

### COVID-SECURE RISK ASSESSMENT

Our Covid-secure risk assessment has been updated in line with the current guidance from the Department for Education.

This is also available on our website [here](#)



### PREVENTING THE SPREAD OF COVID-19

We are asking all students and staff to wear a face covering whilst moving around our college centres and in communal areas, such as the refectory, reception and corridors.

There are three simple but effective ways we can all help prevent the spread of coronavirus:



- Wash your hands



- Wear a face covering



- Make space

If you have symptoms, book a test: [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

### STUDENTS RETURNING TO COLLEGE

At the start of the academic year, we took a cautious approach to the number of people allowed on our sites due to Covid-19 restrictions. Now that we have had some time to see how this has gone and we are confident that all of our Covid-19 safety measures are operating successfully, we want to increase the numbers of students coming into college for face to face lessons.

Students and parents will receive a letter from the Principal via email detailing course arrangements from Monday 2 November. These letters are also available on our website [here](#).

In summary:

- We have reviewed and amended student timetables
- Changes to timetables will be on Pro portal. For further information on how to access Pro Portal, please click [here](#).
- Covid-19 prevention measures must continue, which include regular hand washing, wearing a face covering in public spaces and social distancing.

### CLASSROOM RULES

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- Always keep 2m distance from your tutor.
- Wear face masks when directed to do so by your tutor or other staff.
- Avoid face to face contact with other students by sitting back to back or facing forwards towards the front of the classroom.
- Observe the seating plan and sit in your allocated seat every lesson.
- Face masks can be worn by students in classrooms where 2 metre distancing is not possible.
- Wash your hands regularly with soap and water.
- Use hand sanitiser regularly.
- Wipe your desk and any equipment before and after use.
- Ensure you are wearing a face covering when entering or leaving your classroom, moving around the college and entering communal areas.
- Follow one-way systems around college and adhere to all advisory signs and instructions at all times.



New posters will be in classrooms to remind students of the guidance they must follow when in college.

### REPORTING ABSENCES

Please select the relevant guide available on our website for reporting a Covid-19 related absence.

- [Click here](#) to report an absence of a 16-17-year-old
- [Click here](#) to report an absence of an adult learner

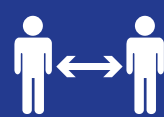






Students must continue to follow the Covid-19 guidelines when in college.

Nov 2020

FOR STUDENTS

KEEPING KIRKLEES COLLEGE SAFE

As a student at Kirklees College we are asking you to do your bit to help prevent the spread of Coronavirus around our centres. Please take time to read the new guidelines below.

-  • Maintain one metre + distance in classrooms and two metres in social spaces
-  • Keep to designated traffic routes - keep left and use UP or DOWN staircases
-  • Wash and sanitise hands regularly
-  • Only come into college when you have a class timetabled on college premises
-  • Inform staff if you are feeling unwell with COVID-19 symptoms whilst attending college
-  • Don't attend college if you or a family member are displaying symptoms of COVID-19. Self-isolate following Government guidelines. Inform your tutor straight away
-  • Wear a face covering whilst moving around college and using public transport

#StaySafe

