

Wednesday 3<sup>rd</sup> June 2020

Dear Parents/Guardians/Carers,

I hope that you are all well and have enjoyed a break as a family over the last week. As restrictions begin to relax, I am sure that many of you have been venturing out to see friends and family, which I am sure has been a joyful experience, albeit socially distanced.

I would like to firstly remind all parents that students in Years 7, 8, 9, 10 and 12 should be completing their online **progress checks** this week for every subject. We will be giving students feedback based on these and also using the information they provide to plan our summer curriculum. Please encourage your child to complete all of these by the end of the week.

I would like to thank you all for your patience as we have worked to develop plans for the reopening of Upton Court Grammar School to Years 10 and 12. I am sorry that we are not able to open our school to all students. The government guidance and the science is clear: only a small number of students can attend at any one time. As such, the prime minister announced a phased reopening, with this summer term allowing some face-to-face time with teachers for students in Y10 and Y12. These year groups were prioritised as they have final examinations in less than 12 months' time. I want to assure you that we will continue to provide high quality learning activities, aligned with our planned UCGS curriculum, for all year groups until Friday 17<sup>th</sup> July so that all students can continue to learn and grow.

### Parents of Year 10 and Year 12

I know how difficult the decision will be in deciding whether to send your child to school or not. I know you want them to have the best education but at the same time you want them to be safe. Firstly, I want to be clear: as Headteacher, I will support any decision you make for your child and your family. You will not be penalised, judged or fined for non-attendance. Every parent/carer must make this decision based on their own unique circumstances and I would encourage you to discuss this decision openly with your child.

As a school and Trust, we have been working together to follow the latest Government guidelines in order to ensure that opening is the right decision for pupils, parents and staff. We have taken the following actions to inform our decisions about re-opening:

- A thorough risk assessment has been completed to ensure that we comply with all health and safety guidelines.
- A site survey has been completed by an external company to advise us about social distancing on site.

- We have been working with staff members to establish the numbers of staff that can safely return to work within the educational setting.

I know that understanding the provision we are able to offer at UCGS will help you to make your decision. If you decide to send your child to school this term, we will provide further information and specific information for you, but here is an overview of the key measures we have taken to structure our provision to minimise the risks to all students and staff.

### Summer Term Provision at UCGS:

- All face-to-face sessions with UCGS staff have been planned beginning 15th June 2020 and will begin at 10am and finish at 13:30. This is to avoid students having to travel to school at peak times, thereby reducing opportunities for coronavirus transmission.
- Any parent who wishes their child to attend will need to sign up the week before the provision using our electronic form. Information provided by parents will be used to ensure we have sufficient staff and space to provide the planned sessions. Students who have not signed up in this way will not be admitted on site. Please also note that all students who attend must confirm they have read, understood and agree to adhere to all expectations set out in the Culture Policy Addendum, in addition to our code of conduct and our home-school agreement.
- Students will be allocated a specific entrance gate, a room in which to study, a specific group of students they will study with and an allocated set of toilets. Hand sanitizer will be available to all students and every student must use this:
  - on entry to school
  - before and after each break
  - before and after any movement around the building
  - before dismissal,
  - before and after going to the toilet, and
  - after sneezing, coughing, etc.
- Face-to-face sessions will be conducted in specific groups ('bubbles') and will be hosted in large spaces (the hall, the KS5 study room or the green room) where we can ensure students will study at desks 2 metres apart or more wherever possible. Bubbles of students will remain together throughout their time on site and will not mix with other bubbles.
- Students will be allocated a specific desk each day and must remain at this desk throughout the 3 hour 30 minutes' session.
- Students will be allocated a specific set of toilets to use in order to minimise numbers using the same facilities, and student toilets will be cleaned before, once during, and then after all face-to-face sessions. Access to toilets will only be allowed one-by-one and students will have to be patient and wait their turn. This will reduce students coming into contact with others.

- Teachers will provide breaks from learning during the session. Students will not be able to move around the room or the school. Students are permitted to bring water and a healthy snack, which they can eat at their desk, provided they sanitize their hands before and after eating.
- During sessions, students will not be allowed to share resources. Students can bring relevant resources to help them (e.g. exercise books, pens, etc.) but they will not be able to share with others. Our staff will not provide shared resources for students.
- On dismissal at 13:30 each day, students will be dismissed in small numbers and instructed to leave site immediately and via their allocated exit gate. Students must make their way home immediately, must not congregate in groups and must maintain social distancing at all times outside of school as well as in school.

## Year 10

Year 10 students will have the opportunity to attend one face-to-face session during week beginning 15th June; another one session during week beginning 29th June; and one final session will be available week beginning 13th July.

Year 10 sessions will be facilitated by a UCGS member of staff to help students complete the remote work that has been set for all Y10 students. Students should bring the work and resources with them that they have been set. In order to support them, students will be permitted to bring their own electronic device (e.g. laptop or tablet) and we will provide access to school WiFi. We will not be able to provide access to school devices nor access to charging or running of devices, so if students do bring their own device, please ensure it is fully charged. If students do not bring a device, they will need to bring books to work from.

Year 10 sessions will not be taught specific subjects. Students will be supported to complete their independent study, set remotely by subject teachers. Students will also receive pastoral support and guidance from staff relating to how best to study independently, how to manage their work, self-regulate and motivate themselves to make good progress. Students will also be able to ask staff questions and get general advice, guidance and support.

If you want your child to attend this provision, you will need to sign up the week before the provision begins. Therefore, if you would like to reserve a place for your child to attend school for one day of face-to-face provision between 15th - 18th June, please complete the form here: [Y10 Sign Up 15-18th June 2020](#) **before the deadline of 9am on Wednesday 10<sup>th</sup> June.** Please note that your child's allocated date will be confirmed once all requests have been received and, due to the need to plan and prepare in advance, we will not be able to change the date allocated to your child. We will also only admit students who have signed up using this electronic form so it is essential that you do this if you want your child to access the onsite provision.

## Year 12

Year 12 students will have the opportunity to attend school for a day of teaching for their A' level subjects, once per subject they study. Subject sessions have been scheduled with available staff so this might not be your child's usual subject teacher, but will be a subject expert.

Students should bring the work and resources with them relating to each A' level subject (their teachers can advise further if students have questions). In order to support them, students will be permitted to bring their own electronic device (e.g. laptop or tablet) and we will provide access to school WiFi. We will not be able to provide access to school devices nor access to charging or running of devices, so if students do bring their own device, please ensure it is fully charged. If students do not bring a device, they will need to bring books, etc. to work from.

Year 12 sessions have been scheduled as follows. Please note that for subjects with more than one day (maths and chemistry), your child will be allocated one of the days only and this will be communicated to you on the Friday before each week.

W/b		Mon 22/6/20 10am – 13:30pm	Tues 23/6/20 10am – 13:30pm	Wed 24/6/20 10am – 13:30pm	Thurs 25/6/20 10am – 13:30pm	Fri 26/6/20 10am – 13:30pm
22 <sup>nd</sup> June	Week B – Year 12	Maths – Day 1	Maths – Day 2	Biology	Physics; History	English
		Mon 6/7/20 10am – 13:30pm	Tues 7/7/20 10am – 13:30pm	Wed 8/7/20 10am – 13:30pm	Thurs 9/7/20 10am – 13:30pm	Fri 10/7/20 10am – 13:30pm
6 <sup>th</sup> July	Week B – Year 12	Chemistry – Day 1	Chemistry – Day 2	Geography	Business Studies; Economics	Product Design; Religious Studies; Computing

If you want your child to attend this provision, you will need to sign up the week before the provision begins. Therefore, if you would like to reserve a place for your child to attend school for subjects between 22nd and 26<sup>th</sup> June, please complete the form here: [Y12 Sign Up 22-26th June 2020](#) before the deadline of 9am on **Wednesday 17<sup>th</sup> June**. For subjects in week beginning 6<sup>th</sup> July, we will send out the sign up form one week before. We will also only admit students who have signed up using this electronic form so it is essential that you do this if you want your child to access the onsite provision.

I want to re-emphasise that, whether or not your child attends face-to-face sessions, we will ensure they have access to good quality work to support their ongoing learning. We are also planning for the future - September and beyond - to be able to help all students catch up, make accelerated progress and continue to demonstrate the outstanding ability we know they have.

I would like to take this opportunity to thank all parents for their support of our school at this challenging time. We are working in a spirit of unity to be able to balance the needs of all, to respond to the government's guidance and, most crucially, to maintain health, safety and wellbeing of all students and staff. Thank you for your understanding.

If you need anything, we remain available to you – please contact your child's Head of Year in the first instance if you have any questions.

With all good wishes.

Yours faithfully,



M. Pritchard  
Headteacher

Attached:

- Culture Policy Addendum
- UCGS Culture Policy
- Home-School Agreement