



# ULVERSTON VICTORIA HIGH SCHOOL



Springfield Road, Ulverston, Cumbria LA12 0EB

Telephone: 01229 483900

Web: [www.uvhs.uk](http://www.uvhs.uk) E-mail: [uvhs@uvhs.uk](mailto:uvhs@uvhs.uk)

Headteacher: Mr Matthew Hardwick B.A. (Hons), N.P.Q.H.

Deputy Headteachers: Mrs Susan Hewson B.A. (Hons), N.P.Q.H., Mrs Alessandra Desbottes M.A. (Oxon)

Our Ref: MHa/AJH

*An exceptional school at the heart of the community*

4<sup>th</sup> March 2021

Dear Parent/Carer

I am writing to you as your child will be returning to school the week beginning Monday 8<sup>th</sup> March.

As you will understand, our first priority is to ensure that the children in our care and the staff who are looking after them are kept as safe as possible. Most of how the school will run, lesson length and the structure of the day will be the same as it was at the end of the Autumn Term, however, please read this letter carefully as there are some detailed changes.

Please remember that the key principles remain hygiene, Year Group bubbles and social distancing from other Year Groups and adults. To this end we would ask you and your children to support us by doing the following after they have had their first lateral flow test (instructions for this are attached):

## Covid Symptoms and positive tests

- **No child is to come to school if they or someone in their household displays symptoms.** Please be over cautious with this, if you are unsure please keep your child at home and leave a message on the absence line 01229 483900 option 1.
- If a child does arrive at school with symptoms or begins to display symptoms whilst at school, they will be accommodated in a separate room and should be collected from school as soon as possible. They must arrange to take a PCR test as soon as possible. <https://www.gov.uk/get-coronavirus-test> or phone 119. If the result is negative, they may return to school when they feel well. If the result is positive, they and their family must self-isolate for 10 days.
- Parents must inform school if their child has tested positive for Covid 19 using the text message service sent to parents.
- Any children who have been in close contact with the child who has tested positive will be identified and have to self-isolate.
- Children self-isolating will receive work via TEAMS. In the unlikely event of half or whole year groups self-isolating lessons will return to being Live via TEAMS.



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## Travelling to school

- Parents are advised to wipe down school bags etc. using anti-viral wipes before and after school and to provide students with their own headphones for computer use whilst at school.
- If using public transport try to keep at least 2 metres apart from any other passengers and wear a face mask.
- Children should make an effort to sit with the same people each day and stay seated throughout the journey.
- If walking to school with other friends who are also coming to school students should stay at least 2 metres apart.
- Children should not congregate outside school before the start of the school day and must remain at least 2 metres apart.
- Although less of an issue with Secondary age children than Primary, parents collecting or dropping off students should not gather in groups or block gates and footpaths.
- The children will be dismissed from all of the school gates to reduce pinch points.

## Arrival

- School will open to students at 8.30am and close at 3.30 pm
- Students must wash their hands before entering school buildings. We have installed outdoor sinks for all year groups for this purpose.
- Students must only use the toilet blocks allocated to their year group unless other arrangements have been made.
- Only one student at a time will be allowed to use the toilet facilities.
- Students must hand sanitise before entering any room.
- The school gates will be locked at 8.50am and from that time entry to the school will only be through the main doors at the centre of the A block (the main building) through reception.
- All students will be briefed daily with the all the rules and systems that have been put in place due to the Covid-19 pandemic including expected student behaviour.
- All students will be made aware of the government guidelines regarding Covid-19 symptoms. There will be posters on display to remind students of this.



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## Whilst in School

- In line with Government guidance and Health and Safety directives: students must bring a facemask and wear them at all times when **inside buildings**, unless they are medically exempt. This includes in lessons. This is a temporary measure to be reviewed at Easter.
- Masks are not expected where the 2m social distancing can be maintained and for Dance, Drama and PE lessons.
- Masks may be removed whilst students are eating in classrooms or in the dining rooms.
- Students must maintain social distancing and remain at least 2 metres away from others when possible, particularly adults and students from other Year Groups.
- Students must follow the one-way system in place which will be clearly marked.
- During break and lunchtimes students **must either stay in their own form room** or go to the allotted outdoor space. These have been altered – please see map attached.
- Students will only be able to access lockers in their bubble's area.
- All students must bring full water bottles with them as the water fountains in school will not be available due to the danger of contamination. See your Head of Year if you have a problem.
- The school canteen will operate as normal with sittings organised in year groups.
- Students must wear school uniform. School rules about hair styles, jewellery etc. must be followed.
- If any student feels unwell during the school day, they must immediately inform a staff member.
- In the event of the fire alarm sounding students must congregate in the normal allotted year group spaces, lining up in their form groups in alphabetical order. They must maintain social distancing.
- Normal school behaviour rules apply and if a child wilfully refuses to adhere to the new safety rules parents will be asked to collect them.
- No parents/carers will be allowed on site, including the reception area unless collecting a child by prior arrangement. Any concerns will be discussed over the telephone with the appropriate member of staff.
- Students must prioritise their safety and that of others by taking all of the measures that have been put into place seriously.



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## Timings for the school day – March 2021

Years 7-11		Sixth Form	
8:45	Morning registration	8:45	Morning registration
8:55	Start of lesson 1-2	8:55	Start of lesson 1-2
10:35	Morning Break	10:30	Morning Break
10:55	Start of lesson 3-4	11:00	Start of lesson 3-4
12:35	Lunch Break	12:35	Lunch Break
1:30	Afternoon Registration	1:30	Afternoon Registration
1:50	Start of lesson 5-6	1:50	Start of lesson 5-6
3:30	End of school day	3:25	End of school day

### Sixth Form

- The current Lockdown rules prevent the Sixth Form going into town for lunch.
- There is a rota for use of the common room.
- They may eat their lunch in the common room, South Cloister or their form room.
- The small dining room (VicVI) will be available as before for Year 12 and 13 except during the lunch hour.
- All other protocols apply including the use of the one way system.

### Lateral Flow Tests – following schedule below

- Students should not use public or school transport until they have been tested for the first time.
- Students must arrive at their allocated time and only enter school through the gates between C block and the main building.
- They will be directed to the Sports Hall for their test or to a classroom if they are not being tested.
- All students who test negative will resume normal lessons.
- If a student is absent on the day of their first test, they should attend school at 11:30am on the next available day. They should enter school through main reception and will be directed to the Sports Hall for a LF test.
- Any student who tests positive will be isolated in school and parents will be contacted to come and collect them.
- All positive tests at home must be followed up by a PCR test ASAP. The person self-isolates until the PCR test is carried out but they can stop isolating if the PCR test is negative.
- The second and third tests will be carried out during the school day between Thursday 11<sup>th</sup> and Friday 19<sup>th</sup> March.
- A positive test carried out at school counts as a positive test, as the adult/child has been supervised, and the person and their contacts must self-isolate for 10 days.
- Students will then be issued with home testing kits, further details to follow.



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## LFT test schedule

Form group	Date	Time
13.1 13.2 13.3 13.4	Monday 8 <sup>th</sup> March	9.00 am
13.5 13.6 13.7	Monday 8 <sup>th</sup> March	10.30 am
12.1 12.2 12.3 12.4	Monday 8 <sup>th</sup> March	1.00 pm
12.5 12.6 12.7	Monday 8 <sup>th</sup> March	2.00 pm
11.1 11.2 11.3 11.4	Tuesday 9 <sup>th</sup> March	9.00 am
11.5 11.6 11.7 11.8	Tuesday 9 <sup>th</sup> March	10.30 am
7.1 7.2 7.3 7.4	Tuesday 9 <sup>th</sup> March	1.00 pm
7.5 7.6 7.7	Tuesday 9 <sup>th</sup> March	2.00 pm
10.1 10.2 10.3 10.4	Wednesday 10 <sup>th</sup> March	9.00 am
10.5 10.6 10.7	Wednesday 10 <sup>th</sup> March	10.30 am
8.1 8.2 8.3 8.4	Wednesday 10 <sup>th</sup> March	1.00 pm
8.5 8.6 8.7	Wednesday 10 <sup>th</sup> March	2.00 pm
9.1 9.2 9.3 9.4	Thursday 11 <sup>th</sup> March	9.00 am
9.5 9.6 9.7	Thursday 11 <sup>th</sup> March	10.30 am

My apologies if this sounds like a military regime but we are doing everything in our power to ensure that the school is a safe environment for students and staff alike and I feel clarity is the key to this. All of the above instructions are based on government guidelines.

I trust that you, as parents, and your children will support us in this and understand the necessity of the system.

I will be writing another letter today for parents of Year 11 and Year 13, with detailed plans about how we will ensure their academic success this summer.

As always, thank you for your incredible support.

With best wishes.

**Matt Hardwick**  
Headteacher





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