



Our priority remains the safety and welfare of our students, their families and our community.

<b>Minimising contact with anyone who is unwell</b>		
<b>What the College will do</b>	<b>What Parents should do</b>	<b>What Students should do</b>
<p>Anyone displaying COVID-19 symptoms will not be permitted to attend (staff or students).</p> <p>On arrival to College students' wellbeing will be monitored through checking of temperatures to minimise risk. This is in line with Trust secondary school recommendations.</p>	<p>Be vigilant and keep children at home if they are displaying COVID-19 symptoms</p> <ul style="list-style-type: none"> <li>- High Temperature</li> <li>- New, continuous cough</li> <li>- Loss or change to your sense of smell or taste</li> </ul> <p>A call will be made to parents if the College has any concerns in relation to any symptoms shown.</p>	<p>Inform parents/carers if they feel unwell.</p> <p>Inform an adult at College straight away if they feel unwell.</p>
<p>If anyone becomes unwell with COVID-19 symptoms whilst at College, they will be removed to the COVID-19 Isolation Room. They will be advised to isolate for 7 days.</p>	<p>Arrange for prompt collection from College if contact is made.</p> <p>Arrange for students to be tested if they are displaying symptoms.</p> <p>Keep your child at home for 7 days.</p>	<p>Inform an adult at College if they feel unwell.</p> <p>Remain in the COVID-19 Isolation Room until you are collected from College.</p> <p>Remain at home for 7 days.</p>
<p>If anyone within a Learning Hub at the College tests positive, the College will take advice from Public Health England and will inform all parents.</p>	<p>Keep children at home for 14 days as we have been advised in this scenario.</p>	<p>Remain at home for 14 days.</p>
<p>Where there is an increased risk of someone coming into contact with the virus (e.g. when administering first aid) we will provide PPE.</p>		
<b>Cleaning hands more often than normal</b>		
<b>What the College will do</b>	<b>What Parents should do</b>	<b>What Students should do</b>
<p>Remind students of the importance of hand washing through daily reminders and posters around the site.</p>	<p>Ensure that students know how to wash their hands effectively.</p>	<p>Follow the guidance on hand washing.</p>
<p>Provide regular opportunities for students to clean their hands (on arrival and before leaving, between sessions and after eating).</p>		<p>Take every opportunity given to clean hands.</p>
<p>Provide hygiene stations with hand sanitiser in all main Hub entrances.</p>	<p>Provide students with their own personal hand sanitiser for regular use.</p>	<p>Keep hand sanitiser on their person at all times.</p> <p>Use hygiene stations where hand washing is not possible.</p>
<b>Ensuring good respiratory hygiene</b>		
<b>What the College will do</b>	<b>What Parents should do</b>	<b>What Students should do</b>
<p>Remind students of the need to have their own personal pack of tissues.</p>	<p>Ensure that students have their own tissues.</p>	<p>Keep tissues on their person at all times.</p>
<p>Remind students of the importance of good respiratory hygiene through daily reminders and posters around the site.</p>	<p>Ensure that students are aware of the 'catch it, kill it, bin it' advice.</p>	<p>Follow the guidance on good respiratory hygiene.</p>

Ensure that every room has a bin so that students can follow the 'catch it, kill it, bin it' advice.	Remind students to dispose of used tissues in the bins.	Use bins to dispose of used tissues.
Bins emptied twice a day in all Hub areas.		
<b>Cleaning frequently touched surfaces and avoiding spread through surfaces</b>		
<b>What the College will do</b>	<b>What Parents should do</b>	<b>What Students should do</b>
Cleaning schedules planned to ensure all rooms are regularly cleaned.		Show respect to the cleaning team who will be more visible during the College day than normal.
Provide hygiene stations with cleaning materials around the College site.		
Inform students of the minimal equipment required to avoid unnecessary items being in College.  Staff should not share or borrow equipment.  Where staff use central keyboards or photocopiers they must wipe down the surfaces before and after use.	Ensure that students have the equipment required (no more).	Only bring in equipment required.  Do not borrow or share equipment from other students.
Avoid activities where the sharing of equipment is required. Where an activity does require us to provide equipment, students will be assigned their own set and hand washing will be more frequent.		Avoid sharing equipment used by others
Lessons will be planned to avoid passing of papers / equipment.		Avoiding passing papers to other students or to teachers.
Each student will be allocated their own work areas and should use these for the entire day.	Remind students of the importance of this.	Support the member of staff by remaining in your allocated work area during all lessons.
Each student will be given a 'coloured' lanyard on arrival into the College on their first day which identifies their Learning Hub to ensure all students remain in their Hub Areas throughout the day.	Remind students that they remain in their Learning Hubs throughout the day.	Remain in the appropriate Learning Hub as directed by the staff.
<b>Minimising contact and mixing</b>		
<b>What the College will do</b>	<b>What Parents should do</b>	<b>What Students should do</b>
Each room is set up to allow social distancing to be enacted, with furniture arranged 2m apart. Floor markings around the site mark out 2m distances.	Remind students of the importance of social distancing (including on the journey to and from College).	Adhere to social distancing protocols.
There is a zoned-off teaching area marked on the floor to indicate the 2m area.		Do not enter the zoned-off area.
Students are allocated into Learning Hubs which consist of 3 classes of 10 – 12 students.	Remind students of the importance of remaining in their designated Learning Hub and in their allocated Hub Groups.	Make sure they know the day they need to attend College and their Learning Hub.
Each Learning Hub has their own classrooms (1 – 10/12) per room, break space, toilet area and outside space.		Only enter areas allocated to their Hubs.
Students from different Learning Hubs will not be permitted to mix with each other on the College site.	Remind students of the importance of this and to continue to adhere to social distancing when away from the College site.	Remain with their Learning Hub at all times on the College site.

Where practicable rooms will be ventilated by keeping windows and doors open.	If the weather is cool, ensure that students have suitable jackets that they can wear inside.	Students are not required to wear the traditional College uniform. Clothing worn to College should be appropriate, comfortable, clean and be washed on a daily basis. Skirts and shorts must be at least the length of students' arms down by their side, ripped jeans must not be worn, no crop tops, no flip flops or backless shoes, no hats and caps. Jewellery should be in line with the normal College expectations.
One student will be permitted to enter the toilet facilities at a time.	Remind students of the importance of this.	Adhere to this procedure.
No visitors will be permitted onto site. Contractors on site will follow strict protocols.	Parent meetings will take place by telephone and only in person if absolutely necessary.	

### **Thank you**

We cannot eliminate the risk of someone contracting the virus on site. We CAN do all we can to minimise the risk.

Student wellbeing remains a priority and we will closely be monitoring students on their return to College.

There is a dedicated team to support the wellbeing for all our students.

Although we are doing our best and we have taken all the appropriate measures, we cannot guarantee strict adherence to social distancing measures and consequently families with clinically extremely vulnerable individuals in their household should make an informed judgement about whether to send their child to College.

**Thank you for your continued support.**