
- Friday 4<sup>th</sup> September – School starts for new Year 10 students
- Monday 7<sup>th</sup> September – School starts for new Year 12 students
- Tuesday 8<sup>th</sup> September – Year 11 and Year 13 students return

After students return to school, the normal school timetable will resume. Some teaching for Sixth Form students will continue to take place online but this will be kept to a minimum.

#### Arrival

- Staggered arrival times will be in place, to minimise contact between students in different year groups. Students must arrive at the following times:
  - Year 10 and Year 11: 8.30am
  - Year 12: 8.40am
  - Year 13: 8.50am
- During this time, it is essential that students arrive on time at school. Any students arriving after their allocated time will need to wait for SLT supervision before they are allowed into the building.
- When they arrive, students will line up outside the building on the forecourt in a distanced way.
- Students will then enter the building through the doors at the far end of the café area as they have done during the second half of the summer term.



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- As students enter the building, they will be required to wash or sanitise their hands before going upstairs for the start of their session.
- Students will then go immediately to the room where their first lesson of the day is taking place, within the allocated zone.
- 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

- Any students who have borrowed laptops from the school **must** return them to reception at the start of the school year – these devices remain the property of the school and must be returned intact.
- 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 Year 10 and Year 11 must wear school uniform as normal.
- Sixth Form students must follow the usual school rules about professional dress, making sure they look smart and are dressed appropriately for school.
- When students return home at the end of the day, wherever possible their clothes should be removed and washed to minimise the risk of any transmission of infection.

### Movement inside the building

- Clear signage will be in place within the building to ensure social distancing and safe movement.
- A system of zoning will be in place, to minimise contact between different groups of students within the building. Students will only be permitted into the zone allocated to them.
- Each group of students will be allocated to particular teaching rooms on each day. These rooms will not be used by other groups of students and will be cleaned before and after sessions.
- Students will remain in their allocated classrooms for most lessons, with teachers travelling to them rather than students moving between lessons.
- 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, where possible, there is a 1m distance between each student and between them and the teacher.
- Students and staff will be expected to maintain a safe distance from each other while they are in classrooms and when moving around the building.
- Staff and students may wear face masks when they are moving around the building, but must not wear these within the classroom as this would impede communication with students.
- When removing face masks, students and staff must do so carefully and must store them in a way that does not contribute to the further spread of infection.



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- Members of staff may wear transparent face visors when working with students, in order to protect themselves from possible infection.
- Students may choose to wear transparent face visors, but the school cannot provide these; 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.

### Tutorials and assemblies

- During this time, Mulberry UTC will continue to be a supportive community which provides a comprehensive pastoral and tutorial programme to students face to face and via Microsoft Teams.

### Hand washing and cleaning

- Students and staff will be required to wash or sanitise their hands when they enter the school building and to regularly wash and sanitise their hands while they are working within the building.
- Each group of students will be allocated to a particular set of toilets in their zone.
- 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 lunch in the usual way at lunchtime. This is likely to be a packed lunch and menu options will be restricted.
- Year 10 and Year 11 students will use The View on the third floor at break and lunchtime.
- Sixth Form students will spend break time within classrooms, to avoid mixing between groups.
- Most Sixth Form lessons will finish by lunchtime. Sixth Form students will then pick up lunch from the Café area and go home. Any Sixth Form students who have lessons in the afternoon will remain in the Café area at lunchtime and then go into afternoon lessons.
- Sixth Form students will not be allowed to leave at lunchtime if they have afternoon lessons.

### 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. **Any students who live less than 30 minutes walk away from school should walk or cycle to school, rather than taking the bus.**
- We know that parents may wish to drive children to school. There is no parking at the UTC building and no safe drop-off point outside the school, so you must park at least one street away from the school in order to drop them off safely. **Please do not under drop off your children on the double yellow lines outside the school building, as this is illegal and extremely dangerous.**



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### Prayer facilities

- Unfortunately, owing to the need to follow government guidance, we will not be able to offer prayer facilities within the building at the current time.
- We would encourage families to follow the advice of the east London mosque in relation to worshipping at home: [www.eastlondonmosque.org.uk/news/our-home-as-a-place-of-worship-mar2020](http://www.eastlondonmosque.org.uk/news/our-home-as-a-place-of-worship-mar2020)

### First aid

- A detailed plan will be in place for first aid provision. This includes separate first aid provision for students suspected of having contracted coronavirus.
- 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 asked to collect their child and then to book a test immediately.
- If a positive test is confirmed, the student who tested positive will not be allowed to return to school until after the end of the isolation period.
- Any member of staff who displays symptoms of the virus will follow the same process.
- In the event of a positive test, the school will inform Public Health England and the Tower Hamlets public health team and will follow their advice in relation to any further action.

Thank you in advance for all your support with the process of welcoming all students back to school. We hope the information we have provided here will help to reassure you about the measures that will be in place to minimise risk and to protect the safety and welfare of all members of the community.

It may be necessary to change our plans, if government guidance changes or if there is any change in the local situation during the summer holidays. If that is the case, I will write to you to inform you about any changes at the earliest possible opportunity. We are ready to move the school online if there are any further periods of partial or full lockdown; if that happens, we will do everything within our power to ensure that there is minimal disruption to students' learning.

If you have any questions or concerns, please contact the school so that we can try to address these. In the meantime, I hope that you have an enjoyable summer and will look forward to seeing many of you again in September.

Yours sincerely,

Dr K Vincent  
**Principal**