

COVID-19 Charter

Overview

This COVID-19 Charter provides information and guidance in relation to COVID-19 for students while they engage with their studies at Esher Sixth Form College. This document should be read together with the existing College policies and procedures, which are available on the College website, in particular:

- Student Contract and Code of Conduct
- Safeguarding and Child Protection Policy
- Cause for Concern Procedures

In addition, government, NHS and College guidance can be found via the below links:

- Department for Education: [LINK](#)
- Education Hub – Back to College Guidance: [LINK](#)
- NHS: [LINK](#)
- COVID-19 Wellbeing Advice: [LINK](#)

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Attendance and Academic Engagement

- As with regular absences, COVID-19 absences (symptoms, positive LFD/ PCR test, quarantine) must be reported by a student's parent or carer before 8.30am via the College email covidabsence@esher.ac.uk.
- Please include in all COVID-19 absence emails where applicable: Name of the Student, which symptoms they have experienced and from which date, the type of test (PCR/LFD) used, the date the positive LFD/PCR test was received and the date of when their isolation/quarantine period ends. All COVID-19 cases will be managed with the utmost privacy as consistent with DfE/PHE guidance. Absences will only be authorised in line with NHS COVID-19 guidance.
- All COVID-19 absences (symptoms, positive LFD/ PCR test, quarantine) need only to be reported on the first day of an absence. If your isolation period is ending early (for example, a negative PCR test over-rides a positive LFD test), please inform covidabsence@esher.ac.uk.
- Students will only be able to access lessons remotely via Teams if they are recorded as a COVID-19 absence (symptoms, positive case, quarantine). All COVID -19 absentees should ensure that Teams is installed and open on a suitable device. A COVID-19 absent student will be invited to attend a Teams meeting via their class Team or work will be set by the teacher. Remote access to lessons will not be available in any other circumstances.
- Government guidance states that close contact tracing will now be undertaken by NHS track and trace and that anyone under the age of 18 years and 6 months (or fully vaccinated) are not required to self-isolate if they are a close contact of or live in the same household as someone with COVID-19. Instead, students will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Unless a student has symptoms, there is no requirement to isolate while you await a test result.
- NHS guidance states that students should get tested for COVID-19 if they develop one or more of the main symptoms: a high temperature; a new, continuous cough; or the loss or change of your sense of taste or smell. In addition, they should get tested if you are recommended to do so by a healthcare provider (e.g. GP).
- All Clinically Extremely Vulnerable (CEV) students should attend College unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their clinician not to attend.

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- Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend College.
- If a student becomes unwell on campus, they must immediately inform a member of staff or go to the College Nurse office. There is guidance on the door in relation to seeing a nurse, or if outside of their working hours, how to access other support. If you are experiencing a COVID-19 related symptom (see below) please call reception (020 8398 0291) for further instruction and so we can arrange for a parent or carer to transport you home.

Home Testing

- COVID-19 Test kits are available for collection from the pick-up point in College. Students are continued to be encouraged to undertake two home LFD Tests per week.
- Instructions and further guidance can be accessed [here](#). All students are required to upload their test result (negative/invalid/positive) to the government website ([LINK](#)) and via their database profile (Support>COVID-19 Test Result or use this [LINK](#)).
- Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. If the PCR test is negative, it overrides the self-test LFD test (at home only) and the student can return to College.

College and Local Community

- While on site students must ensure they follow the College signage in relation to hand sanitisers, hand washing, toilets, one-way systems, social spaces, and other facilities.
- Students are welcome to wear a face covering in all areas of the College, and we recommend that you do so in corridors and communal areas. The Government regularly reviews guidance, and we will make changes as and when required.
- Students must place reusable face coverings in a sealable plastic bag and avoid touching the front of their face covering during use or when removing it.
- We have additional day-time cleaners on site, but we also encourage students to bring in their own sanitiser and hand wipes.
- Students should wash their hands either with soap and water for 20 seconds or use hand sanitiser when they arrive at site, return from breaks, change rooms and before and after eating.
- Students must ensure that outside of College, that they adhere to government guidelines, in particular, when making use of local shops and public transportation.

If you have any questions in relation to the COVID-19 Charter, please speak to your Tutor.