

**Parent / Student Briefing – Re-opening from September 2020**

I recently updated you on our plan for partial and phased opening from June and our plans for your safety in September. The Government has recently made a further announcement about the opening of colleges in September which can be accessed [here](#) with further information provided [here](#). As before, every decision we are taking is underpinned by Government and DfE guidance. Our plans carefully consider the needs of the most vulnerable staff and students.

We want to reassure you that we have already implemented many of the measures outlined in the guidance and are looking forward to welcoming students and apprentices in September. Our teachers have been very successful in moving learning to the virtual environment and have planned flexible learning programmes. This means that if you are still unable to come into College in the new academic year, you will not be disadvantaged and will still be able to take part in lessons.

**RESULTS DAY**

If you are a **current full-time Further Education (FE) student**, your results will be available for you to see on ProPortal) from 8am on the dates below. You do not have to come into College to collect your results. Your tutors and the Careers team will be available on results days to support, advise and guide you via website chat, Teams chat or by phone. If you do want to come in, please ensure that you make an appointment beforehand with your tutor or the Careers team.

- **13 August – A Level and other Level 3 Results, Functional Skills**
- **20 August – GCSE and Level 2 Results**

If you are a **part-time Community student** where you do not have access to ProPortal, your results will be posted out to you.

If you are a **Higher Education (HE) student**, your results will be posted out to you shortly.

**Pre-Enrolment**

If you are one of our new students, please make sure you have pre-enrolled as you will then be able to upload your results from school to your enrolment form.

We will provide more details on completing your enrolment and collecting your student ID badge in August.

As a reminder, the safety expectations of students is listed below.

Hope you all have a good summer and we are looking forward to seeing you all in September. If you have any questions and queries please do not hesitate to contact us on the main College number 01756 791 411 or via email at [enquiries@craven-college.ac.uk](mailto:enquiries@craven-college.ac.uk)

Kind regards  
Anita Lall  
Vice Principal (Curriculum and Quality)

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## **The Craven Covid Code - Safety expectations of students**

### **BE SAFE**

- You must not attend if you or a member of your household have a new, continuous cough or high temperature, or a loss of their normal sense of taste or smell (Anosmia). If this is the case, you should seek a Covid-19 test if possible
- Do not congregate in College at the start or end of the day
- Unless you have a medical need or other vulnerability, your parents/carers should avoid coming onto the College site and the visitors' reception area
- The use of face coverings is voluntary
- Please respect any instructions given in order to keep our community safe

### **LIMIT IT**

- Please arrive and leave College at the designated times
- Upon arrival, please proceed immediately to your designated classroom
- When entering a classroom, please select the desk that is furthest from the door, and fill the room from the back to the front
- Once in the classroom, sit in the same place at all times. Do not move table or chair. This is to prevent cross-infection
- All non-essential movement around the College must be avoided
- At break and lunchtimes, only use the designated social spaces and always maintain a safe distance from other
- Avoid using the lift

### **DISTANCE IT**

- Avoid physical contact at all times
- Maintain a safe distance from others between and during lessons
- Do not share belongings (stationery, food etc) with others
- keep left on the corridors and stairs
- One person in a lift if you have to use it

### **IF YOU USE IT, WASH/WIPE IT**

- Doors to toilet facilities will be propped open. Please wash your hands BEFORE using the cubicle, and again afterwards. Please use the available cubicles, and respect social distancing when using basins
- Wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe
- In IT rooms, wipe your keyboard and mouse at the start and end of each lesson
- Please follow normal personal hygiene including the washing of clothes worn at College daily, to prevent the spread of infection

### **'CATCH IT, BIN IT, KILL IT'**

- Use the sanitiser provided to disinfect your hands on entering and leaving College buildings and at each break within the day
- Wash hands with soap regularly during the day
- Use a tissue or elbow to cough or sneeze and use allocated bins for tissue waste

### **Break and Lunch times**

- All food available is 'grab & go' in the café. There will be a limited selection available and are advised to bring your own
- Please observe social distancing guidelines when queueing
- Your classroom will be left open so that you can eat with your classmates. Please maintain social distancing and respect the environment. Additional outside seating will be available as well
- During lunchtime, you can socialise outside but must retain social distancing
- Please dispose of any waste within the designated rubbish bins

## **Additional guidance**

### **Clinically extremely vulnerable and vulnerable students**

- Students who are classed as clinically extremely vulnerable should not come into college and should continue to shield themselves. They will continue to be supported at home as much as possible
- Living with a clinically extremely vulnerable person –If stringent social distancing cannot be adhered to, those students should continue to learn / work from home

### **Clinically vulnerable persons**

- A small minority of students will fall into this category, and the college will work with parents to follow medical advice

### **Persons who are already displaying Coronavirus symptoms**

- All persons who are displaying symptoms must not come into college and should follow Government guidance on self- isolating
- Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self- isolating

### **What happens if someone becomes unwell at the College?**

- If anyone at the college becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#)
- Whilst awaiting collection persons will be isolated in a separate area with a closed door (and preferably an open window). The College has set aside specific rooms to be available for potential isolation of staff and students