

Dear Parents/Carers,

RE: Coronavirus update-college closure to most pupils

I hope you and your families are well and remain safe and healthy throughout these difficult times and the coming months. Yesterday, the government issued the closure of schools after Friday until further notice. As such, we will close to all students and run a reduced emergency provision for those children identified as key in the Prime Minister's announcement. **All other children will need to stay at home, so we ask that you do not send your child into the college from Monday onwards.** Staff will send regular emails to students within their tutor group to ensure everyone in your family is safe and well during this time. Students should respond to this.

Who is the emergency provision for?

The UTC will remain partially open for students who are from families where parents and carers are key workers. For example, children of adults who work for the emergency services such as the NHS, the fire brigade and police, as well as truck and lorry drivers providing food and vital resources around the UK. The school will also remain partially open for students who are our most vulnerable, for example having an educational health care plan or a social worker. The UTC will provide care during a reduced school day during this uncertain time. We only have limited places available and in the case of staff illness we regret that we may need to cancel the provision at short notice. **It is important to note that these places are to support in extreme circumstances and must only be used should no other option be viable for you and your family at this uncertain time.** If you need your son/daughter booked into our provision, please book in at least 24hours in advance using the email address oncall@enlutc.co.uk. State the day(s) and whether you require AM, PM or a full day and an emergency contact.

This provision will run Tuesdays, Wednesdays and Fridays from 10am-3pm. The timetable of the day is outlined below. It will consist of supportive independent learning using our IT suite to access and complete their online learning, as well as additional enrichment activities and project work.

Times of day	
10.00 - 10.30	AM Meet and greet (student reception) and registration
10.30 - 11.30	Independent work in computer rooms
11.30 - 11.50	Break time
11.50 - 12.50	Independent work in computer rooms
12.50 - 13.30	Lunch time PM meet and greet (student reception) and registration
13.30 - 15.00	Teacher choice: continue with independent work in computer rooms or enrichment activity (for example project work, PE, board games etc.)

Unfortunately, no canteen facilities will be available during the school day. There will also be no facility to go off site or purchase items. Please send a packed lunch with your child. There is no need for school uniform to be worn.

The school will be staffed by a member of the pastoral staff, teaching staff and a member of the senior leadership team. There will be a first aider on site during this time.

Enquires/concerns

Our phonenumber will be manned Monday- Friday 10am-12pm. Please contact us if you have any concerns or enquiries or alternatively email oncall@enlutc.co.uk and we will get back to you.

Learning Continues for all students: it's just online!

While the decision has been made to employ stricter social distancing through the closure of schools, we are hoping to provide a degree of normality, structure and education for the students through the use of our VLE platform.

If students are free of symptoms and would normally be well enough to attend the UTC, then the online working timetable below should be followed. Please help support this where you can. Of course, we understand other commitments may make this challenging at times. For example, other siblings could be at home or someone may fall ill and you may need to work as a family to care for one another. Likewise, we may also have staff who might find it difficult for the same reasons. I'm sure by working together and communicating continually we will see these times through. Please keep us informed and we will endeavour to work together to support you and your family.

Please see the online VLE timetable below and some of the steps teachers and staff will be taking to support this.

Staff and Student teaching and Learning Remotely

Time	0900-0930	0930-1500 (1300 on Friday)	1500-1600
Activity	Tutor time Registration- Safe and well check	Professional Learning	Teacher feedback
Technology	Email	Learning Portal, GCSE Pod, Hegarty Maths	Work saved on portal or emailed. Tracked on GCSE Pod
Outcome	-Check on tutees -Check any issues with access to online learning -Check on well-being -raise concerns with IT or pastoral team	-Students to complete set work via learning portal. -Set GCSE Pod work via email and monitor progress. -Check students progress by having students save work to learning portal and share link to teachers. -Offline activities must be evidenced with a picture or with questions answered by email	-Teacher feedback to students/parents on work set. -Issue positive rewards with student/parent emails

Intranet link- <https://humberutc.sharepoint.com/sites/ENL-Home/>
 How to guide- <https://humberutc.sharepoint.com/:wz/s/ENL-Staff/EcOTuJpOkOhVfxxkwlGdGg4cBlNihetU-m9jr-YhvEKG5gze-UUlaRU>

- Other daily tasks
 - Update Professional standards team regarding concerns.
 - Log safeguarding concerns in CPOMS.
 - Marking, planning and preparation.
 - Update IT regarding issues.
 - Follow up poor online attendance.
- Other weekly tasks
 - Upload material to Learning Portal.
 - Update parents on tutees work.
 - Check in with HoDs /SLT.



To help you understand how the above will be implemented and supported by different teams of staff, I've written a brief list of responsibilities.

Tutor responsibilities

- Email all tutees between 9-9.30 and check they are all well and can access the VLE
- Report absence through email registration to pastoral leaders for phone calls home
- Resolve any IT issues or email IT to support
- Remind of expectations of completing work
- Weekly praise emails for engagement and responsibility

Teaching staff responsibilities

- Set appropriate work on the VLE for all classes following the curriculum plan
- Mark and feedback work to students
- Send praise emails to students and parents for excellent engagement and work weekly
- Follow up with email to Heads of Department any concerns if there is a lack of engagement with work

Student responsibilities

- Email their tutor daily between 9-9.30am to register and check in. Staff will make sure they have access to everything they need and support them if not
- From 9.30-15.00 (13.00 on a Friday) students to check any feedback given by teachers on completed work from previous days and to work in 40-50 minute bursts completing work set on the VLE
- Email or upload work to the VLE for teaching staff to check and feedback
- Complete work to the best of their ability

Pastoral Team responsibilities

- Will contact parents when an absence to registration session and help support any issues surrounding IT or other issues and make reasonable adjustments to expectations where needed
- Offer and advice and guidance on any well-being issues reported by tutors

Parental responsibilities

- Students are up, ready to log on to email for registration between 9-9.30am
- Encourage engagement in 45-50 min learning sessions using the VLE between 9.30-15.00 and 9.30-13.00 on a Friday breaking mid -morning and for lunch.
- Contact the helpline if any IT problems Help@enlutc.on.spiceworks.com
- If you need work printed off and a folder of work supplied because of IT issues please email oncall@enlutc.co.uk
- Contact your pastoral leader if any health problems start, which will lead to an absence from the online VLE environment or you need any well-being support
Pastoral Lead- Vicky Year 9 v.austin-thomas@enlutc.co.uk
Pastoral Lead- Nic Year 10 n.sharp@enlutc.co.uk
Pastoral Lead- Laney Year 11 E.Hewson@humberuttc.co.uk
- If you have any concern over the work which has been set or require additional work for your child, please email the Heads of Departments as below
Maths and Languages – Nigel n.bradford@enlutc.co.uk

English-Kate k.mills@enlutc.co.uk

Science – Anesta a.mccullagh@enlutc.co.uk

Engineering and Design - Claire c.reet@enlutc.co.uk

If your child receives a free school you will have received an email yesterday, please complete and return the details so we can continue to support with this during closure.

This is as much as we know right now, and we appreciate your continued patience with as we deal with this ever-changing situation. We understand this latest news will have an impact on you and your family and it's far from ideal, but we'll continue to keep in touch with any updates as the situation develops.

Please watch our social media and website for updates and ensure we have your most up to date email address for all communication.

And remember: if you or your child feels ill and you want to know what to do next, please use NHS 111online.

Stay well and safe.

Best wishes Anesta and the staff at ENLUTC