



Prospect Training Services  
C4 Brunel Court,  
Waterwells Business Park,  
Gloucester GL2 2AL

10<sup>th</sup> June 2020

Dear Parent/Carer,

### **Coronavirus Update to our learners**

Firstly, we do hope you are still well and safe during this difficult time.

You will know that the Government has recently announced that from 15<sup>th</sup> June, post 16 providers can invite certain learners back into centre for some face-to-face support with their tutors.

The key points from the Post 16 guidance are as follows:

- Post 16 Providers should plan on the basis that from the week commencing 15 June, they can invite identified learners back into centre for some face-to-face support with their tutors.
- Post 16 Providers should offer this face-to-face support to supplement the remote education of learners, which should remain the predominant mode of education.
- Post 16 Providers should aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping learners 2 metres apart from each other where possible.
- Ensuring sufficient distance between learners is likely to mean classes are no more than half their usual size.
- Mixing between different groups of learners should be kept to a minimum.
- Within the guidance above, post 16 Providers have the flexibility to implement face-to-face support for learners in the way that best suits their circumstances.

The aim of this face-to-face contact is to supplement the remote education of the learners. We have therefore been working on a plan for our provision. We feel it meets the Government's aims, will be purposeful for staff and learners and most importantly **can be implemented safely**.

### **What are the objectives of the time in Centre?**

The aim of the subject sessions is to provide curriculum input which cannot be undertaken remotely, is valuable and will have learning impact in terms of consolidating learning from the closure period, establishing the next learning focus and setting up the next period of remote learning.

### **The Plan - Overview**

- We have already been busy contacting all identified learners with a detailed survey to support potential return to training.
- We will start face-to-face work with identified learners from **Monday 22<sup>nd</sup> June 2020**.
- Learners will attend centre in individual "Bubbles".
- All learning spaces in use have been set out fully socially distanced and there will be no movement between learning spaces during the teaching day.
- If circumstances allow, we have the opportunity to extend provision.

### **Transport to Centre**

The challenge of safe transport to centre still remains.



We ask that learners aim to walk, cycle or being brought to the centre site by parents/guardians. The centre is planning for safe parent drop off as part of the arrangements for the centre re-opening programme.

We fully appreciate parents' concerns about transport to centre, but this area of operation has been handed over by the government to the Local Authority and Providers to manage.

For those learners who can only use public transport as no other means is available to them, we will happily provide face coverings to support you in this means of transportation to and from our centres.

### **In Centre Plan**

- Learners will be asked to sign in and out as normal and will be provided with up to date information of how to manage risks.
- A member of staff will be available to ensure social distancing protocols are managed on access to the centre
- Learners will be timetabled to arrive after rush hour and peak public transport times
- Learners will be briefed each day with an H&S briefing video provided as well as the wellbeing support on offer to you.
- There will be 1 short break for lunch (if applicable to your timetable). This is to help manage social distancing which will be most challenging at social times.
- Learners do not need to bring stationary to classes, we will provide you with what you need to limit the use of paper and potential risks.
- Learners will be expected to bring their own packed lunch where possible. However, lunches will be provided for our Free School Meal learners. We will provide you with water and snacks.
- Lockers will be provided to each learner to put their belongings in at the start of their learning and collect at the end of their teaching day.

### **Rooming**

- We will plan the day so that learners are appropriately spread out.
- Classrooms will only be used once a day. This means we can manage the cleaning and minimise the risk.
- In each classroom desks have been moved. This is to help reinforce social distancing.
- Every room will also have a hand sanitiser fitted to the wall. This will be used by learners when they enter / leave the room.
- Every Friday we will arrange for a deep clean of the centre in addition to our daily cleaning regime.

### **Transitions**

- Transition between lessons will be carefully managed.
- By limiting the number of learners within the centre we should be able to do this in a safe way, adhering to social distancing principles.

### **Risk assessments**

- Our site manager has risk assessed all elements of our plan. They have produced detailed risk assessments which will be scrutinised by our Senior Management Team.
- These will be available on request.
- Risk assessment is more than a document; it is a process and any contribution / questions / thoughts are helpful.

### **Guidance for learners**

- Learners will be socially distanced upon their arrival and guided to their classroom.



- Every day for learners will begin with a briefing in their classroom. In this briefing as well as welcoming the learners we will give them clear guidance on safety and social distancing protocols and transitions.
- We know this will be a challenge. There will be signs all around the centre but we know learners will need regular reminders.
- Any learner deliberately placing others at risk will be sent home.

### **Learner Attendance**

No learner has to attend the face to face sessions on offer and the ultimate decision sits with parents or guardian as to whether they choose to send their child to centre. However, based on the evidence, including the recent scientific advice published together with the detailed risk assessments we have carried out, we do believe the face to face opportunities we are offering will ensure the safety of learners and staff. We will, of course, keep all provision under review and if it is felt adjustments or changes needed to be made, these will be made and parents will be informed.

### **Next steps**

- We know that the Government have left the decision on learners returning to training to parents and guardians.
- We need to be able to gauge the number of learners in each tutor group who will be returning.
- We will now be making individual contact to confirm learner timetables for their return to individualised face to face training.
- You will have questions about this plan. Please email those to me at [lizh@prospect-training.org.uk](mailto:lizh@prospect-training.org.uk)

To conclude, this plan aims to deliver meaningful support to our learners to complement their home learning. It is a plan that is driven by the need to maintain the safety of all our learners and staff.

Thank you in advance for your support. Whilst we all have nerves regarding this, I'm sure we are all excited as this is the first step in getting our centres back!

Yours sincerely,

**Liz Handley**  
Programme Manager