



Crewe Engineering & Design UTC

**Parent and Carer Guide
Covid-19 & School Re-Open**

Introduction

This handbook will provide you with all of the necessary information as parents and carers about how we are looking after the overall well-being of our students.

It includes information concerning:

-  Ongoing Virtual Learning for all of our students
-  The measures that have been put in place to ensure a safe learning environment on site and
-  Detailed information about the on-site sessions for Year 10s and on-site sessions for Year 12s

Core Principles

We have three core principles as follows:

1. Creating an environment that is as safe as possible for all
2. Focusing on the wellbeing of all
3. Providing the best quality of education we can for all students

Government guidance gives us a hierarchy of the basic safety guidelines that we are following:

Contact to be avoided with anyone with Coronavirus COVID-19 symptoms

-  Contact to be avoided with anyone with Coronavirus COVID-19 symptoms
-  Frequent hand cleaning and good hygiene practices
-  Regular cleaning of settings
-  Minimising contact and mixing

The BIG (Before I Go) 5 questions

Please make sure that your son or daughter has completed the BIG 5 before leaving for the UTC

BIG (Before I Go) Self-Assessment			
1	I am self-isolating and/or have an underlying health condition	NO Next question ↓	YES, DO NOT GO TO UTC
2	I have an increased body temperature (+ 37.8 °C)	NO Next question ↓	YES, DO NOT GO TO UTC
3	I have a flu or cold symptoms, sneeze frequently, runny nose (not due to an allergy), headache, joint pain, body ache	NO Next question ↓	YES, DO NOT GO TO UTC
4	I have a continuous cough and/or find it difficult to breathe and/or have a loss of taste or smell	NO Next question ↓	YES, DO NOT GO TO UTC
5	I have returned home from a trip overseas and I am showing Covid-19 symptoms'	NO, I CAN GO TO UTC	YES, DO NOT GO TO UTC

(adapted from Bentley Motors Covid Guide, 2020)

Access to site

Although the school is opening to more students, it is of the utmost importance that we maintain a safe environment and avoid any cross contamination. The only people who should be on site are the students who are scheduled to be in for lessons in Years 10 and 12.

Under no circumstance should any student or parent/carer come onto the school grounds or into the school building without pre-authorisation. If communication with the school needs to be made, please do it via phone: 01270 218150 or by emailing the relevant Hub Director:

-  Mr Graham (Year 10): k.graham@creweutc.org.uk
-  Ms Whim (Year 12): r.whim@creweutc.org.uk

Additional Communications

Posters	Signs	Markers
<p>Posters will be placed around site to raise awareness of hygiene, social distancing and exposure to Covid-19.</p> 	<p>Directional signs will indicate social distancing routes, one-way walkways and closed buildings</p> 	<p>Floor markings shall heighten social distancing awareness around site</p> 

Travelling to and from school

The arrival of Year 10 and 12 students will be staggered throughout the day to avoid travelling during peak hours of traffic and so only small numbers of students arrive at school at any one time.

Where possible, government guidelines advise people to walk or cycle to their destinations. Whilst doing so try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.

Where using bikes, wash your hands for at least 20 seconds or sanitise your hands before and after cycling. If the use of public transport cannot be avoided make sure you:

-  Try to use a contactless payment method
-  Wear a face covering as per government guidelines
-  Have tissues

If there is no other alternative than to drop a child off or pick a child up from school via car, drop off must occur well away from the school entrance.

On-site learning

This week cleaners have completed a deep clean of all areas of the school we plan to use for staff and students. This means wiping down all surfaces in classrooms and corridors to kill the virus and using disinfectant on every surface in a room.

The site team have removed all items from classrooms in use apart from desks, chairs and the teacher's desk to make rooms easier to clean and reduce the amount of objects which could become contaminated.

Cleaning continues everyday, all day, whilst students and staff are off site. After use each room is deep cleaned before it is used again. Each small group has their own room, which no other groups use during the week.

Keeping safe at school - Ensuring Surfaces are Frequently Cleaned

To prevent the indirect spread of the virus from person to person, cleaners will regularly clean frequently touched surfaces, such as:

-  door handles
-  handrails
-  tables and chairs
-  light switches
-  walls
-  PCs

Disinfectant and hand sanitiser will be provided in each classroom for students and staff to use

Keeping safe at school - Hand Sanitising

Hand sanitising stations have been set up at each entry and exit point to the school and classrooms. Soap and paper towels will be provided in toilets. Staff and students will be reminded to maintain the highest standards of hand hygiene.

Keeping safe at school - Respiratory Hygiene (Catch it, Bin it, Kill it)

Students should avoid touching their mouths, eyes and nose. They should cover their mouths and noses with disposable tissues when they cough or sneeze. If tissues are not available, they should sneeze into the crook of their elbow, not into their hand. Students should dispose of tissues into a bin and immediately clean their hands with soap and water or use a hand sanitiser.

Keeping safe at school - Minimising Contact With Those Who Are Unwell

If a student has, or is showing symptoms of, coronavirus:

-  A new continuous cough
-  Fever
-  Loss of, or change in, your normal sense of taste or smell (anosmia)
-  Or, have someone in their household who is showing symptoms, they should not come into School and must stay at home.

Staff will be alerted to students displaying these symptoms too. If a student or staff member starts to display symptoms whilst in school, they will be medically isolated and arrangements for them to go home will be made immediately.

Keeping safe at school – Social Distancing

-  Students will be tutored in 'bubbles' of approximately 15 students.
-  Students **must not** mix outside of their bubble.
-  They will be told not to congregate at the start or end of the school day.
-  Student entry and exit to and from school will be staggered to minimise contact.
-  The first session will focus on maintaining proper hygiene and how learning they will be supported in these sessions.
- 

In the event of a confirmed case of Covid 19, members of the bubble, including staff, will be contacted and requested to quarantine for 14 days. Testing for those experiencing symptoms will also be possible by contacting the NHS.

Back at the UTC – what your child will experience?

Arriving at the UTC

-  When arriving your child will make their way through the school entrance social distance (2m) from others. They will be reminded by wall and floor signs.
-  As they reach the uniform entrance they will be greeted by a member of staff who will welcome them and remind them to clean their hands at one of the provided sanitizer stations.
-  They will then follow a one way system to their allocated learning area.
-  One way systems and zones have been set up and clearly marked so students from different groups (bubbles) do not mix at any time while on site.
-  This is enhanced further by staggered start and finish times for different groups.
-  This also applies to break time where designated social areas have been provided.
-  Year 10 and 12 students will not need lunch in school as sessions are short.
-  In the event of a fire alarm students will line up in their bubbles.

Learning sessions at the UTC week commencing 22/06/20

-  When a child arrives at their computer room they will be invited in one at a time by a member of staff and directed to clean their hands again utilizing the sanitiser provided and directed to their seat which will only be used by them for that week.
-  All learning resources will be on the computer accessed through Teams and emails.
-  The room will be supervised by two members of staff who will swap every lesson.
-  Each computer room has been set up to ensure social distancing can be maintained while learning takes place.
-  Each room contains no more than 10 students and the group membership will not change.
-  Once your child's session has been completed they will again be directed by their teacher to leave the room one at a time washing their hands on exit and to follow the signs to leave the school site adhering to their one way/zonal system.
-  Staff will be positioned to ensure students leave the site safely.

Learning sessions at the UTC week commencing 06/07/20

- When a child arrives at their learning area they will be invited in one at a time by a member of staff and directed to clean their hands again utilizing the sanitiser provided and directed to their seat which will only be used by them for that week.
- All learning resources will be provided.
- Each learning area has been set up to ensure social distancing can be maintained while learning takes place. Each group (bubble) contains no more than 15 students and the group membership will not change.
- They will work with the minimum possible number of staff to minimise mixing.
- Once your child's session has been completed they will again be directed by their teacher to leave the room one at a time washing their hands on exit and to follow the signs to leave the school site adhering to their one way/zonal system. Staff will be positioned to ensure students leave the site safely.

Separate toilets are allocated to students and staff in each zoned (bubble) area. All will follow a one in one out system and signs have been placed to remind students and staff about the importance of washing their hands and the most effective way to do this.

While students are taught/mentored site staff will be maintaining expected hygiene around the site by implementing a rigorous and robust cleaning schedule informed by government guidelines



Virtual Learning

Since March, Crewe UTC's Virtual School has been providing materials for all students to help them continue their learning during this challenging time. This will continue even as more students from Years 10 and 12 in particular will be coming into school for 'face-to-face' sessions with their teachers. All students from Year 10 to 12 should still access the virtual school and complete their daily work.

From the 22nd June more lessons in Year 10 will be 'live taught' via MS Teams and we intend to trial this approach increasingly as we move towards September if learning continues to be disrupted.

FAQs

Does my child need to wear school uniform?

No –Students may wear any appropriate clothes but they should be machine washable and ideally washed daily when they return home.

Does my child need to bring any equipment/food/drink with them into school?

No - your child does not need their bag or any books, they should not need to bring in any equipment or food. All the equipment they need will be provided, personal to them, and kept in school to minimise virus transmission. They can bring a drink/snack in a carrier bag but these must not be shared with any other student

Can my child wear a mask?

There is no requirement for children or staff (except first aiders or those providing close personal care to students) to wear masks while on school site. However, we will not stop anyone from wearing a mask or other PPE if they choose to do so until further notice. Please refer to the letter regarding the actions that we have put in place to make the building as safe as possible.

What will happen if a student refuses to follow the school's social distancing measures?

The school's Behaviour Policy has been amended. If any student persistently or maliciously refuses to follow specific guidelines or instructions designed to reduce the risk of spreading Covid-19 and resultantly puts any other student or member of staff at risk, they will not be allowed in school on health and safety grounds. If this occurs, parents/carers will be contacted and informed along with a representative of the Governing Body, Trust and the Local Authority.

What happens when children or adults are symptomatic outside of school?

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days. All other household members who remain well must stay at home also and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.

Is it compulsory to send my child into school?

Government guidance advises that parents and carers of students in Key examination groups (Year 10 and 12) are strongly encouraged to send them to school where a place is available. This is to ensure that they are prepared for their examination next week. However, parents will not be fined for non-attendance and schools not held accountable for attendance during this period.

What if my child is unwell?

If your child is due to be in school and are unable to attend, please report the absence to school in the normal way. Please ensure you specify the reason why they are unable to attend e.g. shielding, Covid 19, isolating.

Can you guarantee the safety of my child whilst on site?

The safety of your child and the learning experience your child receives has and will continue to be our highest priority. All measures we have taken to ensure this are clearly set out in our risk assessment which has been informed by DFE and PHE guidelines as well as observations made by school staff, the governing body of the school and representatives from Bentley Motors.

We are confident that our on-site provision significantly reduces the risk of possible COVID-19 transmission whilst ensuring your child learns, but we cannot eliminate the risk completely.

Shielding

Please report to the relevant Ms Whim or Mr Graham if your child will not be returning to school due to shielding themselves or because they are living with a shielded person. The government states:

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

How you can help us?

As a parent/carer it would be really helpful if you could do the following before sending your child to school:

1. Remind your child to wash their hands thoroughly before leaving home;
2. Ensure your child allows enough time to arrive at school on time, in order to support our staggered timetabled approach which is critical to maintaining social bubbles;
3. Remind your child that when travelling to and from school to avoid public transport where possible and maintain social distancing (2m). If the use of public transport is required, a face mask should be worn;
4. Ensure your child does not bring in a bag. All learning resources are provided;
5. Contact the school if your child is unwell or will be arriving late to the school site. This is to ensure we minimise cross-contamination and ensure the safety of all students and staff.