

Student Guide to the Autumn Term

Welcome to all students, we hope that you enjoy being safely here at college this autumn. The key things for students to remember are listed here and others are available on the JCC website. Your teachers will talk through the extra detail you may need in lessons and tutorials. This detailed document summarises some of the key changes to the college arrangements. If you want to find out more, a full Risk Assessment is also available on the college website.

When do students need to come in?

For the first half-term, JCC will be using a system of **blended learning**. This means that students will be in college one week, then taught online the following week. Each student has been allocated a group— **P Group** or **Q Group**— and will spend the next half-term in their allocated cohort.

In the first half-term, **P Group** students will attend college for two days w/c 14th September, then full weeks on w/c 21st September, 5th October, then two days w/c 19th October. **Q Group** students will attend college for two days w/c 14th September, then full weeks on w/c 28th September, 12th October, then two days w/c 19th October.

When students are not in college, they will have lots of work to do at home and teachers will be checking this every day. They will use Google Classroom software for their online learning.

This is a temporary timetable adjustment until it is safe for us to revert to our normal timetable.

How are classrooms organised?

Classrooms have been set up in rows facing the front. Desks have been marked with red and green arrows— **Please Sit Here** and **Do Not Sit Here**— to indicate where it is safe to sit. Students will sit at the green arrows to ensure a 1m separation between them.

Hand sanitising stations and additional cleaning materials are placed by the door. All classes will have a consistent seating plan that is recorded by the teacher and adhered to for all lessons.

There will be a hazard taped 2 metre box at the front of the room for the teacher.

Classroom desks and teacher desk will be wiped down by cleaners before the start of each day. You should sanitise your hands and wipe down your own desk and chair with disinfectant wipes each time you enter a new classroom.

Students should minimise what they bring to college, but should be aware that sharing of equipment is not allowed, so they should bring all the stationery and files that they will need on that day.

What should students do when they arrive each morning?

Aim to arrive no more than 10 minutes before the start of lesson. You **MUST** use the hand washing stations after swiping in using your ID card at the turnstiles. Hand sanitiser is available in each classroom and all communal areas such as the library and the Open Learning Centre. Please go straight to your classroom when you arrive.

What toilets are available?

All toilets are available, but only three are allowed to use each toilet block at one time to ensure space for distancing. Students who need to use the toilet in lessons should be allowed to do so.

Social Distancing and Hand Hygiene:

Keep 2 metres from other people including if queuing for the toilet or food. All students will use antibacterial wipes to clean their desks and chair before lessons. There should be no 'hot desking'. You should wash your hands regularly through the day.

Do students need to wear face covering?

The college will be promoting a 'catch it, kill it, bin it' approach through posters and communications. At JCC we require staff and students to wear face coverings in corridors and communal areas, and do not require these in classrooms or offices. If you are exempt from wearing a mask because of health reasons, you may ask the college nurse for an exemption ID card holder to signal to staff that you have an exemption. The college will provide one washable face mask for every student and staff member of college.

What about food and drink?

The water fountains are not in use. Students are welcome to bring packed lunches. This will reduce queues during lunchtime. Social Street cafes will be open with a queueing system and any student who is eligible for Free College Meals will be able to use this as usual. Please sanitise hands or wash hands before eating and drinking.

How should students travel to college?

You should walk or cycle to college if possible. The government has made it clear that it is ok to use public transport to get to college but you should follow the guidance to wear a face covering if doing so.

Moving around:

All students and staff will be required to wear a face covering in corridors and communal areas. Please stay left in the corridors and do not gather in groups. Lifts are either for 1 person at a time and are marked with signage. Please only use the lift if you have a genuine need. If the fire alarm sounds you should leave by the nearest exit.

Lunchtime, open spaces, study areas and the library:

Students are encouraged to use the college garden and outside spaces when the weather allows. In eating areas, students will need to ensure that they have put all waste into the bins by the end of the lunch period. JCC have employed additional all-day cleaners to assist with keeping public areas clean and safe.

Students will still be able to borrow books from the library and to use computers in the Open Learning Centre. Any book that has been used during private study in the library will need to be placed in a separate box and quarantined. Student wishing to use the prayer room can make a booking for this. All students will be required to sanitise their hands, on entry to the library, the OLC and the prayer room as well as all classrooms.

What if a student at college think they might have coronavirus symptoms?

You should contact the college nurse who will arrange for you to travel home immediately. You need to go home and go to <https://www.gov.uk/get-coronavirus-test> or contact 119 to arrange for a test. You should try to stay 2 metres away from other people and avoid touching any surfaces. You should keep in contact with your Progress Tutor and to email attendance@jcc.ac.uk

What if a student feels unwell with coronavirus symptoms at home?

If you are unwell with a new, continuous cough or a high temperature, or loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to college and should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that you must self-isolate for 10 days and should arrange to have a test to see if you have coronavirus (COVID-19). Other members of your household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If you test negative, feel well and no longer have symptoms similar to coronavirus (COVID19), you can stop self-isolating. If you still have symptoms you may have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. Other members of your household can stop self-isolating.

Student absences for self-isolation will be authorised and a note made on REMS to allow for monitoring. This will not affect bursary payments. Any student found to be fraudulently claiming to be self-isolating will be followed up using the college disciplinary process and should be aware that their place at the college may be at risk.