

Subject: Decisions made today at the joint management and trade union meeting today
Date: Monday, 23 March 2020 at 14:02:28 Greenwich Mean Time
From: Vicky Maloney
To: Mailing List - Everybody
Attachments: image002.png

Sent on behalf of Stephen Davis

Good Afternoon Everyone

I hope you are well today. I am writing to you to let you know some of the decisions made today at the joint management and trade union meeting on the current COVID-19 pandemic.

Over the weekend the SLT have been in discussions around what the practical measures were that we could reasonably be expected to deliver given the current crisis. It was felt, that although well intentioned, the practical considerations around face to face delivery for vulnerable learners and key worker dependents were nigh on insurmountable given the wider environmental factors and the associated risk assessment.

Therefore, I am writing to you to let you know the following:

- From close of play today the College is no longer in a position to offer a safe and practical service to the key groups and that we will write to our EHCP learners and call the Parent/Carer/Guardians of our most vulnerable learners to inform them.
- All provision including Business Development Provision and other exams will cease by the end of today.
- From tomorrow all staff should work remotely except those staff members identified as business critical services (BCS)*
- All students eligible for free school meals will be given a weekly cash payment that covers the cost of those free school meals based on a 3 day week delivery pattern for mainstream and a 5 day week delivery pattern for our most vulnerable learners.
- All learning will commence as originally planned remotely from the week beginning the 30th March
- Staff requiring laptops will be asked permission for us to deliver a laptop to their personal address – if permission is not given we will ask staff to attend the college at a scheduled time to collect a laptop and/or dongle.
- Whilst working remotely all staff if they become unwell should record this with first care so alternative delivery arrangements can be arranged for their learners.
- Once recovered all staff should inform first care that they are fit for work.
- It will be assumed that normal leave patterns pre-COVID-19 will be maintained for all positions both student facing and student support.
- We are removing the necessity where possible for password renewal
- We will establish a one-stop shop for all information and access to resourcing through a COVID-19 microsite for UCG.
- All of these actions are being systematically risk assessed by our Health and Safety Manager.
- If you are not deemed to be onsite for a Business Critical Service you will not gain entry to the buildings without express consent from the duty manager

As you are all aware the position is changing daily however we feel that we need to establish a sustainable routine for our students and staff so we can maximise our impact on the student and staff experience. This means that there will no doubt be some iterative actions that arise from our

original 'best guess' solutions and I would hope that you would all appreciate that things will no doubt be refined and changed over time. In order to help do this we will be communicating through a questionnaire via Microsoft Forms at the end of the first week of remote teaching to try and get a sense of **what has worked well** but also **even better if...** both from staff and students.

I have also asked Floyd to investigate how our Paddington Green campus may, like our work with Crisis, be used in a way that supports our friends and colleagues working in the NHS and emergency services over this challenging time.

Kind regards and stay safe

A handwritten signature in black ink, appearing to read 'Stephen', written in a cursive style.

Group Principal

- Business Critical Services – BCS – these are services that must continue to run over the period of remote working that will involve, consistent or on some occasion, physical attendance at a college site. The SLT are currently working to put a plan forward that will outline what these services are and how we propose they are deployed over the period of the COVID-19 outbreak in a manner that minimises the total numbers of staff at any one time on site whilst ensuring that critical services are maintained for both staff and students.