

8 June 2020

A safe return to campus

Dear student

You may have heard about some colleges re-opening in June. As we work on our plans for some of our students to return this month, we want to update you about how we are working to ensure your safe return.

Return to college will be **by invitation only**. If and when you are invited to return it is important that you read the information overleaf very carefully.

Meanwhile, please continue to work at home fully engaging with your online and distance learning to ensure that you get the most from this college year.

Students will be invited to return in a staggered approach, so that we can manage the numbers of people on campus. Some students are returning from w/c 8 June – these will be adults who need to complete an assessment that cannot be done remotely but is needed for them to complete their professional qualification. We will then invite some students who are in the first year of a two-year programme, in most cases for a maximum of one day per week. This will be to make sure that work set during the lockdown period has been understood and that the necessary progress to move to the second year of study has been made. In some cases, this can be done online and there will be no need to come to college.

While we want to make sure that you can access the specific help you need in order to progress, we do want you to come back when the time is right for you. We want to reassure you that we are doing everything we can to make it safe for you to return. Ultimately, however, it will be for you to decide whether you return **but only when we invite you to do so**.

On every campus we have completed a comprehensive risk assessment and made changes that are necessary for your safety and the safety of others. There are new rules for the benefit of everyone and if you come to college you will need to comply with them.

Some examples of these changes are that there will be very few students on site at any one time, arrival and departure times will be staggered and you will only be allowed on site at the time you have personally been invited to attend. You will need to work within allocated spaces and most social spaces will be closed.

You will find overleaf everything you need to know to make coming back as easy and stress-free as possible. If you do have any questions, then please contact your teacher or the staff member who has invited you to come to college.

It is important to note that you need to continue with your work in order progress to a new NCC course next year or to the second year of a two-year course. If you are invited to attend campus in the coming weeks and whether or not you choose not to attend, you will still need to carry on working online until the end of term, with regular contact with your course teams.

Best wishes

Paul Wakeling
Principal, Havering Colleges

A safe return to campus. Useful information.

Our priorities are to keep staff and students safe, to support student achievement, and to ensure that returning and new students have a place at New City College in September.

This letter provides you with important information regarding returning to college in summer 2020, further to the Covid-19 lockdown period.

Important note: You should only attend college if you have been invited to do so by the college.

Who should be on campus?

- Only students that have been invited by a member of college staff should attend college. They should only attend at the time that they have arranged. Because of our strict social distancing protocols, please do not arrive early for your scheduled lesson or meeting.
- Security staff will have a list of those students expected.
- Students who turn up to college and have not been asked to do so will be sent home. This is to maintain appropriate numbers of students on campus, for safe social distancing.

Even if we suggest that you come to college to complete an assessment or receive support, ***your attendance is not compulsory***. This is your choice. You should make your decision based on your own personal circumstances which might include any medical conditions and how you will need to travel.

In line with Government and Public Health England guidance, please do not attend college:

- if you have any symptoms of Covid-19, no matter how mild, or if
- you have had recent contact with someone who has been confirmed as having contracted Covid-19, or if
- you have been advised to self isolate by the national Track & Trace service.

Please follow widely available current self isolation protocols if you or someone in your household has Covid-19 symptoms.

How should I travel to college?

- If possible, do not use public transport. Travel on foot, by bike or car. Where campuses have carparks, there should be plenty of space for all students and staff who need a space, due to the low numbers attending college at this time.
- Please note the national expectation is for passengers to wear masks while on public transport from 15 June.

What differences will I see at college during this time?

- There will be very few staff and students in college through June and July at any one time. Only the staff and students who need to be on campus will be on campus.
- You may not be with your usual teacher.
- You will meet with teaching staff on a one-to-one or small group basis.
- All rooms and equipment that you need to use will be regularly deep cleaned and sanitised.
- Social spaces will not be open, except for socially-distanced dining areas on some campuses.

- You will notice new signage, and some closed off areas around college. Please note and follow the instructions. Some toilets will be closed. Some seating areas have been removed or taped off. Rooms that are not being used and have been sanitised and will be locked.
- Student support teams will not be available on campus. You can access our support teams remotely as you have been during the lockdown period. Please see the college website or ask a staff member to refer you to our specialist teams if you need support.

When on college premises:

- Please wear your college ID badge when on site and make sure that it is always visible.
- You may be asked to enter through a different entrance to usual. Upon arrival on site, you should follow instructions about who you should report to.
- Comply with social distancing rules and stay two metres apart from any other person.
- All students and staff are required, upon arrival on site, to wash your hands with soap and water for at least 20 seconds, then wash your hands regularly through their time on campus (or use hand sanitiser).
- Please adhere to toilet signage which advises only one user in the washroom at a time.
- Only bring equipment for theory lessons i.e. pens, pencils, paper, rulers etc. with you to college, and do not share this equipment.
- Upon arrival at your classroom or workshop, your teacher will be ready for you to go straight into class. Please ensure you attend class at the time given by your course team and not before.
- Follow the new one-way systems and all other directional signs around the college.

What should I do if I have concerns?

- If you feel worried or anxious at any time you are on campus, talk to your teacher or ask to speak to the duty manager.

Food and drink while at college

- Where catering services are available, our catering staff have implemented robust health and safety measures to make sure that they deliver a service that is safe for you and for them. Where there are very few people expected on a campus, catering services may not be available.
- If you are eligible for free college meals, you will have received payment directly into your bank account which covers a daily allowance during this period. You will not get a further allowance on your ID card for the days you attend college so please use the money that you have received already. Where possible please use contactless payment at the counters to avoid handling cash.

What about Personal Protective Equipment (PPE)?

- The Government advice on PPE at present is that it is not necessary in the college environment where social distancing can be maintained. For specific tasks where closer contact is required, appropriate PPE will be provided.
- As we are preparing this guidance, new advice is emerging about the use of face coverings. You may wish to be prepared with a face covering (not a surgical mask).
- Should you also wish to wear gloves, please bring several pairs with you as, you will be asked to change the ones you have arrived in. Frequent hand washing is preferred.

When your lesson has finished

- Once your lesson has finished, you must leave college immediately

The above information is subject to review and may change in light of Government guidance which is being updated regularly.