



Planning to extend the opening of Croydon College in June 2020

For 16-18 learners, their parents / carers and for staff

We are delighted that we may soon be able to welcome back some of our 16-18 learners into classes over the next few weeks. There will be limited opening of some courses to help students complete qualifications where this is necessary and to support successful progression onto new courses with us next academic year. Curriculum managers are working on who can be invited into college and we will contact students to whom we will be able to offer this opportunity with specific details.

Our main priority is to keep our staff and students safe. To do this we are:

- ✓ **Following all government guidance, and carrying out a full risk assessment** agreed with our Governors, to minimise the risks to staff and students
- ✓ **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.
- ✓ **Advising students and staff to travel safely to and from college.** Walk and cycle where possible and avoid public transport in peak times. The timetable aims to help students and staff avoid using public transport in the busiest periods.
- ✓ **Not recommending the use of PPE** for staff or students in College as government guidance does not endorse this for educational settings.
- ✓ **Ensuring that cleaning of the building is stepped up both during the day and overnight.** We will not use areas with soft furnishings where it is harder to clean and will ensure that students use the same area when in college.
- ✓ **Providing sufficient hand washing facilities and / or hand sanitiser stations.** We ask that our staff and students use these regularly whilst maintaining social distancing.
- ✓ **Only using rooms and facilities where social distancing can be maintained.** This may be achieved by using larger rooms or by having smaller group sizes.

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 aspect of this guidance will need to continue their learning online. Students working online and who normally receive a bursary will continue to do so.**