



Dear Lower Sixth students; their parents and carers,

Planning the re-opening of Coulsdon Sixth Form College Campus in June 2020

Following the recent Government announcement, we are planning to welcome back our students to the College, in June, in small clusters for activities which will focus on **supporting their current studies as well as their progression onto new courses with us in the next academic year.**

We are not expecting to invite students on site immediately after half-term but will provide an update with more specific details during week beginning Monday 1 June. Students and staff are expected to take a break from their studies over half-term. From Monday 1 June, in order to progress to next year, students are required to continue with their remote learning and should also ensure that they have engaged with the tutorial activities including registration for UCAS.

We want to re-assure you that **our main priority is to keep students and staff safe.** To do this we are:

- ✓ **Following all government guidance and carrying out a full risk assessment** which will be agreed with our Governors, to minimise the risks to students and staff
- ✓ **Advising students and staff to travel safely to and from college.** Walk and cycle where possible and avoid public transport in peak times. In the Summer Term, the timetable will not be full-time and aims to help students and staff avoid using public transport particularly in the busiest periods.
- ✓ **Limiting the number of students who will be invited to be on site at any one time** whilst asking students to continue with their remote learning
- ✓ **Only using rooms and facilities where social distancing can be maintained.** This will be achieved by using larger rooms or by having smaller group sizes.
- ✓ **Providing sufficient hand washing facilities and hand sanitiser stations.** We ask that our students and staff use these regularly whilst maintaining social distancing.
- ✓ **Ensuring that cleaning of the building is stepped up both during the day and overnight.** We will not use areas with soft furnishings which are harder to clean and will ensure that students use the same area whilst they are in college.
- ✓ **Not recommending the use of PPE** for staff or students in College as government guidance does not endorse this for educational settings.
- ✓ **Only asking students and staff to attend college when they are well enough to do so.** Those who are shielding or who have pre-existing health conditions that put them into a high risk group are not expected to attend college. Anyone who is displaying symptoms of the virus should not attend college whilst ill and anyone who has been in contact with someone who has virus symptoms should not attend college for 14 days.

To help the College maintain a safe environment for all staff and students we ask them to:

- ✓ **Follow government guidelines on shielding and self-isolation.**
- ✓ **Follow all government guidance on travelling safely, social distancing and hand washing.**
There will be plenty of signs in the building explaining how to do this in College and reminding students and staff how to keep safe. We will ensure that the rooms that you have classes in will enable you to maintain social distancing.
- ✓ **Not congregate in groups inside or outside the building.** Keep moving, slowly and calmly, in and out of College, whilst maintaining social distancing.
- ✓ In addition, **we also ask students to attend just for their published sessions.** Please arrive on time, go straight to the session, and leave the building afterwards. We ask this so that we can manage the numbers in the building and the flow of people.

Students who are unable to follow any of this guidance will need to continue their learning online.

Students working online and attending College who normally receive a bursary will continue to do so.

Kind regards

Richard Beales
Principal
Coulsdon Sixth Form College