

## Guidance following changes to Tier Levels

Dear Students

We know the last few months have been challenging for many of us and as West Lothian moves into Tier 4 we wanted to remind you of the importance of following Government guidelines to keep yourself, your friends, family and others safe.

New rules will come into force across West Lothian as of 6pm on Friday 20 November and will be in place until at least Friday 11 December. You can find out more about the Tier system by visiting:

<https://www.gov.scot/coronavirus-covid-19/>

More information about key areas of the college are covered below.

### Learning and Teaching

As with all other colleges in Tier 4 we will continue to remain open.

Learning and teaching will continue in line with our blended learning approach, to ensure all our students, staff and visitors are kept safe, minimising the amount of people on campus.

Your lecturer will be in touch if there are any changes to the delivery of your course during this period.

When on campus it is important to remember to wear a face covering, socially distance and continually wash your hands.

### Travel to and from campus

If your course continues to be taught on campus during this period, it has been confirmed that in line with Scottish Government advice students can travel across Tiers for education.

### Student Support

Our student support team are still working and are here to support all students. If you need someone to talk to, help with your course or are struggling during this time please get in touch by emailing [supportlearning@west-lothian.ac.uk](mailto:supportlearning@west-lothian.ac.uk), by visiting: <https://www.west-lothian.ac.uk/help-advice/student-support-services/> or calling on 01506 427604 (during office hours)

The Scottish Government have also set up national support which can accessed <https://bit.ly/330clvi>

Our Student Association team have set up a Teams channel so you can chat to fellow students and your student association team informally for any support or questions you may have. This can be found here:

<https://bit.ly/35LRUUI>

If you are facing any challenges however big or small please you don't need to face them by yourself – we are here for you! Get in touch if you need any support.

### ICT & Study Support

If you are having any computer issues during this period please email [ITservices@west-lothian.ac.uk](mailto:ITservices@west-lothian.ac.uk) or call 01506 427519 to book an ICT slot which may be delivered remotely or on campus depending on the nature of the issue.

The library is open from 8.30am to 6pm. In addition to advice on learning resources, they can also support with computer issues, logging in, getting on to Moodle and so on. In addition, they have a limited number of study desks with computers, which can be booked by calling 01506 427601 (8.30am to 6pm).

During this period, the library can also arrange for short-term loans of laptop computers to students who are not able to access these in any other way and who need them for their studies.

If coming into the library, it is important to remember to wear a face covering, socially distance and wash your hands.

## **Student Funds**

The college can support students with hardship funds and other bursaries if required, call Bursaries on 01506 427622 (8.30am to 4.30pm Monday to Friday) if you are having an issues with your funding, or run into extra difficulties because of moving to Tier 4.

## **More information**

More information and any changes across the college can be found by visiting: <https://www.west-lothian.ac.uk/faqs/coronavirus-covid-19-faqs/>

We are all in this together, so if you need someone to talk to, any support or have any concerns, we are here for you! Message us on social media, speak to your lecturer or email [supportlearning@west-lothian.ac.uk](mailto:supportlearning@west-lothian.ac.uk)

Stay safe, remember your face covering, socially distance and wash your hands regularly.

West Lothian College