

3rd November 2020

Dear Parents and Carers

Covid-19 Update

We hope this communication finds you and your families safe and well. The Covid-19 pandemic continues to cause uncertainty for us all and we want to thank you for your continued support. Our priority remains to support staff, students and parents to take sensible and proportionate steps to support health and wellbeing.

As you are already aware, we are doing everything we can to keep everyone safe and as we have written previously our safety plans are under constant review and that we would keep you updated. This letter aims to set out the next steps of what we are doing to support you at this time in response to the latest government announcements.

On Thursday 5th November, the 4-week national lockdown commences with schools, colleges and universities remaining open. Following review of the risk assessment we have made the following revisions which will be in place from Thursday 5th November 2020 to try and further minimise contact and reduce transmission of the virus.

- **Students will not be allowed to leave the UTC site at break or lunchtime, please ensure your child brings a packed lunch or money to buy food from the canteen.**
- **Lessons will finish daily at 3pm, the exception to this is where students are retaking English and/or Maths, these lessons will continue until 4pm**
- **Classroom windows will be open at all times to ensure air flow, students can wear coats inside if required**
- **Optional sport classes are suspended for the next 4 weeks**

The other safety measures remain in place:

Hand sanitising and handwashing

On arrival all students must sanitise their hands on entry to the building and regular handwashing throughout the day.

Face coverings

Students must wear face coverings **in all communal areas**, responding courteously when reminded to do this. Please can you all remind your child about the importance of wearing a face covering:

1. While using the corridors between lessons in the UTC
2. When using the toilets at the UTC
3. While in communal areas at break and lunch times (when they are not eating)
4. While following the one-way system around the UTC

Wearing a face covering in communal areas is relatively new for us all and it is going to continue for the foreseeable future.

Face coverings are required **at all times on public transport** (for children over the age of 11). Please refer to the [safer travel guidance for passengers](#). We advise carrying hand sanitiser on all public transport journeys.

Bucks UTC, Oxford Road, Aylesbury, Buckinghamshire, HP21 8PB | Principal: Sarah Valentine

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Moving around the UTC: one-way routes

- There are one way routes in operation throughout the UTC
- The central atrium staircase is only used for travelling up to the next floor, the emergency stairwells are used to go down to the next floor.
- There are one way arrows to move around each floor

Moving around the UTC: maintaining social distancing

- Through careful timetabling we have minimised contact between individuals and are maintaining social distancing wherever possible, this includes:
 - Grouping students by year group/specialism
 - Avoiding contact between groups
 - Arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible
- There are social distancing signs throughout the UTC to remind us all
- Where possible we have kept to the 2m distancing

Moving around the UTC: in learning spaces

- line up outside of your allocated classroom/workshop
- Wait to be asked in
- Sit in your allocated seat, do not leave your seat unless asked to do so
- If you have a question raise your hand
- There will be virtual employer visitors to your lessons
- At the end of the lesson, your teacher will ask you to leave row by row. You must wait until you are asked to leave the room
- You must follow all instructions carefully; they are for your safety and the safety of others.

Moving around the UTC: break time/lunchtime

- No students will be authorised to leave the UTC site
- Please bring in your own food or buy food from the canteen. Students should bring a pre-filled bottle of water, there will be water available
- At break/lunch time there are zoned areas for year groups, you must keep to these zones.
- Ensure you remain in the allocated areas
 - Year 10 /11 in the atrium and roof terrace
 - Year 12/13 second floor sixth form area and roof terrace

Should the need arise, we have put the working from home plan for your child in the parent portal <https://buckinghamshireutc.co.uk/login>, The plan guides students through which subject(s) they should study each day. It also includes group and where appropriate individual tutorials to provide specific guidance for students. The day is being broken into 3 rather the usual 5 or 6 lessons to enable the working from home to be more manageable for both students and parents.

We will continue to update you as the guidance or situation changes.

Stay safe



Sarah Valentine
Principal

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