2 September 2020

Dear Student,

I hope you had an enjoyable summer and you are safe and well, and looking forward to the new 2020-21 academic year.

I am writing to welcome you back to college. For some it will be your first time in college and some of you may be progressing onto the next stage of your learning. You may have some concerns about coming into college, as things will be different due to Covid-19. We have been working hard to ensure we have everything in place to keep you safe whilst at college. We hope that this letter will address your concerns and will help you to adjust to what college will be like in September.

**How are we keeping Kirklees College safe?**

We have implemented the Government guidelines issued to all colleges. We are asking all students to:

* Maintain a 2 metre distance from other people at all times.
* Keep to our sign posted routes around college – for example some staircases will be one-way, either up or down. Keep left on corridors.
* Make sure that you wash and sanitise your hands regularly.
* Only come to college when you have a timetabled class and leave campus promptly when your session has finished for the day.
* Inform staff if you feel unwell with Covid-19 symptoms whilst in college.
* Don’t attend college if you or someone you live with is displaying Covid-19 symptoms.
* Face coverings are not to be worn in classes, but are recommended when moving around buildings and when you are in communal areas in case there is any congestion. We ask that you bring your own face covering to college.
* There may be special requirements for PPE (Personal Protective Equipment) for some practical activities. Your teachers will explain that and the college will provide whatever is necessary.
* Wear a face covering when travelling on public transport.

In addition to this we have:

* Completed Covid-Secure risk assessments for all our sites as well as risk assessments for specific practical activities.
* Increased cleaning across all sites, with new daily routines and additional sanitising supplies available.
* Reorganised classrooms to ensure social distancing is maintained.
* Made adaptions to our sites including new access gates, perspex screens, signage and sanitising stations.

**What arrangements have been made for breaks and lunchtimes?**

* We have staggered start, finish and break times to avoid congestion.
* We have planned the timetables to minimise the amount of time that you need to be on site.
* Because we have to ensure that everyone is at a safe distance, we cannot have large numbers of people queueing or eating in our refectories. We have amended the opening hours and reduced the food and drinks offer so that we can have a fast, efficient service and reduce any queuing. We are offering students a cold packed lunch with a choice of sandwich, drink, crisps and fruit to enable this for the initial reopening of the service.
* Payment is by card only. Students on a bursary will have their money transferred into their bank account. If you haven’t got one, we will work with you to come up with a solution.

**How will you keep safe travelling to college?**

The advice is that you should use your own transport, walk or cycle to college if possible. If it is necessary for you to use public transport, you will have to wear a face covering for your journey. We recommend checking bus and train times as these are subject to change and are currently operating with reduced capacity. If you are travelling by car, we ask that you do not share lifts with others from outside your family group.

**What are the arrangements for the first week back?**

* All students will receive information about your Induction Week. You will receive an induction appointment for a face to face meeting with your tutor in college during that week.
* For the remainder of the week you will be asked to complete your induction programme online. If you have no access to a computer or internet, we will make arrangements for you to complete your induction in college. Please speak to your teacher or progress coach when you come in for your face to face appointment.
* During induction week, you will also get your timetable for your course lessons.

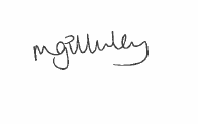
**Your course**

* Your course will be a combination of online (at home) and on-site (in college) teaching. You will receive further information about this from your tutors during your induction.
* You will still complete all the practical sessions and all the different elements of your course.
* You will continue to receive all the support that you need. Some of that will be on site, some online or on the phone.

Although the way we are doing things this year has to be different, our commitment to helping you to succeed on your course remains the same. We have worked hard to ensure that college is safe, and we need you to follow all of these new rules to keep yourself and others safe.

I hope you have a great time at Kirklees College.

Best of luck,



**Marie Gilluley**

**Principal and Chief Executive**