Executive Principal: Post 16 Education: Mr D Holtham BSc (Hons)
Chair of Governors: Maurice Miller BComm FCA

Chief Executive Officer: Sir John Townsley BA (Hons) NPQH

21 May 2020

Dear Parent/Carer

As you are aware the government has asked schools and colleges to prepare for wider opening from Monday 1 June. The Chief Executive Officer of The GORSE Academies Trust, Sir John Townsley, in his letter to parents dated Wednesday 20 May, outlined the position of the Trust and asked that I write to you to give a more detailed update on the specific plans of the college for this process.

In planning for the reopening of the college we are clear that the priority is the health, safety and wellbeing of all of the EHC community. The actions taken by the college are informed by the latest government guidance on how to implement protective measures in an education setting.

Our priority is to prevent the spread of coronavirus either directly or indirectly and we are employing a range of approaches and actions that are designed to do this. The aim is to provide an environment inherently safe for students and staff and where the risk of transmission of infection is substantially reduced. The measures fall into the following categories:

- Minimising contact with those who are unwell by ensuring those who have coronavirus, or symptoms, do not attend college.
- Ensuring that good hand hygiene practices are followed.
- Ensuring that good respiratory hygiene practices are followed.
- Ensuring the thorough and regular cleaning of touched surfaces takes place
- Minimising the mixing and contact between students and staff as much as possible and ensuring that social distancing protocols are followed.

Minimising contact with those who are unwell

The government have made clear the advice on what to do if you, or somebody you have been in contact with, has coronavirus or has the symptoms of coronavirus. It is important that any student or member of staff does not attend college in this scenario. In college we have identified an isolation area for the treatment of any person who develops or exhibits the symptoms of coronavirus whilst in the building.

Hand hygiene

All students will be expected to follow good hand hygiene practices. On arrival at the college students will be expected to clean their hands as soon as they enter the building using hand sanitiser. When in the building, facilities will be made available to ensure that hands are regularly cleaned. Each classroom will be supplied with hand sanitiser to ensure that all students and staff can clean their hands regularly. Toilets will be checked daily to ensure the availability of soap and hot water.

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Respiratory hygiene and cough etiquette

Students and staff will be expected to follow good respiratory hygiene practices as dictated by Public Health England. Students and staff will be expected to follow the practice of 'Catch it, Bin it, Kill it'. Disposable, single use tissues will be available in classrooms. Staff and students will be expected to cover mouth and nose when coughing, sneezing or blowing their nose, tissues must then be promptly disposed of in the bins provided for this purpose. Hand hygiene practices should then be followed after the disposal of the tissues.

Thorough and regular cleaning

The college will increase the frequency of cleaning from Monday 1 June. Classrooms and frequently touched surfaces will be prioritised for regular cleaning and decontamination. Disposable cleaning materials and products will be used in accordance with the guidance from Public Health England.

Minimising the mixing and contact between students and staff

It is the intention to offer an amended timetable to students from Monday 8 June which will be structured around two separate 2-hour teaching blocks each day which will run from 10:00am to 12:00 noon and 1:00pm to 3:00pm. Students will attend a maximum of three subject blocks per week, but not more than 1 session per day.

Students will be taught in small class sizes. The maximum group size will be capped at 14, the majority of classes will be 10 or less.

Students will spend each 2-hour session in a single room, with the same students and 1 teacher. Each classroom will only be used for 1 session each day and will be cleaned between sessions. The college will implement a strict 1-way system to reduce the movement and mixing of students, entry and exit to the building we be separated. Clear signage will be in place to re-inforce social distancing protocols.

We ask that all students arrive at the college for a prompt start at either 10:00am or 1:00pm and that they leave at the end of the session. Students will need to bring their own equipment (pens, paper etc) for each session. We ask that students bring a bottle of water with them as the college water fountains will not be available, food will not be provided and we ask that students do not eat food in the building.

Next Steps

In week commencing Monday 1 June all students will be provided with a guidance document and an individual timetable giving details of their return to college from Monday 8 June. Our aim is to offer each student the opportunity of 'face to face sessions' with a subject specialist, to support their online learning. Where we are unable to offer 'face to face' sessions in a subject then all learning will continue in its current form. Where 'face to face' sessions do take place they will be recorded and shared through the college Moodle site where they can be accessed by all students. Additional work will continue to be set online in all subjects from Monday 1 June.

The student survey has made clear that we are all in very different circumstances in relation to Covid-19, and that for some an early return to college is either not recommended or impractical, the same is also true of Elliott Hudson College staff. The decision to return to college must be an individual one, please be assured that we are not directing or requiring any student or staff to return at this time. This has been factored into our planning for reopening and it will be the case that some

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staff and students will continue to work fully from home whilst others will spend some time each week in the college building. One consequence of this is that we are unable to offer 'face to face' sessions in all subjects. Where this is the case lessons will continue to be set online.

This is a challenging time for everybody, as a college and a Trust we are trying to do the best for our students, staff and wider community. It is my intention to make available, on the college website, all of the risk assessments and policy documents that we will have in place to ensure that the period from 1 June is as safe, productive and positive as possible, I will also add links to government produced guidance documents that you may find helpful. Unfortunately, at this time the college is unable to offer its normal bus services. Any information we receive from public transport providers will also be added to the college website.

Please also be aware that pastoral support will continue to be available from the Alliance Team throughout this period and this will also include some 'face to face' provision. As with learning support, strict social distance protocols will be in place for these meetings.

Elliott Hudson College has always been a community where students and staff work positively and proactively with each other. It is a community where respect, understanding and an appreciation of the needs of others is the norm. Never before will these values have been more important than they are today. I know that I speak for all of the staff at the college when I say that we are desperately looking forward to the day when we can return to 'normal'. In the meantime, I know that the positive culture that exists within the college will help us to overcome the challenges ahead.

If you do have any questions or concerns then please do contact the college on the following email address: info@elliotthudsoncollege.ac.uk and I will ensure that you receive a prompt reply.

With my best wishes

David Holtham
Principal

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