

## School – College Partnership

### COVID mitigation procedures

The health, safety and wellbeing of all students, staff and visitors is of paramount importance. In order to protect this, the following practices should be adhered to in the delivery of school/college partnership programmes.

#### 1. Travel to college campuses

School pupils travel to college either on foot, by public transport or by private taxi. Transport is organised by the school (minibus, coach or taxi). Pupils must wear face coverings if travelling on public transport.

The college has organised some taxi travel for some pupils studying a Foundation Apprenticeship at college. Pupils will be transported in school groups; therefore will not share a taxi with pupils from other schools.

#### 2. Physical Distancing

Colleges are referred to in the Scottish Government publication [Coronavirus \(COVID-19\): framework for decision making – Scotland’s route map through and out of the crisis](#).

As we are currently in Phase 3 of the route map, colleges can operate under a *‘phased return with blended model of remote learning and limited on campus learning where a priority (with) Public health measures (including physical distancing) in place.’*

In College settings, the physical distance requirement is 2 metres. All school pupils should adhere to this requirement.

Specific guidance for the College sector came into effect on 29 June 2020. <https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-colleges/>

#### 3. Face coverings

It is mandatory to wear face coverings in communal areas of the College and this also applies to our learners from school.

Individual exemptions may be granted for health reasons.

#### 4. Arrival at, and departure from, College

##### First day of study

On arrival at college on the first day of study, school pupils will be directed to an identified waiting area for their school. They will remain in this area until their name is called and they are escorted to their allocated classroom.

Pupils should not arrive early as they cannot be accommodated within the College campuses.

### Subsequent days

On arrival at college after the first day, pupils should make their way, directly, to their allocated classroom. They will be asked to remain in the classroom for the duration of their time at college.

### Finish times

Classes will be allocated staggered finish times in 5-minute intervals to ensure that all pupils are not leaving the building at the same time.

## **5. Class groupings**

Class groups have been made up with the minimum number of schools, possible, to reduce the number of schools mixing.

Within the classroom, learners will be allocated seats within their school groups and will be physically distant from learners from other schools.

## **6. Breaks**

Classes are normally two hours in duration, therefore, there will be no planned break. If an individual learner requires a comfort break, this will be addressed on an individual basis.

Where a class is three hours in duration, again there will be no planned break where everyone leaves the classroom. If an individual learner requires a comfort break, this will be addressed on an individual basis.

## **7. Delivery of classes in school settings**

Before a member of college staff begins delivery in a school, the staff member should have access to the individual school risk assessment. On the first visit, the staff member should be taken through the relevant school risk assessment by a member of school staff and be orientated in the current Covid-19 arrangements for the school.

College staff will visit only one school on any given day.

## **8. Learning and Teaching**

### Blended Learning

Blended learning is an approach to learning that combines online learning materials and timetabled classes that allow for an interaction online with traditional classroom or specialised space based methods.

The majority of classes will be delivered using a blended learning model. Classes will be divided in to two groups where one group will attend on one of the designated college days e.g. Tuesday afternoon and will study remotely on the other afternoon e.g. Thursday afternoon. The second group will do the same but on alternate days. Classes will therefore be small (8-12 pupils depending on room capacity based on desks being laid out two metres apart). Exceptions to this have been communicated to schools.

While in the classroom at college, pupils will be required to follow the 2 metres distance from each other and 2 metres from the lecturer.

### Class etiquette

When working online, school pupils should follow the same standards, as they would do in a classroom setting.

Below is a link to a short, fun video about online etiquette. School pupils should follow this etiquette when they are using any online platform.

<https://inside.isb.ac.th/lc/2020/03/28/practicing-etiquette-students/>

### Teams

Online learning, at Ayrshire College, will be facilitated using the Microsoft 365 Teams platform.

Where teaching is taking place as a live online session, the lecturer will invite pupils, one week in advance, to the Teams session. Only those pupils within the class will receive and have access to this session.

Pupils will access the session using their College email address. Access to the session will only be possible using this email address. Access to the virtual learning environment will also be possible Teams.

The setting within Teams allows the class lecturer to monitor and manage individual class sessions in a safe and secure environment. No student cameras will be used. Although lecturer presentations may be recorded, there will be no recording of any student discussions.

Lecturers can moderate discussion within individual channels within Teams. Ayrshire College has a policy in place that alerts the lecturer to the use of inappropriate words and phrases.

The above processes have been developed in line with current Scottish Government guidance. Any revision to national or sectoral guidance will result in a review of processes after discussion with our Local Authority partners.