

FAQs for autumn term 2020 v 2

THIS IS A LIVE DOCUMENT AND WILL BE UPDATED REGULARLY AS THE GUIDANCE CHANGES AND AS ADDITIONAL POINTS OF DETAIL ARE RAISED BY STUDENTS, STAFF AND OTHER MEMBERS OF THE COLLEGE COMMUNITY.

Key guidance

- [Further education \(FE\) autumn term guidance](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

Timetable

What timetable will students be following during the autumn term?
The latest government guidance still expects us to separate year groups from one another. A year group at Collyer's is around 1,000 students or more, so most sixth form colleges in the region are planning for blended learning for the autumn term. In our case this means we will teach new students (1A and Transition) in regular lessons on site in Week 1. In Week 2 those students will learn from home via Collyer's Online which is distance learning so that we can have the 2A students onsite. This alternate one week on site / one week of distance learning will continue for the first term. 1As and Transition on site in odd weeks (1, 3, 5, 7 etc) and 2As onsite in even weeks (2, 4, 6, 8 etc).
What if a student has 1A and 2A courses?
Students must stay within year group bubbles. In this situation students should attend on site only in the week in which they have their tutor period – that is their allocated bubble. Usually it will be a 2A tutor for students who have picked up one 1A course or a 1A tutor for students who have picked up two 1A courses and are going to study for three years. This does mean that during the period of blended learning there will be one course that is delivered entirely online.
Will breaks and lunch operate as usual?
To reduce the numbers of students in social areas at break times, each Faculty will have staggered breaks in the morning. Arts will break 20 minutes early, Business at the usual time and Science 20 minutes late. Teachers will explain to students when their break will take place each day. Students will be asked to take their lunch early if they don't have a lesson in Period 4 before lunch, or late if they don't have a lesson in Period 5 after lunch.
How will you monitor attendance and engagement?
In weeks when students attend on site, all lessons will be registered as usual and the regular attendance monitoring procedures will apply. In alternate weeks when students are learning through Collyer's Online, lessons are also all registered in the same way.

Meetings, events and lettings

Will college events take place in the autumn term?
Until Christmas there will be no college events at all. All S7 college sports fixtures, shows, assemblies and presentations to students and parents are cancelled. For whole college events we will consider on a case by case basis if it is appropriate to convert them into virtual events so that similar information can be given out. The same will be considered for the assemblies that would have taken place – in most cases these will be video presentations instead. Prize giving is postponed until we are able to run it in person – if this is not possible at all then we will run it online in the summer term.
Will students or staff be having meetings?
All planned meetings will go ahead as usual but will be virtual instead – in most cases using Teams or Zoom. Only very small meetings (usually 2 or 3 people and certainly no more than 6) should take place in person and only if 2m social distancing is possible and good ventilation is provided.
What will happen with guest speakers and visitors to the college?
Until Christmas there will be no guest speakers or visitors to the college to meet with students. Regular peripatetic teachers will be considered on a case by case basis. As an alternative where possible we will use videos or live streams for such events.
Will any lettings be taking place at the college?
Until Christmas, to ensure the health and safety of the college community and our approach to bubbles of students, no lettings will take place during the regular college day before 6pm. No lettings of internal spaces whatsoever will be allowed. During lockdown the limited outdoor lettings of the sports field and MUGA that took place after 6pm on college days and at the weekend, but with no access to changing rooms or toilets, will also be cancelled. These will resume when lockdown lifts.

Public areas of the college

Which public areas will be open for students?
Social areas including the canteen, the alcove and the undercroft will be open. Security staff and upper managers will monitor usage on a rota system to ensure there is no crowding – in any case this will be alleviated by staggered breaks and lunch times. Seating areas will be reduced in all social areas, with students asked to only sit on one side of tables to avoid facing each other. It is very important that all students observe these requirements.
Will the library be open?
The library will be open at around 40% capacity, with students not allowed to congregate in groups or to face one another on the tables. Students must wear masks when arriving at the library and moving around the building, but as with lessons they can remove masks once seated.
Will the gym be open?
No – not for general use. The gym will only be available during Sports or PE lessons and under strict teacher supervision.
Will you have a one-way system around college?
We will adopt a one-way system in areas where larger numbers are likely to congregate between lessons – such as certain corridors or entrances and exits to certain buildings. These will be clearly marked for all to see. We have also adopted a 'keep left' system in all corridors of the college.

Specific subject changes

Will sport be taking place at College?
We will continue with physical Sports and PE lessons in a careful and contained way that follows the latest guidance. Sports fixtures will not take place with other S7 colleges until further notice, but some external fixtures with other institutions and clubs may be allowed dependent on the latest guidance. The gym will only be open to students during lesson time as part of a timetabled lesson.
Will singing and music be taking place at College?
Our lessons for Music and Music Practitioners will continue but students and staff need to follow the latest guidance about what is allowed.

Safety precautions

Do you have an up to date risk assessment?
Yes. This will be shared with students and parents and also placed on the college website . We update this each time there is a change to the government guidance. Major updates that significantly change the risk assessment are approved by our Governing Body.
How do you communicate health and safety advice to students, staff and visitors to your site?
We regularly communicate with students, staff and visitors through email, our internal bulletin, regular meetings and also through posters around the site including at Reception and outside the Student Services office. Regular email updates are sent to parents as well and key updates are added to the relevant section of the 'Latest updates' page of the college website as well as sent out via social media. Any individual student or staff positive cases will not be emailed to students / parents / staff but will be updated on a table on the college website . Emails will only be sent out if any further action is required such as other members of the college community needing to self-isolate due to close contact.
How will you reduce numbers of students and staff that come into contact with each other?
For the autumn term we will only have one year group on site in any given week. In addition, we will stagger the breaks and lunch times to reduce numbers of students in public areas. Staff will work mainly out of their classrooms and maintain 2m social distancing at all times, or 1m+ wearing a mask, at all times. The main staffroom will be open but this is primarily for access to key documents and post. Staff can use the area in small numbers only and maintaining social distancing – at break time numbers will be naturally reduced due to the staggered breaks.
Do I have to wear a face covering at college?
Updated guidance allows, at the Principal's discretion, to mandate face coverings in corridors and communal areas. We have agreed to adopt this requirement at Collyer's from 1 st September for all students, staff and visitors unless there is evidence of an exemption. Face coverings should be worn as soon as anyone enters the college site and in all outdoor areas apart from when eating or drinking. Students and staff may choose to also wear face coverings in classrooms if they wish. During the lockdown period the latest guidance mandates this for all secondary schools.
How will rooms be set up for teaching?
We will follow the guidance carefully that advises all classrooms where possible are set up with rows of tables for students so that they all face forwards. This will not always be possible – for example in computer rooms, where computers face outwards or are separated by plastic screens. As far as possible teachers will teach from the front of the classroom and maintain 2m social distancing from students.
Is air-conditioning safe to use?
The latest HSE guidance explains that our rooms are independently air-conditioned and therefore we can use air-conditioning as long as windows are open. Air handling (present in J108) is also safe following the guidance.

Cleaning

How will you maintain the college as safely as possible through cleaning?
Extra cleaning has been put in place during the daytime to focus particularly on contact points. All classrooms and social spaces will be provided with cleaning materials and students will clean their own table tops and contact points at the end of each lesson or usage.
What hand sanitising arrangements will be in place?
A hand-cleaning point will also be provided at the entrance to each main building and hand sanitisers provided in every classroom. Students are encouraged to carry with them their own personal hand sanitiser as well.

If students feel unwell

What will the college do if a member of the community exhibits symptoms of Coronavirus?

We will follow the latest government guidance in this situation - engaging with the Department for Education reporting process, managing confirmed cases of coronavirus amongst our community and containing any transmission to others or 'close contact' by following local health protection team advice. Learners, staff and other adults must not come onto the site if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Anyone developing those symptoms during the day will be sent home (avoiding public transport) and advised to follow guidance for [households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If we are notified of a positive COVID-19 case within the college community, the Senior Management Team follow a stringent protocol to ensure the safety of staff and students. This includes communications with the DfE, Public Health England and WSCC.

Transport

What should students and staff do on public transport to minimise risk?

Currently face coverings are mandatory on public transport. We expect all our students and staff wherever possible to not travel to college until their first lesson and to leave the campus as soon as their last lesson has finished – this will help avoid travel at peak times and spread out the numbers of students and staff arriving at and leaving the college at the same time.

How will the College Bus operate?

Dedicated transport to college carries the same group of young people on a regular basis. They do not mix with the general public on those journeys. This helps limit the number of other people with whom they come into contact. Transport providers will follow the [latest guidance](#) in particular observing that social distancing should be maximised within vehicles wherever it is possible, and that it is very important to maximise the ventilation of fresh air. During lockdown the requirement is that face coverings are worn at all times.

What are you doing to promote walking and cycling to college?

Walking or cycling to college reduces pressure on public transport and is better for the environment and student and staff health. We already have a sizeable bike park for students and for staff operate the Cycle to Work scheme. As part of our Green Plan we will be working with students to promote an environmentally friendly approach to commuting. Through our tutorial programme and with the support of the Richard Collyer Union (RCU) we will regularly update students to raise awareness.

Health conditions, specific needs and attendance

Do students with underlying health conditions need to attend college?
During the lockdown period , students who are clinically extremely vulnerable should not attend and should study from home. All other students, including those who live in households with people who are clinically extremely vulnerable, should continue to attend lessons.
Do staff with underlying health conditions need to attend college?
During the lockdown period , staff who are clinically extremely vulnerable should not attend and should work from home. All other staff, including those who live in households with people who are clinically extremely vulnerable, should continue to work onsite.
What will you do for students or staff that are very anxious about being on site or have been negatively affected in terms of their wellbeing by the lockdown?
This is a perfectly understandable concern and our staff are ready to support students and their colleagues as best they can. We have outstanding wellbeing support for students on site and can refer externally as well where needed. Staff should raise their worries with their line manager or HR and where needed extra support can be provided.
What are you doing to protect staff who may be at a comparatively increased risk from coronavirus?
Some staff with particular characteristics may be at comparatively increased risk from coronavirus. If staff have particular concerns they should raise these with their line manager or HR in the first instance. We will discuss these concerns and explain the measures we are putting in place, considering each situation on a case by case basis. People who live with those who have comparatively increased risk from coronavirus can attend the workplace.
What support is in place for young people with SEND?
Our college support for students with SEND is outstanding and tailored to each individual student need. The same approach will apply once we reopen with staff considering needs on a case by case basis in discussion with the student and relevant staff.

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