



New City College

Reopening Plan: June 2020

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Introduction

1. New City College (the College) transitioned to on-line learning from week commencing 23 March 2020 following, initially, a College decision to close on-campus provision and later in the same week, a national instruction to the sector.
2. The College has maintained provision for vulnerable learners at Poplar and Ardleigh Green although take up has been very low and is typically less than ten learners across both sites. All other College sites have remained closed to all but Estates teams who have been on-site as necessary for essential works.
3. In April 2020, the Department for Education announced that primary schools would be able to reopen for some year groups from 1 June 2020 (i.e. immediately after the May half term break). Early guidance suggested that this would also be a target date for further education providers. However, new guidance on 21 May 2020 delayed the target reopening date to 15 June 2020.
4. The DfE guidance is very school specific and references year cohorts (Years 10 and 12 specifically). These have less relevance in FE and no meaning at all for adult learners. Indeed, there has been no guidance for adult provision.
5. The window for reopening, *ceteris paribus*, ends when teaching is scheduled to complete on Friday 3 July 2020. Initially, teaching at Havering sixth form was scheduled to take place until Tuesday 7 July 2020 but this has now been adjusted so that all teaching across the group ends on the same day.

Planning timeframe

6. This document considers the period covered by the second half of the summer term 2020. This period runs from Monday 1 June 2020 to Friday 3 July 2020.
7. It is possible that some assessment could take place after 3 July 2020 and into the summer break. This would be reviewed on a case-by-case basis.

Decision making process

8. The decision to reopen the College to wider student groups will be taken by the CEO as the Accountable Officer. The CEO will consult with the governing body, the Executive (the senior management team) and representative Unions. The CEO takes full responsibility for the decisions outlined in this document.
9. Decisions will be made with reference to the latest government guidance and specifically that issued to the sector by the Department for Education.

10. The decision to reopen will be made once the following tests have been met. These were set out in the Reopening Roadmap which was shared with College unions on 21 May 2020:

Colleges Internal Tests

11. New City College will not reopen until:
 - a) We have reviewed the most recent government advice;
 - b) We are clear that a comprehensive Covid-19 risk assessment has been completed for all campuses and that identified measures have been put in place;
 - c) We are satisfied that the number of students attending by campus will allow social distancing and minimise the risk of infection;
 - d) That our detailed plans at curriculum level allow for social distancing in workshops, classrooms and staffrooms;
 - e) That the College's plans for campus circulation and catering are appropriate to minimise risk of infection;
 - f) That staff and students are clear about expectations with specific reference to at risk and vulnerable groups.

Position of the teaching unions

12. Nationally, teaching unions have set out a set of tests that need to be met before they will recommend a return for their members. These tests are not all within the College's control and often lack clear measurement. Our approach, which is explained below, is to involve unions in our planning and discussions.
13. For reference the tests set by NEU are given below:

Test 1: Much lower numbers of Covid-19 cases

The new case count must be much lower than it is now, with a sustained downward trend and confidence that new cases are known and counted promptly. And the Government must have extensive arrangements for testing and contact tracing to keep it that way.

Test 2: A national plan for social distancing

The Government must have a national plan including parameters for both appropriate physical distancing and levels of social mixing in schools, as well as for appropriate PPE, which will be locally negotiated at school-by-school and local authority level.

Test 3: Testing, testing, testing!

Comprehensive access to regular testing for children and staff to ensure our schools and colleges don't become hot spots for Covid-19.

Test 4: Whole school strategy

Protocols to be put in place to test a whole school or college when a case occurs and for isolation to be strictly followed.

Test 5: Protection for the vulnerable

Vulnerable staff, and staff who live with vulnerable people, must work from home, fulfilling their professional duties to the extent that is possible. Plans must specifically address the protection of vulnerable parents, grandparents and carers.

Learners in scope and educational rationale

14. There are three types of learners who are in scope for returning to College this term:

- 1) Learners in year 1 of a two year level 3 programme. This will be A'level students or those on a vocational programme, typically but not exclusively, a BTEC or OCR level 3 diploma.

The rationale for bringing these groups of students back for three weeks from 15 June is the need to ensure they are fully engaged in their learning, have understood the work that has been set during the lockdown period and are making progress in preparation for the second year on their study. Government guidance specifically expects provision to be made for these cohorts.

- 2) 16-19 year old learners who are unable to complete this year because it is not possible to give them a calculated grade. This is because they need to carry out one or more assessments before they can be accredited. This will include, for example, our catering students, construction students and those studying early years. Most of these learners can achieve with college based assessment although some will require an external assessment in a workplace setting.

The rationale for bringing these cohorts back is that it is impossible for them to complete their qualification either through on-line assessment or via a calculated grade. These learners would be disadvantaged in terms of progression and entering the labour market if they are unable to progress.

- 3) Adult learners in the category above. The rationale for these learners returning is the same as those in category 2 above.

The maximum number of learners in scope across the group is given below:

Unique headcount	16-18	Adults	Yr1 Tutorials	Total in Scope	Maximum per day		
	Non Calculated Grades (NCG)				NCG	Tutorial	Max
Epping	224	125	192	541	140	38	178
Hackney	197	399	180	776	238	36	274
Ardleigh Green	299	312	425	1036	244	85	329
Quarles	130	78	79	287	83	16	99
Havering SFC	0	0	1168	1168	0	234	234
Redbridge	176	125	248	549	120	50	170
Poplar	128	167	227	522	118	45	163
Arbour	0	0	146	146	0	29	29
Ilford	CLOSED until Autumn						
Rainham	CLOSED due to building works						
Totals by Type	1154	1206	2665	5025	943	533	1476

Notes: Maximum numbers assumes 100% attendance for learners in scope.
Assumed attendance pattern is 1 day a week for Tutorial learners .
Assumed attendance pattern is 2 days a week for NCG learners.

15. The key numbers in the table above are in the *Max. per day* section. These vary depending on final decisions over whether NCG (non calculated grade students) return for one or two days a week.
16. The assumption for level 3 year 1 students is that they will attend for one day a week. These students would have access to campus based subject specific support and coaching to help them prepare for next year.
17. In all cases, the number of students attending per day will be below the cap of 25% of the notional year 12 cohort set out in the Government Guidelines.

Risk assessment

18. Central to all our plans will be a risk assessment which will be led by the qualified health and safety leads across the group. An individual risk assessment will be carried out for each campus where we intend to reopen. The baseline risk assessment documentation has been shared with all unions for comment.
19. The risk assessment will cover, *inter alia*:
 - The application of the latest government guidance as applicable to our sector
 - Arrangements for maintaining social distancing
 - Availability and use of PPE
 - Staggering of arrival, departure and on site times for learners and staff
 - Safeguarding arrangements
 - Practical campus layout including one way systems
 - Cleaning arrangements
 - Catering proposals
 - Availability of on-site parking to reduce the use of public transport
 - Other issues that arise as a result of campus walk throughs prior to reopening
20. The College will ensure that it discharges its statutory and moral responsibility to staff or students who are at a higher risk of harm if exposed to Covid-19.

Timeline

21. During week commencing **1 June 2020**, the College will be open for vulnerable learners only, as it was before the May half term break.
22. From **8 June 2020**, limited numbers of adult learners in category 3 (see para. 14) will return to start the completion of their practical assessments. The maximum numbers per campus are given below:

Hackney	48
Quarles	31
Ardleigh Green	45
Redbridge	8
Poplar	15

No other campuses will open for students week commencing 8 June 2020.

23. From **15 June 2020**, subject to satisfactory risk assessments and discussion with unions and the Board, the College would open for the learner groups identified in table 1 above.
24. The College does not intend to extend the end of the teaching term beyond 3 July 2020.
25. Any reopening arrangements would be kept under constant review.