



September 2020 opening

Guidance Booklet for Sixth Form Students and Parents/Carers

Dear Parents/Carers & Student

I am writing to you to outline our plans for the full opening of college in September. We know we need to be flexible and change elements of our planning according to nationally revised guidance about the virus, local context and practical trial and error. I therefore ask you to please regularly check emails and our website for messages from us to make sure you don't miss any updates.

Whilst the recently published guidance concerning wider opening places fewer restrictions on us, than anticipated (for example, they have removed the need for social distancing that is still in operation in wider society), they have left in place the requirement that Year groups/bubbles should, where possible, not mix. The college will represent a 'bubble' comprising both year 12 and 13 together.

This guidance outlines our plans for Sixth Form students and other information regarding the return to college after the summer break – I apologise in advance for its length and detail!

### **Attendance**

The government have made it clear that they expect all students to return to their education settings in September. Shielding advice for all adults and students will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to college, as can those who have family members who are shielding.

If a student or a member of their household has coronavirus (COVID-19) symptoms they should not attend college. This also applies where a student is contacted by the track and trace team and told to self-isolate. College should be contacted as soon as possible to inform of us of the need to self-isolate.

### **Health and Safety**

Our primary concern is to keep everyone safe. The virus is still in circulation in our community and all our plans are to mitigate the risks involved in having over 300 students and staff in the same building.

- There are hand sanitiser stations at the entrance to the building and all classrooms and in communal areas around the college. Students will be asked to wash hands or use the sanitisers as frequently as possible and at least every time they enter or exit a classroom.
- All students are encouraged to bring their own personal hand sanitiser and tissues.
- At the time of writing, the Department for Education has stated that masks are not needed in the college setting. It is the college policy that masks are not to be worn by students. Students will, however, need to wear a mask on public transport travelling to and from college.
- All water fountains will be disconnected and students should bring in their own drinks.
- All classrooms will have desks arranged in forward facing rows, where possible.
- Staff will maintain a minimum of 1m distance from students in all classrooms at all times.
- Students will be encouraged to maintain social distancing where possible in corridors and social areas.
- Students will use the middle staircase to ascend and the two staircases at the side of the building to descend to avoid face to face contact.
- PPE will be available to classroom teachers and first aiders in order for them to provide aid to any student who falls ill.
- We have our own cleaning team on duty throughout the day and there will be frequent and enhanced cleaning of the site.
- Students should use the nearest toilet to their classroom base and maintain social distancing. Toilets will be cleaned on a regular basis.
- Staff will enforce the "catch it, bin it, kill it" message.

- Until further notice, college will not be accepting any visitors. If parents wish to contact college, they should do so via telephone or email. Staff will only meet parents with prior appointments.
- in order to reduce the number of students utilising the dining facilities and social areas of college at one time, the two year groups will have different break and lunch times.

### Timings of the college day

Timings	Year 12	Timings	Year 13
08:25 – 08.55	Tutor period	08:25 – 08.55	Tutor period
08:55 – 09.55	Period 1	08:55 – 09.55	Lesson 1
09.55-10:55	Period 2	09:55 – 10.10	Break
10:55-11.10	Break	10:10-11:10	Lesson 2
11:10-12:10	Lesson 3	11:10-12:10	Lesson 3
12:10-13:10	Lesson 4	12:10-12:40	Lunch
13:10-13:40	Lunch	12:40-13:40	Lesson 4
13:40-14:38	Lesson 5	13:40-14:38	Lesson 5

Sixth Form students should enter and exit the site via the green gate at the rear of the main college site next to the Livewire building.

During any free periods, students should locate themselves in the LRC or the dining area but the dining area must be left unoccupied at the following times to facilitate cleaning:

- 09:55-11:30
- 12:10-14:00

Students should not leave any personal items, such as coats, bags or folders in the dining area, to facilitate cleaning of this area.

The tutor period at the start of each day is compulsory no matter a student's timetable for the rest of the day. The two and a half hours are included in the total learning hours that funding is received for.

### Travelling to and from college

We to know how students are travelling to and from college in order to support NHS test and trace. Please complete the online survey here: <https://forms.gle/ikdPV3qi2XoXtVE86>

We would encourage all students to either walk or cycle to college.

Students who drive should not share a car with anyone outside their family bubble. Parents who drive their student to college should not share a car with anyone outside their family bubble.

Social distancing has significantly reduced available transport capacity and where possible, students should avoid public transport.

The government have made a distinction between dedicated college transport and wider public transport:

- by dedicated college transport, they mean services that are used only to carry students to college. This includes statutory home to college transport, but may also include some existing or new commercial travel routes, where they carry college students only
- by public transport services, they mean routes which are also used by the general public

Students on dedicated college services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people

outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the Autumn term on dedicated transport.

At the time of writing, we are still waiting for guidance around designated college transport and risk mitigation. We will provide more information to parents, once we have received it from the bus companies.

## **Curriculum**

Sixth form students will follow their full A-level/BTEC curriculum timetable. Year 13 will receive additional provision to fill any gaps in knowledge due to lockdown, in after college, weekend and holiday 'catch up' sessions. We will build bespoke additional support based on individual needs.

## **Practical Subjects & Specialist Rooms**

Although we have timetabled the vast majority of sixth form lessons in the college building, there are some subject areas which require specialist rooming e.g. Science labs, Art, DT, and Music rooms. Although these rooms will be used by other bubbles, additional cleaning protocols will be in place. Individual risk assessments have been carried out by these subject areas.

## **Equipment**

Students must come prepared to learn and this means bringing all their own equipment. The following should be brought to college every day:

- Black pens
- Green pens
- Pencils
- Rubber
- Ruler
- A pad of paper
- Subject specific equipment (to be specified by class teachers) e.g. calculator

No stationery or equipment will be lent out.

## **Food and Drink**

Our catering provision will be limited in the first instance. There will be no break time provision and therefore students should bring drinks and snacks with them. The water dispensers have been turned off as per guidance and so students will not be able to fill bottles throughout the day. Lunch will be limited to a 'grab bag' of sandwiches, biscuits and drinks for the first few weeks of term with an expected roll out of hot meals later in the first half term.

## **Student Well-being & Behaviour**

We acknowledge that some students will return to college having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns for some young people. Staff have received training on how to help students cope with the anxiety they may feel when returning to college and we know that a degree of readjustment is needed. Our experienced and dedicated pastoral team have kept in touch with vulnerable students and we are working with specialist advice and research on the impact of lockdown on adolescent wellbeing. We will continue to prioritise student wellbeing in the autumn term and beyond, offering support, interventions and referrals to other agencies where appropriate. Our emphasis as students' return is on inviting, welcoming, reassuring and reconnecting.

We have a very clear student conduct agreement and will continue to uphold the standards that you expect of us. Any student who willfully flouts the health and safety processes that have been put in place, or who threatens the health

and wellbeing of staff or students, can expect to be dealt with in accordance with our student conduct and disciplinary policy and this includes suspension.

### **Trips**

There is an induction trip to Alton Towers booked for year 12 students in October. We will work with Alton Towers and the coach company to ensure that all necessary risk minimising strategies are implemented. More detail in relation to this will be issued closer to the time.

### **Assemblies**

There will be no Year group assemblies for the foreseeable future. Senior leaders and Heads of Year, will deliver assemblies via remote platforms such as google meet.

### **Assessment and Reporting**

Our assessment and reporting framework will run as normal – this means assessment weeks, mock exams and reports will remain in place. During the Autumn term, teachers will be assessing all students to enable them to find out where each student is in terms of knowledge and understanding of the key elements of each subject. This will allow staff to put in place appropriate support programmes for each student. The recovery of lost learning will be a long term process – it's not something that can or will be completed in one term. Staff will plan the recovery curriculum based on the outcome of regular assessments and tailor provision accordingly. Further adjustments to our curriculum and processes will be considered if they prove necessary. For example, extending the college day, catch-up classes, the use of support tutors etc. These decisions will be made based on the judgements of class teachers and will be different for each student.

### **Assessment Schedule**

<b>Year 12</b>	<b>Date</b>	<b>Year 13</b>	<b>Date</b>
Assessment Window 1 & Course Suitability Score	21 <sup>st</sup> September	Assessment Window 1	21 <sup>st</sup> and 28 <sup>th</sup> September
Assessment Window 2	23 <sup>rd</sup> November	Assessment Window 2	4th January
Assessment Window 3	22 <sup>nd</sup> March	Mock Exams	22 <sup>nd</sup> February & 1 <sup>st</sup> March
Mock Exams	21 <sup>st</sup> & 28 <sup>th</sup> June		

### **Marking of Work**

Current guidance allows staff to take student work in to mark either in college or at home so long as they sanitise/wash their hands thoroughly before and after marking. Staff have received this guidance.

### **Parents' Evenings**

Parents evenings are scheduled for 15<sup>th</sup> December for year 12 and 17<sup>th</sup> March for year 13. At the time of writing, it is clear that Parents' Evenings will not be able to run as they have in the past. We will inform you of the new format in due course.

### **Remote Education Support**

We will use everything we have learned about remote learning during lockdown for the benefit of our students. Resources will continue to be shared via Google Classroom and we will continue to develop high quality blended learning to ensure that where a class, group or small number of students need to self-isolate, or there should be a local lockdown, we will be able to instantly revert to home learning.

Where staffing levels fall to a critical level due to illness or self-isolation, it may be necessary to revert to remote learning for a year group or band. We will endeavour to minimise the impact of this, avoiding any disruption to year 13 prior to their examinations and only implementing this strategy for the shortest time possible.

## Engage with the NHS Test and Trace process

Together, college and parents must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Parents/carers will need to be ready and willing to:

- book a test if they are displaying symptoms. Students must not come into the college if they have symptoms, and will be sent home to self-isolate if they develop them in college.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Trace and Track website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We ask you to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to college only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

In the event of a local outbreak, the PHE health protection team or local authority may advise us to close temporarily to help control transmission. We have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable student and the student of critical workers, and providing remote education for all other students.

## Final thoughts

Returning to college is vital for student’s education and for their wellbeing. Time out of college is detrimental for student’s cognitive and academic development, particularly for disadvantaged student.

The risk to students themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of college. We know that college is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of student and families.

We have taken the measures we have to ensure that college can be as safe as we can make it – but there are no risk-free solutions.

There are essential measures we must **all** take to ensure we all stay safe:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in college wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced has been left for each college to determine, based on each college's circumstances and will (as much as possible) include:

- grouping students together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

However, health and safety, is everyone's concern. We all have a role to play in keeping ourselves and others safe. I cannot give you a guarantee that what we have done means that the college is risk free – it isn't. We have done all that we can think of to minimise the risk and by working together in partnership and by looking out for each other, we can keep those risks to an absolute minimum and all come through this together.

If you have questions or comments, then please in the first instance contact the relevant Head of Year and we will do our best to answer them, but I hope this guide has provided you with the assurance that Barrow Hall College is as safe as we can make it.

Many thanks for taking the time to read this document. It is highly likely that the guidance we are working to, will change at some point in time and we will react accordingly. This document will be posted on our website and amendments made, as and when it proves necessary – we will of course alert you to any changes.

We are all going to need some patience and understanding in the months ahead and I know I can rely on the cooperation of students and parents to help us through, what will be a very unique Autumn term.

On behalf of everyone at Barrow Hall College, I hope you all have a great summer break and we look forward to welcoming all our students back, full time, in September.

Rhianne Bond  
Head of College