Coronavirus - Student Services & General Guidance

The Student Services & General Guidance is provided to help ensure that students can access the relevant advice and support for student’s studies. Within the College Portal, students should click on the ‘Student Life’ and ‘Study Support and Careers Tabs’ tabs to find the guidance, resources and email contacts students need. Parents and Carers can access further information about student services via the ‘Student Life’ tab on the College website. Please see below for further details for each service:

Personal Development Programme (PDP)

- Where possible, Personal Development Programme (PDP) lessons and support will be delivered via Microsoft Teams or by another method, every Thursday Period 4, as confirmed by your tutor.
- Tutors will be providing key guidance in relation to Progression Pathway choices, After Esher Day, Student Union Elections, Progress Review 4 and UCAS, so ensure that you continue to work with your tutor.

Learning Support

- If you have a timetabled study support (QSUP) lessons will, where possible, you will continue to have lessons via Microsoft Teams or other method confirmed by your Learning Mentor.
- See ‘College Portal>Study Support and Careers>Study Centre’ for further guidance and resources.

Student Welfare & Safeguarding

- See ‘College Portal>Student Life>Health & Wellbeing’ guidance, resources and contacts to help support you with any health, counselling or safeguarding needs.
- Current student clients can contact their counsellor Viv or John via their College email address as normal. External counselling support is available at Kooth.com
- Contact the appropriate external health number or agency if you have a medical concern. Where possible, our College Nurses will be contactable during their usual working hours via email.
- If you have a safeguarding concern, please contact your local authority safeguarding hub (MASH) or the College Designated safeguarding lead.
- If the concern is an emergency, contact the relevant emergency service.
- Please read the new Coronavirus annex (pages 9 and 10) within the Safeguarding and Child Protection Policy – available here. Within the annex is advice and guidance about mental health and how to stay safe when remote working.

Learning Resources Centre

- See ‘College Portal>Study Support and Careers>Learning Resources Centre’ for further guidance and resources.
- The Learning Resources centre will be contactable during the College working day via College email.
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Progression Guidance

- See ‘College Portal>Study Support and Careers>Progression Guidance’ for further guidance and resources.
- The Progression Guidance Team will be contactable during the College working day via College email.

Examinations

- See ‘College Portal>Study Support and Careers>Examinations’ for further guidance and resources.
- The Examinations Team will be contactable during the College working day via College email.

Bursary

- Bursary Fund payments as planned for the remainder of the summer term – please check your email for further updates.
- A substitute payment for Free School Meals will be made via BACs – please check your email for updates.
- Please see ‘College Website>Student Life>Support Your Needs> Finance’ for further information.

Policy and Procedures

- Due to the impact of Coronavirus the educational landscape is fast moving and constantly shifting, so please be aware that Esher Sixth Form College policies (such as UCAS Grade Policy, Progression Policy) and procedures (such as Progress Review) will only be formally updated once Department for Education guidance enables us to do so with the required level of clarity and confidence we require.