

## Weybridge Campus

Heath Road  
Weybridge  
Surrey KT13 8TT  
Tel: 01932 797 700

## Ashford Campus

Stanwell Road  
Ashford  
Middx TW15 3DU  
Tel: 01932 797 600

## Inspire H&B Academy

College Way, Church Road  
Ashford  
Middx TW15 2XD  
Tel: 01784 256 662

info@brooklands.ac.uk    www.brooklands.ac.uk

Dear parent/guardian,

Further to our letter dated the 29<sup>th</sup> May regarding government guidelines and possible face to face contact for students during the summer term, we would like to confirm that your child will need to attend campus to complete some practical elements of their qualification.

This affects Year 12 students in some curriculum areas, so with a reduced number of students returning to campus, we have been able to work within government guidelines, to ensure a safe return to campus for both students and staff.

General college and department-specific risk assessments have been carried out resulting in a number of new arrangements including the following - a blend of online and face to face awareness training around these and other COVID protocols will be delivered electronically and face to face to reinforce how:

- Students' physical presence on site will be restricted to the absolute minimum required to achieve the practical elements of their courses. On arrival, students will be required to make their way directly to their classroom and following the lesson, return home. There will be no breaks or other gatherings beyond carefully controlled classroom activity
- Consequently, the refectory will not be open. Students may bring in their own refreshments where applicable but in most cases they would be expected to arrange their meal breaks around lessons and to have these off-site
- Classes will be structured using the "bubble" concept to limit any potential for inter-class contagion
- There will be 2 metre distancing of all workstations and each student will be assigned an allotted desk and where possible, equipment for their sole use
- Movement out of these bubbles will be restricted, for example trips to the lavatory - and students will be encouraged to travel beyond these controlled classroom areas one at a time
- A detailed and enhanced cleaning regime has been introduced
- College staff delivering First Aid will receive additional training and appropriate PPE
- Face coverings are permitted but are not mandatory at present in line with government guidance. Students must be mindful of hygiene if they do choose to wear a covering and adhere to government guidance so as not to inadvertently create an additional hazard

Students **MUST** wear ID badges and a visual indicator of COVID training completion will be added to these. In the unexpected scenario of deliberate non-conformity to rules a student will be required to leave site.

Please can you ensure your child attends on the dates emailed to you to complete their practical assessments.

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### Arrival at Weybridge Campus

Parents/guardians dropping off and collecting students will be advised to remain in their vehicle and drop/collect at the first car park on the right (as you enter the drive). Students should then walk to their classroom keeping the 2 metre social distance required.

Please arrive 10 minutes prior to drop off and collection

Students can park in the student car park and make their way to their classroom, keeping the 2 metre social distance required.

### Arrival at Ashford Hair & Beauty Salon

Due to parking restrictions, please avoid driving down College Way as there is no parking and limited space to turn. Please drop off safely on Ashford High Street and walk to the salon location.

### Public Transport

With government guidelines that public transport should be avoided, we ask that you try and find alternative transport for your child to attend college.

We understand there may be reasons why you may not want your child to return to College at this time, if you have any concerns, please contact your area administrator, who will be able to help. We will work together to make alternative arrangements so that your child can complete their qualification.

Please contact your area administrator [toni.marsh@brooklands.ac.uk](mailto:toni.marsh@brooklands.ac.uk) with any concerns.

Yours sincerely,



Christine Ricketts  
Principal