



COVID-19 Charter, General Guidance & Student Services Support

Overview

This guidance provides an overview about our expectations of students while they engage with their 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 10th June, all 6.1 students are required to attend in-College all their timetabled lessons as displayed on their College Portal Profile.
- Students will receive an email notification when updated timetables are available to view via their College Portal Profile.

Attendance and Academic Engagement

- As with regular absences, COVID-19 related absences (symptoms, quarantine, isolation) must be reported by a student's parent or carer daily before 8.30am via the College email covidabsence@esher.ac.uk. A parent or carer must state as clearly as possible the circumstances for the student 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 covidabsence@esher.ac.uk if their son or daughter has tested positive for COVID-19. Please include in the 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 as consistent with DfE/PHE guidance.
- Students will only be able to access lessons remotely via Teams if they are recorded as a COVID-19 related absence (positive case, quarantine, isolation). A COVID-19 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 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).

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- 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.
- 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 College.
- 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 government social distancing guidance and other requirements outlined by College signage in relation to hand sanitisers, hand washing, toilets, one-way systems, social space and other facilities.
- Students are required to wear a face covering at all times while in any internal communal College space (Canteen, LRC1, LRC2, corridors) unless 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, wear a face covering.
- A student or member of staff have the personal choice to wear a face covering while in classroom.
- Students must put any temporary face covering that they have been wearing in a covered bin.
- 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.
- 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.

Travel

- Wherever possible, please walk or cycle to College.
- Students must follow the latest government and transport operator guidance when travelling to and from College.
- If students 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.

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IT

- Students are reminded to adhere to Student Code of Conduct, making particular reference to the IT Code of Conduct.
- Where Microsoft Teams continues to be in use for curriculum or pastoral delivery, all staff will normally turn on their video option and we would encourage students 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, students must ensure that they are wearing appropriate clothing, use a head and shoulders shot and make sure that their background is appropriate and blurred.
- 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 students can access the relevant advice and support for their 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 contacts they need. Please see below for further details for each service:

Tutor and Personal Development Programme (PDP)

- 6.1 Personal Development Programme (PDP) lessons will be delivered in-College on Tuesday Period 4 for the remainder of the Summer term.
- If students have any support needs during their studies, they should speak with their tutor.

Learning Support

- 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 & Visitors

- See 'College Portal>Student Life>Health & Wellbeing' guidance, resources and contacts to help support 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
- Students should contact the appropriate external health number or agency if they 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 students have a safeguarding concern, please contact safeguarding@esher.ac.uk and if outside of the College working day, contact the relevant 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.



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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 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.
- Free School Meals payments are a daily (Monday to Friday) payment of £3.50 which is loaded onto student ID card and 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

- 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.