

ARE/JWA

13 July 2020

Dear Parent/Carer of **New Y12** Students

We hope this finds you and your family safe and well.

Procedure for enrolment on Thursday 20 August 2020 GCSE Results Day

We are looking forward to welcoming your son/daughter to Y12 in September 2020, pending receipt of their results and meeting the relevant entry criteria. Therefore, external applicants need to contact the UTC **from 10.00am** to confirm acceptance of their place and to provide evidence of their results. Emailed results received from home schools can be forwarded to the UTC for the purpose of verification of outcomes. These should be emailed to admin@utcsheffield.org.uk.

For students who have achieved outcomes that meet the entry requirements for Level 3 and any additional subject, places will be confirmed throughout Thursday 20 August and Friday 21 August 2020.

If any applicant has issues relating to their results and entry requirements, please make us aware when contacting the UTC from 10.00am. A member of the UTC team will then contact you to discuss a way forward. Please ensure **all** applicants contact the UTC, as we are very successful in finding personalised pathways through Post-16.

With the summer break being just around the corner, we wanted to take this opportunity to update you about how we plan to welcome new students back in September 2020. It goes without saying that we understand everyone is concerned about how we can make the building Covid-19 secure. As you would imagine there are many complexities to consider ensuring that all students and staff are safe. We have taken all the guidance into consideration and our plan is as follows:

It is the Government's plan that all students, in all year groups, will return to school full-time from the beginning of the autumn term (September 2020).

The [guidance the DFE](#) has produced is intended to support schools and we are basing our risk assessment planning to follow the control measures given. We already have a comprehensive risk assessment in place based on partial opening; this will be updated in line with this new guidance and the approved risk assessment will be published on our website prior to September 2020.

The guidance is in five sections; our intentions set out below cover all these 5 sections.

Our Sponsors:



Supported by:

The first section sets out the actions that we should take to minimise the risk of transmission of coronavirus (COVID-19) in our UTCs. This is public health advice, endorsed by Public Health England (PHE).

The rest of the guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

The Government guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE).

In terms of re-opening the UTCs fully in September 2020, we are considering:

School Operations - essential measures must include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in the UTCs wherever possible and minimise potential for contamination so far as is reasonably practicable.

In order to action the above, the UTCs will be implementing the following:

- [Catch it – Bin it – Kill it !](#)
- Students in KS4 (Y9, Y10 & Y11) will be expected to attend the UTC following a full-time attendance pattern. Post-16 students at the Sheffield UTCs will be encouraged to utilise the flexibility of their timetable to ensure they attend every lesson, tutorial or intervention session, but will not be required to be on site at all times. This will also assist the movement of students around the building
- Enhanced cleaning arrangements will be in place throughout the school day, including additional time allocated to breaks and lunch times to facilitate more frequent cleaning of rooms, shared areas and frequently touched areas
- Students will be advised and prompted, especially around arrival, breaks and lunch times, to clean their hands thoroughly. Hand sanitiser and wipes will be available at the UTC
- Increased accessibility to hand-washing facilities/sanitisers
- Students will be asked by staff in computer rooms to clean the equipment at the beginning and end of each lesson
- Computers in shared areas will not be used during breaks/lunch times to allow for cleaning between lesson times. IT Technicians will clean the computers after breaks/lunch and at the end of each day
- Photocopiers should be cleaned throughout the day by the IT Technicians
- Frequent touch-points will be cleaned throughout the day, e.g. door handles, lift buttons, light switches
- Toilets will be cleaned regularly

- Rubbish will be safely disposed of
- Cleaning logs will be completed throughout the day by relevant staff
- City Centre and OLP UTCs will ensure students are in Year Group bubbles for lessons, break times and lunch times
- The UTCs operate separate break and lunch times to maintain bubbles
- There will be a one-way system in place around the building, as much as possible. Students will be encouraged to move swiftly to their lessons. The guidance currently states that briefly passing in the corridor is low risk. The one-way system will avoid creating busy corridors, entrances and exits as much as practicably possible
- Use of staff shared spaces will be minimised
- Parents of students designated SEND are encouraged to contact their UTC Pastoral Team should they have any concerns regarding transition, reintegration or support needs
- Students in year-group bubbles do not mix with other year groups in lessons
- Breaks, lunches, tutor time & registration are all specific for year groups
- Classrooms will be arranged with forward facing desks
- Prior to morning registration, holding areas will be allocated for specific year groups, larger spaces will be zoned and defined as holding areas e.g. canteen, creative exchange, MPS and outside spaces
- The UTC catering provision will be operating as normal. Please ensure all current students have their ID cards with them and their accounts topped-up for cashless catering.
- Breakfast provision will be zoned in the canteen in specific year groups
- Staff will be supervising the students in all areas around the building
- The buildings will be open from 8.00am to allow staggered entry for students, which naturally occurs due to the variety of travel arrangements
- Wherever possible, students should arrive by car, bike or walk, if you travel on public transport please ensure that face masks are worn
- Anyone arriving wearing a face-mask will be required to [remove their mask](#) on entry and bag it and then wash their hands
- Staff will maintain a 2m distance from students in classrooms wherever possible
- Signage and markings will be in place around the building to promote 2m social distancing between staff and students
- Guidance states that students do not have to maintain social distancing within their bubble, however students are asked to behave sensibly
- Should a student develop symptoms during the UTC day, they will be isolated in a dedicated room; trained staff members will follow the approved process for dealing with symptomatic students. Parents/Carers will need to collect the student from the UTC as a symptomatic person should not be travelling on public transport
- Anyone that has Coronavirus symptoms, or anyone in their household who has Coronavirus symptoms, should follow the NHS guidelines regarding testing and self-isolation
- The UTCs will follow shielding guidance for vulnerable groups from the government regarding the safety of staff and students
- The behaviour policy will be strictly implemented. Any student breaking the Health & Safety guidance relating to Covid-19, e.g. spitting or coughing deliberately, may be excluded
- Public Health England does not currently recommend the use of face coverings within schools
- Students will be expected to wear their normal business dress. Please ensure that regular laundering is carried out

- In the event of further closures or bubble isolation, we will provide remote education to those students affected via Microsoft TEAMS
- We will manage confirmed cases of Coronavirus in line with Public Health England guidance, and contain any outbreaks by following our local Health Protection Team advice
- Educational Visits will be postponed until further notice. Any employer engagement activity will be undertaken following the guidance
- Enrichment activities, in line with the normal process of the UTCs, will not commence until after October half-term and will be reviewed in line with the guidance at the time

Revised timetable times for Sheffield UTCs:

Registration	8.30-8.40	Registration in Tutor group
1	8.40-9.30	
2	9.30-10.20	
3a/ break	10.20-10.40	20 minutes
3b/ break	10.40-11.00	20 minutes
3c/ break	11.00-11.20	20 minutes
3	11.20-12.10	
Lunch(4a)	12.10-12.40	30 minutes
Lunch(4b)	12.40-13.10	30 minutes
Lunch(4c)	13.10-13.40	30 minutes
5	13.40-14.35	Y9 leave 14.35
6	14.35-15.30	Y10 leave 15.25 Y11 leave 15.30
Enrichment/Intervention	15.30-16.20	After October half-term.

Specialist Equipment

Frequent cleaning and isolation of resources will be in place.

Engineering, CDM, Computing, Health Science and Sport Science

A schedule will be in place to ensure resources used will have sufficient recommended isolation time, or cleaning, between bubbles.

Art

There will be sufficient resources/equipment to allocate to specific groups.

Science

The teacher will demonstrate experiments wherever possible, to reduce the requirement for whole-class practical activities.

PE

PE lessons will be outdoors wherever possible, contact sports must be avoided, and any resources used will have a schedule of cleaning or sufficient isolation time in place between bubbles. Currently, the guidance states that changing rooms are not to be used; however, we expect further guidance to this before September.

Transition – Monday 7 September 2020

Further details regarding times etc. will follow in the coming weeks.

Contacting us during the Summer break

Please could I inform you that to ensure all staff have holidays, for the first 3 weeks of the summer break (20 July – 7 August 2020), there will be a skeleton staff in the building. Therefore, should you need to contact us, please email: admin@utcsheffield.org.uk and we will endeavor to get back to you; however, it may not be as quickly as during term time.

We hope that this information gives you the clarification you need in respect of your child returning to UTC Sheffield in September 2020.

May I take this opportunity to wish you all a safe and relaxing holiday.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Alex Reynolds', is written over a light grey grid background.

Mr Alex Reynolds
Principal