



COVID 19 Charter, General Guidance & Student Services Support

Overview

This guidance provides an overview about our expectations of you while engaging with your studies at Esher Sixth Form College and general information as to how best access our services. 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](#)
- NHS: [LINK](#)
- COVID 19 Wellbeing Advice: [LINK](#)

COVID 19 Charter

Timetable

- From the 19th April, all 6.1 and 6.2 students are required to attend all their timetabled lessons in College.
- The only exception to in College attendance is the weekly 6.1 and 6.2 Personal Development Programme (PDP) tutor period. If students are in-College they must attend PDP in-person, if not, they must attend PDP remotely via a Teams Meeting.
- A 'Block Timetable' will be in place until May half-term – please see [here](#).
- The block timetable is based on where blocks are in the present College timetable – this means that most lessons will be on a similar day/morning/afternoon to where they are now.
- Students should only be on the College site if they have a block timetable lesson that particular day.
- Teachers will not necessarily use all of the longest morning block. When the College is required to run training as directed by JCQ/Ofqual/DfE, short notice changes to timetabled lessons may be actioned where required.
- Students will receive an email notification during the Easter Break when updated timetables are available to view via their College Portal Profile.
- For 6.1 students Complementary Studies and the High Achievers Programme will not be running after the Easter Break.
- For 6.2 students Progression Pathways will not run after the Easter Break except for AS Further Maths and Core Maths.
- Sports Teams will be in contact with affected students about sessions that will be available after the Easter break.
- Students are requested in the summer term to access lunch in the café at two different times. 6.2 students can access the café 12.00 to 12.30pm and 6.1 students 12.30 to 1.00pm.

Attendance and Academic Engagement

- As with regular absences, COVID 19 related absences (symptoms, quarantine, isolation) must be reported by your parent or carer on a daily basis, by emailing covidabsence@esher.ac.uk ideally prior to 8.30am. A parent or carer must state as clearly as possible the circumstances for their absence so we can record the appropriate authorisation code. Students will not be penalised for a COVID related absence.

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- At the earliest possible opportunity, parents must report via covidabsence@esher.ac.uk if your son or daughter has tested positive for COVID 19. Please include in your email: Name of the Student, which symptoms they have experienced and from which date, the type of test (PCR/LFD) used, the date the positive test was received and the date of when their isolation period ends. All COVID 19 cases will be managed with the utmost privacy consistent with DfE/PHE guidance.
- Students will only be able to access lessons remotely via Teams if they are recorded as a COVID related absence (positive case, quarantine, isolation). A COVID related absence student will be invited to attend a Teams meeting via their class Team. Remote access to lessons will not be available in any other circumstances.
- If a student becomes unwell on campus, they must immediately inform a member of staff or go to the College Nurses 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.
- NHS guidance states that you should get tested for COVID 19 if you 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, you 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 another specialist care and have been advised by their clinician not to attend.
- Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend College.

Home Testing

- COVID 19 Test kits are available for collection from the pick-up point in the canteen where opening times are displayed.
- 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. Those with a negative LFD test result can also continue to attend College and use protective measures.

College and Local Community

- While on site ensure you follow the government social distancing guidance and other requirements outlined by College signage in relation to hand sanitisers, hand washing, toilets, one-way systems, social spaces and other facilities.
- You are required to wear a face covering at all times while in any internal College space, unless you are exempt for a medical reason and wear a hidden disability lanyard (can be purchased via [LINK](#)). In a classroom a teacher may request that a student or class, remove a face covering for teaching and learning purposes.
- You must put any temporary face covering that you have been wearing in a covered bin.
- You must place reusable face coverings in a sealable plastic bag and avoid touching the front of your face covering during use or when removing it.
- We have additional day-time cleaners on site, but we also encourage you to bring in your own sanitiser and hand wipes.

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- You should wash your hands either with soap and water for 20 seconds or use hand sanitiser when you arrive at site, return from breaks, change rooms and before and after eating.
- All students are required to keep a 2-metre distance from all staff wherever possible or 1 metre with additional mitigations.
- Students must ensure that outside of College, that they adhere to government guidelines, in particular, when making use of local shops and public transportation.
- At present for health and safety reasons we must minimise visitors coming into College, and any parent/carer appointments that would have been hosted on the campus, will be via telephone or Microsoft Teams.

Travel

- Wherever possible, please walk or cycle to College.
- You must follow the latest government and transport operator guidance when travelling to and from College.
- If you are dropped off or picked up by car, the driver must always remain in the vehicle.
- Car sharing should be avoided, if this is the only solution, then take sensible precautions.

IT

- Students are reminded to adhere to Student Code of Conduct, making particular reference to the IT Code of Conduct.
- With Microsoft Teams, all staff will normally turn on their video option when delivering blended lessons and one-to-ones, and we would encourage you to do the same unless unable to do so (for example your bandwidth may not always allow this option).
- When using video on Microsoft Teams, ensure that you are wearing appropriate clothing, use a head and shoulders shot and make sure your background is appropriate and blurred.
- All Microsoft Teams lessons and one to ones may be recorded for teaching, learning and safeguarding purposes.
- When using Microsoft Teams, students and staff should be respectful of other users in the language that they use and in their onscreen behaviour.

General Guidance & Student Services Support

The Student Services & General Guidance is provided to help ensure that you can access the relevant advice and support for your studies. Within the College Portal, you should click on the 'Student Life' and 'Study Support and Careers Tabs' tabs to find the guidance, resources and contacts you need. Please see below for further details for each service:

Tutor and Personal Development Programme (PDP)

- Personal Development Programme (PDP) lessons and support will be taught live both in College and via Microsoft Teams every Tuesday @ 1.00pm (6.1) or Thursday @ 1.00pm (6.2) with your tutor. If students are in College they must attend PDP in-person, if not, they must attend PDP remotely via Teams.
- If you have any support needs during your studies, speak with your tutor.



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Learning Support

- See 'College Portal>Study Support and Careers>Study Centre' for further guidance and resources.
- In the new term, Learning Mentors will contact students about how they can continue to access support.
- Learning Support are contactable during the College working day via studycentre@esher.ac.uk

Student Welfare, Safeguarding & Visitors

- See 'College Portal>Student Life>Health & Wellbeing' guidance, resources and contacts to help support you with any health, counselling or safeguarding needs.
- Students 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. Our College Nurses will be contactable during their usual working hours via collegenurse@esher.ac.uk to book an appointment.
- If you have a safeguarding concern, please contact safeguarding@esher.ac.uk and if outside of the College working day, contact your local authority safeguarding hub (MASH) or central single point of access (C-SPA).
- If the concern is an emergency, contact the relevant emergency service.
- Please read the Safeguarding and Child Protection Policy for more information.

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 remotely during the College working day via lrcrequests@esher.ac.uk
- Both Learning Resources Centres are open to students. Where possible, students are actively encouraged to bring their own device to College to help facilitate private study.

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 progression@esher.ac.uk

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 exams@esher.ac.uk

Bursary and Free School Meals

- Bursary Fund payments information will be emailed to successful applicants.
- With the full return of students, Free School Meals payments will return to a daily (Monday to Friday) payment of £3.50 which is loaded onto student ID cards which can be used to make payment in the College Café.
- Bursary and Free School Meals payments will not be made during College holidays.
- Please see 'College Website>Student Life>Support Your Needs> Finance' for further information and contact details.

Policy and Procedures



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- Due to the impact of COVID-19 the educational landscape is fast moving and constantly shifting, so please be aware that Esher Sixth Form College policies and procedures will be updated when required.