

September 1, 2020

Dear parent/carer

I hope that this e-mail finds you well and that you have been able to enjoy the summer with your families.

We look forward to welcoming your son/daughter back to school on Monday, September 7. Students should arrive for a 0900 start. (New Year 10 and Year 12 students will start school on Friday, September 4.)

We want to keep everyone in our community safe and, therefore, there will be a number of changes to day-to-day school life. However, we will seek to keep disruption to a minimum as we seek to get students back into the routine of school. As you would expect, we have undertaken a thorough risk assessment in conjunction with a Health & Safety specialist. The full 16-page risk assessment is available on our [website](#) but we can summarise the key points below. The new procedures will be explained to students on arrival on Monday and we hope that these changes will allay some of the anxieties that parents and students may have:

- Students will need to wash or sanitise their hands on arrival
- Wherever possible, social distancing measures will be adopted
- Students will work in year group bubbles avoiding mixing with other year groups: this will apply at social time, whilst eating and when travelling on buses
- An increased cleaning regime is in place
- A one-way system will apply in many parts of the building
- Classroom seating arrangements will be changed to minimise risk
- There will be no mass gatherings and assemblies will be delivered via video link
- Shared equipment will be sanitised after each use
- We will work closely with Track and Trace where appropriate
- Face coverings will be required where social distancing is not possible - see below

### Face Coverings

Face coverings must be worn:

- On public transport
- On UTCN contract buses and UTCN transport to PE

We advise that face coverings are worn:

- At social times and moving between lessons where there could be congestion

Face coverings should not be worn:

- In a classroom or during a lesson
- During PE

Face coverings must be:

- Plain without decoration, logo or pattern
- Kept clean and regularly changed: we suggest keeping them in a small bag

Guidelines are changing on a regular basis and we will email you with any changes as they arise.

UTCN  
Old Hall Road  
Norwich  
NR4 6FF



[Unsubscribe here](#)

Sent by

 sendinblue

© 2018 University Technical College Norfolk

Mauris commodo massa tortor, u [sit amet,consectetur adipiscing](#) Nunc fermentum neque quam, sodales eleifend elit imperdiet vitae. Aliquam id euismod nulla. Suspendisse imperdiet, sem et sollicitudin egestas, urna nunc auctor massa, vulputate pharetra mi odio nec tortor. Ut ultricies massa viverra quis.