

Dear Stakeholders (Learners, Parents/Carers, Apprentices, Employers, Staff and Directors)

I hope that you and your families are all keeping safe and are well. I apologise in advance for the length of this letter; however, it is important that you read all of it and complete the actions that we ask of you. If you do not understand it or need support, please do contact us at the college in the normal way.

On Monday the Prime Minister announced the government's plan for the return of all pupils to schools and colleges from the 8<sup>th</sup> March, as part of the [roadmap for leaving lockdown](#). You can read a transcript of the [Prime Minister's speech](#) which has now been published.

The DfE has also published their [operational guidance](#). I am pleased to report that we will need to make very few changes to our current Covid-19 plan and risk assessments. Changes include Covid-19 testing and the wearing of face masks at all times. For ease of reference and a reminder, you can find all correspondence and operational procedures regarding LDE UTC's Covid-19 response on our [website](#) for your easy access.

### LDE UTC's re-opening schedule

In-line with the government's guidance all learners will return to college by Tuesday 9<sup>th</sup> March. Year groups 11, 12 Level 2 and 13 will be back on-site on Monday 8<sup>th</sup> March, with all learners then back on Tuesday 9<sup>th</sup> March. Learners start times will be staggered throughout the mornings of the 8<sup>th</sup> and 9<sup>th</sup> to facilitate Covid testing, please look at the attached timetable to understand where you and your year group need to be and at what time.

### Covid-19 Testing

In order to meet the government's guidance, we will be offering rapid Covid-19 testing to all learners before they gain access to the college site. We will facilitate two further Covid-19 tests for each learner spread 3 to 5 days apart. Please see attached schedule of testing for timings and locations of these tests. After these 3 initial on-site tests, learners will be provided with two rapid tests to use each week at home.

All testing is voluntary; however, we would encourage everyone to participate in the testing programme to help break transmission links by identifying those who may be carrying the virus unknowingly. To help us plan the initial and ongoing tests please [click here](#) to view information and complete a short form to give consent to testing as soon as possible (parents/carers of learners under 16 should click the link because parental consent is needed for under 16s). Please note, however, that all learners, staff and visitors attending the site will still need to complete the Daily Declaration as before.

### Wearing of face coverings

The government has now advised us that everyone must wear a face covering at all times when on-site, this includes during lessons, unless medically exempt. The only exception where face coverings can be removed is where the full 2 meters social distancing can be maintained.

### Digital devices

Learners who have been issued digital devices should bring them back to college and give them to the front office.

### We are here to support you

We understand that some of you will be feeling anxious about returning to college, to support you I would like to remind you of the many services we provide at LDE UTC. Please do take the opportunity to engage with any of these services to help you get back into the routines of attending on-site at college.

- The Chaplaincy will be fully operational from Monday 08 October and a member of the Chaplaincy team will be available for face-to-face meetings from that day.
- Our College Counsellor will once again be on site on a Thursday. Currently learners access counselling through a referral from the Pastoral Team. If you wish to see the counsellor, please inform the relevant head of year.
- We are also pleased that the college is part of the pilot training future Educational Mental Health Practitioners. Our trainee will be on site on Thursdays and referrals for this service will come through the Pastoral Team.
- Our pastoral team will all be back on site from Monday 08<sup>th</sup> March, offering the face-to-face support that many of our learners have missed over the last few weeks. Learners will continue to be supported by the LSU and we have three YipiYap tutors who will once again support both in class and on a one-to-one basis focusing on Maths, Science and English.
- Breakfast club will begin again on Tuesday 09 March and we hope to start our after-college clubs after the Easter break.
- The College will continue to advertise Opportunities to its learners on the [Opportunities Padlet](#)
- Learners will be guided about further support offered by Newham Local Authority and other agencies during the time with their tutors via the [DigiSector Padlet](#)

I would like to take this opportunity to thank you all for being such a responsive, collaborative and great team. Your support and willingness make LDE UTC such a positive place to be at. Our parents/carers have been fully supportive, our learners have been fully engaged attending their lessons and ensuring that they personally have not fallen behind with their progress and our staff have been delivering high quality lessons, making hundreds of weekly phone calls and have provided a safe place both on-site at college and remotely.

I would like to say thank you to everyone, I am so proud of every one of you for what you have all achieved during these uncertain times.

Keep safe



**Geoffrey Fowler**  
Principal & CEO

## LDE UTC Phased Reopening Schedule – 8<sup>th</sup> March onwards

### Monday 8<sup>th</sup> March

Year 9 &10	Live lessons – working from home all day
Year 11	Meet at UEL’s Sport Dock at 9:00 for Covid-19 testing. Live lessons start on site from period 2
Year 12 L2	Meet at UEL’s Sport Dock at 10:00 for Covid-19 testing Live lessons start on site from period 3
Year 12 L3	Live lessons – working from home all day
Year 13	Meet at UEL’s Sport Dock at 11:00 for Covid-19 testing Live lessons start on site from period 4

### Tuesday 9<sup>th</sup> March

Year 9	Meet at UEL’s Sport Dock at 9:00 for Covid-19 testing. Live lessons start on site from period 2
Year 10	Meet at UEL’s Sport Dock at 10:00 for Covid-19 testing Live lessons start on site from period 3
Year 11, 12L2,	Live lessons on site
Year 12 L3	Meet at UEL’s Sport Dock at 11:00 for Covid-19 testing Live lessons start on site from period 4
Year 13	Live lessons on site

### Wednesday 10<sup>th</sup> March

All year groups attend lessons on-site as normal.  
Apprentice learners meet in room G.01 at 9:00 for Covid-19 testing.

### Thursday 11<sup>th</sup> March

Year 9 &10	Live lessons on site
Year 11	Meet at UEL’s Sport Dock at 9:00 for Covid-19 testing then back to site for live lessons.
Year 12 L2	Live lessons on site, go to UEL’s Sport Dock at 10:00 for Covid-19 testing
Year 12 L3	Live lessons on site
Year 13	Live lessons on site, go to UEL’s Sport Dock at 11:00 for Covid-19 testing

### Friday 16<sup>th</sup> March

Year 9	Live lessons on site, go to UEL’s Sport Dock at 12:00 for Covid-19 testing on the way home
Year 10	Live lessons on site, go to UEL’s Sport Dock at 12:40 for Covid-19 testing on the way home
Year 11, 12L2	Live lessons on site
Year 12 L3	Live lessons on site, go to UEL’s Sport Dock at 13:30 for Covid-19 testing on the way home
Year 13	Live lessons on site

### Monday 15<sup>th</sup> March

Year 9 &10	Live lessons on site
Year 11	Meet at UEL’s Sport Dock at 9:00 for Covid-19 testing then back to site for live lessons.
Year 12 L2	Live lessons on site, go to UEL’s Sport Dock at 10:00 for Covid-19 testing
Year 12 L3	Live lessons on site
Year 13	Live lessons and assessments on site, go to UEL’s Sport Dock at 11:00 for Covid-19 testing

### Tuesday 16<sup>th</sup> March

Year 9	Live lessons on site, go to UEL’s Sport Dock at 14:00 for Covid-19 testing on the way home
Year 10	Live lessons on site, go to UEL’s Sport Dock at 14:50 for Covid-19 testing on the way home
Year 11	Meet at UEL’s Sport Dock at 9:00 for Covid-19 testing then back to site for live lessons.
Year 12 L2	Live lessons on site
Year 12 L3	Live lessons on site, go to UEL’s Sport Dock at 15:30 for Covid-19 testing on the way home
Year 13	Live lessons and assessments on site