



## 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

#### Attendance and Academic Engagement

- You are required to attend and engage with all your timetabled lessons via the weekly prescribed mode of teaching (in-College or remote). You cannot choose to access remote teaching when your prescribed week of teaching is in-College. We are unable to consider or process any individual requests by students, carers or parents to switch between Week A or B cohorts, be in Group C or access lessons solely remotely.
- You must ensure that you only attend the College campus when your weekly teaching delivery is in-College. If your teaching mode is remote, you must not enter the College campus for any reason.
- Only priority students (Vulnerable young people or designated courses) who have already been identified and contacted by the College (Week C Cohort) are able, and required to, attend all lessons in College every week.
- Vulnerable young people are defined as: Looked After Children, a Child in Need (Section 17), subject to a Child Protection Plan/Enquiry (Section 47), assessed as vulnerable by social care services, young carers or currently hold an EHCP (Education Health and Care Plan). All qualifying students have been already contacted by the College and we are unable at this time to consider any individual requests from students, carers or parents to be included within the Week C Cohort.
- Priority students who are Week C Cohort due to studying a course(s) which require attendance in College in order to complete the course specification and fulfil the Assessment Objectives have been informed via email.
- As with regular absences, COVID 19 related absences (symptoms, quarantine, isolation) must be reported by your parent or carer on a daily basis, by telephoning reception or emailing [absences@esher.ac.uk](mailto:absences@esher.ac.uk). Your parent or carer must state as clearly as possible the circumstances for your absence so we can record the appropriate authorisation code. Students will not be penalised for a COVID related absence.
- At the earliest possible opportunity, parents must report via [absences@esher.ac.uk](mailto:absences@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 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.
- If you are authorised absent from College, and where you are well enough to do so, you should engage in remote teaching. If when absent you engage with remote teaching during a week where your teaching mode is in-College, you will still be registered with the appropriate absence mark.

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- If you become unwell on campus, please 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 you visit 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).
- The latest Department for Education Guidance states that students who remain in the clinically extremely vulnerable group should return to College from 2 December unless they are one of a very small number of students under NHS care (such as recent transplant or immunosuppressed students) and have been advised specifically by their GP or clinician not to attend College.
- The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some tier 3 areas. The government will write to families separately to inform them if clinically extremely vulnerable students are advised to shield and not attend their setting.
- Students who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend College.
- Further guidance for the clinically extremely vulnerable is available [here](#).

### 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.
- We have additional day-time cleaners on site, but we also encourage you to bring in your own sanitiser and hand wipes.
- You are required to wear a face covering while in College corridors or internal non-classroom communal spaces (such as the canteen and LRC1/2) where social distancing cannot be easily maintained, unless you are exempt for a medical reason and wear a hidden disability lanyard (can be purchased via [LINK](#)). You do not need to wear a mask if you are eating or drinking in the canteen.
- You must ensure that you are wearing a face covering prior to leaving or entering a classroom.
- 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.
- 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/carers appointments that would have been hosted on the campus, will be via telephone or Microsoft Teams.



## **COVID 19 Charter, General Guidance & Student Services Support**

### **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 remote lessons and for one-to-ones, and if able to do so, we would encourage you to do the same (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 should 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. When you are engaged in your remote week of teaching, it is essential that you are familiar as to how to best contact and make use of services when unable to access the campus. With all services, face to face appointments are available when you are engaged with in-College mode of teaching, but where possible, these appointments should be booked in advance via email. If you are engaged with the remote week of teaching, or where appropriate in-College, appointments will be available via either telephone or Teams.

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 Period 4 (6.1) or Thursday Period 4 (6.2) with your tutor.
- If you have any support needs during your studies, speak with your tutor.

#### **Learning Support**

- If you have a timetabled study support (QSUP) lessons will, you will continue to have lessons taught onsite and via Microsoft Teams by your Learning Mentor.
- See 'College Portal>Study Support and Careers>Study Centre' for further guidance and resources.



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- Learning Support are contactable during the College working day via [studycentre@esher.ac.uk](mailto: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](mailto:collegenurse@esher.ac.uk) to book an in-College or Teams appointment.
- If you become unwell on campus, please 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 you visit 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 to arrange a parent or carer to transport you home.
- If you have a safeguarding concern, please contact [safeguarding@esher.ac.uk](mailto: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. Within the policy 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 remotely during the College working day via [lrcrequests@esher.ac.uk](mailto:lrcrequests@esher.ac.uk)
- Both Learning Resources Centres are open to students who are receiving the in-College mode of teaching. Please be aware that capacity is reduced due to social distancing measures, and where possible, you are actively encouraged to bring your 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](mailto: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](mailto:exams@esher.ac.uk)

### Bursary and Free School Meals

- Bursary Fund payments information will be emailed to successful applicants.
- While we continue with a blended mode of teaching a substitute payment for Free School Meals will be made via BACs – please check your email for updates.
- Bursary and Free School Meals payments will not be made during College holidays.



### **COVID 19 Charter, General Guidance & Student Services Support**

- Please see 'College Website>Student Life>Support Your Needs> Finance' for further information and contact details.

#### **College Café**

- You are encouraged to bring your own lunch to College and there will be a 'grab and go' catering service of hot and cold food from the College Café.

#### **Policy and Procedures**

- 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.