

Collyer's Re-Opening September 2020



COLLEGE ESSENTIALS FOR STUDENTS AND PARENTS

READY TO LEARN

We look forward to welcoming all of our students in the next two weeks. New students should ensure they have completed the [READY TO LEARN](#) induction programme prior to Mon 14 Sept.

TIMETABLES

Students should be able to access their timetables on MyProgress from 5pm on Friday 11 Sept. Any errors (missing or incorrect subjects as agreed at enrolment) should be reported to registry@collyers.ac.uk. Requests for programme changes must be directed to a student's tutor but no changes can be made in the first week of term. Senior staff will be available on the ground floor of the library during period 1 on Monday 14th Sept if new students have urgent queries.

FINANCIAL SUPPORT FOR STUDENTS

The Collyer's 16-19 Bursary provides support for students who face financial barriers to participation in education. **The deadline for applications for financial assistance is 21st September 2020.** Any application received after this date will still be assessed but payments cannot be backdated to Sept 1st.

All details of eligibility and an application form can be found on the college website [Student Finance](#). Evidence of eligibility, such as household income will be required with the application form. If you require any further assistance, please contact Tracey Gibb in Student Services TBG@collyers.ac.uk

ATTENDANCE

Absence from face-to-face lessons must be reported by parents/carers via email absence@collyers.ac.uk or the Absence Line 01403 216528. Students may not report their own absences, however as a courtesy they should inform their subject teachers and/or tutors via email and must catch up missed work.

Illness during Distance Learning weeks does not need to be reported to the college but students should inform their teachers and do their best to catch up with online learning as soon as possible.

STAY SAFE AND WELL

- If possible avoid public transport at peak times – ensure you wear a face covering
- Walk or cycle to college if this is an option
- DON'T FORGET: face covering, hand sanitiser, college Lanyard ID
- You must only come onto campus during your allocated year group week – see [FAQs](#) if you have a mixed programme of 1A and 2A courses
- Follow signage around campus and verbal instructions from staff, at all times
- If you need advice about college systems, support and services, contact your tutor (TutorInitials@collyers.ac.uk) or Student Services (studentservices@collyers.ac.uk)
- Concerned about safety? Contact Collyer's safeguarding team via safe@collyers.ac.uk
- Access [Collyer's Wellbeing SharePoint](#) for mental health and wellbeing support/information

Staff and students should not come onto the college campus if they are experiencing symptoms of COVID-19.

You must self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- [you're told to self-isolate by NHS Test and Trace](#)
- you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](#)

If a **student develops COVID-19 symptoms whilst at college**, they **MUST** follow the guidance below (this guidance is also displayed around the campus):

1. Put on a face covering, sanitise hands and collect belongings
2. Keeping a 2m distance from other people, report directly to the First Aid Room on the ground floor of the Graham Baird Building - Room G001
3. Upon arrival at the First Aid room, follow the instructions clearly displayed on the wall:
 - Call reception (01403 210822) and inform the receptionist of suspected symptoms
 - Reception will direct the call to Student Services or the duty First Aider who will arrange for student to be collected by parent/carer using emergency contact information
 - Taxis and Public Transport must not be used by people with Covid-19 symptoms
 - A First Aider equipped with PPE will be sent to the Medical Room and may take temperature if appropriate
 - First Aider will escort student (at 2m distance) to parent collection point via the least busy, outdoor route
4. Advice about when and how to access a Covid-19 test can be found [here](#)