



Student handbook  
**Your guide to  
returning to  
college**



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## Welcome to the student handbook

At Activate Learning, we are committed to providing an environment that enables students to thrive. This includes protecting your health and safety at college, your physical and mental health, and boosting your wellbeing.

We look forward to seeing you at college soon. We have put in place thorough safety measures to protect the wellbeing of students and staff returning to campus, which will also help us work towards a wider reopening at some stage in the future.

Please take time to read this handbook. It contains important information to help you return to college with confidence. We want to encourage you all to follow social distancing and other measures in place and to use your common sense throughout this period.

We need everyone's commitment to adapt to this 'new normal'. We are in this together, and we will work together to adapt successfully to these changes.

Please note, you should only attend campus for your timetabled lessons and pre-booked time in Learning Environments. Group gatherings are to be avoided and once you have finished your lessons at college, please leave the campus promptly\*.

*\*Please note that all information in this handbook is subject to change in response to changing circumstances or Government's guidance.*



# Staying safe on site

## Helping students stay safe on site

Following the current Government guidance, we have put health and safety measures in place to ensure everyone's safety at college. These include: on site testing, staggered starting times, wearing face coverings in the classrooms as well as communal areas, one-way systems around buildings, guidance on social distancing in classrooms and workshops.

### To protect students and staff at college, we have:

- » Sanitiser units
- » Electrostatic disinfecting machines
- » Sneeze guards
- » Social distancing floor tape
- » Directional stickers for one-way systems
- » Social distancing stickers for desks

It is important that we all remain alert and apply common sense at college, whilst respecting the measures and guidelines outlined in this handbook.

## Using Lateral Flow Covid-19 tests

The Lateral Flow Covid-19 tests are quick and easy to use, using a swab of the nose and throat. It's not painful but may feel a little uncomfortable.

Once swabbed, you'll find out your result within 30 minutes and do not have to wait at the test centre.

You may do the test on yourself. Alternatively, there are test centre volunteers on hand to support with testing. If your Lateral Flow Covid-19 test is positive, you and your household must isolate for 10 days.

The test sites are in the following locations at college:

- » Banbury and Bicester College (Recharge dining area)
- » Bracknell and Wokingham College (Recharge dining area, near Reception)
- » City of Oxford College (D128)
- » Farnham College (Mezzanine above Recharge, Surrey Court)
- » Guildford College (Recharge dining area)
- » Merrist Wood College (The Courtyard dining area)
- » Reading College (Recharge dining area, near Reception)

## Your health, safety and wellbeing on campus

Activate Learning is committed to ensuring, as far as is reasonably possible, the health, safety and wellbeing of our students and staff. We aim to minimise students and staff from being exposed to any risks, injuries and college-related ill health. You will also be offered two tests per week to administer yourself (under supervision if under 17), with all results, both positive and negative, reported to us and the NHS.

Any student that is clinically extremely vulnerable should not come back into college, even if vaccinated, and if this applies to you then please speak to your tutor so we can make alternative arrangements for you. We have carried out detailed risk assessments and reviews of Government guidance and best practice to enable a safe return to college for all.

Your teachers will conduct individual risk assessments for all classrooms and Learning Environments and guidance will be displayed on safe use of these spaces.

## Face coverings in college

We are taking every precaution we can to minimise the risk to you in college. In line with Government guidance, we expect face coverings to be worn by everyone when moving around campus, in corridors and communal areas and in classrooms or workshops where social distancing cannot easily be maintained, except where exemptions apply. This means together, we can ensure everyone is kept safe!

We know that there will be some of you who will have good reason not to wear them. For those exempt from wearing a face covering, we ask that you have your exemption cards with you at all times to avoid confusion.

## Good hygiene practices

Janitorial services have increased with extra cleaning around the college each day.

Whilst on campus, you should regularly wash your hands with soap and water. Sanitiser stations will also be available at building entrances, reception areas, near toilet facilities, and at other suitable locations around campus.



# Measures we've put in place to protect you

## Arrival, entrances and circulation spaces

To avoid too many people arriving on campus at the same time, blended learning timetables will minimise the number of students on campus and allow for staggered start times. This will help reduce the number of people in any one space at college at one time.

Please sanitise your hands on arrival to college and when leaving the building, using the stations provided. If for any reason this provision is temporarily unavailable, please wash your hands in the washroom/ toilets en route to your destination.

In busy areas, markers on the floor will reinforce social distancing requirements.

## Classrooms, labs, workshops and other environments

We have maintained the college and thoroughly cleaned buildings throughout lockdown. As we move into a new academic year, we will ensure that all spaces are regularly and hygienically cleaned throughout the day.

We are all responsible for ensuring our campuses and learning spaces are safe and we need you to take responsibility for the spaces you are learning in.

When you arrive in your classroom, all desks will be separated in line with social distancing guidelines and will be set out to face in a single direction. You should remain at the same desk for the duration of your lesson, keeping personal possessions, coats and bags near you.

Once your lesson is finished, please leave your classroom straight away and avoid queueing in corridors.

## Labs, workshops and studios

Labs, workshops and studios have been adapted to support technical activities safely and will be hygienically cleaned between lessons.

You will need to respect the same social distancing rules as in classrooms and follow your teacher's instructions. Marker tape will be in place to show safe passage or use of large spaces, where required.



# Learning Environments

We are very happy to welcome students back to the Learning Environments and help you with your studies. We need to be able to keep you safe, so we will be offering a socially-distanced and controlled service. Students who would like to use our facilities must use a booking system. You can reserve a PC before you arrive or book on arrival if there are PCs free. If you need to borrow books, you can do this by reserving them online and then picking them up via our Click & Collect service.

**Please see the points below to help you get a picture of how our service will work.**

### You can:

- » access computers and the internet
- » visit ALO, Moodle and the Learning Environments website for access to study materials.
- » work alone.
- » have the time and space to focus on your studies.
- » use the printers.
- » return books you have borrowed.

### We ask you not to:

- » touch or use print books or magazines. These will be available to borrow by using our Click & Collect service, which you'll learn about in your induction.
- » work with others, so social distancing can be maintained.
- » use the space only to socialize.
- » come into college if you feel unwell.

### We ask you to:

- » book a PC or workspace before you use it. You can do this online before you come to us or when you come in, if we have enough spaces. You'll learn about how to do this in your induction.
- » clean your workspace or PC before you use it. We will provide cleaning equipment for this.
- » sanitise your hands when entering and exiting the Learning Environments.
- » wash your hands when using toilet facilities.
- » observe social distancing at all times.
- » be aware of what you and your possessions are touching.

### We will ensure:

- » the Learning Environment is cleaned thoroughly before opening and is given a clean during the day.
- » that social distancing is observed.
- » that all students are able to focus on their studies while in the Learning Environment.

## On-site facilities

### Toilet and washroom facilities

Toilets and washrooms will remain open throughout our campuses, as they are essential to support college operations and hand washing cleanliness.

You will notice that some cubicles, urinals and sinks may be out of order to encourage social distancing. Only one person at a time may be permitted in smaller toilet facilities.

Toilet and washroom areas will be supplied with handwashing and drying equipment and will be regularly cleaned. Sanitiser will be available at or near these facilities.

### Food on campus

Our refectories will be open for hot and cold takeaway food and drink, however, there may be some restrictions on when students can access them in order to maintain social distancing on site. More specific site information will be available via the student portal. Water fountains will still be available to fill sports bottles or similar. Taps providing drinking water will still be available for use.

If the weather permits, the best place to eat at present is outside. If this is not possible, you should eat lunch in your classroom/ workshop or a suitable classroom nearby.

### Lifts

Please avoid using lifts unless essential (for example, for people with mobility requirements.). The maximum capacity of the lift will in such cases be significantly reduced, to a maximum of 1-2 people. This is to ensure social distancing can be achieved. You will find a reminder next to each lift.

## Evacuation in case of an emergency

If a fire alarm is heard or there is an emergency requiring urgent evacuation of the building, please ignore any one-way systems and distance makers, and carefully vacate the building through the nearest fire exit. Please follow any fire exit directional signage and instructions from your teacher to your designated fire assembly point and maintain social distancing when you arrive there, if possible.

## Help us to improve

If you see something that doesn't look right, or the measures that have been put in place are not working for you, please let your teacher know so that they can support you.

## Your behaviour on campus

It is really important that we look after one another's health, safety and wellbeing on campus.

In order to do this, you must arrive to your lessons on time and respect social distancing rules on route to and within your classrooms.

Please note, you must sanitise or wash your hands on arrival and when exiting the building.

In class and in Learning Environments, you must stay at your desk, keep your belongings close by and not share equipment. Once your lessons are over, please leave college immediately.

When at college, you must respect all social distancing and health and safety measures outlined in this handbook.

If you feel unwell, please leave campus immediately and avoid contact with others. You must immediately contact the Safeguarding team by phoning **01865 550401** or emailing [safe@activatelearning.ac.uk](mailto:safe@activatelearning.ac.uk). Please do not come into college if you are feeling unwell.

If any students are seen to not be respecting social distancing or other health and safety measures, this will be addressed immediately.

In cases of serious or persistent breaches, this will be handled via the college Behaviour and Disciplinary Procedure and you will be asked to leave the college immediately.



## Managing and reporting symptoms

If you experience any symptoms of COVID-19 (a new, continuous cough, high temperature or loss of, or change in, your normal sense of taste or smell) whilst on campus, you should leave the campus immediately, avoiding contact with others on your way out, and self-isolate in line with Government guidelines.

If you experience symptoms of COVID-19 whilst on campus, you will be sent home immediately to self-isolate. If you cannot leave immediately, because you need to wait to be collected, you will be moved to an isolation room where you can be isolated until you are able to leave safely. If you need to go to the toilet while waiting to be collected, please let a member of staff know so that the toilet can be cleaned and disinfected before being used by anyone else.

### Reporting symptoms

If you experience symptoms of COVID-19 you must report it immediately to our Safeguarding team by phoning **01865 550401** or emailing [safe@activatelearning.ac.uk](mailto:safe@activatelearning.ac.uk). This is so that we can report your symptoms to Public Health England and support your learning at home.

If you become aware someone who is experiencing symptoms and has recently been on campus, please report this to the Safeguarding team.

### Testing

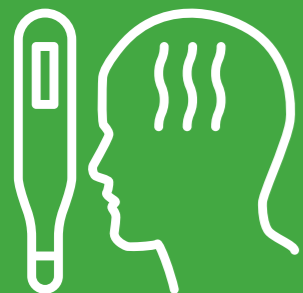
We encourage students experiencing symptoms to access NHS testing facilities via the NHS website. Please let us know if you are being tested and report the outcome to the Safeguarding team using the contact details above.

Once you have your test results you will need to update the Safeguarding team immediately by phoning **01865 550401** or emailing [safe@activatelearning.ac.uk](mailto:safe@activatelearning.ac.uk).

### Confirmed COVID cases

If we have a confirmed case of COVID on campus, we will make every effort to identify learners and staff who have been in close contact with the affected person. This will include identifying student bubbles where relevant.

Anyone who has been in close contact with an affected individual will need to self-isolate for 10 days and seek medical advice if they show symptoms during this time.



## Travelling to college safely

Please follow the Government's [travel guidance](#) to ensure that you travel to college by the safest mode of transport available. Below are some general guidelines you may find useful. If you have any concerns about travelling to college, please contact your teachers.

### Public transport

Government guidelines now encourage people to use public transport, however where possible we would still encourage people to use alternative methods of transport to and from college, such as walking or cycling.

Where you need to use public transport, we would encourage you to avoid using during peak times where possible.

The Government recommends that while traveling on public transport that people should wear face coverings.

### Walking and cycling

Walking or cycling is a safe and healthy way to travel to college if you live within close distance. All of our colleges have bike parking facilities available on or around campus.

When walking or cycling, please make sure you take the necessary safety precautions. When cycling, make sure your bike is well maintained and wear a helmet and light-coloured or fluorescent clothing.

### Driving

Parking is limited on our sites, so if you are unable to find a space, you can often find free or affordable parking spaces by using a dedicated app, such as [RingGo](#), or [Parkopedia](#), which allows you to book a parking space in advance.

For more information on finding our campuses, visit [www.activatelearning.ac.uk](http://www.activatelearning.ac.uk) and follow the links under 'Our colleges'.



# Campus opening times

Campuses will be open from 9am-5pm, Monday to Friday, unless otherwise communicated.

## For more information: Quick links – an A to Z

Career Support – If you need [careers advice or guidance](#)

Learning Support – If you need [support with your learning](#)

News – view [external news on the Activate Learning website](#)

Social media – [see our latest social media updates for each college](#)

Student Support - learn how [Student Support can help you with your health and wellbeing](#)