What you need to know before the start of term at Worthing College

Dear students, parents and carers

We're looking forward to welcoming students onto campus in the coming days for the start of teaching and have implemented a range of safety measures and procedures ahead of the new academic year in response to the Covid-19 pandemic.

Is it safe to come to college?

The Government has confirmed that colleges should reopen to students from September. We appreciate that you may feel concerned, but we want to assure you that your safety remains our priority and we have implemented a range of safety measures. These include:

- Introduction of one-way systems through our college buildings and clear signage where wider corridors allow for two-way walking;
- Requiring everyone to wear face coverings in communal areas of the college;
- Requiring everyone to wear face coverings in class where 2 metre distancing cannot be maintained.
- Regular cleaning of any surfaces that are frequently touched throughout the day;
- Some staggering of start times, breaks and lesson end times in some areas to reduce the number of people in our corridors and communal spaces at any one time;
- Ensuring everyone on our campus regularly washes and sanitises their hands. Hand sanitiser stations have been installed across campus to support this;
- Installing protective screens in our reception and key student facing areas;
- Reinforcing guidance that anyone who has, or is living with someone who has, symptoms of Covid-19 must not attend college and must follow Government guidance relating to self-isolation.

How will I be taught?

From the 14th September all students will engage in one of **three possible teaching models**:

a. **On site.** Some qualifications will be taught entirely on site. This is possible because the small class size means that we can maintain appropriate social distance.
b. **50-50 with independent study**. Students in these qualifications will be in lessons on site for 50% of their lesson time each week. They will work on independent study tasks for the remainder of their lessons.
c. **50-50 with live lessons.** Students in these qualifications will be in lessons on site for 50% of their lesson time each week. For the remainder of their lessons they will follow the lesson live on Microsoft Teams. We plan for all 50-50 courses to use this method by week 4 of term.

- In the first week while these arrangements are settling down, students will be texted and/or emailed by 4.30pm the day before their lesson, confirming whether or not they should attend the lesson. Students are expected to check their college emails on a daily basis. Students with lessons on Mon 14 September will be informed by 4.30pm on Friday 11 September.

- A ‘code D’ will used in registers to indicate distance learning for students who are learning remotely.
- Students with Education and Health care plans will attend all lessons on site.

Other Covid measures in the classroom

- Staff will keep classroom doors open and encourage students to come straight into the classroom at the start of the lesson rather than queuing outside.
- Student desks will be spaced to ensure appropriate social distancing.
- Staff will teach from the front and will always maintain a 2m social distance rule.
- Students will be asked to wipe down their station/laptop/equipment before they leave the room using dry wipes and antibacterial spray (nontoxic)
- All wipes/cloths will be placed by the students in the bins provided
- Students will remain in classrooms during the 10-minute mid-session break
- The teacher will minimise, wherever possible, issuing paper/shared handouts.
- Students should be allowed to use the use the toilet during the lesson time; however, hand cleaning and social distancing will need reinforcing.

Do I need to wear a mask at college?

- It is a requirement for all students and staff to wear a face mask or covering in communal areas at college, including corridors, toilets and stairwells, unless you are exempt for health reasons.
- You don't have to wear face masks/covering in outdoor communal areas or during lessons, however you may do so if you wish.
- You should also wear a face mask/covering while using public transport to travel to and from the college, unless you are exempt for health reasons.
- If you are using disposable masks, these can be disposed of in the bins around campus

Will learners that are exempt have a card or similar to help identify them?

- If staff or students are exempt, we are encouraging them to wear badges or lanyards which are green with images of sunflowers. (These are available from a national charity reflecting hidden disability - https://hiddendisabilitiesstore.com/shop.html)
- The Government have also created templates for badges and mobile phone covers for people to use to identify as facemask exempt or to ask for someone to remove their mask so that they can better understand - https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own
- The Additional Support team will be working with students to support them in accessing these badges. Students can drop into Additional Support on the ground floor opposite Student Services.

Worthing College

What about traveling to college?

If you are travelling in on public transport, you will need to wear a mask and follow Government guidance regarding social distancing on buses/trains etc.

Do I need to supply my own PPE, such as face mask, for my course?

The college will not be able to supply face masks, so please ensure you bring these to college.

What's happening in the smoking shelters?

Staff and students using the smoking shelters will be expected to follow social distancing guidelines in these areas and it will be down to the users to maintain this.

What do I do if I develop Covid-19 symptoms?

- If you, or anyone you live with, develops symptoms of Covid-19, you must not attend college.
- You should book a test to confirm whether you have the virus – details of how to do this, along with symptoms to be aware of, can be found on the NHS website.
- You should inform us of your absence using the normal student absence reporting procedure and give the reason. You should also inform us of the result of your test immediately.
- If you test negatively, you can return to college once your symptoms have gone. If you test positive, you must follow Government guidance and continue to self-isolate for at least ten days from the start of your symptoms. Guidance is available on the Government's website.

What happens if there is a local lockdown or second wave of Covid-19 in the UK?

In the event of a local lockdown, or second wave, the college will follow Government advice at that time to ensure the safety of our staff and students. We are well prepared to increase our remote delivery of teaching, if required, to reduce any disruption to your education.

Will the college's shops and catering facilities be open?

Yes. Our shops and catering facilities will be open as usual, with additional health and safety measures in place. We ask that you follow social distancing while using these facilities. Wherever possible, you will be asked to pay with a card rather than cash. At Worthing the opening times for the catering facilities are as follows:

- Starbucks – 8am – 2pm

Worthing College
1 Sanditon Way | Worthing
West Sussex | BN14 9FD

01903 275755
info@worthing.ac.uk
worthing.ac.uk

TEF Silver

Ofsted Outstanding Provider

CCG Chichester College Group

- Restaurant 11am – 2pm
- Shop – 8am – 3pm

Will students have access to water fountains and access to drinking water?

Yes – the bottle filling water foundations will be in use. Expectations for use will be displayed next to the fountains and hand sanitising before and after use will be expected.

Will the library and Learning Resource Centre be open?

Yes. Our library and Learning Resource Centre areas will be open, with additional health and safety measures in place. We will be limiting numbers in some areas to help ensure social distancing can be maintained.

Will we clean keyboards and mice in between classes before use by different students?

Yes. Cleaning kits will be provided to ensure that keyboard, mouse and desk spaces are cleaned between users.

Can I sit with friends around college?

Yes – although there will be limitations on numbers to ensure social distancing can be maintained. Seating will be marked to show the restrictions and furniture should not be moved. There may be some staggering lesson start/finish times, as well as break times, to reduce the number of people using facilities around college at any one time.

What is the procedure for sending students home if they develop Covid-19 symptoms on site at college?

- Any student who develops symptoms during the day will be sent home. Symptoms are a new persistent cough or a high temperature or a loss or change in their normal sense of taste or smell (anosmia).
- Students will be taken to our designated isolation room by an outside route where possible by a member of staff. The staff member and student should wear a mask at all times
- The college will contact the student's emergency contact to advise them the student is on their way home or needs to be collected and a Covid-19 test will need to be done.
- In an emergency the college will call 999 if someone is seriously ill or injured.
- Any student that has gone home will be advised to follow the guidance to self-isolate for 10 days and have a Covid-19 test. If they test positive they must inform the college.

Due to Covid-19, I am struggling to find work experience – how will this affect my course?

It is fantastic that you are continuing to look for a work placement. Gaining work experience is currently a nationwide issue due to Covid-19. At the moment, work experience will not begin in the first term, but we are aiming to arrange work experience for students from January 2021, depending

on the Covid-19 situation and Government guidelines. We'll be working on this at individual course level and we'll help you find a placement wherever possible.

How can I contact the college?

Email is still the easiest way to get in touch. Please email info@worthing.ac.uk initially and we will respond to you. If you would like to speak to someone you can call the college on 01903 275755 Monday to Friday (8.30-5pm).

I hope you have found this information useful and I look forward to welcoming students into college over the coming days.

Kind regards

Paul Riley
Principal, Worthing College