



23 March 2020

Dear Parents/Carers

**RE: Further guidance for Keyworker and Vulnerable students on site**

Thank you to those parents that have supported completing the registration for Keyworker students.

Please see below most current updated information for staff and students onsite:

Thank you to those parents that have provided evidence of Key Worker status. Any parents/ carers that have not yet provided this, evidence needs to be shown urgently by **Tuesday 24th March by 8:45am**. As stated in our previous letter, this will require you to provide evidence of your working hours during the week. This can be, for example, a work ID, letter of employment, current wage slip or another appropriate piece of evidence to demonstrate that you are employed in the key workers list.

If you are unable to bring this information into the Leigh UTC please email the academy from your work email account with proof of employment details at your earliest convenience stating your child's name and what your key worker status is. If you do not have a work email account, you will have to email appropriate evidence as mentioned above. Please email [info@theleighutc.org.uk](mailto:info@theleighutc.org.uk)

Students are permitted to enter the UTC building at 8:30am every day. Upon arrival all staff and students must wash their hands at the front sink before coming into the main reception. Students and staff will be asked to sign it at the front desk.

The site will be locked down to all at 8:45am each day. There will be no admittance after this time.

Whilst on site, students have been allocated a dedicated workstation. Students will use the same workstation each day.

**Times of the day:**

**Monday, Tuesday, Thursday, Friday**

**Session 1** - 8:30 - 10:30


Break - 10:30 - 11:00

**Session 2** - 11:00 - 12:30

Lunch - 12:30 - 1:15

**Session 3** - 1:15 - 3:00

End of the day - 3:00

**Principal:** Steve Leahey  
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## Wednesday

**Session 1** - 8:30 - 10:30

Break 10:00 - 10:30

**Session 2** - 10:30 - 12:00

Lunch - 12:00 - 12:45

**Session 3** - 12:45 - 1:50

Whilst onsite students will be completing the home learning activities that have been set by their class teachers on our Google Classroom, inline with peers that are working from home in recommended isolation. For further details on our Home Learning schedule please see our website and previous emails. Please note that there are no after school clubs or activities at this time.

Students will be encouraged to go into the UTC playground during breaks and lunch but will be reminded about social distancing.

Students and staff will be asked to wash their hands regularly throughout the day.

All staff and students will be expected to leave the site promptly at 3pm on Monday, Tuesday, Thursday, Friday and 1:50pm on Wednesday. Students and staff will be expected to go straight home to return to isolation.

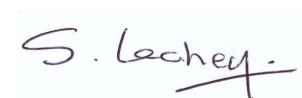
Lunches for FSM students who are not on site will be able to be collected from 1:20pm to 1:50pm at the front gate. Students will not have access to the site.

A reminder that it is NOT compulsory for your child to attend this provision, and should **only** be used if absolutely essential as not to put them, your family, our staff and their families at risk.

**Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. We have been made aware of a number of our students mixing socially in the local area. They should observe the same social distancing principles as adults.**

I would like to take this opportunity to thank the huge support from our staff and parents for your understanding and cooperation in adhering to the government mandated closures. We look forward to sharing some of the excellent online work that is being completed.

Yours faithfully,



Steve Leahey