

## COVID-19 pandemic: A phased return to college 15 June – 3 July 2020

### Guidance notes for students

#### Returning to college

In line with government recommendations, from 15 June 2020 we will commence a phased return to college. We will run face to face sessions on campus for a three-week period, while our A-level course delivery will continue to be delivered remotely for the remainder of this academic year.

Therefore, the phased return will involve a blended approach:

- We will offer one face to face session per A-level subject during the period 15 June – 3 July. These sessions are planned to consolidate the material that has already been covered since March. No new material will be covered during the sessions on campus. We hope that the sessions on campus will be helpful and motivating for you. Teachers are keen to answer any questions you have and to help you with any aspect of the work you have been studying during the lockdown period.
- A-level teaching will continue online for the remainder of this academic year, including some 'live' remote sessions. Your teachers will contact you directly about when the 'live' remote sessions will take place; they will be scheduled according to the new timetable blocks, to avoid clashes.

The health, welfare and safety of all members of the college community are of paramount importance; therefore, it is important to acknowledge that these return plans do not constitute 'business as usual'. The information set out within this document reads like a list of rules; although this is not our normal approach at King Ed's, we have had to establish a strict protocol for returning to college because of the virus. We aim to ensure the phased return is achieved safely, with the welfare of all members of the college community driving the guidelines detailed below. Please take the time to read this important information. I thank you in advance for your co-operation in following these guidelines.

#### Key principles to achieve a safe return to campus

1. Everyone on campus must adhere to social distancing.
2. We will restrict the number of people on site and only increase numbers when it is safe to do so.
3. We will restrict the amount of time people are on campus for the remainder of this academic year.
4. We have conducted a deep clean of the entire campus and will thoroughly clean and sanitise classrooms after each lesson.
5. Protective measures will be put in place for staff and students, as far as possible, to ensure that the risk of transmission is reduced.
6. It is everyone's responsibility to understand the new arrangements and to work together to ensure they are effectively implemented.

#### Opening hours and timetables

1. You will be on site for one lesson per day only, organised with staggered starts and avoiding peak travel times.
2. Lessons will run from 9.45 am – 12.15 pm OR from 10.00 am – 12.30 pm.
3. For everyone's safety, **you will be permitted on site for your timetabled lesson only**. Please do not come to college at any time other than those stipulated on your timetable, unless you are invited to a meeting with a senior member of staff. Those not following this rule will be asked to leave campus immediately.
4. **Students will not be permitted on campus before 9.30 am.**
5. Please do not arrive before 9.30 am for the 9.45 am lesson start or before 9.45 am for the 10.00 am start. No social or study spaces are open, so there will be no place to wait prior to your lesson.
6. You must leave campus as soon as your lessons have ended.
7. You will receive your new timetable by email.

### **Entering and exiting campus**

The turnstiles will not be in use at the entrance. Please enter and exit the campus via the gates located on either side of the turnstiles, which will be on a 'stand open' setting. Please do not forget your college ID; security will be in place.

### **Travelling to college**

1. As noted above, do not arrive before 9.30 am.
2. Students are advised to avoid using public transport, where possible.
3. Where the use of public transport is necessary, we advise you to ensure you maintain 2 metres distance from others as much as possible and wear a face covering.
4. Please be advised that the shuttle between Stourbridge Junction and Stourbridge Town is running a reduced service, with a restricted number of passengers and is not operating at certain times in order to conduct cleaning. We advise you to walk from the Junction to college.
5. Where possible, we encourage you to walk or cycle. Please bring your own chain and lock for your bicycle; bikes can be secured behind the gatehouse or in the bike shelter by Pi building.
6. If you are being dropped off, please advise your parents to drop you on the Lower High Street, to avoid congestion in front of the college entrance.

### **Social distancing on campus**

1. Do not gather in groups or congregate in corridors.
2. Whilst on campus, everyone must adhere to 2 metre social distancing.
3. We will restrict the number of people on campus, with no more than 20% of the cohort on site at any given time.
4. Face to face sessions will involve no more than 8 students.
5. We must avoid queuing and congestion in corridors. Classroom doors will be open, so please enter the classroom as soon as you arrive.
6. Parents and visitors are not allowed on campus, unless there are exceptional circumstances. Any visit deemed necessary will require pre-approval from the Principal.
7. The maximum number of people permitted in any classroom or office space is indicated by signage on the door. Under no circumstances should the number of people exceed the total signposted; this figure has been carefully determined to allow for 2 metre separation between individuals.
8. A maximum of one person at any time will be permitted in toilets; signage on the door indicates this.
9. Only one person at a time should use the lift.
10. The Foley canteen, the library, study and social spaces and open access computer rooms will remain closed for the remainder of this term.
11. These measures will be continually reviewed and adjusted as necessary to ensure everyone's safety.

### **Attendance at college**

1. We understand that some students will be unable to attend for very good reasons and, therefore, we are not requiring attendance on campus for the remainder of this term.
2. You do not need to inform Registry if you are unable to attend.
3. You do not need to swipe in when you arrive at your lesson; your teacher will make a note of who attends.
4. If you experience any [symptoms of COVID-19](#), you must stay at home and self-isolate for at least 7 days.
5. Anyone exhibiting symptoms whilst at college will be sent home immediately.
6. In accordance with government guidance, if you live with someone who is clinically vulnerable, you can attend college. If you live in a household with someone who is clinically extremely vulnerable, we advise you not to attend college. You can find out more about these two categories in the [guidance on shielding](#).

### **Changes to curriculum delivery**

1. **A-level** and other core courses will be delivered via remote education for the remainder of this term. Every subject will also offer a minimum of one 'live' remote session before the end of term, which will finish on **Tuesday 7 July at 4.00 pm** (please note this is a revised date). Teachers will contact students directly to inform them when these 'live remote' sessions will take place.

2. **Face to face sessions on campus:** The sessions on campus will focus on consolidation of material covered during the closure period and answering questions you may have. No new A-level material will be presented during the sessions on campus.
3. **Enrichment:** all enrichment, including sports, drama, music and face to face Aspire events, will be cancelled for the remainder of this academic year. Enrichment is an important part of college life and we continue to be committed to this important aspect of our provision. However, due to the need to reduce social contact, we must cancel those activities that are not essential to students' core qualifications.
4. **Tutorial:** no face to face tutorial sessions will take place; group tutorial and one to one sessions will continue to be conducted via virtual formats.

### **Protocol in the classroom**

1. The timetable will ensure that class sizes are a maximum of 8 students. Each room has been individually assessed for the maximum number of students permitted – this will be indicated by signage on the door.
2. Furniture in the room has been moved and rearranged to ensure safety and social distancing as much as possible. The furniture should not be moved under any circumstances.
3. You must maintain 2 metres distance as you enter the classroom.
4. Once in the classroom, please take your seat and remain in your seat for the duration of the lesson, unless directed otherwise by your teacher.
5. Breaks will not be permitted.
6. The teacher may permit one student at a time to leave the room to use the toilet.

### **Hygiene and cleaning**

1. A very thorough deep clean of the college has been completed.
2. Additional cleaning will take place throughout the day.
3. We will regularly clean high contact points, including door handles, desks and tables, keyboards on shared computers, remote controls, etc.
4. Classrooms will be cleaned and sanitised prior to the start of each lesson.
5. Sanitising stations are available at key points around campus.
6. Toilets will be continuously monitored to ensure they are well stocked and that all facilities are working as they should.
7. Bins will regularly be emptied throughout the day.
8. Drinking water facilities will be provided; however, you must use your own bottle and not share with others.
9. In line with government guidance, fans and air conditioning will not be in use. Windows and doors will be opened to ensure maximum ventilation.
10. You will not be permitted to borrow equipment from other students or staff.
11. We advise you to carry a small pack of tissues with you whilst on site.

### **Hand washing and respiratory hygiene**

1. Hand washing advice: it is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.
2. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.
3. Wash your hands after you blow your nose, sneeze or cough, and before you [eat or handle food](#).
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact with people who have symptoms.
6. Cover your cough or sneeze with a tissue, then throw the tissue in a bin.

### **Helpline**

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

**Phone:** 0800 046 8687

**Opening hours:**

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

**Risk assessment**

We have completed a risk assessment, which is available on the [college website](#).

**Remley Mann**

**Principal**

8 June 2020