

## To All Students, Parents and Carers

I have updated the Frequently Asked Questions paper originally sent in May (**updates in red**) and although the FAQs will not answer every question you may have, hopefully they will allay some concerns. **Broadly we will continue teaching on line for all students while 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](http://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 1<sup>st</sup> June 2020

Frequently Asked Questions	Collyer's Position
1. When will Collyer's be reopening?	<p>The Estates Team has been on site from the week beginning 1<sup>st</sup> June to prepare the site for reopening.</p> <p>Some support teams have been working on site from 8<sup>th</sup> June and managers have devised a rota to ensure social distancing in offices.</p> <p><b>Some students who need additional support will return to college week beginning 15<sup>th</sup> June and they will be working in the Study Support area.</b></p> <p><b>Students will be able to book a session with their tutor or a member of the pastoral team in the week beginning 22<sup>nd</sup> June and with a teacher from one of their subjects in the week beginning 29<sup>th</sup> June.</b></p> <p><b>This arrangement will limit the number of students on site at any one time.</b></p>

<p>2. What about key events this term such as Year 10 Open Evening, Parents' Evening and Welcome Days?</p>	<p>Year 10 Open Evening is cancelled. Parents' Evening is cancelled. <b>Zoom meetings will be taking place in the week beginning 15<sup>th</sup> June with students and parents who may have a concern following end of year results published on 12<sup>th</sup> June.</b> Steve Martell is leading on a virtual Welcome Event. Teaching staff will be working on materials for Year 11s to support their introduction to subjects.</p>
<p>3. What type of lesson will tutors and teachers be running <b>in the weeks beginning 22<sup>nd</sup> and 29<sup>th</sup> June?</b></p>	<p>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></p> <p><b>The sessions will not be 'taught' and students will need to book a place. The focus will be checking on wellbeing, worries and concerns and work completed and if students have any concerns.</b></p> <p>Attendance is not compulsory and will not be reported</p>
<p>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?</p>	<p>If you can't attend for whatever reason you should continue to work from home as you have been doing.</p> <p>The document <b>Implementing protective measures in education and childcare settings</b>, 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.</p>
<p>5. What about vulnerable learners and students with EHCPs? Will they be able to attend college more frequently?</p>	<p><b>i)Andrea John and the Study Support and Wellbeing team have planned for this group of students to attend college more regularly from 15<sup>th</sup> June and have increased the number of designated classrooms in the Study Support area.</b></p> <p><b>ii)Emily Jones is in contact with the Post 19 students to see if it is possible for them to attend for a day before the end of term.</b></p>
<p>6. What about areas like Student Services?</p>	<p>Student Services will remain closed and support will be offered remotely as it has been since the end of March.</p> <p>Counsellors will offer telephone support.</p>
<p>7. How should students get to college if they use public transport? Will the Worthing Bus continue to run?</p>	<p>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.</i></p> <p>The Worthing Bus will not be able to run.</p> <p><b>The times of student sessions on site will start mid-morning and finish mid- afternoon so those who need to use public transport will not be travelling at peak times. Face coverings will need to be worn on public transport. Ultimately it is a student's decision if they wish to travel by public transport and they may decide they prefer not to do so at the moment.</b></p>

8. Will the Refectory be open?	<p>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></p> <p><b>There will be a limited food service during this time; hot and cold food will be available at lunch time from week beginning 22<sup>nd</sup> June.</b></p> <p>Social distancing will need to be observed in the refectory and seating will be marked out accordingly.</p> <p>Staff working at the till will be protected by a sneeze screen and protective visors. See also note 14 about face coverings.</p>
9. Will Reception be open?	<p><b>Reception will remain closed to visitors but voice mail and emails will continue to be monitored.</b></p> <p><b>You should not arrange to meet anyone at Reception.</b></p>
10. Will I have to wear a face mask at college?	<p>The DfE Guidance states: <i>Wearing a face covering or face mask in schools or other education settings is not recommended.</i></p> <p>However, the Principal insists staff and students must wear face coverings on site when they are moving around campus or in busy areas. Face coverings must be worn when purchasing food. Face coverings can be removed in seminars/workshops as long as social distancing is observed. Additional PPE, including face masks, visors and aprons will be available in the Post 19 unit and in central first aid kits.</p>
11. Will students be able to use the Library, English Alcove and Undercroft?	<p>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, <b>social spaces will not be open and the Library will be open to invited students only.</b></p>
12. Will we instigate a one-way system in the corridors?	<p>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></p> <p><b>Signs will state that only one person should use the lifts at a time.</b></p> <p>See also the requirement to wear face coverings while moving around campus.</p>
13. Will the college be cleaned regularly during and at the end of the day? Will the rooms used be well ventilated?	<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 and sprays and wipes will be available in offices and classrooms which will be used. <b>If certain facilities are to remain closed they will be marked as such.</b> A deep clean of all surfaces took place during the Easter break. The Estates Team has cleaned throughout the college in the week beginning 1<sup>st</sup> June.</p> <p><b>Students should use hand sanitisers when entering buildings and wash hands regularly during the day.</b></p>

	<p><b>Hand sanitisers and wipes and sprays will be available in classrooms used.</b></p> <p><b>The rooms used will be well ventilated, with windows that open. Air-conditioning will not be used.</b></p>
<p><b>14. What if a student feels ill with Covid-19 symptoms during the day when they are on campus?</b></p>	<p><b>Students should not attempt to come to college if they are feeling ill and notices will be posted around the campus to discourage people from entering the site if they feel unwell. If someone starts feeling ill and has symptoms of Covid-19 during the day, they should go home immediately. Symptoms are usually mild in the first instance so it should not be necessary to request a parent collects a student, though a follow up call will be made by student services/teacher/tutor if the illness is reported.</b></p>
<p><b>15. Should a student report that they or a family member has tested positive for Covid-19?</b></p>	<p><b>Yes. Staff should report this to HR and students to their tutor. The government's track and trace scheme should then be followed.</b></p>
<p>16. I have lots more questions. Where can I get answers?</p>	<p>Refer to the DfE documents above or ask your line manager, HR, or a member of SMT.</p>