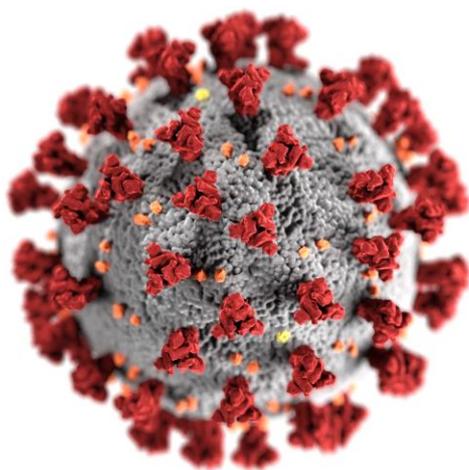


School Re-opening Guide



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The world is changing

Introduction

As the world tries to get back to some normality, it is important that City School of Languages demonstrates strong leadership in terms of managing COVID-19 and we have implemented key measures for control. However, these measures are only effective if we, as a community, our staff and students follow the guidelines.

It is vital that we can do all is possible to protect our staff and students at the same time providing a positive learning experience.

Government advice and best practice will shape our systems and controls.

We appreciate that having students coming from different countries may cause confusion as regulations may differ from one country to another.

We hope this guide will help you to understand what to expect when you enrol at a course with City School of Languages and the general COVID-19 guidance coming from the UK government.

Our main objectives are:

- Make sure we are ALL on the 'same page'
- Ensure the school has robust controls
- Minimise the possibility of spread within the school
- Ensure our community (staff, students, children, and the public) is as safe as possible

We look forward to welcoming you from **21st September 2020!**

Ismara Antunes

Principal

1. Useful Government links

The impact of corona virus across the world changes on a daily basis and we will keep this guide as update as possible, however we are adding useful government links which you may want to become familiar with before you travel.

Will I have to quarantine when I arrive in the UK?

The UK government advice is Coronavirus (COVID-19) regulations mean that you must self-isolate for 14 days when you arrive in the UK.

This applies to UK residents and visitors to the UK.

You may not have to self-isolate when you arrive in England, if you are travelling from one of the countries, territories or regions listed below. That is because these are either:

- covered by the travel corridor exemption
- within the common travel area - Ireland, the Channel Islands, the Isle of Man
- British overseas territories

You will need to self-isolate if you visited or made a **transit stop in a country or territory that is not on the travel corridor list in the 14 days before you arrive in England.**

The travel corridor guide offers detailed information, please consult [this website](#) before you travel.



If you are required to self-isolate on arrival in the UK, you will have to arrange your own accommodation and the costs are covered by the student or the sponsor.

Other important government websites which every student should consult before travelling:

Meeting with Other and social distance

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

International Travel

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>

Travelling Safe and public Transport

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If you have corona virus symptoms once you are in the UK

If you have symptoms of coronavirus, however mild, you should self-isolate for at least 10 days from when your symptoms started. If you are not experiencing symptoms but have tested positive for coronavirus you should self-isolate for at least 10 days starting from the day the test was taken.

Click [HERE](#) for more information

2. What has CSL prepared to ensure safety at school?

This guide is one of our control measures to ensure that everyone becomes familiar with the changes and the key controls we have put in place to ensure safety and minimise the possibility of spread within the school.

Our controls are:

- CSL has produced a comprehensive re-opening procedure and risk assessment based on English UK and government guidelines and requirements.
- All staff is trained on the current procedures
- All Students must complete a Pre-Arrival Registration Form
- Meet required standard hygiene to prevent spread
- Make available hand sanitisers and masks. Please note students and staff must bring their own masks, our supply is only in case students or staff forget their own.
- COVID-19 monitoring team which will make necessary adjustments as regulations change

3. What courses will be available at City School of Languages (CSL)?

All courses listed on our website will be available on a face to face basis if the minimum number of students required is met (4).

Click [HERE](#) for English Courses

Click [HERE](#) for academic pathway courses

Our classes will follow the social distancing requirements, and this will mean less students in each class. We will monitor government guidelines and monitor closely the number of students we are able to accept to ensure class sizes operate at a safe level.

Please note that we are also running online courses if this is more convenient. Please click [HERE](#) to find out about our online courses.

4. What to expect at school?

- We are providing guidance for personal hygiene and social distancing for staff and students while in school. There will be posters available throughout the school.
- **We will take your temperature every day.**
- We will provide information about CSL's health and safety arrangements and processes on your first day during your induction.
- Students are always required to wear face mask in school. Please bring a supply of face mask or face coverings as you will be required to wear them in public transport, shops, indoors activities and at school. We will have a small supply should you forget to bring yours on few occasions, however, we are not able to supply masks every day to all students, and you will need to bring your own.

5. What students are expected to do?

- Students must complete the [STUDENT PRE ARRIVAL REGISTRATION FORM](#) before starting classes. Ideally, this form should reach us 48 hours before your class start date. Click on the link and complete the form if your enrolment has been confirmed.
- Please inform the school if you or someone in your household has had a confirmed or suspected case of COVID-19 in the last 14 days.

6. What to expect when students are in class?

- We will be ventilating classrooms as much as possible before, during and after lessons.
- Hands sanitizers will be available for students and staff. You can also bring your own if you prefer.
- We will reduce class sizes to maintain social distancing
- No sharing of materials (books, pens, pencils, notepads, etc) Please ensure you have all you need to attend the class
- No sharing of food or drinks. Please note the school will not offer water or snacks to minimise the possibility of virus spread. Please bring your own snacks and drinks and do not share with anyone.

7. General School COVID-19 Information

- Students will have an opportunity to discuss any concerns related to COVID-19. The first point of contact is your teacher, alternatively talk to reception. We will listen to your concerns and advise accordingly.
- Class start/end time may vary slightly as we will implement a staggered timetable. This measure is to keep groups apart as they arrive and leave school. Students will receive a timetable on their first day.
- Staff will wear face masks or face shields
- We have increased the frequency and thoroughness of cleaning throughout the day.
- Hand-sanitiser dispensers will be available around the school.

8. What happens if I have corona virus symptoms when I am studying at CSL?

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

If any student or staff develop any of the symptoms described here, please do the following:

- Ring 01792 459615 or email principal@cityschooloflanguages.co.uk to let us know
- If you need to contact us out of office hours ring us on 07954191905 or leave a text message
- **Do not come to the school**
- You will be required to self-isolate for 14 days. Please click [HERE](#) for government advice.
- You are
- You may be able to engage with the Test, Trace and Protect programme. Click [HERE](#) to find out when to apply for a test.
- If your symptoms are severe and do not get better after 14 days, the school will advise you and support as much as possible.

9. What happens if I book my course and cannot travel to the UK because of local or UK restrictions?

CSL will be able to offer you 2 options if you are not able to travel due to COVID-19 restrictions in your country or in the UK.

Option 1

You can defer your course and re-arrange to start at another time.

Option 2

You can start an equivalent online course.

Please note that enrolment fees are not refundable under any circumstances. Please refer to our [booking terms and conditions](#) for detailed information.

10. Will you offer accommodation and airport transfer?

If you require accommodation or airport transfers please get in touch with our admission teams to find out the options available at the moment (enquiries@cityschooloflanguages.co.uk)

11. Can I go out shopping and sightseeing?

Most places are partially or fully functioning in the UK. You will be able to go shopping or visit local touristic places if they are open. You will need to follow the government advice on social distancing and wearing face masks in any indoor venues (i.e. shops, museums, supermarkets, etc).

The UK is operating a local lockdown if there is an outbreak of the virus in certain areas. This means that certain areas may go into lockdown and the facilities may close partially or fully.

Please click [HERE](#) for up to date information on areas in the UK that is under local lockdown.

12. What happens if Swansea gets into a local lockdown?

If Swansea, the city where CSL is based, gets into local lockdown, we will advise students and staff of the next steps. Our intention is to continue to deliver classes through our online platform until local lockdown ends and students and staff can return to the school.