

27th August 2020

Dear parents and carers,

### **Health and Safety Update for Year 12 and Year 13 students**

Following a visit from our Health and Safety competent person, where we reviewed our plans and checked measures were in place to reopen, we would like to update you on the key information you will need as your son/daughter plans their start in September. We are fully aware that this guidance is constantly evolving and will provide updates when appropriate.

We are aware some students, staff and parents are anxious about their return to college. We hope that the information below assures you of the priority we give to health and safety in the Trust, the planning we have put in place and the monitoring process we will embed to be sure of the implementation.

#### **Travelling to and from college**

All students travelling to and from college via any bus, or using a train, should wear a face covering. These should be stored safely on entering school, or disposed of in a bin. Students using public transport and our shuttlebus will be expected to wear their college lanyards and use this to identify a safe area to sit in that matches their year group bubble in college. Please see the guidance below from the government in this regard.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

#### **Entering the college**

Each year group is classified as a bubble and will have their own entrance/exit, stair case and their own floor and toilets to use in the college at all times. Year 12 will enter the college at reception, use the central emergency exit staircase and will have their lessons predominantly on the second floor. Year 13 will enter the college at the fire doors at the far end of the atrium (near the lecture theatre), use the emergency staircase at the end of the south wing (behind the lecture theatre) and will have their lessons predominantly on the first floor.

#### **During the day**

Students will be expected to wear their lanyards on site at all times and to follow our hygiene routines and behaviour expectations throughout the college to ensure that we minimise risk as far as possible.

Students may bring in their own equipment and keep this with them for their time in college. Students should come prepared for their lessons with relevant stationery, textbooks and laptops should they wish. This equipment must be for their personal use.

There is an allocated prayer room for any student who wants to pray during the day. Access to this will be one student at a time.

There will be two 20 minute breaks during the day. The first will be during their AM session and will be in their classroom. These will be staggered to allow for individual pastoral support. The second break will be a staggered 20 minute break in the atrium by a year group bubble or a half year group bubble. There will only be a limited range of food and drink available during the lunch break. These will NOT be booked in advance and will be paid for using contactless payment. We would encourage students to bring packed lunch and water with them. The water fountains are not available and the dining facilities in the atrium will only be open during the second break of the day, at lunch

time. Our Costa bar will not be open. Please ensure healthy and less sugary options are part of routines to support concentration and learning.

## Curriculum Delivery

All Year 12 and Year 13 lessons will be on site at Kimberley until further notice. Within our planning optimising the teaching and learning experience has been at the heart of our discussions whilst ensuring the safety of our community. We have initially said that there will be no practical lessons in Science and in other practical subjects there will be limitations within the practical aspects that can be undertaken initially. This will be reviewed regularly and implemented fully when we feel it is safe to do so. Students will only move out of their floors where we feel it is important to the teaching and learning experience of our students. This may well be the case where IT facilities are vital for the delivery of the subject or where a subject is taught jointly with year 12 and year 13. These have been reviewed to minimise movement and additional measures put in place. If your child is using IT facilities they will use keyboard wipes before they start work. Perspex screens have been put in place where computers are arranged in a way so pupils face each other. For the small minority where a joint class exists the room will be split in two with identified areas for each year group bubble and additional cleaning measures in place.

Students will need to be in an allocated room or space at all times. To support this delivery students **will only need to be onsite for their timetabled academic lessons** and should plan to make appropriate travel arrangements. All academic lessons will be delivered onsite and pastoral lessons will be delivered through Teams. This allows us to support students in accessing the key online tools should we enter a period of lockdown in the future.

Teachers have a safe working zone marked in each room, with a 2 metre distance to students and classrooms will be set out with rows of desks facing the front. Each classroom will have a drop point, where resources can be exchanged, as well as a visualiser which allows work to be shared without teachers and students breaking the 2m distance.

## Hygiene routines

At the start of the day each student will wash their hands on their allocated floor before lessons commence. There will be regular hand sanitising at key transitions throughout the day with sanitising stations being available on entry/exit of the building, on each floor, outside a group of classrooms and in every classroom. If your child has an allergy to a product in a particular sanitiser, you must tell us. Every classroom will also have tissues and wipes and students will be regularly reminded of our routines.

This information will be shared with students shortly. We will update you with any further information in this regard if and when any changes in light of new guidance. We look forward to welcoming your son/daughter at Kimberley College and support them through their sixth form studies.

Yours sincerely



Mr T Detheridge  
Head of College  
Kimberley Sixth Form College