

I am sending this letter to parents/families of all our learners to advise that we are very much looking forward to welcoming everyone back to Landmarks – both returning and new learners – in September. I am also taking this opportunity to advise you of the measures we have put in place to ensure the safety of everyone at all our sites and to reassure you that we have prepared the College environment to comply with Government directives regarding social distancing.

Following advice from the Government and Department for Education, from 7<sup>th</sup> August it is the Government's plan that all learners, in all year groups, will return to full-time education from the beginning of the Autumn term in September. This means that all learners (including Lifelong Learners) will be expected to return to College as from 7<sup>th</sup> September 2020, other than those who are shielding due to health conditions or are showing symptoms of Coronavirus (Covid-19).

A "Coronavirus Risk Assessment" has been created to make clear the control measures and support arrangement we are introducing which aim to minimise risk. The risk assessment has been circulated to all employees and has been published on the College's website for parents and the wider community to view. All our employees have familiarised themselves with the Landmarks Coronavirus Risk Assessment to ensure they are fully aware of safe working practices. In addition, all our staff have received training on Coronavirus, the control measures that have been put in place at each site and what will be expected when returning to work. Everyone has a duty to ensure the safety of themselves and others by adhering to the guidelines put in place nationally, locally and by Landmarks.

Staff will be supporting learners from a social distance of between 1-2 metres. Personal Protective Equipment (PPE) is not compulsory whilst at College and, therefore, will not be provided by Landmarks. Staff and learners who wish to wear their own PPE will be permitted to do so. For learners who find it difficult to social distance, or require personal care, they will be supported by staff wearing PPE provided by the College. Where staff are required to support learners in the community or at home, PPE will be provided if necessary. Whilst at College, classroom "bubbles" will change once per day (after lunch). During the change of bubble groups tutors and support staff will clean touch points, desks and resources in the room prior to the new group entering the room. We will also request learners to:

- On arrival at College, learners should wait in their car/taxi until a staff member approaches them to take their temperature and sign them in, once completed learners will be escorted to reception.
- If a learner is showing symptoms or has a temperature over 38 degrees, they will be asked to return home immediately. Learners should then

have a Coronavirus test via the NHS and await results or to self-isolate for 14 days before they return back to College.

- Upon entering the College, learners will be required to wash their hands immediately, and at regular intervals throughout the day.
- Parent/carers and taxi drivers should not leave their cars, congregate at the entrance of the building or enter any College premises.

Learners who travel on Landmarks dedicated transport to access College are asked to wear a compulsory face covering, staff will also be provided face coverings whilst on the transport. When transporting learners Landmarks will consider:

- How learners are grouped together – ensuring a register is kept each day.
- Use of hand sanitiser on boarding and/or disembarking.
- Additional cleaning of vehicles after each journey.
- Organised queuing and boarding where possible.
- Distancing within vehicles wherever possible.
- Face coverings for staff must be worn which will be provided by Landmarks.
- Travel will not be permitted without a face covering.

Staff will not be escorting learners in their own cars until further notice. Any other transportation of learners, other than regular dedicated Landmarks transport that is pre-planned, and risk assessed will not be permitted. Full details of our risk assessment and Safe Return to Work policy (Policy No. 4.13) can be found on our website – <https://www.landmarks.ac.uk/policies-reports/>

I hope this information will reassure you that everything possible is being put in place to ensure the safety of everyone at Landmarks as we look forward to the new academic year and learners returning in September.

Please do not hesitate to contact us if you require any further information.

Kind regards,



Larry Brocklesby