



Dear student,

I hope this letter finds you well and that you're looking forward to the summer break ahead. I know that you'll be eager to find out more about our plans to follow a **face-to-face timetable from the beginning of the new term.**

This letter contains key information around our proposed timetable, to give you a better idea of what to expect. I've also included some information about on-campus COVID-19 safety measures procedures at the end of the letter.

We are currently **planning a face-to-face timetable** that delivers an experience that builds technical skills, nurtures ideas and develops the conceptual and critical voices of our students, connecting you with real-world projects nationally, internationally and in our local community.

Just as there was before the pandemic, within the timetable there will be some small elements of **hybridity** which includes a mixture of **predominantly on-site learning and a small amount of online learning**, but this will be **kept at a minimum** (unless guidance changes). We know how much our students and staff are looking forward to spending more time in our workshops and studios. In the event that Government guidelines change, we may have to alter our plans before you arrive, but I want to reassure you that **whatever happens in the autumn, we're ready.**

If you or your family have any questions over the summer or if you need additional information before you enrol with us this September, please contact us by emailing **hello@pca.ac.uk**, calling **01752 203434** or messaging us via text or **WhatsApp 07722 744184.**

Sincerely,

Steven Forsyth
Head of Pre-Degree

When you can expect to join us

Palace Court and Studios, within our dedicated Pre Degree campus, is planned to **reopen for registration and induction for all Foundation Diploma on Wednesday 8th September 2021** and your subsequent induction days will be **Thursday 9th September** and **Friday 10th September 2021**.

What will teaching look like from September?

Palace Court and Palace Studios will be open to students five days a week. In some study programmes there will be a very small amount of online teaching, generally for no more than two hours each week.

Example timetable for Foundation Diploma*					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am - 12.15pm	<i>Self directed study</i>	<i>On Campus**</i> Foundation Diploma / Workshops, tutorials, tasks	<i>On Campus**</i> Foundation Diploma / Workshops, tutorials, tasks	<i>On Campus**</i> Foundation Diploma / Workshops, tutorials, tasks	<i>Self directed study</i>
	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
1.15pm - 4.30pm	14.00 - 16.00 <i>Taught sessions online*</i> Foundation Diploma Lectures, tutorials, tasks	<i>On Campus**</i> Foundation Diploma / Workshops, tutorials, tasks	<i>On Campus**</i> Foundation Diploma / Workshops, tutorials, tasks	<i>On Campus**</i> <i>Self directed study</i>	<i>Self directed study</i>

Our entry requirements

We know this has been an uncertain time, and wanted to make sure that you were not disadvantaged by the circumstances, which is why, subject to interview, we gave you a guaranteed place at Plymouth College of Art. **This means that we're holding a place for you to study with us, starting in September 2021, provided that you meet our entry requirements. Once you have your Level 3 results, and have sent them to results@pca.ac.uk, we will be able to confirm your study programme, based on the criteria below.**

For Foundation Diploma we offer places to students who have an L3 qualification and a GCSE profile of at least 5 A*-C grades (or 9-4 in the grading scheme) including English and Maths and a combination of AS and A-Level qualifications (with one in a creative subject)

What should I do if I have achieved my predicted grades and have met the entry criteria for my course?

When you receive your results, please **forward the email, scan a copy or email a photo of your results to our Admissions team at results@pca.ac.uk** who will be able to process this and change your offer to unconditional. You will receive an email confirming this has taken place over the following days.

What should I do if I have not achieved my Level 3 Qualifications?

Don't worry! Every student is different and in the current climate, not everyone is going to be able to achieve what they had been hoping for - we understand this!

When you receive your results, please **forward the email, scan a copy or email a photo of your results to our Admissions team at results@pca.ac.uk** who will pass your results onto our Foundation Diploma team. We will look at each student individually and be in contact with you to discuss the best study programme options and what we feel the best fit is for you.

Before you start

You will be sent (to the email address that you used to apply with) details of how to access your new **Plymouth College of Art IT account**. In here, you will find details on how to complete your online enrolment - this must be done before you arrive at college. **We will be contacting you on your college email address with all future important information.**

As part of our enrolment process, **all applicants are required to take online assessments in English and Maths**, to help us understand your strengths and abilities in these two key subjects. Logging into your new Plymouth College of Art email account will take you to links to your English and Maths initial assessment.

We look forward to welcoming you on campus at Palace Court and Studios to meet staff and your fellow students in September. We will be in touch throughout the summer with further updates. In the meantime, please take some time to look at our **dedicated websites - pcapalace.com and welcome.pca.ac.uk**; which contain up-to-date info on everything you need to know to start studying here including; accommodation, finance and bursaries, key term dates, discovering Plymouth, online resources and links to our Students' Union.

If you have any questions about the course or getting started, please get in contact us or with any more general questions email **hello@pca.ac.uk**, call **01752 203434** or message us on **WhatsApp 07722 744184**.

Creating safe and secure spaces to learn

This year extensive measures have been introduced across each of our buildings to prepare for reopening. This included:

- Protective plastic barriers in student-facing areas, reconfigured furniture and working spaces.
- Enhanced cleaning regimes and staff retraining to deliver deep cleaning across each campus.
- Access to sanitising stations, cleaning wipes and sprays, including at each building entrance and exit and for disinfecting individual workspaces before and after use.

These safety measurements will still be included within the campus safety risk assessment. We expect that social distancing and classroom limits, however, will not. We plan to return to teaching on campus in a way that's very similar to before the pandemic.

Provision of remote learning to students unable to attend on-site for COVID-19 related reasons.

Remote education plans will be in place for individuals or groups of self-isolating students following local or national government guidance related to COVID-19 (including self-isolating due to Covid-19 symptoms or a positive test). There **will be set out details of our remote education offer** on our website so students (and parents of students aged 19 and below) know what to expect if they need to learn remotely.

We will continue to operate as normally as possible. In the event that restrictions in education are needed to help contain the spread of the virus, we may need to revise delivery models for a short period of time. We will endeavour to deliver as much planned teaching as possible and meet the expectations set out below:

- We will set out clear expectations for students concerning their participation in the remote elements of their programme, so that all students know when and how they are expected to engage and demonstrate their learning.
- When online teaching is being provided it will be live online teaching.
- Students will receive individual assessment and feedback when learning remotely, via Google Meet, emails and the college Student Portal.



CONSENT FORM FOR ALL COLLEGE VISITS

(Please bring the completed form with you to your first day on-site to give to your course team)

***Note those students over 18, you can complete this form yourself.**

Students may be invited to take part in educational visits to galleries, museums etc. outside the College or City, to research various sources as part of structured projects or programmes of study.

The College **must** have this consent before you can take part in all arranged activities & trips.

NAME (PRINT)..... **DATE**.....

COURSE

I am a registered student of Plymouth College of Art and agree to abide by the following Code of conduct:-

1. To pay all money in advance of the trip
2. To be punctual or risk missing the trip if late
3. To be responsible throughout the trip, showing respect to fellow travellers and staff
4. To refrain from smoking or using a vape in any public area and prohibited place
5. To refrain from alcohol or non-prescribed drugs whilst under the care of the College
6. To follow all college guidance on health and safety measures i.e. COVID19 social distancing

Staff reserve the right to take appropriate action if this code of conduct is ignored, in accordance with the College's disciplinary procedure.

Before attending any trips I will:-

- a. Update my College details with any medical / medication changes in a timely manner.
- b. Ensure that I bring sufficient regular medication with me to last throughout any planned trips.

Signature of Student	
If under 18 - signature of parent/guardian/carer	
Please note that we will contact you via email/phone/letter regarding trips your child/dependant are involved in	

A Doctor's confirmation of fitness to attend may be required to participate in some visits.

Please contact College Infopoint if you require this document in an alternative format **01752 203448**