



Richmond upon Thames College

Dear Student

Attending the College in person during lockdown

We recognise how challenging remote learning can be and that the current lockdown continues to be difficult for many members of our College community. Whilst the College has successfully made provision for our more vulnerable students (as defined by clear Government guidelines) to attend the College in person throughout all lockdown periods should they wish to do so, we are aware that there are other students who might also be feeling vulnerable and who might benefit from accessing the College's support in person from time to time while we remain in lockdown.

As you may be aware, the [Government guidelines](#) give flexibility for colleges to determine other students who might be identified as 'otherwise vulnerable' and to provide them with on-site support.

We want to support *all* of our students as much as we possibly can, so if you are feeling vulnerable and that you would benefit from coming into College to meet with a lecturer from your curriculum area, or to access our support services, or even just to use the IT facilities, we would like to offer you the opportunity to do so.

If this applies to you, from the week after half term you will be able to request permission to come into College once a week, on a day allocated to your particular curriculum area. The days allocated to each curriculum area are identified in the table below:

Curriculum Area	On-site attendance day	Deadline for request to attend
Business	Monday	Preceding Wednesday
Sport	Monday	Preceding Wednesday
Catering	Monday	Preceding Wednesday
Travel	Tuesday	Preceding Thursday
Creative Media	Tuesday	Preceding Thursday
Performing Arts	Tuesday	Preceding Thursday
Visual Arts	Tuesday	Preceding Thursday
Health & Social Care	Wednesday	Preceding Friday
Early Years	Wednesday	Preceding Friday
A levels	Thursday	Preceding Monday
Computing/IT	Friday	Preceding Tuesday
Science	Friday	Preceding Tuesday
Construction	Friday	Preceding Tuesday
Engineering	Friday	Preceding Tuesday

Please note:

- If you would like to request to attend the College site in person, you must contact your lecturer or tutor three working days before the day on which you would like to attend and they will make arrangements with their Head of School.
- It is important that your request is submitted on time in this way, because we need to make arrangements on a day-to-day basis with regard to the COVID-security of the site (e.g. deep cleaning, security personnel, COVID testing etc.) and we need time to put these measures in place in order to keep everyone safe.
- All students who attend in person are required to take a COVID (lateral flow) test before being allowed to access the main building. Your lecturers/tutors will explain the process when you arrange to come in, including giving you the necessary consent form required for testing.

Please note that, **for week commencing 22nd February only**, any student in the following areas wishing to attend College in person should contact their Head of School (as many teaching staff will be on annual leave during half term):

- **Business, Catering, Sport, Travel:** Contact James Unwin james.unwin@rutc.ac.uk for attendance week commencing 22nd Feb (arrange through lecturer/tutor for all subsequent weeks)
- **Creative Media, Performing Arts, Visual Arts:** Contact Marc Dodi marc.dodi@rutc.ac.uk for attendance week commencing 22nd Feb (arrange through lecturer/tutor for all subsequent weeks)

Important: the above arrangements do not impact on students already identified as vulnerable according to the Government criteria, who will still be able to attend in person for as many days as they need to, using the same arrangements that have been in place up to now.

We continue to monitor Government guidance and updates closely and we are putting in place the necessary planning for the return to on-site teaching and learning as soon as this is permitted. Once the Government has announced the date for this return, we will be in touch with you to give you clear information and guidance.

Kind regards

Jason Jones

Deputy Principal/CEO, Curriculum & Quality