Our ref: SCR/EJO

October 2020

Dear Parent / Carer

I write to remind you that college will close after college on Friday 16 October 2020 for the October half term and will re-open on Monday 2 November 2020. We break up for the Christmas period on Friday 18 December 2020 and return on Monday 4 January 2021. The holiday dates for 2021-2022 are on our college website.

I take this opportunity to thank all parents for the overwhelming support we have had from you since we re opened our doors for all students at the start of September. During the half term two week break and when we return in November if your child tests **positive** for Covid-19 can you please email me [s.cryer@unity.lancs.sch.uk](mailto:s.cryer@unity.lancs.sch.uk) so that I can take any necessary action. Please email immediately even if it is an evening, weekend or during the holidays.

I ask parents to check the website twice a day, once in the evening and once before 8am in the morning for any updates and to also check it during the weekend. If I am informed about a positive test in a specific year group in the evening, I may have to ask that year group/half year group/bubble to stay at home the following morning/day until we can track and trace which students need to self-isolate for 14 days. Those asked to self-isolate will be students who have been in close/direct contact with the student who has tested positive (see post “Procedure if a student tests positive for Covid-19” Thu 17 Sep 12:05pm for further details). Those students who do not need to self-isolate and are not contacted via telephone will be informed when to return to college, via the website. With over 240 students in every year group the website is the quickest and most effective way of contacting and communicating with parents at this challenging time.

We will be continuing with the staggered start and end times to each day for the foreseeable future. We will also be using the five entrances and exits for year groups. With the weather now deteriorating I strongly urge your child to wear a coat to college on top of their blazer.

All students and staff have to wear a face covering on entering the college, on corridors and social spaces unless exempt. The vast majority of students bring a face covering to college each day but we still have a number of students arriving at college without a face covering. We will provide a face covering if your child forgets but this should be the exception rather than the norm. **Can you please ensure that your child has a face covering with them each day.**

If a child is sent home from college with symptoms of Covid-19, we track and trace the student to identify who they have been in direct / close contact with whilst in college and in the evenings. All classes have set seating plans that students must adhere to. I have stressed to students the importance of only socialising at breaks, dinner time and coming to and leaving college with a small group of friends to reduce the close contacts your child has, thus reducing the risk of them needing to self-isolate if someone tests positive at Unity College.

Students are always expected to be in full uniform including a blazer. I have been very impressed this term with how smart students look. It is essential that all students are always in full uniform creating a “dressed for business” atmosphere throughout the college. If students are going to wear a jumper in college, it must have the college logo and be a V neck. The college jumper is an optional uniform item. Jewellery is not permitted for students except for a watch.

The winter season will soon be upon us and I hope that I will not have to close the college due to snow or other adverse weather conditions. A decision to close the college is not undertaken lightly and I will only close the college for health and safety reasons. It is an extremely difficult decision and I must take into consideration several things including how safe it is for students and staff to travel to and from college safely. I also need to ensure that I have enough staff on site to teach and supervise students for the full day. Many staff do not live locally and travel a distance to college each day, so they are not able to walk to work. I will endeavour to make a decision regarding any closure by 7.30am in the morning and will post a message on the college website. Please do not ring college as I may not have anybody available to answer the telephone as they may not be able to get to the college. If the college is open but as a parent you are unable to get your child to college due to the conditions on the roads, or public transport is cancelled, you must use your judgment as to whether to send your child to college on that day.

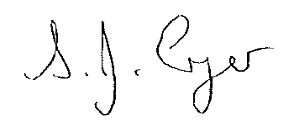
At the end of college parents ARE NOT able to enter the college site to collect their child. We have a few parents who arrive before 2.30pm park on the college site and wait until their child finishes college at 3.10pm. Access for parents in cars will be prohibited from 2.30pm until 3.20pm. Please park on the car park opposite the college if you are collecting your child from college. I am aware it is a pay and display car park but as long as you do not leave your vehicle you will not have to pay. DO NOT park along Towneley Holmes Road as you may be issued with a fixed penalty notice by the Park Rangers. The only cars able to access the college between 2.30pm and 3.20pm are to collect a child who has a disability, if this is the case please contact college so that a car parking pass can be allocated to you. Please also refrain from parking at the back of college as this causes congestion for residents.

If you are coming into college during the day for a meeting, you can park on site including the turning circle. Please ensure that you have made an appointment if you need to come into college and I ask that it is only one adult per meeting due to the ongoing pandemic. If you are coming in for a meeting, can you ensure that you wear a face covering on entering the building.

At Unity College we offer a broad and balanced curriculum for all students. We sent home the first half- termly overview in September and I enclose the half-termly curriculum overview for November to December for your child. The purpose of these overviews is to inform parents of the exciting curriculum we are offering your child each half term. Included in the overview are useful links to resources that you may wish to access to support your child. There are also texts and revision materials listed that can be ordered from school in the coming weeks. Please check the website under links for Curriculum or Remote Learning where you will find the half-termly overviews for each year group and lists of resources. If you have any questions regarding the content of any of the overview, please contact Miss McGregor, assistant headteacher, via email j.mcgregor@unity.lancs.sch.uk.

I take this opportunity to thank you for your continued support to Unity College as we work together to offer the very best learning opportunities and experiences for your child.

Yours faithfully



S Cryer (Mrs)

Headteacher