

4 January 2021

Dear Parents, Carers and Students;

RE: Online provision and phased return to UTC OLP

From tomorrow all students will be accessing their learning via Teams. They will receive a scheduled meeting for each of their lessons. The lessons will either be delivered live or through recorded content with live support. Accompanying this letter is the guidance explaining how to access Teams and the work.

Currently being uploaded onto the home learning section of the website are the outlines of what students are expected to be working on over the next few weeks.

Expectations for students

- A. Students to access work via TEAMS using the 'Assignment' tab. (This will register on TEAMS so we can see who has viewed the work.)
- B. Students to complete the work set to the best of their ability.
- C. Students to submit work in the format agreed with the teacher as per the 'Assignment'. (If students submit work via the Assignment tab, TEAMS will log this as 'Returned')
- D. Students attend the scheduled TEAMS meeting for further support / guidance if they need it.
- E. Any problems please email your teacher for that subject or phone the UTC

Students accessing the provision in school as part of the Key Worker and Priority Student provision will access the same lessons in school. Can any student coming into school please bring wired headphones if possible.

In relation to the Covid testing within school. The UTC is still taking guidance from Public Health England and the DFE about the logistics of how this will work. Further information regarding this will follow this week as the situation becomes clearer.

At this current time the Cambridge National and Technical examinations for Y10, 11, 12 and 13 students are scheduled to go ahead during the week beginning 11 January.

Students will receive a personalised timetable showing when these examinations are scheduled later this week. Alongside this will be information relating to any exam booster sessions. How examinations fit with the testing and staggered return to UTC for all students is currently being planned and will be communicated as soon as possible.

Obviously the situation nationally and locally is constantly under review and plans may change. I will ensure that I keep you as informed as I can about the changing provision. Thank you for your patience and understanding. If you have any questions please contact us using adminolp@utcsheffield.org.uk

Yours faithfully

A handwritten signature in cursive script that reads "Stevenson".

Mrs J Stevenson
Principal
UTC Sheffield OLP