

Dear Learners, Parents/Carers and staff

I hope this update letter finds you and your families safe and well.

**In this letter I will set out how LDE UTC is going to meet the government's directive to re-open.**

As Principal, it has been my intention throughout this challenging time to offer as much information and support to you as possible. Balanced alongside positivity, calmness and clarity in communication, I also need to be incredibly honest with you. Navigating the way through this situation and finding the right solution for our college community is certainly not easy. Since the Government's announcement, the leadership team and I have worked tirelessly to digest and implement the issued guidance, seek answers to countless questions, plan actions required and assess all risks.

Therefore, it is with a careful, cautious and measured approach that we need to find some way of getting back to what is considered to be normality. Our college is going to look very different for a significant period of time and your support in these adjustments will be greatly appreciated.

Before LDE UTC re-opens a full risk-assessment using the government guidance will be completed and approved by our governing body. Completing this risk assessment, and putting in place appropriate safety measures is a huge undertaking and therefore we are currently looking to reopen the college from the week beginning 15<sup>th</sup> June and not on the 1<sup>st</sup> of June. There are three main areas to consider, how we are going to manage infection control, how we make use of our facilities and how will we operate.

#### **Infection Control Protocol & Implementing Protective Measures**

Our infection control will be based on the Government's published 5 approaches to minimising transmission in school settings:

1. People with COVID symptoms, or who live with someone with COVID symptoms, do not attend College
2. Frequent hand washing / hand sanitiser
3. Good respiratory hygiene (catch it, bin it, kill it)
4. Frequent cleaning of frequently touched surfaces and equipment
5. Minimising contact and mixing between small groups of pupils through environmental changes (eg staggering break and lunch times)

#### **How we propose to make use of our facilities**

As part of this risk assessment, I have carried out an in-depth site visit of our building to investigate how the measures that we are being asked to put in place can be carried out effectively. What did become clear is that although we have a lovely new building, it is compact and not really built for social distancing. As a result, further work is needed within the building to ensure that we keep both learners and staff safe. This includes, and there are many more, measures such as:

- ensuring there is a one-way system in place wherever possible
- increased signage/floor stickers
- amended classroom layouts
- significantly increased cleaning
- installing further hand sanitiser stations
- ensuring the serving of food and drink is safe and socially distanced
- toilets being cleaned after each use
- door openers that are fire alarm activated to automatically shut in the case of a fire emergency
- use of an on-site rota for support staff

### How we propose to operate

In line with government guidance years 10 and 12 will be invited to return to college for one day per week and continue to complete the rest of their learning remotely online. Year 9 will continue to complete their learning remotely online.

Face to face lessons with teachers will support our learner' education whilst they continue with the remote learning set by our staff. Where possible, this will be with their normal class teacher. For those subjects with a large practical element we hope to run practical sessions subject to the additional health and safety requirements. We have designed the College day outside of normal rush hour times to enable learners and staff to travel during off peak hours, public transport should be avoided where possible and only used as a last resort. A hot lunch will be provided for all who attend site and want it. Prior to returning, all staff and learners will be provided with guidance on how to enter the site and social distance safely.

Only learners who are invited in, teachers teaching lessons and essential support staff will be allowed to attend site.

### Year 10

Year 10 learners will attend College on Thursdays. To enable social distancing, they will be sub-divided into two groups, Group A and Group B. Each group will have staggered start times, break times and end times. You will be informed after half term whether you are in group A or group B.

Group A will start at 11:05 and finish at 14:25

Group B will start at 10:00 and finish at 13:20

### Year 12

Year 12 Learners will attend College on Tuesdays

9:30 – 11:00	11:05 – 12:35	12:35 – 13:00	13:00 – 14:30	14:35 – 16:05
Block B lessons <ul style="list-style-type: none"><li>• Art</li><li>• Maths (Karl)</li><li>• Mathematical Studies (Parisa)</li><li>• Physics</li><li>• Psychology</li><li>• Engineering Mechatronics</li></ul>	Block A lessons <ul style="list-style-type: none"><li>• Biology</li><li>• Computing</li><li>• Economics</li><li>• Graphics</li><li>• Engineering Mechatronics</li><li>• Engineering Design</li></ul>	Lunch	Block D lessons <ul style="list-style-type: none"><li>• Digital Media Diploma</li><li>• Digital Media extended Certificate</li><li>• Architecture</li><li>• Business Studies</li><li>• Maths (Victoria)</li><li>• Mathematics Studies (Kwaku)</li></ul>	Block C lessons <ul style="list-style-type: none"><li>• Chemistry</li><li>• Digital Media Diploma</li><li>• Further Maths</li><li>• Product Design</li><li>• Engineering Design</li></ul>

Classes that are larger than 14 will be split into two groups.

Those learners that do not have a lesson at 9:30 will arrive at College at 11:05 and those who do not have a lesson at 14:35 will leave college at 14:30. Learners who have free periods within the day will not be allowed to leave the College, instead they will be given space to continue with the independent studies.

At this difficult time, I would like you to know I take no pleasure when informing you of the above protocols. However, I have the safety and wellbeing of our learners and my staff as a paramount consideration. Whilst I cannot guarantee the College will remain COVID free, we continue to follow the latest government guidelines and advice.

Keep safe

Yours Sincerely,



**Geoffrey Fowler**  
Principal & CEO, LDE UTC

**School Re-opening Timetable – PROVISIONAL (THIS TIMETABLE MAY CHANGE FOLLOWING GOVERNMENT OR LOCAL AUTHORITY ANNOUNCEMENTS)**

<b>Date</b>	<b>Action</b>
Monday 1 <sup>st</sup> June –Friday 12 <sup>th</sup> June	College closed to learners Facilities prepared for re-opening Installation of social distancing signage, hand sanitisers and full college deep clean
Monday 15 <sup>th</sup> June	College closed to learners Comprehensive staff training to ensure the safest and most effective wider opening for all (this will be conducted remotely via video conferencing).
Tuesday 16 <sup>th</sup> June and every Tuesday until the end of term	College open for year 12 learners only
Wednesday 17 <sup>th</sup> June and every Wednesday until the end of term	Full College enhanced clean
Thursday 18 <sup>th</sup> June and every Thursday until the end of term	College open for year 10 learners only
Friday 19 <sup>th</sup> June and every Friday until the end of term	Full College enhanced clean