

3 March 2021

Dear Students, Parents and Carers

I hope you and your family are well. Thank you again for your ongoing support and patience at this time. I am looking forward to welcoming students back to school after this lockdown.

Testing

I am pleased to say we have been able to secure lateral flow testing at the testing site at The English Institute of Sport. This means that all students for whom we have consent will be able to access 3 tests here over the next two weeks.

We will also be supplying home testing kits for any students who require them as soon as they arrive in school. They are scheduled to be arriving at some point in the next couple of weeks. Further details on this will follow.

In regards to testing at EIS the following should be remembered:

- No student will be tested without a completed consent form.
- If a student refuses or is distressed we will not compel them to be tested.
- Testing is voluntary, students not being tested are expected to be in school as usual.
- Testing is for students without symptoms. If they do have symptoms they should isolate and book in at a testing centre as before.
- If a positive result is found in any of the tests at EIS it will be fed into the track and trace system and students and their household will be expected to isolate. There is not a need for an additional test. (If it is a positive test on a testing kit at home an additional lab based PCR test is needed.)

Students will be returning on a phased return as follows.

Monday 8 March	Year 11 students return for the full day. 8.30 – 3.30pm. All other students complete virtual learning at home.
Tuesday 9 March	Year 10 students return for the full day. 8.30 – 3.30pm. All other students complete virtual learning at home.
Wednesday 10 March	Year 9 students return for the full day. 8.30 – 2.35pm. All other students complete virtual learning at home. Year 9 immunisations will also take place on this day.

Thursday 11 March	Year 11 and Post-16 students in for the full day. 8.30 – 3.30pm. All other students complete virtual learning at home.
Friday 12 March	Year 10, Year 11 and Post-16 students in school. Year 9 students to work from home.
From Monday the 15 March	All students in school with testing to take place as part of the school day if in place.

To facilitate the reopening, we ask that, where possible, students in our key worker and vulnerable provision groups work from home on the days their year group is not expected in school. If this is not possible, please let us know **by Friday 5 March 2021** and we will ensure that there is provision in the UTC

During the first 3 days students will be working in a computer room in their tutor groups. If possible can students please **bring their own wired headphones**.

Face coverings

Face coverings now need to be worn in lessons as well as around school by students. This is a change in recommendation from the government and Department for Education.

A reminder that students are expected to wear a face mask style covering with no large logos or pictures. Snoods or scarfs as face covering are not permitted. If you believe that your child is exempt and we are not aware please contact the UTC.

Exams

The government has confirmed that in summer 2021, students taking GCSE, AS and A levels regulated by Ofqual, should be awarded grades based on an assessment by their teachers.

Assessment evidence

Teachers at UTC OLP can use a range of evidence to make a judgement of the grade students are performing at. Students will only be assessed on what they have been taught, ensuring sufficient coverage of the curriculum to enable progression. When determining the grade, teachers will reflect the standard at which the student is performing now, not their potential.

Teachers will use the time remaining to balance continued teaching with any assessments they want to undertake. Work done at home can be included as evidence to support a teacher's judgement if it cannot be produced in school.

Types of assessment evidence

Teachers can use evidence to determine grades from across the duration of the student's course.

The following are examples of evidence that can be used:

- Student work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as practice or sample papers
- Non-exam assessment (NEA) work (often referred to as coursework), even if this has not been fully completed
- Student work produced in centre-devised tasks that reflect the specification, that follow the same format as exam board materials and have been marked in a way that reflects exam board mark schemes - this can include:
 - Substantial class or homework (including those that took place during remote learning)
 - Internal tests taken by pupils
 - Mock exams taken over the course of study
 - Records of each student's progress and performance over the course of study

Making a judgement

Exam boards will publish guidance in March, so teachers have a clear understanding of how to make fair and consistent judgements, these will be shared with students. Exam boards will also provide all schools with support, guidance, and training on how to minimise the risk of bias.

Assessment materials

The exam boards will provide assessment materials at the end of March. These will include sets of questions organised to help teachers quickly find questions in the topics they have taught.

These questions will be provided with mark schemes, exemplar responses and data on past performance where available, to assist teachers in making fair and consistent judgements of the standard of a student's performance.

How will UTC OLP undertake quality assurance?

Exam boards will publish requirements for schools' quality assurance processes. Exam boards will review all schools' quality assurance processes before they submit grades.

As Principal, I will submit a declaration to the exam board confirming they have met the requirements for quality assurance before the deadline to submit grades to the exam boards on 18 June.

Appeals

Every student will have the right to appeal their grade if they so wish. If a student wishes to appeal, we will undertake an initial process review to check all processes were followed correctly and no errors were made.

Following this, if a student still wants to appeal, you can request for us to submit a formal appeal to the exam board.

Results days

Students will receive their results for A/AS levels on the 10 August and GCSEs on the 12 August 2021.

Results for relevant National and Technical qualifications, will also be issued to students on or before these dates but these are to be confirmed by the exam boards.

Reminders for school routines.

Start of the school day

The building will be open from 8.00am to allow staggered entry for students, which naturally occurs due to the variety of travel arrangements. Prior to morning registration, holding areas will be allocated for specific year groups if they arrive before 8.25am:

- Year 9 will meet in the Sports Hall.
- Year 10 in the Sports Science Lab.
- Year 11 in the Creative Exchange.
- Post 16 in the Health Base.

Students then go straight to P1 after the first 3 days.

When all students are back, the end of the day for Y11 and Y10 will be staggered so Y10 leave at 3.25pm and Y11 at 3.30pm.

Lunch and breakfast provision

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.

We operate separate break and lunch times to maintain bubbles and minimise mixing of students. There is a one-way system in place around the building, as much as possible. Students will be encouraged to move swiftly to their lessons. The one-way system will avoid creating busy corridors, entrances and exits as much as practicably possible. This will mean in some cases students will need to go down a flight of stairs in order to access the correct staircase go up to a higher floor. Students in year-group bubbles do not mix with other year groups in lessons.

Breaks, lunches, tutor time are all specific for year groups. Classrooms will be arranged with forward facing desks.

Enhanced cleaning

The school will implement Catch it – Bin it – Kill it!

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.
- Use of staff shared spaces will be minimised and staff encouraged.

Students need to bring their own set of equipment to school this should include:

- Pencil case
- Scientific calculator
- Pens at least 2 colours
- Pencil
- Ruler
- Rubber
- Compass
- Protractor
- Water Bottle
- Wired headphones if possible.

The UTC will not lend equipment to students to avoid sharing of equipment. If this is a problem please contact the UTC.

Support

Parents of students designated SEND are encouraged to contact their UTC Pastoral Team should they have any concerns regarding transition, reintegration or support needs.

The learning managers for each year group are.

- Ms A Johnson– Year 9
- Mr J Howard – Year 10
- Ms E Senior – Y11 and transition
- Mr L Moore / Ms King – Post 16

Transport

Staff will be supervising the students in all areas around the building.

Wherever possible, students should arrive by car, bike or walk, if on public transport please ensure that face masks are worn.

I am aware that there may be issues around public transport that on occasion mean that students are late to the UTC. If this is the case we ask that the student or parent contact the school as soon as they can to explain the situation so we can know when to expect them.

Other measures relating to Covid-19:

- 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.
- 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.
- 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 vulnerable groups and shielding guidance from the government regarding the safety of staff and students. Please can you inform school if you believe a student is extremely clinically vulnerable and should not be attending.
- 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 are under review and will restart as soon as possible.
- PE and Sport students will be expected to come in their kit if they have sport in the morning and change into their uniform. Students who have practical sessions in the afternoon will need to change into PE kit in school and then leave in the kit at the end of the day.
- The specifics of this will be given to students on their first day when sports kit will not be required. For P16 Students will be informed by their subject teacher when they have practical sessions. On these days/dates they should wear appropriate kit for the activity and weather for the whole day. The Sport team will confirm with students what is deemed as appropriate kit. For all other theory based lessons students will be expected to wear business dress as normal.
- Students can leave their kit/uniform in their locker to collect during the lesson.

- When the weather is cold students may wear black tracksuit bottoms in addition to the P.E kit.
- Students will be expected to wear their normal business dress. Please ensure that regular laundering is carried out.
 - No sweets, fizzy drinks or energy drinks will be allowed in school. Neither will multipack or sharing size bags of crisps or confectionary. Students who have these on them will have them confiscated for collection at the end of the day and issued a detention.

Students will be re-issued with their timetable on their return.

A reminder that students should remember to sanitise/wash their hands regularly and keep to the left following the one-way system, whilst moving around the building.

There has been an update to the behaviour policy where teaching staff will now record C3s in lessons and this will contribute to overall negative behaviour points achieved. This is so we can monitor more consistently any in class disruption. This was due to be launched in January but was placed on hold due to school closures.

A reminder that mobile phones should only be used at break and lunch times in the dining hall and outdoor areas. They should not be used in the corridors. Any students found using their mobile phone will be issued with a C4.

If a student is running late for the start of lesson 1 (8:30am) please advise them to call reception or email their learning manager to avoid being issued a C4.

Year 9 immunisation

The immunisation will be undertaken by the school nursing service who will also process the consent for this. The programme includes immunisation for the following. This will form part of Wednesday 10 March when Y9 only are in.

- MENACWY (meningitis)
- TDP (tetanus diphtheria polio)
- 2nd HPV booster

Further covid guidance reminder

In school track and trace and a robust risk assessment will continue to be in place. The guidance on self-isolation and symptomatic testing is outlined below.

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.

If anyone in at UTC OLP develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we;

- Must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- Advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- Advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

If you have any questions at all, please do not hesitate to call us on 0114 260 3940 or email: adminolp@utcshffield.org.uk.

Yours Sincerely,

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

Mrs. Jessica Stevenson
Principal