



Student Guide to the Autumn Term

We are really looking forward to welcoming all students safely back to the building. The key things for students to remember are contained in the NSFC Top 10. Your teachers will talk through the extra detail you may need. This detailed document summarises some of the key changes to the timetable and building if you want to find out more. A full Risk Assessment is also available.

When do students need to come in?

One block will be timetabled per day (Monday-A, Tuesday-B, Wednesday-C, Thursday-D, Friday-E). There will be 2 x 2 hour 15 minute lessons per subject per week. All students with a subject in that block will be required to attend on the day. On average 75% of students will be per day. Staggered start, finish and lunch times on the day will ensure each year group remains in a 'bubble'. This is a temporary timetable adjustment until it is safe for us to revert to our normal timetable.

2hrs15 per session. 30 minute lunch

	Y12	Y13	GCSE
9			
10	930 - 1145		
11		1015-1230	
12	Lunch (1145-1215)		1100 - 1315
13	1215 - 1430		Lunch (1315 - 1345)
14		1300 - 1515	1345 - 1600
15			

Personal Development sessions and EPQ will be scheduled as TEAMS meetings and student timetables will show 7 hours of 'independent study' in their spare blocks.

No enrichment sessions will run in the first half term but we have some exciting plans for how we can deliver this, and will share these after the start of term.

How will classrooms be organised?

Classrooms have been set up in rows facing the front. Desks are placed to have 1m separation between students.

A few rooms have different arrangements for example computer science and your teachers will explain these to students.

Hand sanitising stations and additional cleaning materials are placed by the door. All classes will have a consistent seating plan that is recorded by the teacher and adhered to for all lessons. There will be a hazard taped 2 metre box at the front of the room for the teacher. Classroom desks and teacher desk will be wiped down by cleaners before the start of each day. Computer keyboards and mice will not be cleaned and need to be wiped down using the alcohol wipes in the room.

Students should minimise what they bring to college, and will only require materials for one subject on any day.



What should student do when they arrive?

Aim to arrive no more than 10 minutes before the start of lesson. A hand sanitiser is available on the front wall and additional stand dispensers are being placed by the door. Please go straight to your classroom when you arrive.

What toilets are available?

All toilets are available, give way signs are on the exterior doors. Some urinals, and washbasins have been sealed off to help social distancing. Students who need to use the toilet in lesson should be allowed to do so should use the inclusive toilets to help keep year groups separate.

Social Distancing and Hand Hygiene:

Keep 2 metres from other people including if queuing for the toilet or food.

You should only work at one desk during the day. There should be no 'hot desking'.

You should wash your hands regularly through the day.

Do students need to wear face covering?

The college promotes a 'catch it, kill it, bin it' approach through posters and communications. Students and staff members will be allowed to wear face coverings if they wish to do so. From Monday 21/9/2020 we will require face coverings in the corridors and public areas of the building, and recommend not wearing them in classrooms or offices. Face coverings are not required in the refectory. Any student with concerns over wearing a face covering or buying a face covering should speak to a member of staff.

What about food and drink?

The water fountains are not in use and we would ask all students to bring packed lunches if possible. This will reduce queues during lunchtime. Costa and the refectory will be open with a queueing system and any student who is eligible for Free College Meals will be able to use this as usual.

How should students travel to college?

You should walk or cycle to college if possible. Car parking is also available if you drive but you should not give lifts. The government has made it clear that it is ok to use public transport to get to college but you should follow the guidance to wear a face covering if doing so.

Moving around:

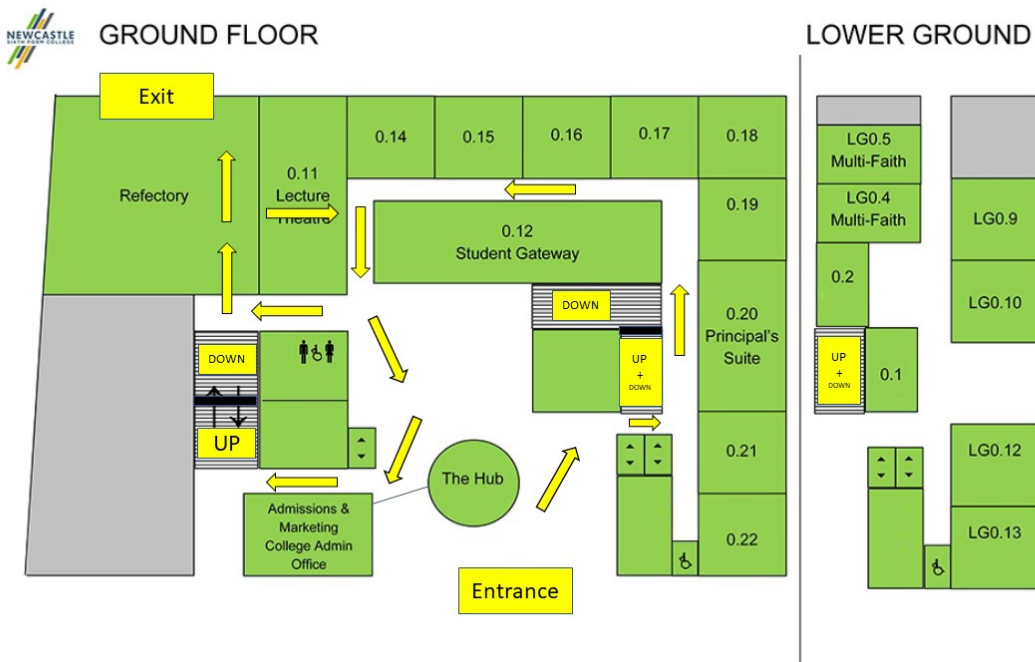
A one way system has been introduced (see diagram at end) and is clearly marked. Staircases are marked as either up or down. Please use this as we want to create the routines for when we have more students and staff in.

Lifts are either for 1 or 2 people at a time and are marked with signage. Please only use the lift if you have a genuine need.

A few corridors are two way and marked with 'give way' signs. Please walk on the left.

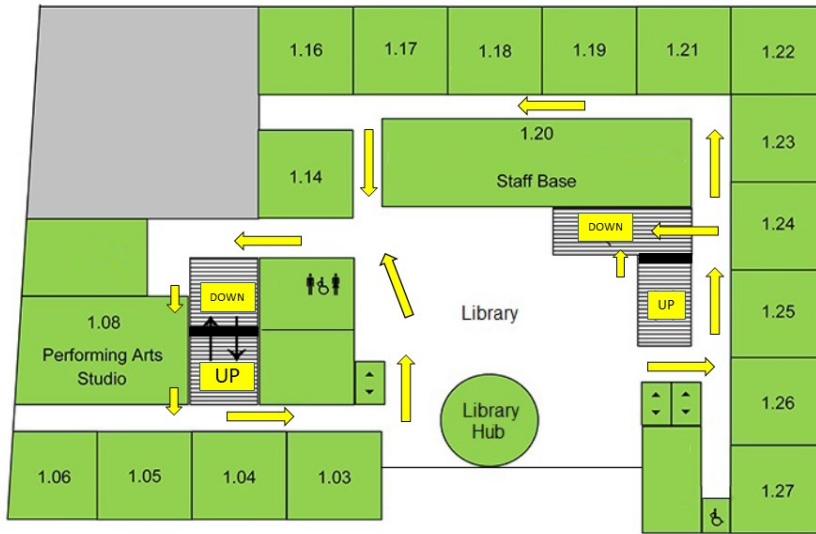
If the fire alarm sounds you do not need to follow the one way system and should leave by the nearest exit.

Please leave through the refectory doors.

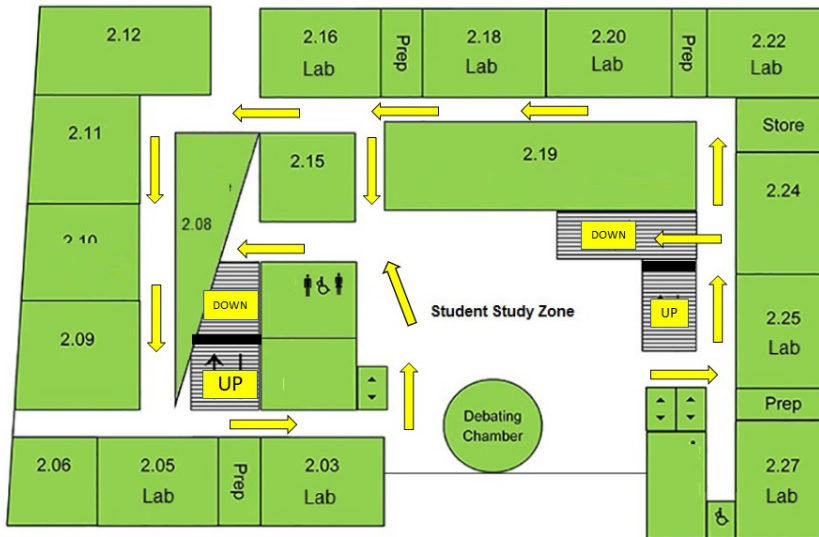




FLOOR 1

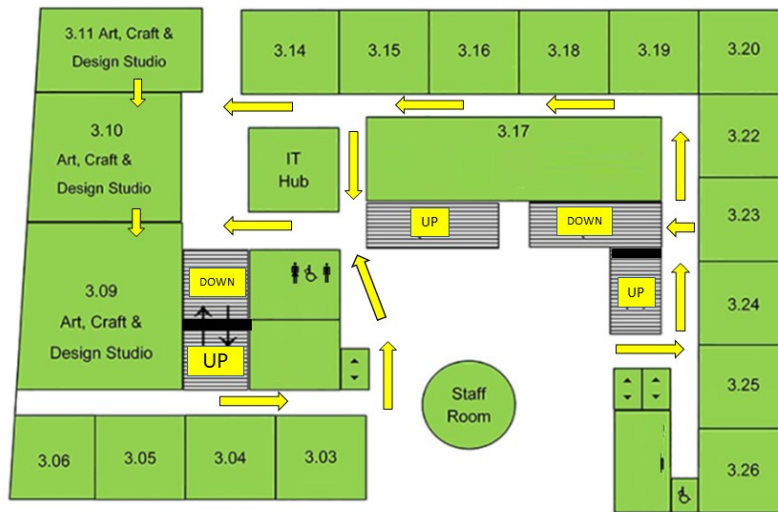


FLOOR 2





FLOOR 3



Managing Lunchtime, open spaces, study areas and the library:

All students and staff will be encouraged to bring their own lunch. At the start of term, students will have the option to stay in their classroom to have lunch or leave the building to have lunch. Where it would be unsafe for students to have lunch in their classroom e.g. labs/computer rooms, an alternative room will be provided. Students will need to ensure that they have put all waste into the main recycling bins by the end of the lunch period and are in the routine of clearing up any spillages with the in class wipes. Additional cleaning has been booked for all classrooms before college each day. The college will look to open more public spaces if it is safe to do so, and once students are back into a routine. Students must not congregate in the public areas of the building.

Teachers are not required to stay in their classroom over lunchtime, but can do so.

At the start of term, the library will only be available for students to borrow books at lunchtime. Students will not be allowed to sit in the library. A plan for the wider opening of the library will be shared later in the term.

What if a student at college think they might have coronavirus symptoms?

They need to go home and all members of their household need to self isolate immediately and go to <https://www.gov.uk/get-coronavirus-test> or contact 119 to arrange for a test. They should tell a member of staff and then leave immediately. If they are under 18 they need to speak with their parents to confirm that they are going home. If they are unable to contact their parents or are unable to make their own way home bring the member of staff will bring them to 0.28. They should try to stay 2 metres away from other people and avoid touching any surfaces.

What if a student feels unwell with coronavirus symptoms at home?

If you or a student are unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to college and should follow [guidance for households with possible or confirmed coronavirus](#) (COVID-19) infection, which sets out that they must self-isolate for 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.

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If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

Student absences for self isolation will be authorised and a note made on etrackr to allow for monitoring. They will not affect bursary payments. Any student found to be fraudulently claiming to be self isolating will be followed up using the college disciplinary process and should be aware that their place at the college may be at risk.