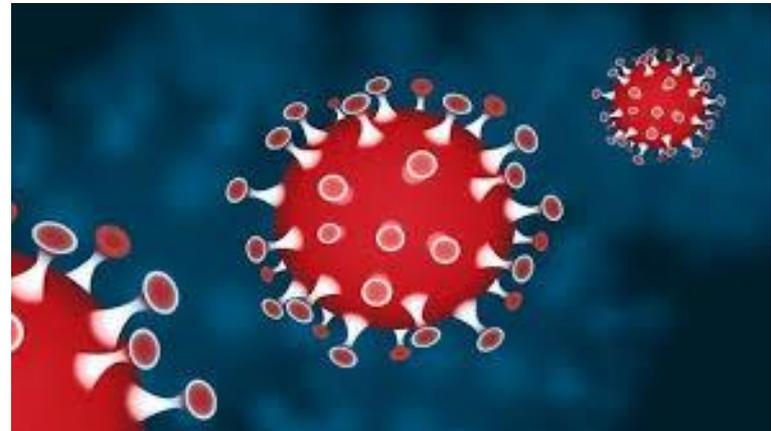




BILBOROUGH
SIXTH FORM COLLEGE

Covid19 Health & Safety Arrangements for September 2020

Information for Y12 Students



Key aims of guidance



- To minimise the risk of transmission in order to protect students, staff and their families
- To provide high quality education, in spite of the challenges
- To recognise that this is not how we would choose to operate but that this is our best current option



Key elements of guidance



- A staggered start to the year and staggered lesson times
- Organising and monitoring group ‘bubbles’
- Increasing and designating social space in college
- Social distancing measures
- Rules for college buses and college canteen
- Face coverings and movement around the building
- Good ventilation and use of outdoor space where possible
- Strong prevention and hygiene measures
- Clear procedures in the event of confirmed case

Staggered Start: student induction days



- Monday 7th September – Year 12 Group A
- Tuesday 8th September - Year 12 Group B

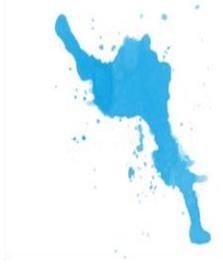
For the first 2 days, there will be only approximately 500 students on site each day as we do the basics.

This will allow for careful face-to-face induction

We will be in contact soon to tell you whether you are in group A or group B

Staggered Start: 2-week timetable

50% of students in college



- The timetable will start on Thursday 10th for group A and Monday 14th for group B.
- Your tutor will inform you of how your timetable will work for the first 2 weeks, during which we will follow a blended learning timetable.





Staggered Start and End Times for Lessons

To reduce congestion in corridors and food outlets lesson start and end times have been staggered so that Y12 and Y13 move at different times. Y12 will be as follows (your teachers will remind you!):

	Year 12
Period 1	8.50 to 10.10
	morning break 10.10 to 10.35
Period 2	10.35 to 11.55
	Lunch 11.55 – 12.55
Period 3	12.55 to 2.15
	Afternoon break 2.15 to 2.35
Period 4	2.35 to 3.55
	Finish 3.55 pm
NB. Students catching a 4.30 pm bus (year 12 and year 13) should remain in class until 4.20pm	
Classrooms will be unlocked in the morning before students arrive and will remain unlocked	



Limiting contact between students: Group 'bubbles'

- Students will work within 3 or 4 class bubbles, depending on the number of courses chosen – these will be your closest contacts
- In class, students will sit next to the same partners each lesson (thereby limiting 'mixing' within each classes);
- Classroom layouts have been configured so that all student desks face the front;
- Classrooms will be well ventilated with doors / windows open and no re-circulated air
- Within the classroom, government guidance does not require social distancing due to the bubble.



Limiting contact between students: Study periods / social time

- Schools and colleges have also been asked to deploy 'year-group bubbles'.
- Because of the size of our college, our year groups are large, so we have decided to start by splitting them into 2 halves (Y12A and Y12B) for the first 2 weeks. This will be reviewed on 24th September to see if we can safely have whole year bubbles.
- To minimise contact, we have organised indoor social and eating spaces so that these groups stay together.
- Students are free to socialise in outdoor social spaces with any student as long as social distancing is maintained.

Study periods / social time – other recommendations



- Because we are keeping more doors and windows open than usual, **warm clothing is strongly advised** (jumpers, hoodies, coats) when the weather is not so good.
- Because not all of our study spaces have options for networked computers, we encourage you to bring your own devices (phones, tablets or laptops and to connect to the college wifi) to access homework and study materials.
- Laptop loans are available for students who need these.
 - We also have a discounted laptop / tablet purchasing scheme via our website which will open before students start.

Limiting contact between students: Study periods / social time

- Year 12 students have been allocated the following social space for breaks and for free periods for the first 2 weeks:
 - Year 12 A – Refectory & study zone
 - Year 12 B – B.3.7 & LIC (library)
- Students will be permitted to eat and drink in their designated social space during lunch and break times (not during free periods – drinks only);
- Students badges will indicate the designated social spaces
- Your teachers will show you how to find these spaces.



Social Distancing

- Seating will be on the basis of '1-metre plus' in designated social spaces. We are operating the '1-metre plus' model in indoor spaces across college which is allowed where other measures (e.g. bubbles) are in place.
- Students are **always encouraged to socialise outside** at a safe distance (*especially when the weather is good*)



College buses

- Students will be required to wear face coverings at all times on college buses
- Students will be asked to hand sanitise as they get on and off the bus (gel provided by Skills)
- Students should fill up buses from the top and the back to minimise mixing (drivers will advise)
- Students should sit next to the same people each day on the bus to limit contacts.
- Windows can be opened to better ventilate the buses.

Catching the college buses



- The first group of buses (scheduled to leave at 4.20) will come into the college car park before the end of the last lesson of the day.
- Y12 students will be first out of lessons at 4pm and will be allowed directly onto the buses to avoid queues. Y13 students will follow at 4.10.
- Y12 and Y13 students on 4.30 buses must wait in classrooms until the 4.20 buses have cleared to avoid crowding by the bus queues.



College food and drink outlets

- The canteen and shop will be open for staff and students;
- Only 'Grab and Go' options (hot and cold food) will be available to avoid queues and handling of food;
- Seating in the refectory has been reduced to allow airport-style queuing. Remaining seating is for use only by students in Year 12 A group;
- Seating will not be available in the shop and socially distanced queueing is in place;
- When all students are in, we aim to operate a trolley food service in B3.7.
- Water fountains have been turned off – they are an infection hazard. Please bring your own drinks bottles or purchase from shop



Movement around college

- Main-entrance is split to allow 1 way-entrance and 1-way exit. The bridge doors are open only at the end of the day for students to catch buses.
- Signage (ground markings & wall signs) shows
 - a. 1-way system for college staircases
 - b. Left hand flow in college corridors
 - c. Distance markings where queues may form
- Face coverings **must be worn at all times** when moving around the building. Students with medical exemptions will be given a card for the lanyards.



Face coverings

- Students must bring a face covering every day to college. Any student forgetting to do this will be asked to buy a covering for a small fee. No face covering = no entry.
- Face coverings must be worn when moving around the college building and in communal areas (refec, shop, etc)
- Face coverings are not mandatory in lessons or in study spaces but staff and students wishing to wear masks are allowed to do so.
- Consideration needs to be given to the hearing-impaired staff and students who are part of our college community and who rely on lip-reading and local alternative arrangements will be made as appropriate.

Good ventilation and use of outdoor space

- We are lucky to have a college which is a new modern building with no recycled air and excellent ventilation.
- Windows and doors will be opened every morning before students arrive to maximise air flow through the building
- There is lots of outdoor space and outdoor seating for when the weather is good enough to be outside.
- We are in the final stages of getting permission to build a new roof to create additional covered outdoor space.



Hygiene Measures 1

Prevention

- No student should come onto the college site if displaying any of the COVID 19 symptoms - signage is very clear

Personal Hygiene

- Regular handwashing is advised and always before eating
- Hand-sanitising - 140 plus hand sanitiser stations (including outside toilets & classrooms)
- Catch it/ bin it/ kill it – tissues are available in every class
- Toilet lids (close lid before flushing to prevent germs spreading)



Hygiene Measures 2

Covid19 Cleaning

- The college has employed additional day cleaners to wipe down surfaces / handles / etc
- Disinfectant and 'foggers' are used for cleaning classrooms each evening

Equipment

- Students should bring all their own equipment, (textbooks, folders, booklets, etc.) and not share them with other students. All students will be given a mini white board and pen
- Where students are using practical equipment they will need to hand-sanitise before and after use.



Dealing with a suspected case

- If a student is aware that they or someone else is displaying symptoms, they should;
 - a. Inform a teacher who will ensure they are quickly taken to the COVID isolation room and arrange for parents / carers to be called to pick up from college
- If the case is confirmed, college will follow advice from official bodies including notifying close contacts.