



Principal: Dr Katharine Vincent

Thursday 31st December 2020

Dear parent/carer,

I am writing to update you about arrangements for the start of term, following recent government announcements.

Key Updates:

- **There will be an INSET day for teachers on Monday 4th January;** the school will be closed to students on this day.
- The only exception is Year 12 and Year 13 Performing and Production Arts students, who are taking examinations during this time. Year 13 P&PA students will attend school from Monday 4th January and Year 12 from Tuesday 5th January. These students have been contacted about this directly by their teachers and should be aware of the exact times when they are required to be in school for exams.
- **The school building will be open between Tuesday 5th January and Friday 8th January for students with EHCPs and some others.** Any students in this group will receive a telephone call from the SEN team on Monday 4th January to confirm this.
- **Students in all year groups will be taught online via Microsoft Teams** from Tuesday 5th to Friday 8th January. ALL students must log on to Teams by 9am every morning in order to access their lessons.
- **Year 11 and Year 13 students will receive live lessons and will follow their normal timetables.**
- **Year 10 and Year 12 students will continue with their learning online;** in some cases they will receive live lessons and in other cases they will be set work by their teachers.

Please can we ask you to do your best to ensure that your child has a suitable place to study during this time, ideally a quiet space with their own chair and desk or table. They do not need to wear school uniform but should be appropriately dressed and should follow all usual school rules while taking part in online lessons. This includes remaining on 'mute' until the teacher requests otherwise.

If your child does not have a laptop at home or if they do not have the internet access they need to join online lessons, please inform the school as soon as possible by emailing info@mulberryutc.org with your child's name, date of birth and tutor group.

We are awaiting further guidance about arrangements that will be in place from Monday 11th January. I will write to you again next week with more information about what will be happening at that point.

External examinations

We are expecting that technical and vocational examinations scheduled for w/c 11th and 18th January will go ahead as planned, so please ensure that students are continuing with their revision and that they know when their exams will be happening. Further guidance about exams is published on the UTC website. Please remember that students must attend exams as scheduled unless they are self-isolating owing to having tested positive or having come into close contact with a confirmed Covid-19 case.



Vulnerable students and children of critical workers

Our pastoral team will contact any students who we believe should be attending school during this time on Monday 4th January. Students who are learning on-site will be supervised by the SEN and pastoral team and by senior members of staff.

Please contact the school if you do not receive a telephone call on this day and you believe that your child falls into this category, or if you are a key worker who cannot go to work unless your child attends school. You can do this by emailing info@mulberryutc.org, stating your child's name, their house tutor group and your profession (if you are a key worker).

Free School Meals

If your family is in receipt of Free School Meals, a weekly food package will be provided for you by the school during the time your child is not attending school in person. These packages can be collected by students when they attend school for exams, lessons or testing. Alternatively, they can be collected by families from the school reception at designated times which will be notified to you next week.

Covid-19

If your child receives a positive test for Covid-19, **please notify the school using the email address info@mulberryutc.org. Your email must include your child's name, house tutor group and a copy of the test result notification received from the NHS.** If your child receives a negative test result, you do not need to notify the school.

Please go on to the Covid-19 section of our website for all up to date advice and guidance from the Department for Education, Public Health England and the school.

Thank you for all your continued support during this time.

Yours sincerely,

Dr K Vincent
Principal