

LET'S GET TOGETHER

it's good to see you!
#letsgettogether

**NEW WAYS OF WORKING,
SAME GREAT EXPERIENCE...
WHAT YOU CAN EXPECT FROM SEPTEMBER**



The
Manchester
College®
be amazing





WELCOME

Whether you have applied to join one of our courses this September or you are an existing student continuing your studies with us, we know that a lot has changed since March! So, while things may be different, we've been doing everything we can to make sure you'll get the same great College experience in a learning environment that is safe and welcoming.

We appreciate that you may feel a little anxious about joining or returning to us in September and want you to know that you will get the best possible experience from College. So, to help put your mind at rest, we have put together this short guide to provide you with some reassurance and information on what you can expect at The Manchester College in the era of social distancing. We will need your help and support to follow these new guidelines – and we've set them out clearly so you know what we need from you in order to keep you safe.

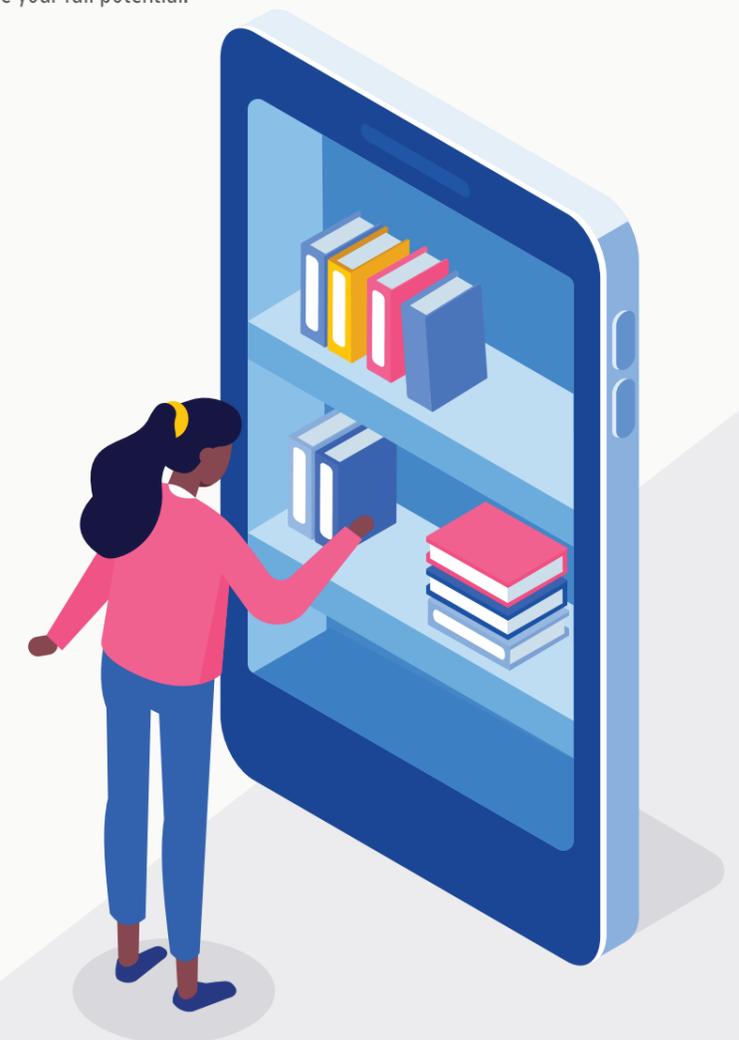
In this guide you'll find out all you need to know about what life at The Manchester College will be like in September 2020, covering everything from what your lessons and work placements will look like, through to how we've changed our campuses to keep you safe whilst keeping them welcoming.

We hope that you will find this useful and reassuring but if you have any further questions you can always get in touch and a member of our team will be happy to answer your questions.

Finally, thank you for applying and enrolling to continue your education at The Manchester College. We really can't wait to see you in September and help you achieve your full potential.

Warm regards,

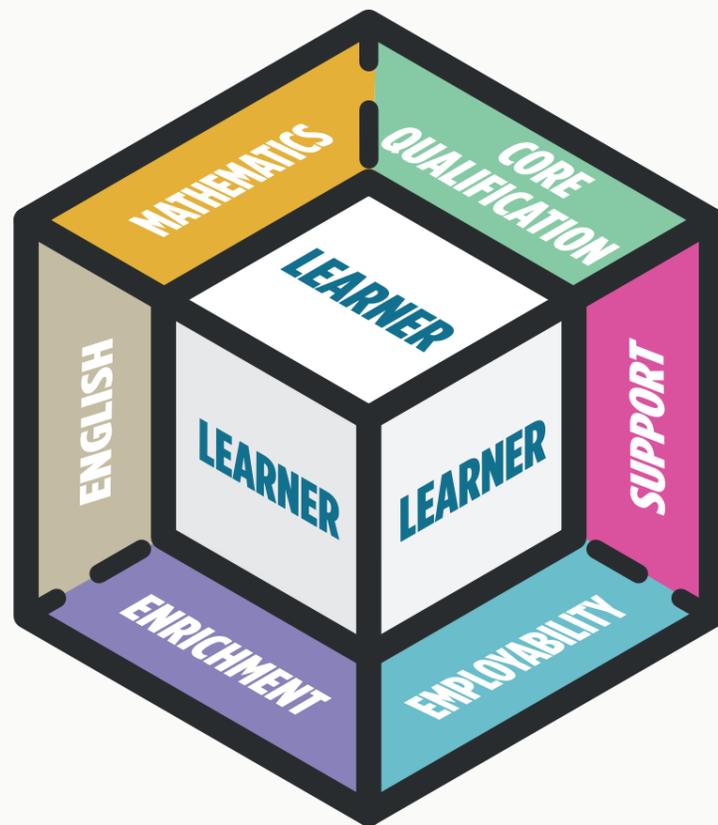
Everyone at The Manchester College



YOUR STUDY PROGRAMME

You will receive information about how to enrol with us, or to re-enrol (if you are a continuing student and have not already done this). We will have different options available with some online enrolment via the student portal (access via www.tmc.ac.uk) and also appointments (pre-booked or drop-in) on our college sites. The enrolment period will begin from 20th August. We will be sending you specific instructions on how to enrol in advance.

After you have enrolled, you will be provided with details on how to access the student portal, here you will find all the information you require prior to starting your course. This will include your timetable, college term dates, information on how to purchase kits for specific courses, the student Deal, how to access a work placement and lots of other information. We will continue to deliver a guaranteed study programme containing six aspects. These would have normally all been delivered on campus, but now will be delivered both on site and online and so your timetable will be divided into these different categories of learning.



A BLENDED APPROACH TO LEARNING

When you imagined what coming to College would be like you probably expected to spend most of your time on campus and in lessons. Well, in order to keep you, your friends and family safe, we have redrawn the normal timetable and from September you have a blend of different types of learning which will also provide you with some variety in how you learn.

This means that you'll get a good mix of lessons that take place on campus and some that will take place online from your own home. The way your time is split will depend on your individual programme of study and timetable.



In the classroom: For these hours on your timetable you will be on campus and always have a tutor present. You'll still receive all the practical sessions you would have expected, during which you'll learn the skills that will get you industry ready in our specialist facilities.



Online tutoring: For these hours on your timetable you'll participate in online, tutor led sessions. Just like when you are on campus, these sessions will take place 'live' on a set day, at a set time. However, you will participate from home. To help with this we will provide you with a range of resources that will make attending online tutoring as easy as possible. If you do not have a device at home, there is an opportunity at enrolment to tell us so we can support you.



Independent online learning: There will be a set number of hours each week where you will be expected to undertake independent online learning. You can complete these at a time of your choosing. To help and support your learning we will give you access to different online platforms and resources.



Maths and English: For those students working to achieve a GCSE grade 4 in maths or English, you'll complete half your lessons on campus and half via online tutor-led sessions.

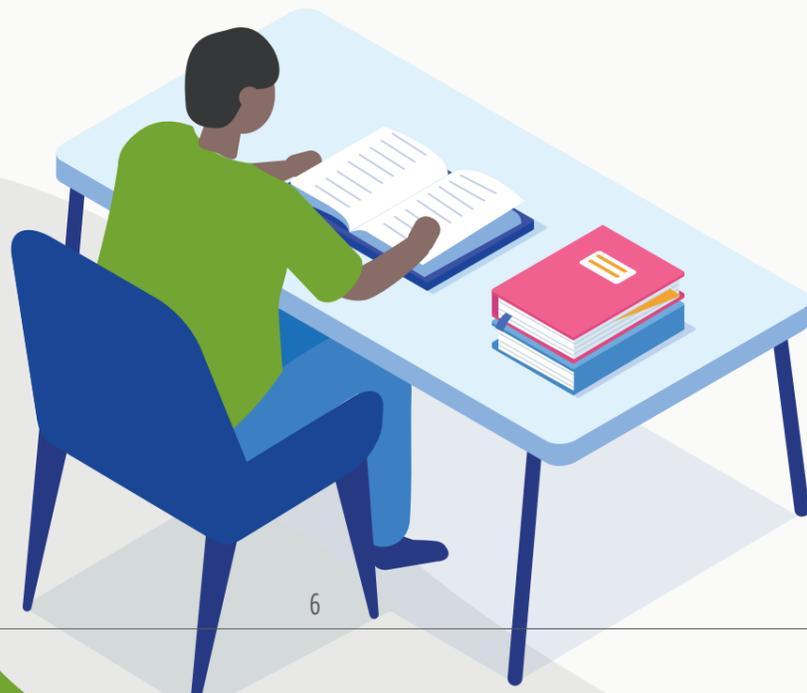


Tutorial: You will be allocated a named Achievement Tutor, whose role is to set you clear targets, monitor your progress and support you with your individual needs. You will have group sessions and 1:1s. These will take place both on campus and via online platforms.

GETTING READY FOR A DIFFERENT CLASSROOM EXPERIENCE

We hope it will feel great to get back to learning and developing your chosen vocational skills in classrooms and workshops, but a socially distanced learning environment will look and feel very different.

- Enjoy and make the most of your face-to-face lessons; and learn as much as you can.
- In classrooms you will be given a designated space that is clearly marked and follows social distancing guidelines.
- All our rooms have been laid-out to ensure your safety so it's important that chairs, tables and equipment are not moved when you are in the classroom.
- Corridor, classroom doors and windows will be kept open to help with ventilation so you may need to bring extra clothing to keep you warm on colder days.
- All tutors have been fully trained in how to continue to support you while maintaining a safe distance.
- If your course requires personal protective equipment, for example hairdressing, you will be issued with all the relevant equipment required.
- If your course requires you to share specialist equipment then we will ensure all risk assessments are in place to ensure cleanliness.
- Only come on site for your face-to-face lessons or appointments. If you need support though, for example, you need to use our library to study in because you cannot do this at home, please let your tutor or achievement tutor know
- While it will be a different experience, the smaller teaching groups will mean tutors will have more time to spend with you in class.
- It is important that you meet the behaviours and standards outlined in The Deal. You can read more about The Deal at: www.tmc.ac.uk/campaign/the-deal



THE COLLEGE DAY

An important part of the College experience is the time you spend on campus with friends and interacting with your classmates. That's why we've committed to providing you with a timetable that will maximise the amount of time spent in workshops or using the specialist equipment needed for your chosen course – while making sure everyone is safe!

To do this we've made a couple of changes:

- The College day will have staggered start and finish times. This is to make sure that we avoid peak time public transport as much as we can. It will also help limit the amount of people on campus at any one time.
- The timetable will be split into morning and afternoon sessions – each with staggered start times. Your timetable will be clear with your session start and end times.
- We've introduced restricted movements at break and lunch times. This is to keep corridors and social spaces safe at all times.

START TIMES	
AM	PM
9:30	13:00
9:45	13:15
10:00	13:30
10:15	13:45

**This is an example for illustrative purposes. Lesson start times will depend on your individual programme of study and timetable.*

THE SUPPORT YOU NEED AT THE SAME GREAT LEVEL YOU'D EXPECT

At The Manchester College, we leave nobody behind and are committed to raising and delivering your aspirations. This means from your first day with us to your last, you'll be given everything you need to unleash your full potential.

So, while we've had to change some things to be able to ensure that you have the same great College experience, one thing that will never change is the support we'll provide to give you the best possible chance to achieve your full potential.

We're working hard to make sure that, whatever happens in the world and whatever challenges you face, you'll always have access to our Student Support and Student Experience teams – either on campus, online or over the phone. This means that all our support services will remain available to you.



Our Libraries Team have invested in more online learning materials, e-books and made existing services available online. Check out the fantastic services provided by our Libraries here: www.library.tmc.ac.uk



If you need support with meals or equipment then our Bursary team will be on hand. You can contact our Bursary team by visiting our website: www.tmc.ac.uk/study-with-us/fees-finance-funding



Every campus has a designated team of student Mentors and Safeguarding Practitioners who will provide both face-to-face and online support.



We are currently building a bank of online resources to support you with enrichment activities. Once we know that the Association of College's sports leagues are going ahead, we'll be in touch with you.



Our prestigious Duke of Edinburgh Award will also be available online.



WE ARE INDUSTRY EXCELLENCE

At The Manchester College, we passionately believe in helping you to reach your ultimate goal, focusing on your future employability and developing the technical and professional skills you need to have a successful career.

So, if we are going to help you to achieve a job in your dream career and be work ready, it makes sense to work with employers to ensure our courses are helping you to develop the technical and professional skills you'll actually need when you enter the world of work.

That's why we have developed relationships and partnerships with a multitude of employers and businesses across a diverse range of industry sectors. We work closely with them to identify the skills and qualifications you'll need in your future career and ensure that when you complete your time with us you are 100% work ready.

We're exceptionally proud of our industry partnerships because they help you, our students, gain the invaluable experience that will help you to stand out from the crowd to future employers.



To ensure that you'll stand out for years to come, you'll still be required to complete a placement as part of your study programme. To ensure this is possible we are:

- Working hard with our employer partners to ensure placements can go ahead safely.
- Working with our employers to explore the possibility of placements taking place online, working from home in those sectors where it is appropriate to do so.
- Following government guidelines and will keep you up to speed on what these are and how they will be implemented.



YOUR JOURNEY TO AMAZING

If we are going to help you reach your full potential, you'll need to know how to get to campus as much as you need to know what life will be like when you're here.

Just like things on campus, public transport has also changed since March, with social distancing measures meaning that trams, trains and buses are running at reduced capacity. The staggered timetable has been designed to help you avoid having to travel at peak times and make your journey to campus easier.

Remember, free public transport is available for all 16-18 year olds in Greater Manchester with Our Pass. Our Pass provides you with free bus travel on all local bus services across the region, making it easier to access education, work, training, culture and leisure opportunities in the city. It removes the hassle and cost of buying individual bus tickets and can be used seven days a week.

Our Pass will also provide direct access to a range of activities for 16-18 year olds in Greater Manchester, such as tickets to sports and music events.



You can apply for Our Pass on our website: www.tmc.ac.uk/student-life/life-in-manchester/our-pass

While all of our campuses are easily accessible by public transport, where possible consider walking, cycling or getting dropped off at campus. With new cycle lanes set-up across the city, a safe and accessible alternative that comes with a load of health benefits!

- If travelling on public transport remember you will have to wear a face covering.
- Don't forget to apply for Our Pass for free bus travel.
- Consider walking or cycling to campus.
- Check how to get to campus and the appropriate transport routes via our website www.tmc.ac.uk/student-life/life-in-manchester/travel



STAYING SAFE ON CAMPUS

As you think ahead to September, you'll undoubtedly be wondering what it will feel like to be on campus and how we're going to make sure you, your friends and your tutors are safe. Many of you will likely be feeling worried or anxious about it after lockdown.

So, hopefully you'll be reassured to know that we've undertaken detailed risk assessments and put in place a range of measures to ensure that everyone is safe while they are on campus, and can maintain that all important 2 metre social distance.

In addition to the measures – which you can see below – we have conducted deep cleans of all our facilities and have put in place steps to ensure that campuses, particularly areas with high frequency touch points, are cleaned more regularly.



You should wear a face covering on campus in communal areas. This includes the refectories, on corridors, in toilet facilities and at reception. It will not be necessary to wear one in classrooms/learning spaces where other measures to keep you safe have been put in place including 2 metre social distancing.



Hand sanitiser and hand washing facilities will be widely available throughout all of our campuses to ensure that you are able to wash your hands at all times – all of our staff will be regularly hand washing throughout the day.



Signage will be visible throughout all of our campuses with all the important information you will need to be able to attend college with confidence.



It's important that you bring all of the equipment you will need with you every day – this will mean that there will be no need to share equipment.



It is essential that you have your student ID badge with you at all times.



You will not be able to enter our college campuses without an ID badge. This helps to ensure the safety and wellbeing of all our students and staff.



College staff will be on hand at all times to provide support if you are unsure of anything or have any questions.



A new one-way system has been introduced which is clearly marked with floor arrows – this will help you move safely around the college.



We have re-designed all of our campuses to make 2 metre social distancing easier for you, inside and outside of lessons, and to keep you safe.



Limits are in place on the number of people allowed in toilets at any one time. This is clearly marked on the doors and you will be asked to stick to these limits.



Please only touch surfaces if you really need to. Remember to wash your hands thoroughly with warm water and soap at regular intervals throughout the day.



Please 'catch it, bin it, kill it' when sneezing or coughing and try to avoid touching your face. Avoid spitting inside or outside campus buildings.



If anyone feels unwell on campus, we will have a rapid response team to support them and to follow the government advice on track and trace.

Remember, if you feel unwell or have any Covid-19 symptoms (high temperature, new continuous cough, loss of or change in your usual taste/smell) then please do not come to College. Get a test! Apply online at [gov.uk](https://www.gov.uk) or call 119. If you test positive, you'll be contacted by NHS Test and Trace. Help them to trace people you have been in close contact with.

If you cannot attend College because you are unwell, please contact the Attendance Team for your campus. You can find the full list of contact details in the attendance policy section on our website by visiting: www.tmc.ac.uk/student-guide/policies

At enrolment, you will be asked whether you are clinically extremely vulnerable (previously shielded). This is so we can put you in contact with a member of College staff who can support you in putting in place any additional measures to keep you safe on campus.



CATERING FOR THIS BRAVE NEW WORLD



As your journey to amazing gets underway, staying well fuelled and well hydrated will be essential if you are to realise your full potential.

As such, our Catering Team is putting in place a range of options to help ensure you have a wide selection of food and drink available. To stop canteen areas becoming overcrowded we're also introducing more 'grab and go' options – both hot and cold meals – to be taken back to classrooms. If you are eligible for Free School Meals, we will load money onto your ID card to spend in our canteen areas when you are in College and will also put money into your bank account for the days you are not in College. Remember to apply!

And don't worry, our Starbucks sites will still be open for your caffeine or Frappe fix.

Options will include:



BREAKFAST

Hot breakfast sandwiches
(bacon / sausage / egg / vegan sausage)

A selection of pastries & croissants



LUNCH

Hot

A vegan and meat hot meal option

A daily vegan soup option

Chicken wrap

Beef burger

Pizza

Cold

Sandwiches

Baguettes

Pasta pots

Fruit pots

Boxed salads



In addition, we will be providing a range of crisps, snacks and beverages.

WE CAN'T WAIT TO SEE YOU

Everyone at the College is really excited to see you in September and can't wait to help you achieve your full potential.

We want you to feel welcome and relaxed, even if it may be a little strange for all of us at first. So, if you have any questions, concerns or simply want to provide feedback please don't hesitate to speak to a member of our team.

Course Enquiries and Admissions: **03333 222 444**

General Enquiries: enquiries@tmc.ac.uk

Website: www.tmc.ac.uk/contact





The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners. This information is also available in a range of formats, such as large print, on request.