

FAQs for spring term 2021 v 3 (national lockdown)

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 \(FE\) operational guidance](#)
- [Contingency framework: education and childcare settings \(excluding universities\)](#)
- [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](#)

NOTE: The college is closed until February half term. Please read the FAQs below and email communications for further guidance

Attendance and timetable

Is the college open during lockdown?
The college is not open to students generally and almost all staff will be working from home. Only a small number of students who meet the eligibility criteria as vulnerable or children of critical workers can attend onsite. If you are eligible and would like to request studying at Collyer's please email studentservices@collyers.ac.uk to arrange access.
What timetable do I follow?
All students will follow their regular timetable during lockdown and all sessions will be registered. This includes all lessons, tutorial, and any study support 1:1 sessions that are timetabled.
How will you monitor attendance and engagement?
Parents should report absence as usual to absence@collyers.ac.uk . Positive tests for COVID should also be reported to absence@collyers.ac.uk , even if students are still able to attend lessons remotely. Attendance and engagement will be monitored in the regular way by teachers and personal tutors remotely. We will check in on students if they miss lessons or fall behind and support plans will be put in place where needed.
Will college events take place in the spring term?
We are still finalising plans about college events during lockdown and either Rob Hussey or Andrea John will provide updates via email as appropriate.
What are the arrangements for vulnerable students and children of critical workers?
Only a limited number of rooms for quiet study and to use computers to access distance learning will be available. Social distancing will be carefully arranged in these spaces. The library and canteen will be closed. Students will unfortunately not be allowed access to social areas for safety reasons. The small number of staff and students who are allowed onsite during lockdown must all wear face coverings in all external areas and in corridors, but do not have to wear them whilst they are studying or working.
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 college website here as well as sent out via social media. Any individual student or staff positive cases will be updated on a table on the college website here .

COVID Safety

Will you have a one-way system around college?
Although there will be very few people on campus during lockdown – please still observe all signs and guidance about COVID safety – including one-way systems that are usually in place.
Do you have an up-to-date risk assessment?
Yes. This is shared with students and parents on the college website . We update this each time there is a significant change to the government guidance. Major updates that significantly change the risk assessment are approved by our Governing Body.
What should students and staff do on public transport to minimise risk?
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.
What hand sanitising arrangements will be in place?
A hand-cleaning point will 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.
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 10 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 and WSCC.
Do I still need to report positive tests for COVID?
Yes please. Email absence@collyers.ac.uk as usual, even if the student is still able to attend lessons remotely.
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 tabletops and contact points at the end of each lesson or usage.
What is happening about testing?
A lot of planning happened during the Christmas holiday to roll out the testing of students and staff, but this has slowed down now as we await further announcements. We will be offering testing to students and staff that are onsite during lockdown – more information in due course.

Teaching, learning and assessment

What is the plan for exams?
For the safety of students and staff we have decided to cancel January BTEC and Criminology exams. This will be disappointing and has been a tough decision, but we need to prioritise safety. Summer vocational assessments will be available if they go ahead, but A Levels and GCSEs have been cancelled. We await further announcements.
How will 100% distance learning work?
All sessions will be registered. At least 2 sessions per subject per week will be live lessons, the remaining 2 are flexible. Students are required to have cameras on at all times and mics used when required. This will help their education and their social connections during the lockdown. Any student that cannot meet that expectation should email their teacher to discuss.

Support for learners

What will you do for students that are very anxious 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 as best they can. We have outstanding wellbeing support for students and can refer externally as well where needed.
What are arrangements for safeguarding
Students or parents with significant safeguarding concerns should refer them to safe@collyers.ac.uk . General pastoral concerns should as usual be referred to the personal tutor in the first instance.
How will Study Support help learners?
This will continue remotely – weekly 1:1 sessions will operate remotely.
Will Bursary and Free School Meals payments go ahead?
Bursary payments to eligible students will still go ahead, along with provision for Free School Meals, which may be a payment but could be via vouchers. We are waiting on an update.

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