

9 June 2020

Dear Parents and Students,

### **Important Information about the reopening of College**

We are looking forward to welcoming first year students back to College in the week commencing 15<sup>th</sup> June 2020 for some face-to-face contact with teachers and tutors. I have been extremely impressed by the tremendous resilience and resourcefulness that our students have shown when doing their College work remotely. The opportunity, however, to come into College to meet face-to-face will be invaluable not only to support students' learning but to experience the 'new normal' to which we are all adjusting.

The decision to reopen has been made alongside all other Wirral secondary head teachers and this is a joint statement following a meeting today:

*"On Tuesday 9<sup>th</sup> June 2020 Wirral's secondary head teachers met as a group with Public Health Wirral and were reassured to hear from them that there are no public health reasons why we should not move forward with our plans for wider educational participation from the 15<sup>th</sup> June. Public Health Wirral are reassured by the detailed risk assessments that all the schools and the College have in place and are confident that these ensure that we are offering safe environments for students and staff.*

*All secondary schools and Birkenhead Sixth Form College have been working together through this difficult time and will continue to do so as we move forward. There is a recognition that what we do over the coming weeks will vary as we adapt our plans to open to a wider body of students dependent on our individual circumstances. This common but necessarily varied approach is fully supported by the Wirral local authority."*

In planning for this reopening of College, our number one priority is the safety of students and staff. We are following all the relevant government/public health guidelines and a comprehensive risk assessment (<https://www.bsfc.ac.uk/risk-assessment-for-reopening>) has determined the measures that we have put in place. The number of students and staff onsite at any one time will be heavily restricted and all students are expected to follow the safety measures and social distancing.

With the reappointment of the College campus and adherence to the rules by all students and staff, I would like to reassure you that we are confident that the College is a safe space for everyone involved. Indeed, I am utterly convinced that coming to the College now carries significantly less risk than going to a supermarket, for example.

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Each first year student is being given designated times slots on the same day to see each of their teachers and tutor. Each appointment will last approximately 15 minutes and students should check the Information Section on Sapien for details of their review week appointment times.

**On average, a student should expect to be onsite for 1 - 2 hours.**

(Please note: If a member of staff is not available onsite, they will contact students directly to arrange a virtual appointment.)

The purpose of these appointments are for teachers to review progress, give feedback and support, plus give details of the next phase of virtual learning. Tutors will be concerned about the student's general wellbeing, assessing if there are any barriers to learning and providing support with progression to university and next steps.

Students should also note that this is **not** a social visit: students are asked not to arrange to meet friends either outside the College gates or anywhere on the College campus. All social spaces, such as 8SQ and the conservatory, have been repurposed as safe waiting areas for use in between appointments.

To ensure the smooth running and safety of everyone involved, this guidance must be followed:

**Arrival at the College**

- Students should arrive 10 minutes before their first appointment and be wearing their College lanyard.
- Entry is only via the main entrance on Park Road West. Students must keep two metres apart from any other visitors arriving at the same time.
- Everyone who enters the College will be asked to use the hand sanitiser provided on arrival.
- On arrival, students will be directed to a designated waiting area. From here, they will receive a text/email from their teacher to let them know it is time to attend their review.
- Students must follow the one-way system to go to appointments. Corridors will be marked up to support social distancing of two metres and members of staff will be directing students.

**Moving between appointments**

- Once a teacher/tutor appointment is finished, the one-way system should be followed to get to the next appointment.
- If students have a gap between appointments or there is a delay, they should return to their designated waiting area.

**Waiting areas**

- On arrival at a waiting area, a member of staff will allocate each student a desk. This can be used as a base for the duration of a student's visit to College.
- Desks will be arranged two metres apart and cleaned each time it is reallocated.

**Cleaning**

- The College has been deep cleaned during the period of closure.
- Extra cleaning staff are being brought in to keep the busier areas and frequently touched surfaces clean throughout the day.
- Staff and students in classrooms will be expected to wipe down surfaces at the beginning and end of each appointment.

- Wipes will be provided in classrooms, waiting areas and toilets. Students are requested to follow the 'If you touch it, wipe it' protocol and assist with keeping areas safe.

### Food & Drink

- Unfortunately, we are unable to open 8SQ or make the vending machines available. If required, students should bring their own food and drinks with them.
- To maximise safety, students will not be permitted to leave the College campus in between appointments.

### Getting to and from College

- **If you travel by bus or train** – please check the Merseytravel website for the latest timetable information ([www.merseytravel.co.uk](http://www.merseytravel.co.uk)). The latest guidance on how to use public transport safely can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>
- **If you travel by College bus** – these will be operated but on a shuttle basis with multiple pick-up and drop-off times rather than the normal timetable. To use a College bus, a place must be booked by **12pm, Thursday 11th June 2020** by completing the online request here - <https://forms.gle/N4mM3FeoYMGzMidh9>. A confirmation email will be sent once your place has been booked with details of your pick up/drop off time. The bus operator will ensure social distancing between passengers and have their own cleaning procedures in place.
- Based on the latest government guidance, if you are traveling by public transport or College buses, **a face covering must be worn.**

### Safety measures

- These are the safety measures we expect all students and staff to adhere to:



- To support these safety measures, we have 12 hand sanitiser stations located around the College campus.
- Windows and, where possible, doors will be kept open to maximise ventilation.

**IMPORTANT:** Students should NOT attend their appointments if they are displaying any of the COVID-19 symptoms (high temperature / a new, persistent dry cough / a loss of sense of smell or taste). Please visit [COVID-19: guidance for households with possible coronavirus infection](#) for the latest guidance.

If a student develops symptoms onsite, they will be told to go home and should follow government advice on isolation and testing. Students will be isolated in a designated area while waiting to be collected. There will be a trained fist aider onsite who has a full set of PPE.

While these measures that we are taking may seem onerous and more regimented than the usual atmosphere at the College, we must respect these rules to keep everyone, including your families, safe. I am confident in everyone's ability to follow these procedures and act sensibly and maturely in these challenging conditions. With everyone's cooperation, we can operate these review days in the same calm and happy way that we are used to, even with these new differences.

Take care and stay safe.



Mike Kilbride  
Principal