

2 November 2020

Dear Students, Parents and Carers

Covid-safe routines at the UTC

Yesterday, I wrote to you about the measures that are already in place to deal with Covid at the UTC and I was delighted to see young people coming in this morning with their face-masks on and cheerful to be back at school (if a little sleepy).

This morning, we reminded staff and students of the expectations around hygiene and other routines at the UTC. Our primary methods of safeguarding the community are based on the government's Hands + Face + Space approach and have worked well to date. However, given the growing infection rate, we have also added some new measures. I am writing today to let you know what these are:

1. Masks

Students should now wear masks at all times when moving through communal areas (unless exempt). They will be asked to put them on at the end of a lesson and will only remove them when sitting down at break or lunch in either the Cyber or Riverside cafés. They will then put them back on to return to lessons. Masks will not be worn *in* lessons.

At the moment, staff on duty will NOT be wearing masks except when in reception. This is to enable them to direct students verbally with clarity, from a distance. At all times, staff will endeavour to maintain a 2 metre distance from students.

Staff moving through communal areas will be asked to wear a mask when not on duty. Please note that members of the senior leadership team (Gareth, Rich, Jennie, Graham and I) are effectively on duty all day, every day so students may see us without masks more regularly than other staff.

Please make sure that masks are clean on every day to help prevent the spread of all bacteria and viruses (not just Covid).

2. Bags

We expect every student to have a sealable plastic bag and to replace their masks in these bags at the start of lessons. This is an important hygiene routine.

3. Lunch and break

In an effort to minimise contact between year groups, we are changing the way we operate break and lunch-times. Separate seated areas have been created for each year group, and we will have separate queues to buy food. We will allow students in year 10 to buy their food first one week, followed by year 11, then reverse the order the following week.

We are also introducing the same system for post-16 students from tomorrow. For the time being, students will not be allowed in any areas other

4. Attendance

The government has made it clear that they want students to be in school. So do we! It's fantastic news that today our attendance is at 95% - thank you for putting your trust in us. We hope that the measures we are putting in place will help everybody to feel more secure. If there is anything else you think would help you, please contact our VIP team via office@berkeleygreenutc.org.uk or phone our switchboard on 088 470 1516.

5. Project and Enrichment, Assembly

At present, it is more difficult for us to run activities that require teamwork and flexibility of grouping. We are currently looking at how we might deliver Project and Enrichment, and will let you know what we decide in due course. We have also decided that large group assemblies are not advisable at the moment so we are sharing video-recorded assemblies during tutor time instead.

6. Work when absent

If a young person is self-isolating, they can find the work they need to complete on Teams. NB: the work may be posted *after* rather than before the scheduled lesson time and students at home should check regularly.

7. Sharing information with students

We will be sharing this information with students tomorrow via a ten-minute recorded assembly. This will be available on our website in the Covid section.

As you can see, there is obviously quite a lot to take in, and some new ways of working to get used to. Thank you in advance for your continued patience and positivity while we make the necessary arrangements.

I will write again at the end of the week with any updates and, in the meantime, wish you good health.

Kind regards

Louise