16 June 2021

Dear Parents/Carers

We are rolling the timetable on Monday 21 June. I had hoped that we could return to normality by now, but sadly this is not possible following announcements from the government this week. However, we feel that it is vital to roll our timetable at this time as planned. Hopefully by the start of term in September we will be able to go back to the normal “Unity way”.

**Timetables**

From Monday 21 June students will move up to their next year group. Year 7 will become year 8, year 8 will become year 9 and so on. New timetables will start on Monday 21 June and will be issued to students on Friday 18 June 2021.

**Arriving / leaving Unity College**

To make things easier we are keeping all the start times as they have been even though year groups have moved up and entrances and exits as they have been all this year.

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| --- | --- | --- | --- |
| **Year Group** | **Start time** | **End time** | **Entrance / Exit** |
| Year 8 | 8.40am | 2.55pm | CLC |
| Year 9 | 8.35am | 2.55pm | Astro-Turf |
| Year 10 | 8.45am | 3.05pm | Maths yard |
| Year 11 | 8.35am | 3.10pm | Decking |

Your child will be expected to sanitise on arrival at the sanitising stations. It is vital that your child is not late for college as the doors will close soon after the designated start time. If your child is late they will need to arrive via the attendance pod.

**Break**

Breaks will stay the same re timings and students will use their own entrances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Break Time** | **PD Time** | **Break Area** |
| Year 8 | 10.50am – 11.10am | 10.30am – 10.50am | Yard |
| Year 9 | 10.50am – 11.10am | 10.30am – 10.50am | Astro-turf |
| Year 10 | 10.30am – 10.50am | 10.50am – 11.10am | Astro-turf |
| Year 11 | 10.30am – 10.50am | 10.50am – 11.10am | Decking |

Students are expected to go outside for break unless it is a wet breaktime.

**Lunchtimes**

Lunches will remain the same as they are now.

**Year group bubbles**

Year groups will continue to be taught in specific classrooms for their year group and not mix with any other year groups. This will reduce the movement for students around the college and staff will move classes to teach students. Students will go to rooms for specialist teaching e.g. food technology, resistant materials, music, art and ICT. When arriving at all classrooms students will be expected to wipe down their desk /chair. Wipes will be provided for this.

**After college activities**

Learning Zone will continue to operate as it currently is.

No new revision clubs/catch up clubs/extra-curricular activities to take place until September 2021 unless already in operation.

**Unacceptable behaviour**

Disruptive students will be dealt with even more swiftly due to the restrictions in college. All students have agreed to follow a “Behaviour Pledge” in response to COVID-19. A copy of the Behaviour Pledge is also available on the college website. Poor behaviour will NOT be tolerated.

**Hygiene and face coverings**

Students MUST follow the strict hygiene measures and all expectations/rules in the college due to COVID-19. Students will be expected to wash their hands regularly/ sanitise on arrival at college, on entering a classroom, before lunch and after going to the toilet.

Face coverings MUST be worn by all students unless they are exempt including in the classroom. They will be allowed to remove their face covering when outside, during lunchtime and for PE lessons. These measures will be in place until the end of term. As with all measures, we will keep it under review and update you via our website. I ask that your child has a spare face covering and a plastic bag to place the face coverings in when not in use.

**Uniform and equipment**

Students will be expected to wear full school uniform and will be expected to have their own basic equipment i.e. pen, pencil, ruler at all times. Your child MUST NOT share their equipment with other students. Hand sanitiser and antibacterial wipes will be available in college for students, however if your child wishes to bring in their own hand sanitiser and wipes this is also acceptable. Student lockers will not be used due to the zoning of the college.

**Coming to college by car**

I ask that parents drop off their child in the local vicinity and not all try to enter the college site to drop off their child in the morning as I am very concerned about congestion. Students could be dropped off a short walk away from the college as this would help with any traffic congestion. Parents can drop their child off in the morning on the college site at the turning circle but if this becomes a safety issue, NO cars will be allowed onto the college site in the morning. I will review this after the first few days. The car park opposite the college can be used to drop students off. I also ask that parents do not congest the area by Brunshaw School as this is already very busy in the mornings and after school with Brunshaw parents. At the end of the college day parents will not have access onto the college site to collect their child.

If your child has a disability or serious injury and you need to apply for a parking permit to come on site at the end of the college day to collect your child please contact Mrs Hodgson, Deputy Headteacher, a.hodgson@unity.lancs.sch.uk. Parents can park on the car park opposite the college. You will not need to pay to park as long as you do not leave your vehicle. There are over 1250 students at Unity College and the start and end to the college day will be

extremely busy even with staggered starts and ends to the day. The safety of all our students is paramount and I ask that all parents follow these restrictions.

**Parents/carers coming into college**

Parents/carers should not come onto the college site/main reception without a prior appointment, this includes dropping off and collecting your child. If you need to come into college for any reason parents/carers MUST contact the college in advance and make an appointment. Parents/carers will not be able to just turn up at main reception. If you contact the college either by telephone or e-mail (enquiries@unity.lancs.sch.uk) we will endeavour to speak with you as soon as possible. I request that only one parent/carer attends college for any meeting. I also ask that parents/carers do NOT congregate at the college gates at the start and end of the college day.

**COVID-19**

You should not send your child to college if they have any symptoms of COVID-19 - the main symptoms are:

* a high temperature
* a new continuous cough
* a loss or change to your sense of smell or taste
* the household is self-isolating
* your child or a household member has just tested positive for COVID-19.
* A member of their household (including someone in their support bubble) has (COVID-19) symptoms

Please contact the attendance office at college to inform us of the situation. If your child shows any symptoms or they inform us that they have symptoms in college of COVID-19 we will take swift action. Your child will need to be collected as a matter of urgency and they must then be tested for COVID-19. We have strict procedures in place if any member of the college tests positive for COVID-19. It will be vital that we have the correct telephone contact details so that we can contact you rapidly in this situation. If you have recently changed your home or mobile number please e-mail these details to enquiries@unity.lancs.sch.uk including the full name of your child.

I take this opportunity to thank you for your ongoing support at this very challenging time.

Yours sincerely



Mrs S Cryer

Headteacher