

**Please note this letter was personalised for each student if you are unsure of your start/finish times please contact reception at your centre.*

1st September 2020

Returning to College in September 2020.

Dear Students, parents and carers,

Welcome back!

I just wanted to take a moment to touch base and share with you plans for the next half term. As you will now be aware, the Government's latest announcement is that all schools and colleges will open fully to all students.

As you will agree, students and staff safety is paramount and we therefore ask that you adhere to the following control measures.

1. You will be allocated to a familiar classroom as part of a wider bubble.
2. There will be some changes to our start and finish times. We will be staggering these in order to reduce the contact between students and bubbles. We ask that you do not arrive too early or late as this will impact on the next staggered time.

Your new times are as follows:

Start:

Finish:

3. Where possible you should bring a packed lunch to College to enable us to minimise the movement around the building.
4. Unfortunately, parents and carers will not be allowed onto the College site for any reason. If you or your parent or carer needs to speak to your lecturer, please contact the receptionist and they will make sure your call is returned. When you arrive at College, we will ask anyone escorting you to remain outside of the reception area using the markings on the floor to social distance. A member of staff will come out to meet you for the handover.
5. We are taking the temperatures of all students and staff as they arrive onsite and will be asking anyone with a temperature over 37.7 to return home, should they develop further symptoms they should follow the isolation guidance.
6. If you develop any symptoms throughout the day you will be directed to the isolation room where you will be made comfortable and monitored until your parent/carer or escort arrives to take you home.
7. Students or staff with symptoms of COVID-19 should not attend College and is expected to take part in the NHS Test and Trace programme. Please inform the College

immediately if a positive result is obtained. You can apply here <https://www.gov.uk/get-coronavirus-test>

8. Students, parents, carers and staff who have travelled from countries that currently require a 14-day quarantine period must have adhered to the Government guidance, to complete quarantine, and to be fit and well, before they are allowed back into College. Please notify us if this applies to you or anyone in your household.
9. Staff in each class have cleaning protocols and materials to ensure frequent cleaning of surfaces and equipment.
10. We ask that you minimise contact with each other and with staff where possible, clean hands thoroughly at regular intervals throughout the day, and ensure good respiratory hygiene (catch it, bin it, kill it). Each classroom has handwashing facilities and allocated toilet/bathrooms have been identified for each class group.
11. We ask that anything you may need should be left at College where possible e.g. change of clothes, drinks bottle. Please label items clearly.

We have put together some frequently asked questions below which we hope will help.

Will they be socially distancing at College? How can social distancing be enforced?

We will encourage social distance by spreading out across larger spaces and multiple classrooms and using outside space as much as possible. However, we anticipate that majority of students will not be able to achieve physical distancing, and therefore have additional control measures in place as below.

Will students and staff be required to wear face coverings?

Students and staff are not required to wear personal protective equipment (PPE) under the current government guidance. Staff will however wear PPE when supporting students with intimate personal care, or caring for a student showing Covid-19 symptoms.

Will days/hours be the same as usual?

We have introduced staggered start and finish times to reduce the number of students entering/exiting the building at one time. Details of your start and finish times are above.

Will students be accessing their full timetable, including community placements.

Students will continue to access a full range of lessons as part of their individual timetable. There will be some restrictions to community access, as some establishments remain closed. Should community access be deemed as essential, please let your lecturer know and we will risk assess individual activities accordingly.

When will I be asked to remain at home?

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should follow the COVID-19: guidance for households with possible coronavirus infection. All staff and students who are

attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this situation. You can request a test through the 111 online booking system or online at <https://www.gov.uk/get-coronavirus-test>
If the test results are negative, you can return to College and others in your household can end their self-isolation.

If they test positive, please let us know so that we can inform other members of your bubble.

If they develop symptoms at College, they will be isolated from others and sent home to self-isolate.

What if I become unwell at College?

If you become unwell at College, we will contact your parent or carer to collect you as quickly as possible. We have allocated isolation rooms at College, where you will be encouraged to go to with your staff member and rest whilst monitored by the College nurse.

If my son/daughter does not return to College will they be able to continue accessing learning?

Yes, we will continue to ensure that every student has access to learning as appropriate, including the sharing of therapy programmes, virtual sessions, online activities etc.

What should I do if my emergency contact is shielding or unable to collect me?

You will need to make sure that your emergency contact information has been updated and shared with your Centre Admin Officer before returning to College.

Thank you for all your continuing support and understanding during this time.

Yours faithfully,

K. Phillips

Kelly Phillips
Principal