



# Attendance Policy and Procedure during the Covid 19 Pandemic



Your wellbeing and safety matter most to us. For this reason, we are restricting the numbers of learners able to join each course session. This is so we can ensure social distancing of 2 meters and hygiene measures are followed.

As places are limited, we now have new procedures to make sure all our places on courses are filled.

## **PLEASE DON'T ATTEND OR BOOK ONTO A COURSE IF:**

- Any member of your household/ family has tested positive for COVID19 or had contact with someone who has tested positive for COVID19
- You or any member of your household/family are waiting for a COVID19 test result
- You have any of the following symptoms:
  - high temperature or fever
  - new, continuous cough
  - a loss or alteration to taste or smell

## **As an enrolled learner with us you must:**

- Only attend a course if you have had a confirmation of a place by text, email, letter or phone
- Attend all courses you are booked onto for the full amount of sessions
- If you are unable to attend any session you must let us know in good time, well in advance of the course start date. This allows us to offer the place to someone else who could benefit from it.

## **When you come to College please note the following:**

- Please bring your own refreshments. No refreshments will be available. You will not have access to the kitchen area
- Please do not arrive more than 15 mins earlier than the session start time
- Please do not bring unnecessary possessions e.g. shopping bags.

## **Please note on arrival you will be asked to:**

- Wear a face mask and sanitise your hands (face masks can be removed once the course starts but not before)
- Leave your name and contact number
- Maintain social distance of 2 metres and follow the one-way system

Please note that failure to follow these procedures will likely result in a course place being withdrawn or you being turned away from the College. We monitor attendance and will contact you if you miss a session without letting us know so we can work together to solve any issues.

Please understand that we are trying to do our best. If you have any particular learning or communication needs, please let us know before attending.

We know these rules may sound scary. Please don't be put off. We remain a friendly place to come to. If you have any questions before you attend or book a course, please get in touch with us we would be more than happy to speak to you.