

Please find any information regarding school's courses below, if you require further help please contact enquiries@west-lothian.ac.uk.

As you know things are a little different for us at the moment and we have put together some information to help you before you start your college course. We are working closely with your school to ensure we are prepared for you starting with us and we look forward to another year of very positive outcomes for our students

Start Date

Delivery of all school's courses will begin the **week commencing** 24th August. There will be no changes to the delivery of courses until 12th October unless we are advised by our local or national government. If delivery arrangements are expected to change after the October break you will be informed by your college lecturer and school.

Distancing Rules

- Whilst attending courses at the college school students are to maintain a two metre distance and will require a face mask for when the two metre distancing is not possible (e.g. during some practical demonstrations).
- Upon arrival at the college school students will go directly to their class or workshop and staff will be around to help with directions.
- Congregating in small groups, for the time being, is **not** allowed.
- Students will not share bus travel with other schools
- Transport arrangements will be advised by each school.

General Information for School Students

There is general college campus guidance to be adhered to in addition to the points noted below, this includes signage, one way systems in place where possible, access to sanitising units in all buildings and what to do if you feel unwell. College staff will guide students when they first come onto campus.

- Students should not attend if they feel unwell and should follow advice from school staff
- Some classes will be delivered on line until further notice – more info below for individual classes.
- Students should manage lunch provision before leaving the school (the canteen within the college is closed until further notice).
- Students studying remotely may be studying from home rather than in school and school staff will advise their students of such arrangements.
- School groups will commence 4 weeks before full time students.

- Risk assessments are in place for general areas, vocational areas and key areas for schools, e.g. transport drop off points.
- Two metre distancing is planned for all school groups, however occasional delivery in some practical delivery may reduce this and PPE will be in place, supplied by the college.
- Increased space for outdoor learning will be used when the weather permits.
- A communication channel will be agreed between our students and class lecturers in the event that students are not on site.
- If a school student becomes unwell **with COVID-19 symptoms** whilst at college we plan to contact parents/carers and ask that they collect their young person from college. We will then contact their school to advise.
- Class registers will hold attendance to support the track and trace system in place.
- A Designated Member of Staff is appointed in college to manage the current COVID19 situation and a contact in each school is in place.
- Some Friday classes will be split and attend the college fortnightly with work set for students working at home.
- All breaks will be managed within individual classes.

ADDITIONAL INFORMATION FOR EACH COURSE/AREA

This section will be updated when additional information as available. Please check regularly.

- **Hairdressing and Beauty PPE** – masks, (when required) visors and clothing will be provided – parental/carer permission will be required to allow students to work on each other in Hairdressing and Beauty Therapy.
- **Construction/motor vehicle/engineering PPE** – masks, visors, clothing will be provided.
- **Hospitality** – masks, chefs' whites/aprons will be provided. Perspex panels between students will be in place in the kitchen areas.

More information and details, including a health and safety video for when on campus, will be posted on the webpage and social media channels over the coming weeks.