

COLLEGE STAFF



Clare Foster
Head of College

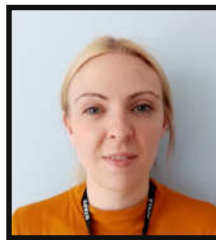


Ewa Diezek
Head of Personal Development

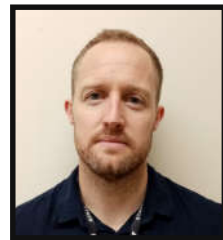


Joanne Taylor
Administrator

Teachers



Samantha Haslam



James Grant



Elisabeth Muse



Malcolm Leahair



Ewa Diezek

Senior Learning Support Assistants



Nicola McEwan



Vinesh Fatania



Lisa Brooks



Carrie Webber



Salma Matadar

Learning Support Assistants



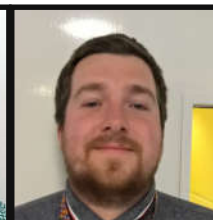
Paul
Aldred



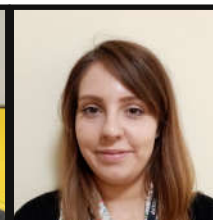
Jeanette
Allport



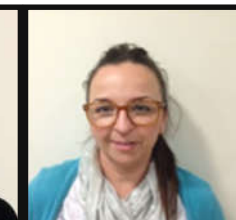
Constant
Anaset



Joel
Barnes



Charlotte
Hatton



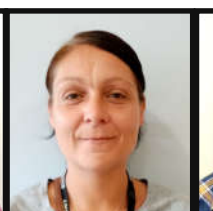
Edyta
Glogowska



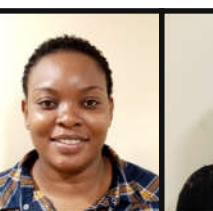
Eira
Heywood



Michelle
Heaton



Jannine
Innes



Martha
Khwiya



Ursula
Krutz



Ajay
Bhaker-Singh



Zowie
Stott

INFORMATION, ADVICE & GUIDANCE NEWSLETTER BIRTENSHAW COLLEGE



Autumn Term, 2020

Issue 5

We have just completed one of the most challenging academic years ever and have been able to remain open throughout the pandemic, providing quality learning experiences for all. Thank you for all your support during this time.

Birtenshaw has continued to develop its guidelines and risk assessments to ensure the safety of learners and staff at college. This newsletter aims to provide you with essential information to prepare learners for starting or returning to college. Please be aware that changes may be made, as appropriate, in line with government guidelines. If you have specific questions or comments, please direct them to Clare Foster, Head of College.

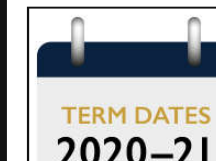
NEW BEGINNINGS
New ideas
New energy
a new year...

Birtenshaw College

323-325 Crompton Way
Bolton
BL2 2PE
(BL2 2JX Sat. Nav)

Tel: 01204 602330

Autumn Term



TRAINING DAY Friday 04 September
Term Begins: Monday 07 September
Half Term: Monday 26 October – Friday 30 October
Term Ends: Thursday 17 December
TRAINING DAY Friday 18 December
TRAINING DAY Monday 21 December
TRAINING DAY Tuesday 22 December

SAFETY FIRST

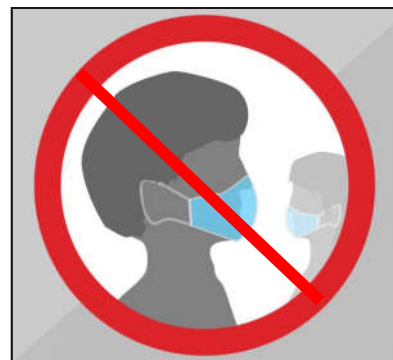
HEALTH AND HYGIENE ARRANGEMENTS

- Cleaners will carry out general cleaning and disinfection once every 24 hours.
- Hand washing and hand sanitising stations are in key locations around the college premises and on college transport.
- All classrooms will have sanitising wipes, hand sanitiser and covered bins to maintain proper hygiene.
- High-contact surfaces such as light switches, handrails, doorknobs, toilet seats etc. will be cleaned and disinfected every hour.
- A daily cleaning record is in place.



INDIVIDUAL HEALTH & SAFETY

- All staff are required to undergo a COVID-19 test before returning to college.
- College staff will have daily temperature checks.
- Current guidance states that it is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a young person or other learner becomes unwell with symptoms of coronavirus while in college and needs supervision until they can return home.



NEW LEARNERS

Transition planning this year has sadly been affected by Covid-19. During the summer term we would have had open events and visits to college from school for learners to begin to get to know staff, ease any anxieties and to participate in some taster sessions.

I am aware that because we have not been able to do any of these activities that there will be a range of issues and concerns which you may wish to discuss directly.

I would therefore like to offer again the opportunity to visit the college and to meet me at a time convenient to you between **1st and 3rd September, 2020.**

You will also have the opportunity to meet with Victoria Hilton, Enrichment Manager, about Birtenshaw's Enrichment Service if your son/daughter will be accessing that service for part of her week.

Please contact me via email clare.foster@birtenshaw.org.uk or telephone 01204 602330 to arrange a visit. Safety considerations for the visit will be discussed at this time.

FIRST DAY ARRANGEMENTS



The autumn term begins on Monday 7 September. To ensure a smooth transition for all learners the following procedures will be in place:

- Learners arriving and departing on college transport / by taxi will continue to do so as normal. For new learners, information about pick up and drop off times will be sent separately.
- Learners who are dropped off by parents/carers are asked to arrive between 9.30-10.00am on this day. Learners will be required to be picked up between 2.30-3.00pm, again only for the first day.
- College hours are normally 9am– 3.15pm.



Don't forget your drink bottle!

MAINTAINING QUALITY OF LEARNING

CLOSING THE LEARNING GAP

- College will reassess learners to identify, and provide, any additional support required to overcome any learning loss experienced during the time they have been at home.
- Learners will continue to follow the most appropriate pathway based on their needs and aspirations.
- Additional learning experiences have been introduced (e.g. pottery) and outdoor learning environments improved to further enrich the curriculum.

ONGOING COMMUNICATION

- Key members of staff will stay in close contact with you after reopening in the autumn term.
- All meetings and discussions with staff and administration will have to be done remotely.
- In the event of anyone being diagnosed with Covid-19, parents/carers will be informed if their son/daughter has been in direct contact with that person.

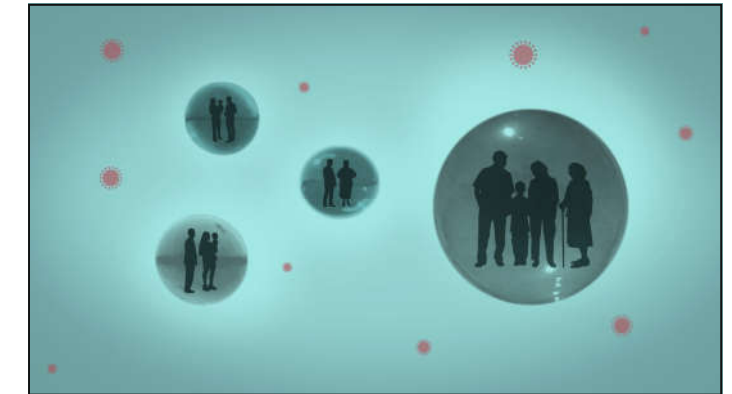


Contact Details	
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Joanne Taylor (Administrator)	joanne.taylor@birtenshaw.org.uk
Clare Foster (Head of College)	clare.foster@birtenshaw.or.uk
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Samantha Haslam (Teacher: Group 1)	samantha.haslam@birtenshaw.org.uk

SAFETY FIRST

SOCIAL DISTANCING

- Learners will be encouraged to observe social distancing.
- Many learners may find it difficult to maintain social distancing. Learners will therefore be grouped into “class bubbles of up to 6 learners”
(A bubble is a group of learners and staff members who spend the entire day together and do not interact with other learners and staff.)



ENTERING AND EXITING THE COLLEGE

- Parents/carers will not be allowed entry to the college building.
- If dropping off a learner to college, parents/carers must socially distance from other people whilst waiting for college staff.
- Parents/carers are asked to designate 2 people who will collect their son/daughter if they are vulnerable and cannot do it themselves.
- External visitors are restricted and only allowed via authorisation from the Head of College.

TRANSPORT SAFETY MEASURES

- All vehicles have sanitising wipes, hand sanitiser and PPE on board.
- All vehicles will be sanitised after each use.
- A Risk Assessment is in place for transport which follows up to date government guidance on travelling on dedicated transport.



WHAT WILL IT LOOK LIKE AT COLLEGE?

IF A LEARNER PRESENTS WITH COVID-19 SYMPTOMS AT COLLEGE

They will immediately be moved to the Medical Room, where they will be monitored by a member of staff. Parents / carers will be contacted immediately to retrieve the learner from college. We will not administer any medication.

If a learner tests positive for COVID-19, you must inform college so that additional measures may be taken to secure the health of other learners and staff who may have been exposed to the virus.

Medical room

OPTIMIZING COLLEGE FACILITIES AND SUPPLIES

- Classrooms are configured to maintain social distancing between learners, and learners will be assigned fixed seats in classrooms.
- All desks will be forward facing.
- Non-essential furniture has been removed from classrooms.
- Learners will have their own stationery.
- Windows will be opened to encourage natural ventilation.
- Shared equipment, for example iPads, and shared spaces such as the gym, pool, activities studio, outside spaces and changing rooms will be used on a rota basis and cleaned between uses.
- Learners will use the bathroom closest to their classroom.



LUNCH & BREAK TIMES

- Learners will receive regular breaks during the day. However, these breaks will likely be very different from what they experienced in the pre-COVID times: learners will remain in “class bubbles”.
- Lunches will be provided as normal although these will be eaten within the classroom to maintain each “class bubble”.

MAINTAINING QUALITY OF LEARNING

SUPPORT FOR LEARNER WELLBEING

We are committed to promoting and protecting emotional wellbeing and mental health. We understand that there will be a range of key issues for us to consider regarding the impact of Covid-19 on the wellbeing of learners either returning to or starting at Birtenshaw College. These may include:

- coping with significant changes to routine
- isolation from friends
- boredom
- loss of knowledge, understanding and skills as a result of disrupted learning
- disengagement from learning
- regressing to behaviour they've outgrown
- showing greater fear at being separated from parents/family
- becoming afraid to leave the house
- expressing sadness, anger or fear
- exhibiting intense emotions but being unable to talk about what they're feeling
- anxiety or depression or other mental health related problems
- wanting to talk about coronavirus all the time
- not wanting to talk about the current situation at all
- becoming afraid to leave the house
- weight gain due to lack of exercise
- physical wellbeing due to lack of access to therapies
- loss of social and communications skills.

The autumn term curriculum has been designed with this in mind, to support learners in navigating these challenging times. Please inform the Head of College if your son/daughter has undergone bereavement or loss due to the pandemic.

Birtenshaw College is committed to promoting and protecting positive emotional wellbeing and mental health and is currently working towards achieving the Wellbeing Award for a Specialist Setting.

This award focuses on changing the long-term culture of the college, using an evidence-based framework to drive change. Achieving this Award will support us in ensuring that mental health and wellbeing sit at the heart of college life. Staff at college have recently undertaken training in emotional health and wellbeing.

