

INFORMATION FOR PROSPECTIVE AND CURRENT STUDENTS - 2020/21 ACADEMIC YEAR

The safety and well-being of the Nelson College London community is our highest priority, and we want to assure you that activities will only take place on campus where it is safe to do so. We are committed to continue to provide a high-quality experience both in person and online.

We currently operate a blended delivery model, offering socially distanced and on-campus lectures with simultaneous online delivery. This enables the replacement of large group teaching, which cannot be accommodated at present due to social distancing requirements.

Our Covid-19 Outbreak Plan, which has been approved by the local public health authority in Redbridge, defines the processes and procedures to be implemented should an outbreak be identified with Staff or Students. Once reported, the person(s) involved will be advised to self-isolate, contact the NHS 111 online coronavirus service (www.111.nhs.uk/Covid-19) to check their symptoms and book a test. If the test is positive the person(s) must follow NHS guidance and continue to self-isolate. In all instances, the College will trace other colleagues/students who may have come into contact with the individuals concerned, when appropriate advice will be given. In all cases, the Head of Academic Services, departmental head and HR should be informed. The College will then follow the regulatory guidance as required.

Should Covid-19 escalate further, the College will be guided by the government's 4 Tier Alert Level for Higher Education Providers. This will be used as the basis for considering whether to continue or change the existing course delivery model.

At all times, significant academic help and support is available through Module Leaders, Course Leaders and Academic Support Tutors. Additionally, help and support with issues concerning Mental Health and Wellbeing, will be handled in complete confidence, with appropriate support provided as required.

In the unlikely event of a student wishing to make a complaint, regarding any issue of their student experience in relation to the above, please do so in the first instance to the Programme Administrator of your department, who will explain this process and procedure to you. Alternatively, please view our "Students Complaints Policy and Procedures", accessible through the "About Us" section of our website.

Five stage system

HM Government COVID Alert Levels is as follows (source*[1]),

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

[1] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884352/slides_-_11_05_2020.pdf

In line with the HM Government's COVID Alert Levels, Nelson College London is implementing a five stage system that will define what studying at NCL will be like for the 2020/21 academic year. The stage that we are at will dictate which facilities and services will be open, and to what extent.

OUR CURRENT LEVEL OF OPERATION: **LEVEL 3**

Level 5 – Lockdown:

- Education: All online
- Campus Services: All services delivered online
- Library/computer-lab/printing facilities: Closed
- Events: Online (limited)
- Student Support: Online, email, via telephone

Level 4 – Social distancing continues:

- Education: All online
- Campus Services: All services delivered online, except:
 - Marketing & Recruitment: on campus - to attend to potential candidates, following Covid-secure guidelines
- Library/computer-lab/printing facilities: Closed
- Events: Online (limited)
- Student Support: Online, email, via telephone

Level 3 – Gradual relaxation of restrictions:

- Education: Blended Learning – classroom (with social distancing measures) and online
- Campus Services: Limited library and computer-lab facilities / printing facilities / socially-distanced essential services are open, following Covid-secure guidelines
- Events: All services delivered online, including virtual welcome events; some socially-distanced activities
- Student Support: Online, email, via telephone, socially-distanced face-to-face (following Covid-secure guidelines)

Level 2 – Minimal social distancing:

- Education: Blended Learning – larger group classroom sessions to resume when safe (with minimal social distancing measures) and online
- Campus Services: Limited library and computer-lab facilities / printing facilities / socially-distanced essential services remain open, following Covid-secure guidelines
- Events: Physical events are limited (with minimal social-distancing)

- Student Support: Online, email, via telephone, minimal socially-distanced face-to-face (following Covid-secure guidelines)

Level 1 – Business as usual:

- Education: All physical classes to resume
- Campus Services: Return to normal service operation
- Library/printing facilities: Open
- Student Support: Online, email, via telephone, face-to-face

However, we know that things are likely to change over the next few months, so we will be updating you further depending on the Government's further advice.

A mix of online and face to face teaching

We're doing everything we can to make sure that you'll get a great learning experience with us with lots of support to do your best when you're learning virtually and face to face.

We're planning to start teaching you through a mix of online virtual and face to face teaching that we call blended learning:

- This means your big group lectures might be online while some smaller classes or practical activities could happen on campus
- You could also move between blended learning and fully online virtual learning during the term
 - If you can't make it to campus for whatever reason, we'll work to make sure you can start your course fully online.

We are building flexibility and resilience into this curriculum so we can either:

- Increase the face-to-face components during the year if the pandemic resolves more quickly than expected, or
- Increase the online components if subsequent waves occur and lead to further restrictions.

Social distancing on campus

Your safety and well-being are our priority.

We are implementing social distancing measures across our campuses.

As part of our approach we will use dedicated entrances and exits along with one-way systems, queues and distance markers combined with other safety measures like hand sanitising stations. This will include:

- teaching and study spaces

- libraries, computer labs
- social facilities

We will follow government guidance between now and the proposed physical re-opening of our campus. Any action we take will be made with your safety in mind.

We will clean and disinfect our buildings regularly to reduce the opportunity for transmission and provide extra hand washing and sanitising facilities.