

WELCOME BACK and GUIDANCE FOR STUDENTS (March 2021)

A warm welcome back to all of our students. We appreciate you may have some concerns about health and safety during this period of the pandemic. We want to assure you the health and safety of all individuals is of paramount importance to us and we are doing everything we can to ensure safety and would ask you do your bit as well to ensure we all remain safe. You are returning at a time when it is very important for everyone in the College to follow the guidance and regulations set out below.

PLEASE READ THIS NOTICE VERY CAREFULLY – This is for your own safety and the safety of others whilst in the College buildings from March 2021. Your teacher will go through this with you on your first day.

Testing from week commencing Monday 8th March 2021 - You will be able to book slots via Eventbrite to attend the College for testing during the week of 8th March 2021. You should attend at the appropriate time for your test and leave the site immediately following your test. For the duration of the week of 8th March, remote teaching and learning (online) will continue.

You will be able to return to site for **college-based teaching and learning from Monday 15th March 2021**.

DO NOT ENTER THE BUILDING if you have any symptoms including **a new persistent cough, no taste or smell, a high temperature (37.8 or above)** – if you have any of these you should go home immediately and self-isolate. Do not attend the College site until it is recommended to do so following Government guidelines found at <https://www.gov.uk/coronavirus>. You may continue your learning online.

The College environment

As you will be aware from the autumn term, the College is adapted for social distancing – please ensure you follow the one-way systems that have been put in place and where you are waiting for a service, please stand an appropriate distance from the service provider as indicated, or form an orderly queue using the barriers provided (within the catering service for example). Please be responsible and be patient at all times.

You will be asked to minimise the time you spend in corridors, open, social areas of the College in order to prevent unnecessary contact with others outside of your class.

YOU WILL BE REQUIRED TO WEAR A FACE COVERING THROUGHOUT THE COLLEGE – this includes **inside classrooms**, in corridors, open and social areas of the College (including toilets), unless you are exempt. **IF YOU ARE EXEMPT YOU MUST WEAR AN IDENTIFIABLE LANYARD TO SHOW YOUR EXEMPTION**. You can get one of these special “sunflower” lanyards from the Student Support Office off Central Point.

Face masks can be colourful and creative, but we would ask you not to wear a face mask which has an inappropriate image and/or text/slogan or swear words which is likely to offend others within the College.

When entering and exiting the building or waiting for your bus, please ensure you continue to respect the space of others and observe social distancing.

The wearing of face coverings is **MANDATORY** and the College has altered its disciplinary procedure to take account of this. You will be asked to leave the College premises if you refuse to wear a face covering. If you repeatedly do not wear a face covering (without an exemption) this is categorised as “gross misconduct” and you may be dismissed from the College as a result.

Attendance

Attend site only when you are timetabled to do so. Some lessons will be held in person in College classrooms and workshops, whilst others will be provided online and/or via prepared materials. Your teacher will ensure you are clear about when to attend the College site in person. When working remotely you will have access to Google Classroom, Google Meet, email and telephone to maximise your learning and contact with teachers. Please discuss any issues of access to Google Classroom with your teacher as soon as possible.

If you are unwell, in self-isolation or have received a positive test for Covid-19 you should keep in touch with the College by contacting your Progression Coach by telephone and let them know your personal up-to-date situation. Progression Coach telephone numbers will be shared with you at the start of your course.

It is very important for all students and staff to follow the **SOCIAL DISTANCING** measures.

In addition, for your own safety and the safety of others, please observe the following -

- At all times, maintain a distance of 2 metres where possible (or 1 metre with extra precautions) from any other student or staff member
- Arrive on time and leave immediately after the timetabled sessions - **DO NOT** linger or spend additional time on College premises
- Carefully follow all instructions from College staff
- Wash your hands frequently and use the hand sanitisers provided in each classroom and around the College
- Try to avoid touching surfaces such as handrails on staircases and landings, but if you do need to, wash or sanitise your hands afterwards
- Do not share stationery, pens, etc or your mobile phone with others
- Follow the instructions from teachers with regards to use of specific equipment within the curriculum areas including computer keyboards/mouse which will be wiped clean prior to your session
- We will ask you to wipe clean computer keyboards/mouse at the end of your ICT based session
- If you bring a snack or a drink into college, do not share this with others
- If you smoke, remember to keep 2 metres apart whilst in the smoking area
- DO NOT spit – it is essential to keep the College environment clean to avoid spread of the virus
- Keep your use of corridors, open and social areas of the College to a minimum

- We would ask all staff and students to wear face coverings whilst in the corridors, open and social areas of the College

We appreciate you may have to wait for transport home at set times of the day (eg the North Yorkshire buses) but please DO NOT congregate in the public areas of the College as this will pose a health and safety risk to yourselves and others. You can individually use the Learning Resource Centre if the capacity permits - where social distancing will be observed. It may be feasible for you to wait for your transport in a curriculum classroom – please speak to your teacher who will see if this is feasible. You may choose to walk into town where you can also take advantage of the free swimming and gym at the Dolphin Centre (excluding during lockdown periods).

Classrooms

It is not necessary for you to socially distance yourself from fellow students in your classroom but you will need to wear your face covering. Your teacher should maintain a 2-metre distance from all students where possible at the front of the class and will discuss with you how they wish you to collect or hand-in any work for marking. Any in-class support assistants will also wear face coverings. Computer classrooms will have access to wipes. We ask you to spend a couple of minutes at the end of a computer-based session, wiping down the computer keyboard/mouse so that it is clean for the next students to access the room.

Please do not leave any work in classrooms, as this will hamper cleaning and it is likely any work left in classrooms will be disposed of to maintain a clean and clutter free environment.

Classrooms should be ventilated as much as possible, so we may leave windows open to ensure this is the case. As we are returning March 2021 it is still likely we will encounter cold weather and so you are advised to layer clothing appropriately to ensure you do not feel cold.

Breaks and Lunch

Mid-morning and mid-afternoon breaks from teaching and learning will be within classroom/workshop settings, where students can stretch their legs, talk amongst themselves within the classroom setting. Students may have snacks or drinks during this break period in the classroom setting but should finish and tidy away any litter prior to restarting teaching and learning. Students wishing to use toilet facilities will be able to do so and leave the classroom individually. Similarly, students who smoke will be individually allowed to leave the classroom during this break period to enable them to visit the smoking area. Students may also leave the classroom during breaks in order to access the many student services such as Student Support Advisors, Safeguarding and Counselling located in the Student Services Centre, off Central Point.

Any students leaving the classroom during the break period must move quickly to their destination observing all regulations as above and must return quickly to their classroom, avoiding where possible interaction with staff and/or students from other areas of the College and at all times, maintaining their face coverings.

Each curriculum department has been allocated a lunch period. At the designated time, students will be able to leave their classroom for lunch. Your teacher will give you the designated time for lunch. If your lunch period is later eg 1.30 pm, you may wish to bring a snack into the College for morning break. Students based in D & E Block will have access

to the catering facilities in the D/E Block foyer area. Students based in the front of the College will have access to the catering facilities in central point. Lunch options will be “Grab and Go”. You should pick up and pay for your lunch and then return to your classroom to eat. Please do not remove your face covering to eat on your way back to the classroom. You must wait until you are in the classroom to eat your lunch/snack.

When eating in classrooms, please ensure you are responsible in looking after the College environment. You will be asked to place all packaging and food remnants in bins provided. You should leave the room clean and tidy for the next students. Please be very careful with equipment such as computer keyboards and make sure you are sufficiently distanced from such equipment, so that you do not drop crumbs/drinks which could cause them to break.

Cashless Payments – We will continue to operate cashless methods of paying for purchases wherever possible. You can use either a debit card or you can load payments on to your ID card - instructions to do this can be provided by your teacher or the Student Services Team.

Childcare provision

If you have a place for your child in the College Childcare Centre, you will be able to access this place for the times you are on the College site. For week beginning 8th March and 15th March we will only have students’ children in when you are in college for taught lessons, this will help the children settle back in after such a long time off as some have not attended since December 2020.

Then from week beginning 22nd March we go will back to your original time table and provide childcare as we did from September. Please contact the Childcare Centre if you have any questions.

HELP US TO KEEP THE COLLEGE OPEN FOR ALL

If all of us follow the regulations above at all times, we should be able to maintain the health and safety of all within the College. There are numerous reminders around the College to help students to understand the requirements. If a student is seen to behave in a way that doesn’t adhere to these regulations, staff will politely remind you of the requirements and you should adhere to their guidance. Any student who does not follow the guidance of staff and continues to put health and safety of others at risk, will be asked to leave the College building immediately. They may be asked not to return under the current Covid-19 circumstances, on the grounds of health and safety. (The Student Disciplinary Procedure will not be used in these circumstances and students will not have a right of appeal against any request to leave or remain away from the premises if it is considered they have breached health and safety regulations.) Some students may be able to continue learning online rather than accessing the College building.

If you have concerns around the behaviour of another student which is likely to compromise the health and safety of others within the College, then please speak to your teacher about it as soon as possible.

We must all work together and support the measures in place to ensure the wellbeing of all individuals. **Thank you for your assistance with this.**