



20 August 2020

## Return to College Arrangement Upper 6<sup>th</sup>

Dear Upper 6<sup>th</sup> students, Parents and Carers,

I do hope this letter find you and your family safe and well. This letter is to set out our plans for your return to fulltime education. I apologise in advance for its length, but please read it carefully to ensure you are clear on our expectations of you.

As you will know the government announced in early July its plans for all students to return to compulsory education in September. We are looking forward to you coming back to College and have worked very hard since July to put plans and measures in place so that staff and students can be kept safe, whilst also focusing on what we do best - which is to deliver a full and high-quality education.

A key part of the planning has been to provide as much face-to-face teaching as possible and to provide even more areas on site for independent learning. I am conscious that although you have received excellent virtual tuition from your teachers over the last few months, you have been out of the classroom for that time too. We now need to focus on looking ahead, and to continue to provide you with outstanding teaching, learning and support, to help you realise your successes next summer.

Please also be aware that these plans have to be flexible and responsiveness to both a local context and any new guidance from the Department of Education or the Government Department of Health. If I need to make any changes this will be communicated as quickly as possible through email or text and also put onto our website. Please check your College emails and website regularly.

The full government guidance can be found:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

The guidance is clear that prevention is of paramount importance and places responsibilities on the College to ensure that:

1. Contact is minimised with individuals who are unwell with coronavirus or its symptoms.
2. Hand cleaning takes place more regularly than usual.
3. We ensure good respiratory hygiene and promote the 'catch it, bin it, kill it' approach.
4. We introduce enhanced cleaning of the site, especially frequently touched surfaces.
5. We minimise the contacts and mixing between people and that social distancing is maintained.

### System of Controls:

- **AMENDED TIMETABLE:** Only Upper 6<sup>th</sup> will be in 2<sup>nd</sup> Sept to the 4<sup>th</sup> September: Your timetable will be as follows:

Wednesday 2 <sup>nd</sup> Sept	B	F	15	F	E	LUNCH (45)	A	A
Thursday 3 <sup>rd</sup> Sept	D	E	15	E	C	LUNCH (45)	B	B
Friday 4 <sup>th</sup> Sept	A	C	15	C	F	LUNCH (45)	D	D

- **Week beginning 7<sup>th</sup> September: NO UPPER 6<sup>th</sup> ON SITE.** You will follow the timetable below for virtual teaching and learning.
- **Week beginning 14<sup>th</sup> September until further notice:** You will follow the Timetable below:

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm
MON	C	C	15	A	A	LUNCH (45)	D	D
TUE	A	C	15	C	F	LUNCH (45)	D	D
WED	B	F	15	F	E	LUNCH (45)	A	A
THU	D	E	15	E	C	LUNCH (45)	B	B
FRI	F	F	15	B	B	LUNCH (45)	E	E

### Further support for your studies:

- The hall and both Upper Study area and Lower Study Area will be set out to enable distanced independent study to take place. You may wish to bring your own device to help you study.
- There will be both tutorials and PTE, these will be delivered both face-to-face and virtually.
- There will be no formal assemblies until further notice, these will be delivered virtually.

### There are some IMPORTANT Rules YOU MUST FOLLOW WHEN ON SITE:

The main rule: Either you will be class or in an independent study area. There must be no congregating on the college site at any time. You must socially distance wherever possible at all times.

Therefore:

- Use the sanitisers at the entry and exit to every building and on entry to each classroom.
- Maintain social distancing from your teachers at all times.
- Follow the new one-way system for each building and for around site, see attached guide.
- **DO NOT USE THE MAIN RECEPTION to get to another BUILDING: YOU MUST USE OUTSIDE WALKWAYS**
- Only arrive in time for your very first lesson of the day
- If you arrive early you must be off site or in an independent learning area, such as the library, IT suites or the learning bays set out in the main hall.

- Do not arrive on College site and expect to socialise in small groups as you have done previously.
- No morning breaks will be in the Lower study Area, Upper Study Area or Refectory.
- You must remain in your classroom for a morning break on Tuesday, Wednesday and Thursday.
- Morning breaks on Monday and Friday must be taken immediately outside the building you are in or outside the building you are moving to.
- Please leave the College site at the end of each day after your final lesson OR use an independent study area.

#### **LUNCH**

- There are three places to get food for lunch: The main refectory, the sandwich shop in St Joseph's Court and the new Concession shop downstairs in the Lower Study Area.
- These will all be open, from approximately 11.30 – 2pm but can only accommodate a small number of students socially distanced at any one time. Your lunch time opportunity will therefore be staggered and you will be expected to vacate the refectory area as soon as possible.

#### **STUDENT SERVICES QUERIES (Bursary, Transport, etc)**

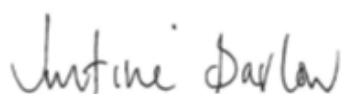
- Please use your College email to communicate with your Achievement Tutor as much as you can and they will either answer your queries or be able to set up 1-1 appointments with the person you need to see.

It is imperative that you follow our guidance completely. Any student who does not, is in breach of our Behaviour Policy and could risk their place at College.

I hope this letter has answered your immediate questions, more information will be given once you start College, but if you have any further questions or concerns please contact us via [enquires@notredamecoll.ac.uk](mailto:enquires@notredamecoll.ac.uk)

We are all looking forward to seeing you on Wednesday 2<sup>nd</sup> September.

Yours sincerely



**Mrs J Barlow**  
**PRINCIPAL**