



INFORMATION FOR STUDENTS AND PARENTS

START OF TEACHING WEEK BEGINNING 07/09/2020

ALL QUEENS DRIVE STUDENTS

I wrote to you all last week to set out what our plans for teaching would be under what are very different circumstances for all of us. I am writing again to remind you of how we expect things to work and to provide some additional details as you prepare to start at College.

Teaching will commence for all students on the week beginning Monday 7th September and you will receive 100% access to your timetabled classes, with a blend of 50% face to face teaching and 50% live streamed lessons on a rotating weekly basis. Within your class, you will be placed into an A group or a B group; Group A will attend physically at College in Week 1 while Group B attend from home via a live stream of the lesson; in Week 2 the reverse will apply.

Owing to late enrolments and moving of students between courses, we are still finalising groups to ensure a safe split of numbers across A and B groups. You will receive a confirmation text of which group you are in by 12 noon on Sunday.

Lessons will be recorded and stored for the duration of your programme (usually two years) so that if you are unable to attend College or access the live stream you will be able to access the class shortly afterwards via Teams. If you are unable to access the live stream for technical reasons, please let your Progress Coach know and we will do what we can to support you. Open study spaces will be available in the Learning Resource Centre and the A Level study area for any students unable to access the live stream from home so you will be able to come to College and access your class. You are expected to attend all classes either on site or through the live streaming at the times shown on your timetable to get your register mark. Please click [here](#) to read the Privacy Notice for live streaming.

When you arrive at College, you will be directed to one of three designated entrances by signs and staff, according to the first letter of your surname:

E1 is the Main College entrance – for surnames beginning with **A to G** inclusive

E2 is the facilities entrance (head to the right as you face the Main College entrance) – for surnames beginning with **H to P** inclusive

E3 is accessed through the external Restaurant space. (Head to the left of the main College entrance and follow the pedestrian pathway round) for surnames beginning with **Q-Z** inclusive.

Please click [here](#) for a map of the ground floor showing the three designated entrance

You will have accessed your timetable already. If you have not, or are having trouble accessing this, information can be found here:

<http://www.newcollege.ac.uk/16-18/accessing-your-timetable>

Please check that you know what your first class is so we can help you move through the building efficiently. Staff will be onsite to guide you. Once in College you should go straight to your classroom and avoid congregating in communal areas.

You can look at this map to help you work out where your lessons are:

http://www.newcollege.ac.uk/assets/site/campus_map2018_r4.pdf

If you find any issues or queries with your timetable e.g. clashes, please email cis.help@newcollege.ac.uk. We will respond to your enquiry as soon as possible but ask that you do not come into College to try to resolve any issues.

Please attend at College as directed and in time for a prompt and safe start to your lesson. We have limited the numbers permitted in each staffroom to help keep you safe so please make sure you know whether you are Group A or B. If you attend in the wrong week you may be sent away.

Once your teaching is finished for the day we would ask you to leave College as soon as possible in order to minimise risk to yourself and to others. If you are not in lessons you need to spend your time in the LRC, A level study space or off site.

ID CARDS

You will receive your College ID cards and lanyards between 1-2pm and 4-5pm on Monday and Tuesday. They will be available to you in designated rooms in College. Follow this link to find out where to go:

<https://www.newcollege.ac.uk/assets/site/How-to-get-your-ID-badge-pdf.pdf>

LUNCH

We ask that whenever possible you bring a packed lunch and eat in designated areas or your classroom where possible. The Refectory will be open with a reduced capacity and with restricted access in order to maintain safe distancing. The Bakehouse will be serving sandwiches, baguettes, salads and wraps, pastries, cakes and confectionery and hot and cold drinks. Street will be serving burgers, chicken wings, chips, pizza, hotdogs, jacket potatoes and Pasta King. The main meal of the day will be served here as well. We have opened up other areas in the College where you can have your lunch and weather permitting we would ask that you use outside spaces as often as possible. BT21 and BG22 are the additional designated lunch spaces. Please take responsibility for clearing away your litter so that our facilities staff can clean down tables safely.

Please do not use the Restaurant as a social space: once you have finished your lunch, you should leave so that other students can access the space safely.

Please read the information below on how students and staff will be working together to manage and implement our COVID risk reducing procedures so that we can keep each other safe.

KEEPING EACH OTHER SAFE

Face Coverings

If you are using public transport (buses) to and from home, or for any other college related activity, please abide by the rules on wearing a face covering.

Face coverings should be worn when moving through the College and in all internal public areas. The wearing of face coverings in class is not mandatory, but if you wish to wear one you are at liberty to do so.

Before you leave your classroom please put on your face covering and sanitise your hands.

If you have difficulty wearing face coverings, please seek support from our nursing team by completing the form found via this bit.ly/NCSMASKSUPPORT

You will then be contacted by a member of the nursing team who will be able to provide support and guidance.

Moving through College

Please ensure that you keep to the left when moving through College. Corridors have been marked to remind you. Please be mindful and respectful when moving between classes and different parts of the College throughout the day. Please abide by labelling on staircases and in corridors.

Classrooms

Classrooms have been set out to minimise risk so please fill up the seats furthest from your teacher first. Please do not move chairs or tables in classrooms or the Restaurant. At the end of each class your teacher will ask you to wipe down desks and work surfaces. Please use wipes for IT and equipment and dispose of them in the bin. You should then leave the class in order of those closest to the door.

Please bear in mind that your teacher will be teaching in an entirely new way and addressing two audiences in class: your group and the group who are attending via live stream. Please help your teacher to make sure that all students can benefit from the class by being responsive, supportive and respectful.

We do not allow mobile phones to be used in class unless explicitly authorised by your teacher; keep them in your bags while you are in class at all times.

Hand Washing

We recommend that you bring your own hand sanitiser with you to College. Sanitiser stations are available throughout the College. Please continue to practice good hygiene by washing your hands frequently for at least 20 seconds.

I appreciate that much of this will seem bossy, but our highest priority is the safety of our students, our staff and all of our families. We will all be working under conditions which are new and challenging for all of us. If we work together and are positive, patient and generous of spirit with each other, we can make this year as exciting and as rewarding as it possibly can be.

We are very much looking forward to you joining us at College next week.

Have a good weekend.

Adam Fahey
Deputy Principal – Curriculum and Quality