

Friday, 04 September 2020

Dear Parent / Carer

Firstly, I would like to personally thank each and every one of you for working with us during this transition stage. It was an absolute pleasure to meet you on our induction day and we are thrilled to have you on this journey with us. Our team is unbelievably excited to be welcoming our students on Wednesday 9th September and working with them throughout their time with us. Please be assured that preparations will ensure the safest possible environment for our students and staff, always adhering to the latest government guidance.

Traveling to The National College for Advanced Transport and Infrastructure (NCATI)

From 8am on Wednesday our team will be present at Doncaster Bus Station to greet our students. We will be identifiable by our purple lanyards and Doncaster UTC badges and we will also be carrying a Doncaster UTC umbrella. We will direct students to the appropriate coaches to ensure they arrive safely at the NCATI building.

Students arriving at the Doncaster UTC building will be greeted also by our team, who will ensure that they safely board one of our coaches. There will be a designated coach for year 9 that will travel to NCATI repeatedly until all students have arrived. There will always be a member of our team at the UTC to assist.

A Doncaster UTC minibus will also collect those students we have contacted separately at the approximate time given.

All students travelling on a bus, coach or minibus MUST adhere to the government guidelines regarding facemasks. They must also carry with them a sealable plastic bag to store this in when not in use.

Arrival at NCATI

Those arriving by coach/bus or minibus will be driven straight to the rear of the NCATI building to our official entrance where they will be met by our team. Masks may be removed once outside the building and stored safely.

Those arriving by car will be directed to drop off safely in the front carpark before the barrier. A team member will be at the front of the NCATI building to direct students to the rear of the building.

Those arriving by bike should do so wearing the appropriate safety wear but especially a helmet. Bike racks are at the front of the building and they will require a bike lock to secure them safely. They should then proceed to the staff member at the front of the building.

Those arriving on foot will be met at the front of the building and directed by our team



T 01302 976 515
E info@doncasterutc.co.uk
www.doncasterutc.co.uk
#WeAreDoncasterUTC



**CREATE.
LEARN.
INNOVATE.**

Those arriving by car, bike or foot will be directed to walk on the secure path at the right of the NCATI building. Please note that this is the opposite side to buses/coaches/mini buses for safety reasons.

NO students should enter through the front of the NCATI building.

The start of the school day

At 8.40 students should be in their tutor lines at the rear of the NCATI building. They will be directed to them by our team of staff and their tutor will be there to greet them. All students will be required to sanitise or wash their hands on arrival, using the facilities provided in the reception area. They will then be taken to their tutor base on floor 2.

The First Day

Students will spend the duration of the morning with their tutor and members of their new tutor group. Time will be spent establishing new routines and getting to know their new colleagues. There will be a virtual assembly to meet key staff, who will also visit them throughout the morning. There will also be a fire evacuation walkthrough. Lessons will begin period 4.

Break and lunchtime arrangements

Students will have exclusive use of the dining room and the rear outdoor space. We would encourage them to bring a break time snack, a water bottle and their packed lunch. Students that have pre ordered lunches will receive these at lunchtime in the dining room. Water bottles will be able to be replenished during break and lunch. We request that students do not bring onto site fizzy or energy drinks. Chewing gum is also not permitted in the NCATI building.

Equipment and resources

Students will be provided with an equipment pack. They are permitted to bring their own should they wish also. They will receive a planner. All books will remain at the UTC at present.

Safety measures around the NCATI building

Students will be informed of the areas that they can and cannot access. Year 9 have full exclusive use of the second floor, as well as their own outdoor space. They will be in a 'year group bubble' meaning



T 01302 976 515
E info@doncasterutc.co.uk
www.doncasterutc.co.uk
#WeAreDoncasterUTC



**CREATE.
LEARN.
INNOVATE.**

they will not come into contact or share teaching spaces with our year 12 students once on site. The public areas that they are using will be cleaned frequently.

Student hand and respiratory hygiene

Students will be required to sanitise their hands on entry to each classroom and on entry to the building after break and lunchtime. They will be encouraged to wash hands for a minimum of 20 seconds when using their year group toilets. Tissues will be in every classroom and they will be encouraged to follow the 'catch it, kill it, bin it' approach.

Behaviour expectations

The expectations of our students will always be extremely high as we strive for them to be the best version of themselves that they can be. Behaviour that disrupts learning or puts others at risk e.g spitting, will not be tolerated.

Mobile phones

Students may bring mobile phones to the UTC. These must be switched off and placed in their bags for the duration of the school day inside the building. They are permitted to use them outside at break and lunch but will be encouraged to keep them securely in their bags.

Use of Face Masks

Student will not be permitted to use face masks in classrooms or outdoor spaces. We will be encouraging face masks to be used in busy corridors, as per the latest government guidelines. This will be positively encouraged and those staff and students wishing to do so will have our full support. Staff members who are classed as vulnerable may also wear masks when in busy areas and students are expected to also be respectful of this.

End of day arrangements

All students will be escorted to the rear of the building at the end of the day. Please note that on Wednesday this is 3.10pm. Buses, coaches and Minibuses will be there waiting for them ready to escort them on their journey home. Our staff will travel on the coach to the UTC to ensure they get there and to the bus station safely.



T 01302 976 515
E info@doncasterutc.co.uk
www.doncasterutc.co.uk
#WeAreDoncasterUTC



**CREATE.
LEARN.
INNOVATE.**

Students travelling on foot, by car or by bike will be escorted to the front of the NCATI building, via the side gate on the right-hand side.

Further information

PE arrangements have been made at Keepmoat. All students will have each fortnight a double period and this will be on a Monday. Students will walk to Keepmoat in their group and a teacher as well as a senior member of staff will accompany them. Upon arrival there are individual changing cubicles for our use. Students will be provided with sanitiser on entry to these. The sessions will be led by our PE staff. A full risk assessment has been completed and a parental request form with medical details will need completing. This will be given to students on the Wednesday.

Sims Pay logins will be activated upon their start date and details will be sent out by email in the first week. Payments for minibuses and packed lunches can be made the following week as the system is set up.

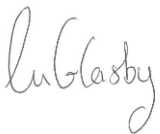
iPads have been delivered and they are currently being configured to our network. We anticipate that these will be ready in a week's time. Further details will follow.

Absence procedures

If your son or daughter is absent from school, please call 07851 577783 by 9am on each day of absence giving details of the absence. Unauthorised marks could lead to penalty notices being issued. If your son or daughter has Covid related symptoms they should remain at home and follow the latest government guidelines.

Should there be any further information you require please do not hesitate to contact me.

Yours sincerely



Ms Lindsey Glasby
Senior Vice Principal

T 01302 976 515
E info@doncasterutc.co.uk
www.doncasterutc.co.uk
#WeAreDoncasterUTC



CREATE.
LEARN.
INNOVATE.