



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.

- For all Extended Diploma and IBCP students **your first day** on site will be **Monday 6th September 2021** and your subsequent induction days will be **Tuesday 7th September, Wednesday 8th September** and **Thursday 9th September 2021.**
- For all Level 2 students **your first day** on site will be **Wednesday 8th September 2021** and your subsequent induction days will be **Thursday 9th September** and **Friday 10th September 2021.**

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 on-line 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](mailto: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, our dedicated Pre Degree campus, is planned to **reopen for registration and induction for all first-year Extended Diploma and International Baccalaureate students, and Level 2 in Art & Design students, in the week beginning 6th September 2021.**

- For all Extended Diploma and IBCP students **your first day** on site will be **Monday 6th September 2021** and your subsequent induction days will be **Tuesday 7th September, Wednesday 8th September** and **Thursday 9th September 2021.**
- For all Level 2 students **your first day** on site will be **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 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.

We will confirm your actual timetable with you, in your first week on-site.

Example timetable* for Extended Diploma with IB					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>9.00am - 12.15pm</b>	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<b>10.00 - 12.00</b> <i>Taught sessions online*</i>  Extended Diploma Lectures, tutorials, tasks	<i>Self directed study</i>	<i>On Campus**</i>  IB Diploma & Core sessions
	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
<b>1.15pm - 4.30pm</b>	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>Self directed study</i>	<i>On Campus**</i>  IB Diploma	<i>Self directed study</i>

<b>Example timetable*</b> for Extended Diploma with English/Maths (If required)					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>9.00am - 12.15pm</b>	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<b>10.00 - 12.00</b> <i>Taught sessions online*</i>  Extended Diploma Lectures, tutorials, tasks	<i>Self directed study</i>	<i>Self directed study</i>
	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
<b>1.15pm - 4.30pm</b>	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  Extended Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  GCSE Maths	<i>On Campus**</i>  GCSE English	<i>Self directed study</i>

<b>Example timetable*</b> Level 2 Diploma in Art and Design					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>9.00am - 12.15pm</b>	<i>Self directed study</i>	<i>On Campus**</i>  L2 Diploma / Workshops, tutorials, tasks	<i>Self directed study</i>	<i>On Campus**</i>  L2 Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  L2 Diploma / Workshops, tutorials, tasks
	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
<b>1.15pm - 4.30pm</b>	<i>Self directed study</i>	<i>On Campus**</i>  L2 Diploma / Workshops, tutorials, tasks	<i>Self directed study</i>	<i>On Campus**</i>  L2 Diploma / Workshops, tutorials, tasks	<i>On Campus**</i>  GCSE Maths and English

## Our entry requirements

We know this has been an uncertain time. To ensure you are not disadvantaged by the study and examination circumstances this year **we have offered 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. Once you have your GCSE results, and have sent them to [results@pca.ac.uk](mailto:results@pca.ac.uk), we will be able to confirm your study programme, based on the criteria below.**

- **For a place on our UAL Level 3 Extended Diploma** you need to achieve:  
4 x GCSE's at grade 4 or above (including English Language **or** Literature)
- **For a place on our UAL Level 3 Extended Diploma and International Baccalaureate Careers Programme** you need to achieve:  
4 x GCSE's at grade 4 or above (including Maths **and** English Language or Literature)
- **For a place on our UAL Level 2 Diploma** you need to achieve:  
3 x GCSE's at grade 4 or above

## Tips for GCSE results day

[https://bit.ly/year11resultsday\\_careerpilot](https://bit.ly/year11resultsday_careerpilot)

<https://www.careerpilot.org.uk/information/gcses/what-to-do-on-gcse-results-day>

## What to do when you receive your GCSE results

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

Congratulations! 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](mailto:results@pca.ac.uk), who will process your results and send you an email over the following days to confirm that your unconditional place is waiting for you. Please note that **if you have achieved your predicted GCSE grades, you will not need to visit us in person to give us your results.****

- **What will happen if I haven't got my Maths GCSE at grade 4 or higher?**

If you have a GCSE grade 3, you will be required to study the GCSE with us as part of your study programme until you achieve a Grade 4; If you have received lower than a grade 3 at GCSE you will be required to engage with a Functional Skills L1; this could also include a diagnostic assessment to determine whether the best fit study programme will include Level 3 or Level 2 UAL study.

We will look at each student individually and get in touch with you to discuss the best study programme options and what we feel will be the best fit for you; this could be a GCSE or a functional skills qualification.

- **What if I have achieved 4 x GCSE's but they don't include English?**

**Please forward the email, scan a copy or email a photo of your results to our Admissions team at [results@pca.ac.uk](mailto:results@pca.ac.uk), who will pass your results on to our teachers to discuss.**

You will be required to study an English qualification at Plymouth College of Art alongside your UAL Extended Diploma; this could be English GCSE or Functional Skills. We will look at each student individually and get in touch with you to discuss the best study programme options and what we feel will be the best fit for you.

- **What if I want to study on the International Baccalaureate Career Programme and have achieved more than 4 x GCSE's at grade 4 or above, but haven't achieved English/Maths?**

**Please forward the email, scan a copy or email a photo of your results to our Admissions team at [results@pca.ac.uk](mailto:results@pca.ac.uk)**, who will pass your results on to our teachers to discuss. We will look at each student individually and get in touch with you to discuss the best study programme options and what we feel will be the best fit for you. We do not accept or recommend the IBCP for students who would need to resit a GCSE, because of the very high workload that this would need. In addition, the IBCP requires strong literacy skills and, in some cases, good numeracy skills. However, we will look at your learning profile with all the information you, and perhaps your school, can provide and a careful decision will be made.

- **What if I haven't achieved the grades I was predicted and haven't met the entry criteria for my course?**

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](mailto:results@pca.ac.uk)** who will pass your results on to our teachers to discuss. We will look at each student individually and be in touch with you to discuss the best study programme options and what we feel will be the best fit for you.

- **What if I haven't received my results?**

Don't worry! You will have results allocated to you. Please contact your school as a first port of call and they will be able to provide you with the best guidance about how to access those results.

## **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.

For students who will be working towards a Level 2 (GCSE-level) qualification grade 4 in English and Maths, our assessments will help us to best support your learning on the most appropriate English/Maths course while you study with us.

One possible option is that we might recommend that you study on our Level 2 Diploma in Art & Design as part of a study programme that includes GCSE or Functional Skills English and/or Maths. This would be a positive way to get back on track if your GCSE results are not what you had hoped for.

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](http://pcapalace.com) and [welcome.pca.ac.uk](http://welcome.pca.ac.uk)**; which contain up-to-date information 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. In your first week on Campus, you will be invited to attend enrollments and induction sessions that will ensure that you are best placed to make the most of the campus experience you have access to.

### **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.

<b>Signature of Student</b>	
<b>If under 18 - signature of parent/guardian/carer</b>	
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**