



ST DOMINIC'S
Sixth Form College

Preparation for College Re-opening June 2020

Context

The College has been closed to all staff and students since **Monday March 23rd 2020**. Since then, students in Year 1 have had a suite of lessons and tutorials online, delivered by teaching staff and have had continuity of learning for the past 10+ weeks. Assessments and Key Assignments have been completed in all subjects and staff will complete a half term grade at the beginning of June. For Year 2 students all national examinations have been cancelled and teaching staff and the SLT have been working on the completion of Centre Assessed Grades ready for submission in early June.

The Covid national emergency has had a significantly disruptive effect on the lives of all citizens in the United Kingdom since the lockdown was implemented. However, in his televised address on Sunday May 10th, the Prime Minister announced that a limited and phased reopening of schools and colleges, subject to the 5 tests being met, would begin on June 1st. Since then the guidance has been updated. Secondary schools and Sixth Form Colleges will be opening to Year 10 and Year 12 students on a very limited basis for small groups of students to meet with tutorial staff for 'face to face' guidance/catch-up interviews. The guidance has allowed Colleges a certain amount of latitude as to how they open their sites and here at St. Dominic's it is very important that we move slowly, safely and with the support of all members of our College community in order to protect everyone in the 'opening-up' period.

Proposed re-opening and related strategy

A limited re-opening of the College for a very small number of students will commence week beginning June 15th. This will be for students in art, music and computer science where access to specialist equipment is required. Students will be brought onto site by appointment in small numbers and social distancing will be strictly enforced. The numbers of students in these 3 subjects is small and staff involved will be consulted and protocols agreed before commencement.

Those students with a specific learning issue or who have difficult home circumstances will be invited in for a 'face to face' meeting with a tutor or member of SLT and again, these will be by appointment only and be limited to a small number of students at a time. Staff will need to feel comfortable with these arrangements and be in a

position to participate in this interview schedule. In some cases parents will be asked to attend with their son or daughter if this is possible and most of these meetings will be with a member of SLT.

For the vast majority of students, lessons will continue online remotely until July 8th 2020 when their term finishes and therefore most teachers will not return to the College site until August 24th 2020.

For A and T staff, the vast majority will continue to work remotely until the start of the new academic year when the situation will be reviewed.

In addition it is important to note that:

- This plan has been informed by the College's own '**Covid 19 Risk Assessment for re-opening**' which is available on Sharepoint
- The College is in contact with parents and students via email and this will continue on a daily basis until the summer recess
- Premises and House Keeping staff will be onsite daily to maintain high standards of hygiene and to minimise the risk of infection
- The Governing Body have been briefed on the current strategy and approach through a sub-committee
- The following external advice and guidance was consulted to support a phased, limited return to the College site by a small number of staff and students:
Public Health England, the Department for Education and Harrow Local Authority.

Timeline on Phased Re-opening

Stage One Week beginning May 18th

Consultation with staff seeking information on pre-existing medical conditions, whether they are caring for 'at risk' relatives or other family members and general concerns and anxieties about returning to work before the summer recess. Information analysed by the Principal and Finance Director to make relevant risk assessments and decisions. Survey of Year 1 students on their learning experience since the commencement of lockdown. Information analysed by SLT to inform future planning for the final half term of the academic year.

Stage Two Week beginning June 1st and June 8th

The College site will be prepared for small numbers of students to return to the site during the final 3 weeks of the academic year. Directional signage will be placed and venues prepared for student face to face appointments and other remedial works carried out in the reception, the LLC and the Study+ centre.

Stage Three Week beginning June 15th – week beginning July 6th

Week beginning June 15th

Art, Music and Computer Science students will be scheduled to attend by appointment for specialist tutorials. Phase 1 of 'face to face' interviews conducted, Monday to Friday, 10am till 2.30pm. The Student Services Team will prepare a timetable, limiting the number of appointments per day and the numbers of students onsite at any one time.

Week beginning June 22nd

Art, Music and Computer Science tutorials by appointment. Phase 2 of 'face to face' interviews continue Monday to Friday.

Week beginning June 29th

Art, Music and Computer Science tutorials continue by appointment. Final phase of 'face to face' interviews for selected students.

Week beginning July 6th

Final week of the academic year for staff and students. Online learning continues until Wednesday July 8th. Academic Board meeting and Quality Day on Thursday July 9th and final staff meeting (remotely) outlining plans for August and farewells to those colleagues leaving St. Dominic's on Friday July 10th.

Stage Four Early August 2020

Deep clean of College takes place at the beginning of August - TBC

Week beginning August 10th

Examination results downloaded on Wednesday August 12th and Results Day for students on August 13th. Arrangements for Results Day are yet to be confirmed.

Week beginning August 24th

Return to College for staff. Enrolment of Year 2, August 26th and enrolment of Year 1, August 27th/28th.

Stage Five September 2020 new academic year

Arrangements to be finalised, depending on the national situation.

External advice and guidance to support a phased, limited return to the College site by a small number of staff and students:

- Public Health England, the Department for Education and all other relevant official bodies
- Harrow Local Authority to ascertain information on the current local situation

The following grid summarises what will be in place for key operational aspects of the College for Stages 3, 4 and 5 and shows how the curriculum and learning will be managed and maintained.

Building /Facilities	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • All students with underlying health issues have been identified by DTA and remain at home. • All necessary First Aid arrangements are in place to meet the needs of any students who will be in College • Sustainable supply system in place for obtaining adequate PPE so that enough stocks of PPE are guaranteed. • Canteen closed • Arrangements for students to arrive at College, in accordance with the social distancing guidelines are in place and have been communicated to students and cover those arriving by: family transport, public transport, walking or on push bike
Stage Four August results and enrolment	<ul style="list-style-type: none"> • Arrangements to be finalised nearer the time
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • TBC

Cleaning	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • The enhanced cleaning schedule continues during the day • Principal to convene COVID 19 Committee and seek advice from the HSE if there is a confirmed or suspected case of COVID 19 so that appropriate cleaning response is agreed • Enough time is given for enhanced cleaning schedule to take place. Deadline given to all staff for when they should have vacated the College at the end of each day so that cleaning can take place.
Stage Four August results and enrolment	<ul style="list-style-type: none"> • The enhanced cleaning schedule continues during the day • Principal to convene COVID 19 Committee and seek advice from the HSE if there is a confirmed or suspected case of COVID 19 so that appropriate cleaning response is agreed • Enough time is given for enhanced cleaning schedule to take place. Deadline given to all staff for when they should have vacated the College at the end of each day so that cleaning can take place.
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • The enhanced cleaning schedule continues during the day • Principal to convene COVID 19 Committee and seek advice from the HSE if there is a confirmed or suspected case of COVID 19 so that appropriate cleaning response is agreed • Enough time is given for enhanced cleaning schedule to take place. Deadline given to all staff for when they should have vacated the College by so that cleaning can take place.

Social distancing (The actions here build on the preparatory work and planning already undertaken by the College in Stage One and Two)	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • Non-fire doors to be propped open at start and end of each session, where possible, in line with H and S requirements, to minimise the need for students to touch them. • Staff ensure equipment sharing is kept to a minimum. Where sharing is necessary in some subjects, staff ensure that adequate cleaning procedures are in place after use. • On arrival at the College students sign onto the College site outside the canteen and then proceed directly to their designated appointment or classroom space. • Signage is in place and the route map round the College is in operation for staff and students.
Stage Four August results and enrolment	<ul style="list-style-type: none"> • Social Distancing Plan in place for student return which includes: guidance on staggered and limited movement around the College; classroom redesign; social distancing toilet arrangements; explanation that there may be no breaks or lunch times. • Signage is in place and the route map round the College is in operation for staff and students
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • Social Distancing Plan in place for student return which includes: guidance on staggered and limited movement around the College; classroom redesign; social distancing toilet arrangements; explanation that there may be no breaks or lunch times. • Signage is in place and the route map round the College is in operation for staff and students.

HR/Staffing	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • Staff required to supply necessary evidence/documentation if they are self-isolating or living with a vulnerable person/persons
Stage Four	<ul style="list-style-type: none"> • Staff required to supply necessary evidence/documentation if they are self-isolating or living with a vulnerable person/persons

August results and enrolment	
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • Staff required to supply necessary evidence/documentation if they are self-isolating or living with a vulnerable person/persons • Review of cover arrangements and viability of existing staff providing cover, undertaken by the Principal and SLT

Students	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • Assess and celebrate the non-academic achievements of students whilst at home during College closure. • Welfare checks for those not in College are undertaken by the Student Services Team/SLT and follow up action taken where necessary. • College events and trips are currently cancelled and future events will be reviewed on an on-going basis.
Stage Four August results and enrolment	
Stage Five September 2020 New Academic Year	

Curriculum/Onsite learning environment	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • Review of the effectiveness of blended, remote and on-site learning takes place – deadline for student questionnaire Friday • All lessons continue online until July 8th. • A programme of blended learning, informed by the results of the review, is in place in the College (online and some face to face) to enable social distancing to be maintained. • Assessment of students' progress has continued in accordance with College policy (including end of topic tests, key assignments, and half-term grades). This will continue. • Arrangements for examinations 20/21 are clarified when information becomes available
Stage Four August results and enrolment	
Stage Five September 2020 New Academic Year	

Attendance	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • Support is in place for families whose son or daughter is not attending their online lessons • Contact made through the Attendance Officer
Stage Four August results and enrolment	
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • In the event of a blended learning programme in the new academic year, attendance will be closely monitored by the Attendance Officer and Student Services Team

Communications	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • The Principal will continue to communicate with parents and students via e-mail on a daily basis as he has since the start of 'lockdown'. • The Principal will explain to parents and students the system to be used for the reporting of Half Term grades
Stage Four August results and enrolment	<ul style="list-style-type: none"> • Year 2 Parents and Students informed about the results/enrolment service at the College
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • All communications with new parents to be via email in the first instance, assuming that opportunities for large gatherings will not be possible

Governance	
Stage Three Phased reopening week beginning June 15th, June 22nd, June 29th	<ul style="list-style-type: none"> • The Governing Body of the College will continue to meet in accordance with the schedule in the Academia.
Stage Four August results and enrolment	
Stage Five September 2020 New Academic Year	<ul style="list-style-type: none"> • The Governing Body will meet at the start of the new academic year to discuss arrangements for the term ahead