

IMPORTANT INFORMATION FOR STUDENTS RETURNING TO COLLEGE IN SEPTEMBER

The **College Risk Assessment dated August 2020** published on the website sets out full details of system of controls in place to help you return to the **New Normal from September**. Key points are:

Timetable and teaching

- The College is operating a **hybrid timetable model** from 7th September 2020 which means you will be **in College for morning lessons** and you will be **at home for afternoon lessons**.
- You will have **three lessons a week** (90 minutes each) in each of your subjects (so, nine academic lessons a week) and one tutorial. You may have one extra Plus lesson in some academic subjects
- What this means is that you will all have at least **six academic lessons** (two in each subject) **in College in the mornings** and **three academic lessons** (one in each subject) **at home in the afternoons** via Microsoft Teams.
- All students will also see their tutor at least once a week, either face-to-face or virtually.

Monday	09:00 - 10:30	10:35 - 12:05	12:10 - 13:40	Lunch	15:00 - 16:30
	Box A	Box B	Box E		Box D VIRTUAL
Tuesday	09:00 - 10:30	10:35 - 12:05	Lunch	13:30 - 15:00	15:00 - 16:30
	Box C	Box F		Box B VIRTUAL	Box A VIRTUAL
Wednesday	09:00 - 10:30	10:35 - 12:05	Lunch	13:30 - 15:00	
	Box E	Box D		Box F VIRTUAL	
Thursday	09:00 - 10:30	10:35 - 12:05	12:10 - 13:40	Lunch	15:00 - 16:30
	Box B	Box A	Box C		Box E VIRTUAL
Friday	09:00 - 10:30	10:35 - 12:05	Lunch	13:30 - 15:00	
	Box D	Box F		Box C VIRTUAL	

- **Year 2 tutorial sessions** will take place **virtually in the afternoons** but a programme of face-to-face 1:1 meetings with tutors and Year 2 students will run in the mornings.
- All your online afternoon lessons will take place on **Microsoft Teams. These are just as important as face-to-face lessons and must be attended.**
- This **hybrid timetable** allows us to switch to a **full online programme** with **all lessons** delivered remotely if we have to go into another lockdown.

Virtual Lessons

- The College Core Requirements are on the back of your Student ID Card and you **must** attend all lessons, real and virtual, on time and fully prepared.
- Your virtual lessons are all on Microsoft Teams and you must have your webcam on for virtual lessons

Welcome Day – either Thursday 3rd OR Friday 4th September

Ahead of a return to a full timetable on Monday 7th September, students are expected to attend a Welcome Day on **either Thursday 3rd OR Friday 4th September.** Tutors will be in touch on Tuesday 1st September to advise students which day they have been allocated. The day will run from 9:00am to 2:00pm and attendance is compulsory. The College buses will operate on these days.

Travelling to and from College

- You are encouraged to walk or cycle where possible. There is safe storage for bikes on-site.
- If you use public transport, you should follow government guidance about maintaining social distancing, spacing out as much as possible and wearing a face mask.
- If you use the **College bus services**, you are **not** required to maintain social distancing as the same students will be using this service every day. Face masks **must** still be worn. Hand sanitiser will be available on boarding and these buses will be cleaned after each journey.
- College buses will **arrive** at College every day **just before 9:00am** and will **leave at 1:50pm on Mondays and Thursdays** and at **12:15 pm on Tuesday, Wednesday and Friday.**
- Lunchtime is extended to 1 hour 20 minutes to enable you to travel home for afternoon online lessons.
- Full details of the College bus routes, including the new Wallasey/New Brighton route, can be found here: www.bsfc.ac.uk/collegebuses

- Bus passes must be bought by Tuesday 1st September and can be bought online at www.bsfc.ac.uk/parentpay
- Please note: bus passes can no longer be bought using cash/card at the Finance Office

Entry into the campus

- **New students** (Year 1, Foundation) and **Returning Students** (Year 2, Art Foundation and Year Zero students) will enter and leave the College campus via **different routes** to avoid congestion.
- **New students** will enter (and exit) **via Reception using the front car park.**
- **Returning students** will enter (and exit) via the **gate adjacent to the Sports department, using the Forest Road car park.**
- **You must sanitise your hands every time you enter the College.**

Just come in for lessons

- Student numbers on-site will be limited. If you are walking, cycling or using public transport, you should **only come in at the time when you have a lesson** and you should leave **immediately** after your last lesson every day.
- You are **not** expected to be on-site until the start of your first lesson every day, so if that lesson is at 10:35am then you will arrive at College at 10:30am.
- You should **leave College as soon as your last lesson of the day is finished** (unless you are waiting for a College bus), so if your lessons finish at 12:05pm on Monday then you will leave the site.

Waiting/work areas on campus

- If you have classes at 9:00am and 12:10am on Mondays, with no lesson in the middle, you can leave the campus between those lessons or you can wait in in College in certain areas. We may add in additional support lessons during this time if we deem this necessary.
- It is generally only **students who use the College buses** who should be on campus from 9:00am if they do not have a lesson at that time or waiting on campus until lunchtime if they do not have a lesson.
- **New students** and **returning students** who have to wait on campus will have **separate areas** to work. These will be laid out with socially distanced tables.
- **New students** can use **8SQ, Study Hall, Hub 1** and the **Sports Hall.**
- **Returning students** can use the **Conservatory/Conference Space, Hub 2** and the **Drama Studio.**

Social spaces

- Unfortunately, there are very limited social spaces on campus during the Autumn term in order to reduce contact between individual students and different groups and to maintain distancing.
- All enrichment activities will be virtual in the Autumn term.

year group information.



Year 1 and Foundation Students

Entrance



Enter College via reception, using the front car park.

Study Areas



8SQ



Study Hall



HUB 1



Sports Hall

Year 2, Art Foundation and Year Zero

Entrance



Enter College via the doors adjacent to the sports department, using the Forest Road car park.

Study Areas



Conservatory / Conference Space



Drama Studio



HUB 2

Lessons in College

- All classrooms have been de-cluttered and rearranged to face forwards where possible and all your teachers will maintain a 2m distance from all students.
- You can opt to wear face masks in College but your teachers may ask you to remove face masks in class when speaking.
- You must limit the amount of equipment you bring in each day and just bring the resources that you need for classes on that day (pens, paper, calculators if required etc) as teachers cannot share resources with you.
- You should take care to enter and exit classrooms individually, maintaining social distancing and you should go direct from one lesson to the next.
- There is only a 5 minute changeover between classes in the morning and you should not queue in corridors to enter classrooms.
- All of your teachers will operate a seating plan for each of your classes to allow for identification of any students in close contact with another student who tests positive under the Test & Trace system.
- You must wipe down your seating area at the end of each lesson using the cleaning materials in the class. We must all follow the guidance: 'if you use it, wipe it'.
- If you need to use the toilet, let your teacher know and permission will be given to leave class for this purpose. We want to avoid queues for the toilets during lesson changeover times.

Moving around the College

- There is only a 5 minute changeover between lessons so make sure you have wiped down your seating area before you go to your next lesson.
- The layout of the College and the external building works means that a one-way system around the campus is not practicable so you must always **keep to the left** and turn your head away from people you pass on the corridors/stairs.
- You can **opt** to wear face masks whilst moving about the College and these can be provided by reception upon request.

Catering & Cleaning

- The canteen will only operate a very restricted menu because students are leaving the campus at lunchtime to return home for afternoon lessons.
- You are allowed to drink water and to eat snacks in class (biscuits, croissants, fruit etc) to keep energy levels up as there are no break times. Your teachers will let you know when you can eat in each of your lessons.
- You should bring in their own water and snacks and there are a number of shops you can buy food and drinks from in Cloughton Village.
- The College cleaning team will regularly clean all areas, particularly frequently touched surfaces.

If you feel ill

- **Do not come into College** if you are displaying any symptoms of Coronavirus.
- These symptoms can be either a **temperature**, a **new persistent dry cough** or a **loss (or change) in your normal sense of smell or taste**.
- Go and get a test immediately.
- If home testing kits are available in College, these will be given to you or your parents/carers collecting you otherwise you should go straight to a testing centre. Test results usually come back in less than 24 hours. Do not order a home testing kit online as this can take significantly longer to receive results.
- If you start to **feel ill whilst you are at College**, please tell any member of staff who will find a Designated First Aider to look after you.
- The First Aider will arrange for you to go home immediately and will isolate you in the First Aid Room until you can be picked up.
- A deep clean will take place in the areas that you have been in.

What should you do if you have a positive test

- If you test positive for COVID-19, you must send the College evidence of your positive test result and cooperate with the NHS Test and Trace system.
- You must follow the government guidance:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- You must self-isolate and **stay at home for at least 10 days**.
- After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice.
- You do **not** need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- If someone in your household tests positive for COVID-19, **you must stay at home for 14 days**. You must send the College evidence of the positive test result of the member of your household.
- If you start to develop symptoms whilst self-isolating, you should have a test and stay at home for 10 days from the date of your symptoms unless your test comes back negative (see next point).

What should you do if you have a negative test

- A negative result means the test did not find coronavirus so you do not need to self-isolate if your test is negative.
- This rule applies as long as everyone you live with who has symptoms tests negative
- This rule applies as long as everyone in your support bubble who has symptoms tests negative
- This rule applies as long as you were not told to self-isolate for 14 days by NHS Test and Trace

What should you do if track and trace contact you?

- If you are told that you have been in contact with a person who has coronavirus, you must provide the College with evidence that someone has contacted you from track and trace and told you to isolate (usually an email or text).
- You must stay at home (self-isolate) for **14 days** from the day you were last in contact with the person (as it can take up to 14 days for symptoms to appear)

What does self-isolation mean?

- You should not leave your home for any reason.
- You should not have visitors in your home, including friends and family – except for essential care.
- You should try to avoid contact with anyone you live with as much as possible.
- If you feel well enough, you should try and keep up with your College work and you should attend your virtual lessons.

COVID-19 Safety Measures



Stay at home if you are ill



Use hand sanitiser when you enter/leave the building.



Frequently wash your hands with soap for 20 seconds.



Catch it, bin it, kill it – use a tissue or your elbow when you cough/sneeze.



If you use it, wipe it – use the wipes provided to clean any surfaces you have touched.



Avoid touching your eyes, nose or mouth.



Engage with NHS test + trace



Maximise social distancing whenever possible.

Safety measures will be updated as required according to the latest government guidelines.



[Click here to read the College's risk assessment](#)