

Dear Parent / Carer

Firstly, I would like to thank everyone for working with us during our online transition, establishing a new way of working, we have seen and acknowledged some fantastic work completed by students intending to join the UTC in September 2020. Moving on to the new academic year; we know things are still going to be different. Please be assured that preparations continue to maintain the safest possible environment for our students and staff accessing the UTC site, always adhering to the latest government guidelines and, of course, this will be our main priority going forward.


We have now communicated that we will be opening in the National College for Advanced Transport and Infrastructure (NCATI), which is a great well-resourced building. Doncaster UTC will be providing transport from the UTC to NCATI. Staff will also be present at the UTC, bus station and railway station to ensure we meet and greet students.

### Transition

Due to missing our transition events in early May and July, we intend on holding an event at the National College for Advanced Transport and Infrastructure. This will give Year 9 and Year 12 students an opportunity to get familiar with the surrounding environment and meet the UTC staff, in preparation for a September return. Our transition event will take place on Thursday 27<sup>th</sup> August 2020 and will provide an opportunity for students to tour the building and parents to ask any questions. Cliffs will be there to answer any questions about uniform, and issue ties to those attending, and there will be an opportunity to meet the SENCO should you so require. We appreciate that families may be on holiday so please don't feel like this is something you have to take up. We will accommodate further visits for those parents and students that have any worries.

Due to social distancing rules the Y9 visits will be in tutor groups arriving between 9.00 and 10.30. The times will be emailed to you by Tracy and must be strictly adhered to, to ensure that numbers of people in and around the building are within safe limits. Students will be in their tutor groups with their form tutor.

Y12 visits will follow in the same way from 12.00 and more information will be provided on 20<sup>th</sup> August, GCSE results day.



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### September Return Dates

Tuesday 1<sup>st</sup> September -Tuesday 8<sup>th</sup> September -Staff INSET days  
 Wednesday 9<sup>th</sup> September – UTC welcomes Year 9 students only  
 Friday 11<sup>th</sup> September – UTC welcomes Year 12 students

### Arrival at the UTC in September

In order to maintain social distancing in the NCATI building, groups of students will be arriving at the UTC at different times. Your child should aim to arrive at the UTC at the time that they have been allocated. We would also ask that you support the UTC in maintaining government guidance on social distancing by not gathering at the entrance or exit when you drop off or pick up your child and reinforce to them that social distancing is also required travelling both to and from the UTC wherever possible. The details of groups and timings will be emailed to you by Tracy Keith personally nearer the time. The student entrance at NCATI will be at the back of the building, which is secure.

Students arriving at the UTC building will be driven to the NCATI building for the first half term.

Year Group	Arrival Time	Start Time	Plan	Leaving Time
9	8:10-8:40am	8:40am	All students will arrive at the UTC or NCATI and be directed immediately to the tutor base.	Mon/ Tue/Thu – 4:50pm Wednesday - 3:10pm Friday – 1:10pm
12	8:40-8:50am	8:50am	All students will be directed to their tutor groups for a quick registration.	Students may leave once all lessons for that day have been completed.

### Lunchtime Catering Availability

At NCATI you will be required to use SIMS pay for meals, trips and any additional payments that may be needed whilst your child is at the UTC. We are a fully cashless UTC, so students never have to worry about carrying cash. We will be issuing login details during the Summer for 'SIMS pay' and when at the UTC there is an APP to purchase meals from our catering provider. When you receive the login information please use this with the associated information leaflet to set your child's account up and place money on it. When this is



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completed your child will be able to purchase food from the dining hall. The UTC will require all students to have a UTC identify card and lanyard, which will also be used to as a “meal card”. We have scheduled some time in the morning programme on the first day to complete the card system setup, so that students can start to use the system on day one, this will also be the same when we move into the new build. If we are unable to set the accounts up prior to the start of term then a packed lunch will be required, but we will communicate more details over the summer.

### **Travelling to the UTC or NCATI by bike**

The bike shed will be open for the safe storage of bikes. Students should use their own lock and remember to wear a helmet.

### **Travelling by Public Transport**

The guidance on face coverings has changed, it will be mandatory to wear a face covering on public transport from 15th June. Please use this link for further government guidance on face covering on public transport: <https://extranet.dft.gov.uk/safer-transport-campaign/> Extra bins have been provided in the UTC and are clearly marked for students to dispose of their PPE safely. The UTC will also have a limited number of face masks for emergency use.


**Transport will be provided from Doncaster UTC to NCATI, so there will be no need to worry about the extra burden.**

### **Personal Protective Equipment (PPE)**

Current government guidance states that wearing a face covering or face mask in schools or other education settings is not recommended. In light of this, we will not require staff or students to wear face coverings <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>).

### **Students with Covid-19 symptoms**

The current government guidance states that if your child is unwell with Covid-19 symptoms, then keep them at home and follow the COVID-19: guidance for households with possible coronavirus (COVID- 19) infection guidance. The current government guidance also states that if anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. In view of this if a student is unwell in the UTC and they show symptoms of coronavirus, they will be



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taken to a dedicated room near Main Reception (NCATI also relevant) and parents will be asked to collect them. Your child will then need to isolate for 7 days in line with government guidance. Parents will be expected to follow the Covid-19 guidance for households above. We would ask that you to get your child tested as soon as possible.

If the Covid-19 test in this case is negative, your child can return to the UTC and join their allocated group.

### **Social distancing and other safety measures around the UTC**

Based on a comprehensive risk assessment that we have conducted; the following measures have also been put in place to maintain social distancing and to reduce the risk of infection:


- Classrooms rearranged in line with government social distancing guidelines
- Routes will set out for students to move around the UTC safely
- Different groups of students using designated toilets
- Markings outside and inside the building to ensure students are maintaining appropriate distances
- Hand sanitisers are located at entrance and exit points
- Tissues in every classroom to maintain high standards of hygiene.
- Students will use the same suite of classrooms the majority of the time they are in the UTC and there will be limited movement between zones.
- Students will stay in the same year group or 'bubble'
- More frequent cleaning of surfaces and key areas around the UTC including IT rooms
- Wipes will be provided in all IT rooms for students to wipe down computer keyboards.

To ensure a successful start to the year, please read the following information to ensure you and your child are reminded of our protocols in preparation for September.

### **Attendance**

We are committed to maximising educational opportunities and achievement for all students. For students to gain the most from their time at the UTC, it is vital that they have excellent levels of attendance and punctuality. We expect all students to remain over 96% attendance – if your child's attendance falls below 96%, our attendance team will be in touch with you

Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils attend the UTC as much as possible. Please see the UTCs **Attendance Policy** on our website for more details.



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### Illness

If your son or daughter is absent, please call the hotline on 01302 976515, before 9.00am on each day of absence giving details for absence. If we do not hear from you, a truancy text message will be sent, if we still receive no response, we will attempt to contact you by telephone and the absence will be marked as unauthorised. We will authorise up to 3 consecutive days of illness without medical evidence, if your child is absent for more than 3 days, medical evidence is required. If your child has been absent due to illness on three separate occasions within one academic year and their attendance has fallen below 96%, illness will no longer be authorised unless you provide medical evidence (Doctor's appointment card or copy prescription). Unauthorised marks could lead to a Penalty Notice (fine) being issued. If your son/daughter has an ongoing medical condition, please communicate this to your child's Learning Manager to avoid unnecessary distress.

### Uniform


We hope that you have managed to complete your order with Cliffs, but please get in touch via email [info@doncasterutc.co.uk](mailto:info@doncasterutc.co.uk) if you have any questions.

All students are required to wear the full UTC uniform and will need a rucksack style back that enables them to carry A4 size books. The UTC uniform should not be altered. Skirts must not be adapted and must have the UTC logo; this includes folding them over at the top or wearing a bobble in them. Trousers must not be "taken in" to reduce the width of the leg and must be **straight leg and not skin-tight**. Girl's tights must be a minimum of 40 denier. School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a material that can be polished, although girls black leather shoes with bows are permitted. To order extra items of uniform please contact Cliffs.

The PE kit includes a plain white tee-shirt and black shorts, logos are permitted, but this could add a substantial amount to the overall cost of the kit. PE will require normal style trainers which can be any brand (no Astroturf style trainers needed). During our time at NCATI PE will take place on Mondays in double sessions on alternative weeks at Keepmoat.

### Hairstyles, Makeup and Nails

Hair styles should be sensible, and colours should be natural, no shaved heads will be permitted. No student will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hairstyles. Hair accessories should be discreet, no scarves or bandanas (unless for religious reasons). Noticeable makeup is not allowed, and any make up worn must be very discreet. The decision to what qualifies as discreet rests with the



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Principal. False eyelashes are not to be worn. Nail polish of natural colours can be worn, and false nails are permitted, but must not exceed natural length and must not impede writing or typing.

### **Jewellery and Smart Watches**

One set of ear studs is permitted as is a wristwatch (smart watches are permitted but will not be allowed to be worn during exams). Due to health and safety no other forms of jewellery will be allowed. Smart watches are expensive, and the UTC will not take any responsibility for loss or damage.

### **Curriculum**

During the first half term we will focus on COVID catch upon Maths English and Science, to ensure we are able provide every opportunity for students to catch up on missed learning. This will also include all subjects offered at Post 16. Further details will be released during the summer outlining the opportunities we will be offering to students, including any information about retakes for Year 12, which will be discussed on an individual basis.


Engineering and the Creative and Digital technology teams have been working to develop exciting projects to engage all students. Whilst social distancing measures are in place, employers will come into the UTC to support employer-led projects. This will be reviewed for October half term when we will endeavour to plan short-to-medium term work experience placements for post 16 students, based on updated government advice. Mondays have been identified for work experience and therefore we will run a rolling programme of employer support during the first half-term for Post 16 students.

As part of the induction programme students will have an opportunity to review their subject choices. Any subjects' changes will have to be authorised by the Vice Principal as we want to keep group sizes as small as possible to ensure the UTC can provide a quality learning experience.

Enrichment will take place between 3:00pm -4:50pm on Tuesdays and Thursdays. There will be a range of opportunities, including: Robotics, German, Statistics, Art, Photography and Film Studies. Students will have a choice to widen their option choices in year 10 by taking up another GCSE option.

### **Mobile Phones and Devices**

Students will be permitted to use their mobile phones until 8:55am so that lunches can be pre-ordered. Tutors will ask students to put mobiles in their bags where they should remain until the end of the day. Should students need to contact home they can use the telephones in main reception. Mobile phone charging points will be available to ensure student safety



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when travelling home. Mobile phones will not be permitted during break and lunch time and will be confiscated. Students are permitted to bring their own device such as iPads and laptops to support their learning in the UTC. Class notes can be taken on devices in all subjects other than English and maths. However, there is **no requirement** for students to bring a device, we are simply actively encouraging students to find their preferred way of learning.

### Equipment requirements:

Due to the strict hygiene requirements regarding sharing of stationery and equipment between students and classrooms we will be providing a pack of basic equipment including; whiteboards; whiteboard rubber & pens; black and red biro; pencil; rubber; pencil sharpener; highlighter; and ruler. Students will be required to provide their own scientific calculator. There will be a shop in the UTC where students will be expected to buy any replacements for lost equipment as we are unable to share within classrooms due to COVID.

### Additional Information:

Please see the booklet enclosed and our website for all further information. You can also contact us through the usual social media channels.

<https://www.doncasterutc.co.uk/>



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