

To All Collyer's Parents/Carers

Thank you for your patience at a time when there is so much uncertainty around the reopening of schools and colleges. Although the FAQs attached will not answer every question you may have, I have tried to cover the key points and let you know where we are still at the planning and modelling stages. Following the Prime Minister's address on Sunday, the Department for Education's guidance was published the following evening and I am now in a better position to let you know our plans for opening to students in June and July. The Senior Management Team and I met this morning to discuss the broad strokes of our plans and we are in agreement on the next steps we need to take.

Clearly, I would only open the college to our staff and students at a point when I believe it is safe to do so, in accordance with the published guidance and following a careful risk assessment. Collyer's senior teams will be working over the coming weeks to plan the detail of our opening and this will be communicated to all staff, students and parents as soon as we are able to do so.

I hope that everyone can appreciate that we need to take a fair and consistent approach to the continuation of teaching and learning. **The best way to do this is to continue teaching on line for all students while following government guidance and offering some face to face time with teachers where it is possible for staff and students to come to college.**

The key government publications are listed below alongside the link to them on www.gov.uk.

- **Actions for education and childcare settings to prepare for wider opening from 1 June:**<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Implementing protective measures in education and childcare settings:**<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **Guidance for parents and carers as schools and other education settings in England open to more children and young people:** <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Take care, keep safe and stay well everyone.

Sally Bromley
Principal

Responding to the Government Announcement Regarding the Reopening of Schools and Colleges from 1st June 2020

Frequently Asked Questions	Collyer's Position
1. When will Collyer's be reopening?	DfE guidance states 1 st June is the earliest expected opening of educational settings and <i>'We will only do this provided that the 5 key tests set by government justify the changes at the time...'</i> We will start to plan for a limited reopening of the college site for staff from 8 th June 2020 and students from 15 th June 2020.
2. What about key events this term such as Year 10 Open Evening, Parents' Evening and Welcome Days?	Year 10 Open Evening is cancelled. Parents' Evening is cancelled. Parents will be contacted by email or telephoned if there are any concerns. Alternatively, parents may contact their child's tutor to talk through problems. Deputy Principal Steve Martell is leading on a virtual Welcome Event that could be accessed by Year 10s as well as Year 11s. Teaching staff will be working on materials for Year 11s to support their introduction to subjects.
3. What type of lesson will teachers have to teach from 15 th June?	DfE guidance states: <i>'Education settings still have the flexibility to provide support and education to children and young people attending school in the way they see fit during this time.'</i> Vice Principal Dan Lodge will work with Faculty Directors to plan a timetable of seminar/workshop sessions in all subjects to which students are invited in groups of no more than 6 at a time. The nature of the seminar/workshop will not include direct teaching of new material and is designed to reassure students about their learning and next steps. No student should be disadvantaged if they are unable to attend. Students may not be with their usual teacher. Attendance is not compulsory and will not be reported
4. What if I can't attend college because I am in a vulnerable health category or I have transport problems or I am anxious about coming to college?	Vice Principal Dan Lodge will work on a model which minimises the number of times teaching staff and students have to attend college. If you can't attend for whatever reason you should continue to work from home as you have been doing. The document Implementing protective measures in education and childcare settings , link above, provides details of vulnerable health categories but no one will be penalised for not coming to college if they fall outside of this advice.
5. What about vulnerable learners and students with EHCPs? Will they be able to attend college more frequently?	i)Vice Principal Andrea John and the Study Support and Wellbeing team will plan for this group of students to attend college more regularly from 15 th June 2020 and work on increasing the number of designated classrooms in the Study Support area.

	ii)Emily Jones will check in the wb 11 th May how many Post 19 students would like to attend college and if staffing allows, 2 students may be able to attend college one day a week from 15 th June 2020
6. What about areas like Student Services and Reception?	Student Services and Reception will remain closed and support will be offered remotely as it has been since the end of March. We may be able to run normal postal services but visitors will not be given access to Reception. Counsellors will offer telephone support.
7. How should staff and students get to college if they use public transport? Will the Worthing Bus continue to run?	The DfE guidance states: <i>Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times. The government will shortly publish guidance on how to travel safely, which schools, parents and young people can refer to when planning their travel, particularly if public transport is required.</i> The Worthing Bus will not be able to run. The Principal will advise students and parents about use of public transport following government advice once this is published.
8. Will the Refectory be open?	The DfE guidance states: <i>To ensure food is available for pupils who attend, educational settings are expected to reopen their kitchens if they have closed and ensure staff are able to work safely.</i> The Principal will advise staff, students and parents there will be a limited cold sandwich and snack service during this time. Social distancing will need to be observed in the refectory and seating marked out accordingly.
9. Will I have to wear a face mask at college?	The DfE Guidance states: <i>Wearing a face covering or face mask in schools or other education settings is not recommended.</i> However, the Principal insists staff and students must wear face masks on site when they are moving around campus or in the library. Face masks must be worn when purchasing food. Face masks can be removed in seminars/workshops as long as social distancing is observed.
10. Will students be able to use the Library, English Alcove and Undercroft while they wait for seminars?	In order to minimise the number of spaces used, ensure supervision during the working day and enable cleaning to take place at the end of the day, the Library will be open but students can not borrow or use resources. This includes computers. Students should bring their own devices to work on. The area will be clearly marked to ensure social distancing. The English alcove can also be used but not the Undercroft as this space does not have good ventilation.
11. Will we instigate a one-way system in the corridors?	The DfE guidance states: <i>While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</i> See also the requirement to wear face masks while moving around campus.

12. Will the college be cleaned regularly during and at the end of the day?	<p>The DfE guidance states: <i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</i></p> <p>Additional cleaning rotas will be set up. We will consider whether we need to open all areas of the college and all toilet facilities in order to keep the cleaning rota thorough and focused.</p> <p>A deep clean of all surfaces took place during the Easter break. The Estates Team will clean throughout the college in the week beginning 1st June.</p>
13. I have lots more questions. Where can I get answers?	Refer to the DfE documents above or request further clarification from the Principal.