



Bosworth
Independent
College



#WeCare

PLANNING **FOR A SAFE** SEPTEMBER

From home to campus
with you every step
of the way



CONTENTS

3. Letter from the Executive Principal
4. Frequently Asked Questions
5. Health, Safety and Wellbeing
6. The School
7. Learning at Bosworth
8. The Start of Term
9. Detailed Planning
10. Protecting Our School Community
11. Cancellation Policy



DEAR PARENTS

At Bosworth Independent College our mission is to provide educational excellence so that every student progresses to their chosen college, university or the workplace.

As we look towards the new academic year, our academic and support teams are focused on the health and wellbeing of our students, and that is our biggest priority between now and September. We want our students to feel safe and confident about learning and living on our campuses.

As such, we are implementing a pledge which incorporates a variety of measures to ensure that our school community is safe. From smaller class sizes, a heightened cleaning regime, PPE equipment, social distancing and increasing welfare support, to blended learning and regular health checks.

Dr Craig Wilson
Executive Principal



FREQUENTLY ASKED QUESTIONS

We want to respond to the most frequently asked questions with the information that reflects the situation as it stands at present on 17 July, 2020.

ARRIVAL

What will happen when students arrive at the airport?

As long as students have provided flight information well in advance of their arrival, we will have a team member waiting for students in the Airport Arrivals Hall. The team member will have a sign so students can identify them. They will, adhering to social distancing, help students with bags and escort them to their private transfer, directly to the school.

Can parents or guardians accompany students?

Yes, all non-student visitors attending the school premises will need to follow our visitor policy. Visitors will be asked to:

- Engage with any local contact tracing apps
- Take a temperature check
- Complete a medical declaration upon arrival

Visitors, including Parents, will not be permitted into the Boarding Houses. We will take care of all visitors in a dedicated area at the school, with refreshments on offer, while the student in their care settles into their new home before confirming their wellbeing prior to their departure.

Can a friend collect students from the airport and come into campus?

Students can be collected by a friend or family member, but they will need to follow the visitor policy detailed in previous question.

How will students be greeted on campus?

Upon arrival, students' bags will be disinfected, before they are taken directly to their accommodation. Students will be welcomed by a member of the team who will introduce them to our medical team who will take their temperature and review their medical questionnaire, which will need to be completed in advance of arrival. If students are with parents there will be time to say farewell before they are given a tour of their new home with us. We will then make sure students call parents to let them know they are settled. Students will be virtually enrolled - passport scanning and visa checks conducted under controlled conditions with UV cleaning wands in between each student.

What if I am arriving from a country exempt from quarantine?

Students from countries exempt from quarantine may choose to arrive from Friday 25 September to Monday 5 October. If you choose to arrive from Friday 25 September then you must join the online induction programme and online lessons from Wednesday 9 September to Thursday 24 September. Online learning will be provided to all students during this quarantine period. After Thursday 24 September online learning will not be provided to students expected to arrive for face to face teaching so you must arrive at the College as soon as possible after this date.

September start and late arrival dates

The boarding houses will be open and ready to welcome students from 4 September at 10 am until 9 September at 5 pm. If students cannot arrive between those times you will need to join our online programme. We will be welcoming boarding students again prior to half term from 12-18 October, with a quarantine period from 19 October to 2 November.

HEALTH, SAFETY AND WELLBEING

What testing will there be on campus?

Students will be tested using the latest infrared technology to quickly conduct daily temperature checks.

Will students and staff be required to wear masks?

Yes, all students and staff will be required to wear masks or some form of face covering during time outside their rooms. We will be providing all students with a Care Kit containing enough masks for their first two weeks with us, but we would recommend bringing your own supplies or ordering some when you arrive in the UK.

What type of masks are going to be provided?

We have arranged a supply of medical grade surgical masks which will last for 8 hours if worn continuously.

Are masks available to buy in the UK?

Yes, these are readily available online for delivery within the UK through a range of shopping websites.

What healthcare provision is on campus?

We will provide outstanding care and support during a student's stay. There is a registered College Nurse on-site with responsibility for monitoring the health and wellbeing of our College community. The majority of health issues can be managed by the nurse.

All Bosworth boarding students are registered at Leicester Terrace Health Care Centre soon after arrival. This is a 5 minute walk from the College. Those with urgent health problems will be referred by the College Nurse to be seen immediately. Routine, non-urgent appointments can also be booked through the College Nurse.

Leicester Terrace and Bosworth have a good, long standing relationship. During weekends and evenings access to medical help can be found via the National Health Service out of hours service or in the rare case of serious illness Northampton Hospital Accident and Emergency Department. Students will be guided by the advice of the College Nurse or in her absence a trained member of the Boarding Team as to what to do.

What essential protective items will be supplied by the school/College?

Every student will be provided with a CARE KIT on arrival. It includes items for at least two weeks: face masks, hand sanitiser, disinfectant wipes, and an information card. In addition, all students will receive a health and wellbeing training session as part of their induction.

What is the school doing to ensure no one is bullied for wearing a mask?

Any form of bullying is not tolerated within the College. With the pandemic the wearing of masks is now becoming more commonplace throughout the UK and attitudes have changed to people who choose to wear them. As the lockdown measures are eased and more people are encouraged to cover their face by a scarf or mask this will continue. We have an extensive programme of cultural acceptance in place as part of our induction programme and will be specifically including this aspect.

Can students smoke during quarantine?

Now more than ever we discourage students from smoking. All students will need to declare in advance that they are a smoker, with parental acknowledgement for students living within our boarding accommodation. There will be minimal opportunities for students to be supervised outside the building to do so. In line with our discipline policy, smoking within any College buildings or Boarding Houses is against the law and strictly prohibited, any students found to be smoking in their room will risk expulsion from the school.

What laundry facilities will there be during quarantine?

Please bring enough clothes for two weeks as laundry facilities will be restricted during quarantine.

Can students cook for themselves if they wish to during quarantine?

Unfortunately, we will not be opening the shared kitchens for students to cook during quarantine. Food deliveries will also not be permitted during any periods of quarantine.

WILL STUDENTS BE QUARANTINED?

On arrival

Our arrival quarantine procedures will be in line with UK government advice in September. We will be providing regular updates on Bosworth quarantine policy before the start of the Autumn term.

If someone displays symptoms

Dedicated self-isolation areas will be prepared and ready to use should we need to place any students displaying symptoms or awaiting test results. Meals will be provided via room service to those in self-isolation.

What does quarantine look like?

While students will be required to remain in their room for the majority of the time, we will be creating small groups in each Boarding House to allow for some social interaction. Boarding House groups will be escorted one-by-one to the dining room for hot meals - there will be no self-service. We will also allow for exercise time outside once a day for each group.

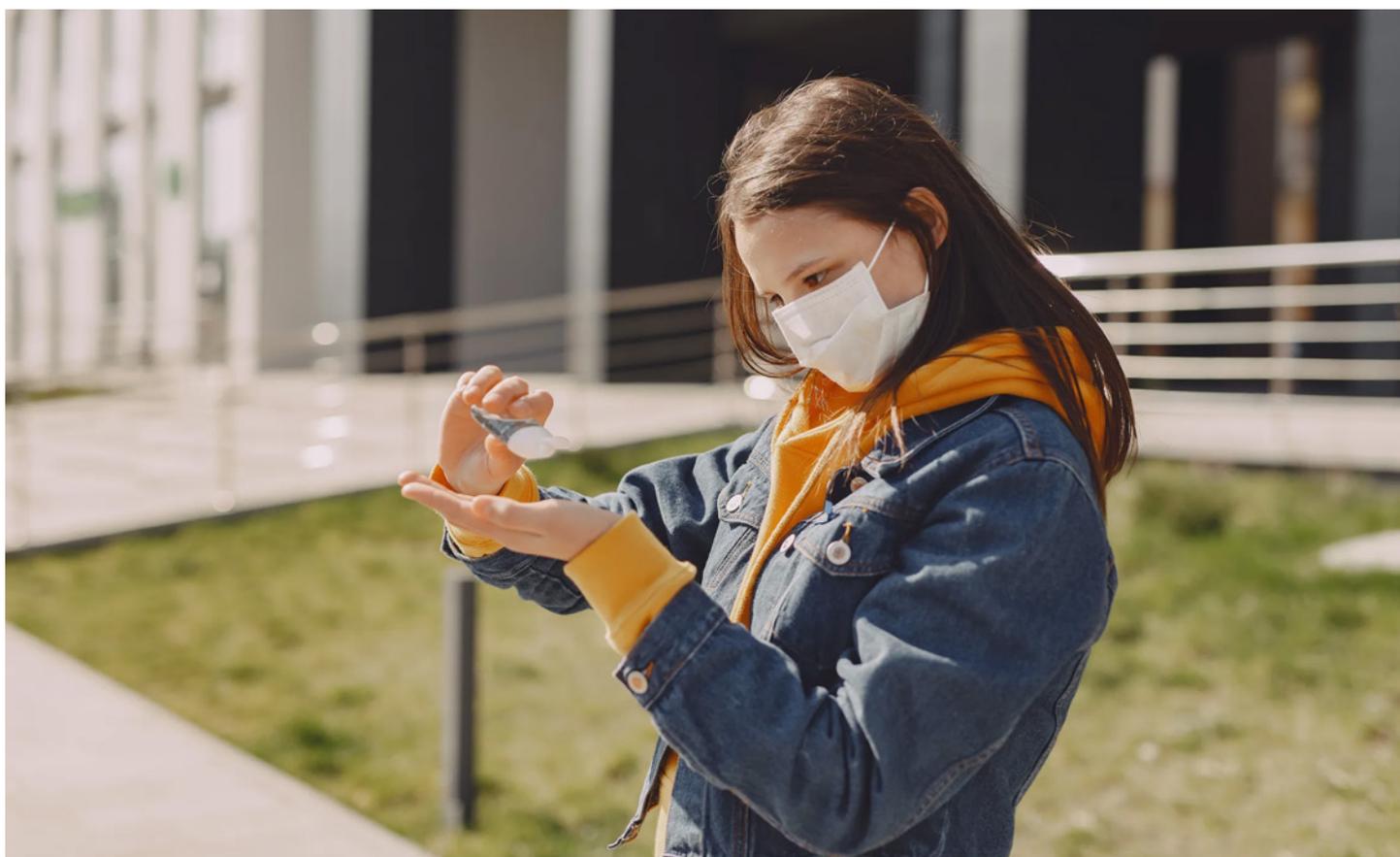
What cleaning procedures are in place?

We will have enhanced cleaning schedules throughout the campus, but especially in public and high contact areas.

What is the provision for day students?

All day students will need to:

- Download and engage with any government contact tracing app and be prepared to share this with College staff.
- Have daily temperature checks upon arrival at the College.
- Attend health assessments on request.
- Provide accurate contact details for their place of stay prior to the start of term.



LEARNING AT BOSWORTH

What does the induction programme look like under quarantine conditions?

If quarantine conditions are in place, every student will receive a one-to-one welcome on campus and an online induction. It will include:

- After online testing, students will have a one-to-one online Academic Counselling session
- A meeting with students' Personal Tutor Group in the UK
- A health & wellbeing learning module with an explanation of procedures we will follow to stay safe in the College
- Social activities to begin to create a community
- Physical activities (where students can social distance)

What activities will be in place for students arriving before the official start of term?

During this period groups will begin to be established. Students will be encouraged to make friends with both new and returning students but will also be given time to unpack and adjust to being away from their families.

What will classroom delivery look like?

There will be significant signage and mats to show the distances people need to maintain. There will be one-way systems in place in our campus, so that the school community can maintain social distancing. There will be limited class sizes to allow for space between students and teachers. Timetables/meals will be staggered to ensure not all students are moving around the buildings at the same time. There will be restrictions on Exeats and time permitted off campus at evenings and weekends.



THE START OF TERM

FRIDAY 4 SEPTEMBER 10:00 TO WEDNESDAY 9 SEPTEMBER 17:00

Students arrive on campus

THURSDAY 10 SEPTEMBER TO THURSDAY 24 SEPTEMBER

Quarantine for students on campus
Online induction and classes for all students

FRIDAY 25 SEPTEMBER TO MONDAY 5 OCTOBER

Arrival for students from countries exempt from quarantine.

MONDAY 12 OCTOBER TO SUNDAY 18 OCTOBER

Late arrivals for students, with a quarantine period from 19 October to 2 November



DETAILED PLANNING

It is important that our plans for the next academic year are flexible so we can deliver a blend of on campus teaching and online learning, if needed. Although face-to-face lessons will be the desired norm, we will also have capacity to deliver all lessons online to pupils who are studying on campus, should Government guidance change.

Our timetables for each of our programmes will be adapted to accommodate a change in Government guidance. As such, Plans A and B, will follow our standard school timetable. Plans C and D, will follow an adjusted timetable, incorporating the same amount of lessons in the school week but with staggered start times and a small group of lessons taught online. Under Plan E, campus will close and lessons will be taught online as students safely isolate in their dormitory room.

	SUMMARY	KEY CONSIDERATIONS
Plan A	No presence of COVID in the UK	<ul style="list-style-type: none"> • Normal school operation with Health and Hygiene protocols in place and routine monitoring
Plan B	COVID has a low presence in the UK with a few number of cases	<ul style="list-style-type: none"> • Normal school operation with some alterations and safety procedures in place • Standard school timetable • Increased hygiene, sanitisation and possible Social Distancing • Access to Virtual Learning Environment
Plan C	Government guidance changes in response to an increase number of COVID cases in the UK	<ul style="list-style-type: none"> • Adjusted timetables • Social distancing across whole school • All Mitigation Strategies detailed on page 10 in place • Some lessons taught online
Plan D	School timetables and lesson delivery adjusted to facilitate social distancing requirements	<ul style="list-style-type: none"> • Adjusted school day with staggered timetables • All Mitigation Strategies detailed on page 10 in place • Most lessons shift to online delivery
Plan E	Government guidance changes and campus closes	<ul style="list-style-type: none"> • Online learning for all students • Adjusted timetables to accommodate different time zones • Students may return home and be taught remotely or isolate in our accommodation

PROTECTING OUR SCHOOL COMMUNITY

To protect our school community we are committed to providing the best possible care so that our school community feel safe and confident about living and learning on our campus.

We recognise that guidance to fight COVID-19 is constantly evolving, therefore we will review and adapt our pledge prior to the reopening of our campuses. Below is a list of our changes we have made for the next academic year.

MITIGATION STRATEGIES:

GENERAL HYGIENE

- Frequent hand washing
- Easy access to hand sanitisers
- Avoid touching face
- Proper diet, sleeping, general wellness
- Directions to inform school nurse when feeling ill

SANITISING SPACES

- Implementation of increased sanitising of frequently touched surfaces e.g. doorhandles, hand railings, desks, washrooms
- Enhanced laundry/ housekeeping protocols

SOCIAL DISTANCING

- Visible spacing markers in all areas
- One way systems introduced
- Limit large gatherings
- Reduce class sizes to match social distancing requirements
- Adjust boarding house protocols; create separate discrete zones in houses, based around shared facilities

STRUCTURAL CONTROLS

- e.g. plexiglass in key areas such as reception and the dining hall
- Enhanced food service protocols through staggered lunchtimes
- Rather than buffet-style meals, food services staff to prepare plated or takeout meals.
- Reduce furniture in communal spaces
- Apply daily health screening questions for all students, staff and visitors; subsequent core temperature checking if needed

ADMINISTRATIVE CONTROLS

- Campus protocols on entry for day pupils, staff, parents, guests and deliveries
- Directional signs and one-way systems for pedestrians
- Avoid congestion by adopting adjusted timetable
- Modifications to co-curricular delivery
- Maintain online learning facility

PERSONAL PROTECTIVE EQUIPMENT

- Access to face coverings and associated policy for wearing in place
- All pupils to return with at least two named, washable face coverings
- Increased use of PPE in key areas – catering, medical centre, boarding houses

CANCELLATION POLICY

LAST UPDATED: 02 JULY 2020
PREVIOUSLY UPDATED: 26 MAY 2020

Our campus is reopening in September. We look forward to welcoming students to Bosworth.

We have revised our cancellation policy to allow greater flexibility and to ensure you can book with confidence during these unprecedented times. Our revised policy means that booking with us is risk-free.

Students who have to postpone or cancel the course due to COVID-19

Students who are unable to arrive in the UK in time to start, or continue, their programmes at Bosworth in September 2020 as a direct result of COVID-19, will be able to start their studies online and join face-to-face classes at one of the published entry points.

Students who are unable to arrive at the last entry point on 18 October 2020, have the following options:

- a) Defer their studies to the next available start date in 2021, in which case any payments received will be transferred accordingly
- b) Apply to receive a refund of the remaining fees paid, including the deposit, in case of withdrawal.

This policy covers the following:

- Travel restrictions imposed by the governments due to COVID19
- Failure to obtain a relevant UK study visa due to the restrictions in the student's home country (including failure to obtain supporting documentation for visa application purposes)
- Illness (students would need to provide a copy of the COVID-19 test results confirmed by a medical professional)
- Course cancellation (by College)

Students starting their courses online who are subsequently refused a study visa will also be eligible for a refund of the remaining fees. Should students then choose to reapply for the visa with the approval from the Bosworth Compliance Team, they will need to defer to the next available intake in 2021. Any fees payments received by that point will be transferred accordingly. In case of an unsuccessful study visa re-application, students will receive a refund of the remaining boarding fees.

Students who wish to postpone or cancel the course due to general concerns

Students who are concerned about starting their course in the UK in September 2020 because of COVID-19, need to communicate their decision to Bosworth up to 4 weeks prior to the start of the Autumn term. Students will then have the following options:

- a) Defer the start date to the next available intake in 2021
- b) Start their studies online in September before joining the College to continue the course at defined entry points or January 2021, depending on the course
- c) Request a full refund (including registration fee and deposit)

Please note that students who choose to cancel due to general concerns less than 4 weeks before September 2020 start date will be subject to our normal terms and conditions.

We will aim to process refund requests within 28 calendar days upon receipt of a completed refund form. Funds will be returned to the original sending bank account, as per the company's general Refunds Policy.

We are reviewing and adapting our policies as the situation around COVID-19 develops. We understand that this is a very difficult time for everyone. Our goal is to be clear and transparent with the information being released. We are a strong community and the wellbeing of our students and staff remains the highest importance to us.

For further information, please refer to our Frequently Asked Questions which is a part of our #WeCare Pledge.



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