

Protocols for Students

We want students to be able to enjoy the full range of educational and enrichment opportunities available at College. In order to do this we would ask for your co-operation in following the protocols below which will tell you what to do for your own safety and for the safety of other students and staff members.

While we will be understanding of students who make honest mistakes, deliberate or persistent disregard for these protocols will be seen as a breach of College rules. If you have an underlying health condition or there is some other reason why you think that any of the protocols do not apply to you, please discuss this with your tutor so that we can make arrangements to meet your individual needs.

Important – COVID-19

You must:

1. Not come into College if you have any of the symptoms that indicate the possibility of having COVID-19. You must inform us in such cases.
2. Not come into College if you live with anyone who has symptoms of COVID-19. In such cases you must not attend until a 14-day self-isolation period has passed.
3. Go to the Enquiry Zone if you develop symptoms whilst in College. A first aider will look after you until you are collected by your parent/guardian. You must not use public transport to travel home if you have symptoms.
4. Bring a face mask to College. You must wear it when travelling on public transport and when moving around corridors where it may not be possible to maintain physical distance at all times. You may be asked to use your face mask in certain situations and you are welcome to use a face mask at other times if you feel safer or more comfortable doing so. If you are medically exempt and cannot wear a mask please speak to your tutor.

Arrival at College

1. The College day will be staggered as follows for the first few weeks:
 - If you are in a **first year class** e.g. A Level/Applied year 1 or GCSE/Applied Level 2, your first lesson will start at **8.50am** and the last lesson of the day will finish at **4pm**.
 - If you are in a **second year class** e.g. A Level/Applied year 2, your first lesson will start at **9.10am** and the last lesson of the day will finish at **4.10pm**.
2. Please use the nominated entrance or exit depending on where your first or last lesson will take place as outlined below. Senior staff will be present to direct you if you are unsure. Please follow the instructions of staff who will be at the designated College entrances for arrival and departure.

What room are you going to?	Which entrance should you use?
G2 – G9	South Entrance
G12 – G22	Science Entrance
G25 – G32	Main Entrance
1.15 – 1.24	
1.25 – 1.29	Science Entrance
2.1 – 2.14	South Entrance
2.15 – 2.20	Main Entrance
2.22 – 2.28	Science Entrance
3.1 – 3.12	South Entrance
3.14 – 3.17	Main Entrance
3.19 – 3.26	Science Entrance
LRC	Main Entrance
Cafeteria	Via Cafeteria entrance/exit
Hall	Via Cafeteria entrance/exit

3. You must use the hand sanitiser on arrival and departure, and wash your hands regularly during your time at College.
4. Please go directly to the timetabled room for your first lesson. Rooms will be unlocked so please go straight into the room rather than wait in the corridor (unless specialist equipment e.g. labs).
5. If you arrive at College but do not have a timetabled lesson you should wait outside or go to the Cafeteria or LRC. Please note that if you do not have a lesson you must not be in the corridors between 8.40 and 9.10.
6. Maintain physical distancing in all social spaces and adhere to ground markings throughout College at all times
7. Wherever possible you must register your presence by using your swipe card on entry.

8. On arrival we will be carrying out visual and aural checks for symptoms of COVID and your temperature may be taken by a fever detection camera. If we think that you are showing any symptoms or your temperature is raised, this will be handled discretely and a first aider will attend to you.

Movement around College

You must:

1. Wear a face mask in corridors where physical distancing may not be possible at all times.
2. Adhere to the one-way system in place on stairs, Cafeteria and other areas.
3. Keep to the left-hand side when travelling around the building to avoid contact.
4. Use hand sanitiser in communal areas and wherever possible bring your own sanitiser.

Use of Classrooms

1. Please do not move any furniture (unless instructed by a member of staff) as this has been arranged so that all desks and chairs are forward facing;
2. Please keep doors, windows and vents open at all times to facilitate ventilation.
3. Ensure that you bring their own equipment and materials and do not to share them with others unless this is essential and unavoidable
4. Please use the wipes provided to clean resources or equipment where shared use cannot be avoided.
5. Wash your hands / use sanitiser immediately after handling any resources shared with others. Your teacher will confirm arrangements for electronic submission of work wherever possible.
6. If the weather is poor, classrooms will be available for you to spend your break and lunch with your class 'bubble' and you will be able to eat cold food in the classroom.

Wearing of Face Masks

1. You must bring a face mask with you to College.
2. If you are travelling on public transport please wear a mask. If you arrive wearing a disposable face mask and have travelled on public transport, you must dispose of these safely in the bins provided. If you have a reusable face mask, you should remove your mask (without touching your face) once in the classroom and place it in a sealable plastic bag to then be stored within your work bag.
3. You must wear your mask in corridors unless you are medically exempt. Please advise us in such instances.
4. If a member of staff has an underlying health condition or if there is a need for close contact lasting more than 15 minutes they may ask you to wear a mask when speaking with you on a one-to-one basis.
5. If you feel safer or more comfortable wearing a mask throughout the College day, you are welcome to do so.

Common and Social Spaces

You must:

1. Follow ground markings and signage and maintain physical distancing in all social spaces.
2. Respond positively to any instruction from staff in relation to safe use of common and social spaces.
3. Keep to the left-hand side and adhere to one-way systems where these are in operation.
4. The Cafeteria and Hall are designed as spaces for eating, however, given the need for physical distancing to be maintained, the capacity of these spaces is limited. We would encourage you to use outdoor areas (or classrooms in poor weather) to eat cold food.
5. The Cafeteria will be providing a reduced menu on a grab and go basis. You are welcome to bring your own food into College which can be eaten in classrooms with your class 'bubble'. Please note that all purchases must be made using contactless payment. In an emergency please speak to us and we will make arrangements.
6. Use the outdoor recreation area or College grounds during any free time if the weather permits whilst ensuring that physical distancing is maintained. Additional seating has been made available.
7. Not enter the smoking area for any reason. This area will be closed until further notice. You are reminded that the College is a non-smoking site and this includes vaping.
8. Use the hand sanitiser available before entering and leaving common and social spaces.
9. Use the wipes provided to clean desks and equipment you may use in common and social spaces after use e.g. keyboards, mouse and printer screens.
10. Not move furniture in communal spaces such as the cafeteria as this has been reconfigured or removed to ensure that physical distancing can be maintained.
11. Not use changing rooms or shower facilities. If you are participating in sport you should come to College appropriately dressed.
12. Adhere to restrictions on the number of students allowed to use toilet facilities at any given time.