



@MediaCityUK

28th August 2020

Dear Parents, Carers and Students,

I am excited to be welcoming Year 10 and Year 12 to UTC@MediaCityUK and welcoming back Year 11 and Year 13. We are fully prepared for a safe and successful re-opening of the college and all students will be fully briefed upon arrival.

Our ambition to continuously improve our standards and ensure that our young people leave the UTC with the best outcomes and skills means that we have revised and improved our routines and expectations. What follows is an outline of the standard that we will accept, we want to be excellent and will not settle for less.

We are delighted that our risk assessment demonstrates that we are able to run our planned curriculum with the intended teachers. We have moved students into bubbles and zoned areas as an extra measure, although we are pleased to report at this point that we are able to run all lessons in specialist rooms if they are required.

I am including the essential information that you need to know in order to prepare for the first day back in September. Please also read the government guidance for parents- Returning to secondary: what parents need to know <https://coronavirusresources.phe.gov.uk/schools-/resources/>

We have zoned the school into three spaces:

- 1) Key stage 4 (year 10 and 11)- bubble 1
- 2) Key stage 5 (year 12 and 13)- bubble 2
- 3) Oakwood special school- bubble 3

We have placed students at the UTC into two bubbles. This means that all students in these bubbles will not mix with students from other bubbles (guidance from the government). Each bubble will have their own classrooms and areas for break and lunch with full cleaning equipment in every room- including hand sanitiser.

Students will be directed to wash/sanitise their hands upon entry and exit to the college and every classroom and to follow social distancing guidelines at all times where possible. There are lines dividing the corridors and students and staff will always walk on the left.

Induction

Year 10 and Year 12 will arrive for a full induction and briefing on Friday 4th September 2020. Year 10 should arrive at 8.30am and Year 12 at 9.00am. Please ensure that they are in full uniform and have a full-size bag and equipment, without this, your child will not be allowed to start with their peers.

The whole college will return on Monday 7th September 2020 in the following way (due to COVID measures):

- Year 10 and 11: Normal entrance at 8.30am (in tutor rooms at 8.45am)
- Year 12 and 13: Normal entrance at 9.00am (in tutor rooms at 9.00am)

Please ensure that your child arrives at college on time every day, otherwise they may have to wait outside until all students are in class (COVID -19 measure).

Intervention

To ensure that all students have the best opportunities to catch up with missed learning during the COVID pandemic, we will be organising intervention with additional support. We are planning on baseline testing our students to identify any gaps in their learning so that our intervention is well targeted and to the correct students. Homework will form an essential part of this catch-up work for all students and we will share more details once we have re-opened.

Attendance to the UTC

In line with government guidance: <https://www.education-ni.gov.uk/articles/school-attendance-0> we expect to see all students arrive to the UTC on-time everyday unless they are unwell. We expect every student to meet the attendance target of 96% and we will not accept anything lower without medical evidence. We all know that there is a very strong link between excellent attendance and outcomes and we want our students to have the best opportunities.

Should they or anyone in your household be displaying any COVID-19 symptoms, please follow this guidance

https://downloads.coronavirusresources.phe.gov.uk/documents/2020.08.24_schools_leaflets.zip

Uniform for Key Stage 4:

- UTC polo shirt with logo – (is purchased online)
- UTC hoodie with logo – (is purchased online)
- Plain black trousers, leggings, skirt (with black tights) or jeans – no rips or branding
- Plain black shoes, boots or trainers
- UTC colour-coded lanyard with ID badge – provided on enrolment

Uniform shop: <https://www.utc.schoolcoloursdirect.co.uk/SCD-UTC-MediaCityUK/>

Uniform for Key Stage 5

The post-16 dress code requires students to dress appropriately for the roles in the creative industries that they are preparing for. They must always appear smart and professional, no shorts, no ripped jeans, no exposed shoulders, toes or tummies, no leggings.

Equipment

All students are expected to have a reasonable size bag (to carry A4 books). Due to COVID-19, all students will need to carry their books with them (replacement of lost book £2.00) unless they are being collected in for marking. Lockers are provided (students must have a suitable padlock).

Essential stationary (this applies to Key Stage 4):

- Pencil case
- At least 2 black pens
- At least 2 pencils
- Ruler
- Rubber

- Scientific calculator
- Protractor

Uniform and equipment will be checked daily by the form tutor in order to ensure that students are properly equipped for learning. Due to COVID-19 measures, we are unable to lend students equipment. If they are without the correct equipment, they will be able to purchase a temporary equipment pack from the reception for 50p that will have a pen and pencil in it.

Personal hygiene and safety

Students will not be allowed to leave the classroom at any time unless they have a medical exit pass (if your child needs one, medical evidence will need to be provided at the start of term). Each bubble has its own set of toilets which can be used before school, during break and lunch time and after school. Toilets will be cleaned whilst students are in class. There is never longer than 2 1/2 hours between breaks.

Heads of Year will be available to students at break and lunch time only, at all other times students will be in lesson. They can be found at their duty points,

There will be no practical PE lessons for at least the first four weeks, this will be the same for other practical subjects where equipment might ordinarily be shared amongst different bubbles. Students will resume with practical subjects as soon as the risk assessment deems it safe to do so.

6th formers will be allowed to leave the site during break and lunch time only. This will be dependent upon excellent timekeeping and students washing/sanitising their hands upon exit and re-entry.

Please note that the UTC is totally smoke free and this includes the areas within 100 meters of the premises.

Behaviour and attitudes

We have exceptionally high expectations of all of our students at the UTC and we hold these closely. We always use reward in order to motivate students, this is both in class and across the UTC. We also believe that students are responsible for their own actions and we do not give or accept excuses where behaviour is not good enough. Instead, we expect students to own and learn from their mistakes, not repeat them and make amends for any wrong doing. Our full behaviour policy can be found on the UTC website. I urge you to familiarise yourself with this document.

Mobile phones are only allowed at break and lunch times. At all other times they must not be seen or heard. Students will not wear any type of ear device outside of break or lunch, this includes headphones and other wireless devices. Should phones or headphones be seen outside of these times, they will be confiscated (this includes 6th formers when walking around the UTC).

Cashless system for all payments (including lunch and break)

The UTC is cashless. All payments will be via parent pay (details will be sent separately). School meals and trips are paid through this method. Please be aware that there are no facilities for students to pay for break and lunch in cash at the UTC.

Lunch will be provided on the first day back for all students. Please ensure that your child has their own food for break. Those students in receipt of a free school meal will have the funds allocated daily in time for lunch (break is not included).

In order to maintain the social distance and safety of closed bubbles, parents/carers will not be able to come into the academy without a prior appointment. The very large majority of our communication can be done via e-mail and phone. Where it is necessary to invite parents in, we will do so. Where you consider it necessary to meet with a member of staff, please call the main reception where an appointment will be requested for you. You will need to state the member of staff that you wish to see and the reason for the meeting. Please note that parents will not be seen on the day without a confirmed booked meeting.

Parking

There are no on-site facilities for parking for parents or 6th form students. There are excellent public transport links. If you drop your child off to the UTC, please do not drive into the grounds, instead ensure that you find a safe space to park. If you have an appointment at the college and need a disabled parking space, please telephone ahead in order for us to make the necessary arrangements.

I very much look forward to seeing your child upon their return. I will be in touch soon after we re-open in order to give you an update on opening and how well the year has started. This will be a much briefer communication!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Stephanie Newman', is written over a light pink rectangular background.

Stephanie Newman

Associate Principal- Aldridge Education