



COVID 19 Charter, General Guidance & Student Services Support

Overview

This guidance provides an overview about our expectations of you while engaging with your studies remotely 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

- As directed by the Department for Education, until further notice you are required to attend and engage with all your timetabled lessons remotely.
- You must engage with all timetabled lessons and complete all work set by your teacher.
- During this period of remote teaching, you must only enter the College campus if you are accessing an external examination or are a vulnerable young person who is accessing pre-booked on-site support.
- Vulnerable young people are defined as: Looked After Children, previously 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 and currently hold an EHCP (Education Health and Care Plan). In addition, the College will contact any bursary students who may have difficulty engaging with remote education at home and facilitate any further support that may be required. The College is unable to consider any individual requests from services, students, carers or parents to be designated as a vulnerable young person, as the continued need to ensure the ongoing health and safety of the College Community means we can only have on site a limited number of vulnerable young people.
- 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. 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 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.
- 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).

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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 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. When you are engaged in your remote 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, Teams and telephone appointments are available, but where possible, these appointments should be booked in advance via email.

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 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 via Microsoft Teams by your Learning Mentor.
- See 'College Portal>Study Support and Careers>Study Centre' for further guidance and resources.
- Learning Support are contactable during the College working day via studycentre@esher.ac.uk

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.
- Students can contact counsellors via vlouizos@esher.ac.uk.
- 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 in-College or Teams appointment.



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- 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. 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

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.
- While we continue with a remote 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.
- Please see 'College Website>Student Life>Support Your Needs> Finance' for further information and contact details.

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.