

[Full Address of Partner School]

BY POST AND EMAIL

For the attention of:  
[name of Headteacher]

[ ] September 2020

Dear [Name of Headteacher],

## AMENDMENTS TO SCHOOL PARTNERSHIP AGREEMENT RELATING TO COVID-19 SECURITY

### 1. Background

We refer to the School Partnership Agreement dated [insert date of agreement] between (1) University of Hertfordshire Higher Education Corporation (the “**University**”) and (2) [full name of Partner School] (the “**Partner School**”), pursuant to which the University and the Partner School collaborate on the training of trainee teachers (“**Trainees**”) in order to meet the Teachers’ Standards (the “**School Partnership Agreement**”).

Thank you for your assistance in continuing to provide teaching and learning opportunities for our Trainees, albeit in changed circumstances. This letter contains a Schedule which will be appended to (and form part of) the School Partnership Agreement and which sets out the University’s expectations and requirements regarding Covid-19 security for its Trainees when they attend the Partner School’s site. This has been prepared with regard to the UK Government’s guidelines (as well as appropriate guidance from the Universities’ Council for the Education of Teachers) and is not intended to impose additional duties on the Partner School; the intention is to ensure that the health and safety of the University’s Trainees (while attending the Partner School) is protected by being brought within the arrangements which the Partner School will already have put in place, pursuant to Government guidance.

### 2. Legal Provisions

As set out above, the purpose of this letter is to make certain variations to the School Partnership Agreement relating to Covid-19 security (as set out below), with effect from the date of the letter (the “**Variation Date**”).

In this letter, expressions defined in the School Partnership Agreement and used in the letter shall have the meanings set out in the School Partnership Agreement.

In consideration of the benefits to be obtained by both parties to the School Partnership Agreement as a result of these variations, the School Partnership Agreement is hereby varied as follows:

Clause/Schedule	Amendment:
<b>Amendment to Clause 3.1.24</b>	<p>The following additional sentence shall be added to the end of clause 3.1.24:</p> <p><i>“The Parties agree that they shall have in place and comply with appropriate risk assessments and policies which comply with UK Government guidance on managing the risk of Covid-19, and that they shall also comply with the provisions of Schedule 7 (Covid-19 Security).”</i></p>
<b>New Schedule 7</b>	<p>A new Schedule 7 (Covid-19 Security) shall be added to the School Partnership Agreement in the form of the Schedule to this letter.</p>

Subject to the variations set out above, the School Partnership Agreement shall continue in full force and effect.

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and interpreted in accordance with the law of England and Wales. The parties irrevocably agree that the courts of England and Wales have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, this letter or its subject matter or formation (including non-contractual disputes or claims).

**3. Next Steps**

Please indicated your acknowledgment, acceptance and agreement to the terms of this letter and the variation of the School Partnership Agreement, on behalf of the Partner School, by printing, signing and returning a copy of this letter to [relevant contact details] at the University.

Yours faithfully,

**Dr Lyn Trodd**  
 Dean of the School of Education  
 for and on behalf of **University of Hertfordshire Higher Education Corporation**

**Acceptance and Agreement**

I hereby acknowledge and agree to the variation of the School Partnership Agreement with effect from the Variation Date on the terms set out above, for and on behalf of [Full name of Partner School].

Signature: .....

Print name: .....

Position: .....

Date: .....

**SCHEDULE**  
**SCHEDULE 7**  
**COVID-19 SECURITY**

**General**

1. This Schedule 7 forms part of the School Partnership Agreement and is supplemental to the health and safety provisions of the School Partnership Agreement. It sets out the specific health and safety policies and practices with which the Partner School and Trainees shall comply in order to ensure Covid-19 secure arrangements at the Partner School, when the Partner School is hosting Trainees in the context of the current Covid-19 pandemic situation.
2. The Schedule covers three main areas relating to ensuring a Covid-19 secure experience: (a) risk assessment; (b) formal induction to health and safety policies; and (c) communication.
3. The University and the Partner School shall comply (and shall ensure that Trainees comply) with UK Government guidance on managing the risk of Covid-19 as published from time to time, particularly in respect of Covid-19 secure arrangements within schools.

**Risk Assessment**

4. The University and the Partner School shall each comply with UK Government guidance in respect of risk assessments of premises and health and safety policies and practices in order to manage the risk of Covid-19.
5. In accordance with statutory guidance, the University shall ensure that all Trainees undergo an Occupational Health assessment to establish their health and physical capacity to train to teach, prior to commencing their training with the Partner School.
6. Trainees who are deemed to be at medium or high risk, as a result of Occupation Health assessment, shall be given the opportunity by the University either to defer their place or continue with additional measures. Any additional measures shall be agreed by the University and the Partner School through a Practice Placement Needs Agreement (“**PPNA**”). Provided that a Trainee consents to the disclosure of their personal information, the PPNA for that Trainee may be seen and discussed by the professional mentor, teacher mentor, and UH visiting tutor. Where consent to disclosure is not granted, the Trainee will be required to defer. In the case of School Direct PGCE/unsalaried Trainees, any deferral shall be by agreement with the Partner School and any other schools involved in their training. If any of those schools are unable to provide a place for the Trainee as a result of such deferral, then the Trainee may be advised that a re-application will be required. For the avoidance of doubt, deferrals by Trainees participating in the School Direct Salaried scheme shall be a matter for the schools employing those Trainees.
7. Each PPNA will set out plans for additional measures to support the Trainee’s health and safety, and minimise the risk to them. This may involve (but shall not be limited to): staying at home if localized cases of Covid-19 emerge at the Partner School; appropriate social distancing; remaining, as far as possible, within ‘bubbles’ constructed in accordance with the Partner School’s own health and safety risk assessments, policies and plans, and minimising the number of age groups taught (as appropriate); and consideration of the health and safety aspects of travel to and from the Partner School.
8. The Partner School shall ensure that its Covid-19 risk assessments include consideration of Trainees, their health and safety, and their role within the Partner School. The Partner School shall share relevant risk assessments with the University upon request.
9. The Partner School shall ensure that Trainees are able to participate in any teaching and learning which takes place online as a result of Covid-19. This shall include both planning and teaching lessons virtually.

**Formal Induction**

10. The Partner School must provide each Trainee with a formal induction regarding its health and safety policies and practices, and this must include induction and training in relation to Covid-19 security and risk mitigation measures at the Partner School.

11. The Partner School must keep a record of the date that each Trainee undertook their induction and training and shall provide the University with a copy of this record upon request.
12. The formal induction shall include (but shall not be limited to): health and safety procedures for staff; risk assessment and management; social distancing; Covid-19 secure organisation of teaching and learning; Covid-19 secure management of pupil behaviour; provision to the Trainee of a copy of applicable procedures and risk assessments; arrangements and expectations regarding the reporting of Covid-19 symptoms; expectations regarding the continued activities of Trainees in the event of self-isolation or lockdown; and any other relevant context-related requirements, information or expectations that enable staff and Trainees to carry out their roles and duties as safely as possible in the context of the ongoing Covid-19 pandemic situation.

### **Communication**

13. The Parties shall regularly communicate regarding any queries or concerns relating to the Trainees and their health and safety, particularly in terms of Covid-19.
14. The Partner School shall promptly inform the Head of ITE at the University of any Covid-19 related incidents at the Partner School, which shall include (but not be limited to): confirmed positive cases of Covid-19 at the Partner School; localised lockdown arrangements; self-isolation arrangements affecting staff and students; and any other incidents or risks which might have an impact on the Trainees' experience at the Partner School.

### **Further information**

15. The University draws the Partner School's attention to its own specific online resources regarding Covid-19 at: <https://www.herts.ac.uk/coronavirus>
16. Any specific queries which the Partner School may have in relation to Trainees' experience during the Covid-19 pandemic should be addressed to the Head of ITE at the University via [email address].
17. The University intends (during Semester A and potentially in future semesters) to preserve its Covid-secure environment in ITE by continuing with seminars and lectures online, and only carrying limited face-to-face teaching (which shall take place individually or in 'bubbles').
18. The University is grateful for the Partner School's efforts in ensuring that Trainees continue to experience teaching and learning at the Partner School in a Covid-secure manner.