

Principal: Dr Katharine Vincent

Friday 28th August 2020

Dear parents and carers,

I am writing to confirm our plans for reopening the school to all students in September 2020. We are very much looking forward to having all students return to the school building and delighted to have so many new students joining us in Year 10 and Year 12. As we start the new academic year, 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, so that we can keep everyone safe and minimise any possible risk of infection within our school or the wider community. Please read the following guidance carefully and please contact the school if you have any questions.

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 2nd and Thursday 3rd September – Staff training (school closed to students)
- Friday 4th September – Start of school for new Year 10 students (8.30am-2.10pm)
- Monday 7th September – Start of school for new Year 12 students
- Tuesday 8th September – Start of school for Year 11 and Year 13 students

The timings for the start of term are as follows:

Date	Year group	Arrangements
Friday 4 th September	Year 10	Year 10 induction day (8.30am-2.10pm)
Monday 7 th September	Year 10	Normal lessons (8.30am-3.50pm)
	Year 12	Induction in specialist groups <ul style="list-style-type: none"> • Health Science – 9am • Three A-level pathway – 9am • Digital Media – 10am • Performing Arts – 10am • Business – 11am • Health and Social Care – 1pm
Tuesday 8 th September	Year 10	Normal lessons (8.30am-3.50pm)
	Year 11	First day back (8.30am-3.50pm)
	Year 12	Normal lessons (8.40am-3.50pm)
	Year 13	Arrive at 11am for induction (in specialist groups)
Wednesday 9 th September	All	Normal lessons

From Wednesday 9th September onwards, all students will be in normal lessons.



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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.
- 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. 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.



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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.
- Masks must be plain, dark coloured and appropriate for a professional environment.
- 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.
- 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.
- Each set of toilets will only be used by students within that zone, to minimise cross-infection.
- 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 with hot and cold options.
- 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 their zones, 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.



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Travel

- The government have advised that young people should avoid taking public transport. 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 should walk or cycle to school.**
- 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 parents you must park at least one street away from the school in order to drop students off safely. **Please do not under drop off students on the double yellow lines outside the school building, as this is illegal and extremely dangerous.**

Prayer facilities

- Unfortunately, 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 about worshipping at home: www.eastlondonmosque.org.uk/news/our-home-as-a-place-of-worship-mar2020

First aid

- A detailed plan is 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 student 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, preferably at a walk-in or drive-in test centre.
- 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 (currently 14 days).
- 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.

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

Thank you for all your support during these challenging time. If you have any questions, please do not hesitate to contact me at the school

Yours sincerely,

Dr K Vincent
Principal

Part of the
Mulberry
Schools Trust

