

**Welcome Week Activities  
(W/C 7<sup>th</sup> September 2020)**

<b>Course:</b>	<b>Theatrical Make-up Level 3</b>		
<b>Date &amp; Time (first day):</b>	<b>Monday 7<sup>th</sup> September 2020 at 10am (Group A)</b>		
<b>Location:</b>	<b>ONLINE/RICHMOND HOUSE</b>		
<b>Date &amp; Time</b>	<b>Activity</b>	<b>Location</b>	<b>Resources and staff</b>
Monday 7 <sup>th</sup> September 10am – 3pm Group A	<p>Meet and greet Introduction to the Theatrical Health and Safety pp Course content Launch 4-week strategy assignment plan for Health and Safety covering COVID-19 Deadline date for 4-week strategy Introduction to COVID-19 guidelines in college and salons Introduction to DiCE and Canvas with member of the DiCE team Checking student access and facilities for remote work at home Student services access Library access – IT Placement plan with Melissa Safeguarding procedure with Neil Sort out lockers Meet the group and lecturer activity Introduction to the salon layout, where to find products and equipment Check off kits and uniforms How to sterilise and sanitise equipment and tools Set up work area Deep clean the salon Deal with individual student needs, worries and concerns Direct students to the relevant areas Library visit to activate cards Lockers and portfolio set-up</p>	Richmond House 2 <sup>nd</sup> floor Make-up 1	Salon resources Chloe Lutwyche
Tuesday 8 <sup>th</sup> September 10am – 3pm Group B	<p>Meet and greet Introduction to the Theatrical Health and Safety pp Course content Launch 4-week strategy assignment plan for Health and Safety covering COVID-19 Deadline date for 4-week strategy Introduction to COVID-19 guidelines in college and salons Introduction to DiCE and Canvas with member of the DiCE team Checking student access and facilities for remote work at home Student services access Library access – IT Placement plan with Melissa Safeguarding procedure with Neil Sort out lockers Meet the group and lecturer activity Introduction to the salon layout, where to find products and equipment Check off kits and uniforms</p>	Richmond House 2 <sup>nd</sup> floor Make-up 1	Salon resources Chloe Lutwyche

	<p>How to sterilise and sanitise equipment and tools</p> <p>Set up work area</p> <p>Deep clean the salon</p> <p>Deal with individual student needs, worries and concerns</p> <p>Direct students to the relevant areas</p> <p>Library visit to activate cards</p> <p>Lockers and portfolio set-up</p>		
<p>Wednesday 9<sup>th</sup> September 10am – 3pm Group C</p>	<p>Meet and greet</p> <p>Introduction to the Theatrical</p> <p>Health and Safety pp</p> <p>Course content</p> <p>Launch 4-week strategy assignment plan for Health and Safety covering COVID-19</p> <p>Deadline date for 4-week strategy</p> <p>Introduction to COVID-19 guidelines in college and salons</p> <p>Introduction to DiCE and Canvas with member of the DiCE team</p> <p>Checking student access and facilities for remote work at home</p> <p>Student services access</p> <p>Library access – IT</p> <p>Placement plan with Melissa</p> <p>Safeguarding procedure with Neil</p> <p>Sort out lockers</p> <p>Meet the group and lecturer activity</p> <p>Introduction to the salon layout, where to find products and equipment</p> <p>Check off kits and uniforms</p> <p>How to sterilise and sanitise equipment and tools</p> <p>Set up work area</p> <p>Deep clean the salon</p> <p>Deal with individual student needs, worries and concerns</p> <p>Direct students to the relevant areas</p> <p>Library visit to activate cards</p> <p>Lockers and portfolio set-up</p>	<p>Richmond House 2<sup>nd</sup> floor Make-up 1</p>	<p>Salon resources Chloe Lutwyche</p>
<p>Thursday 10<sup>th</sup> September 10am – 3pm Group D</p>	<p>Meet and greet</p> <p>Introduction to the Theatrical</p> <p>Health and Safety pp</p> <p>Course content</p> <p>Launch 4-week strategy assignment plan for Health and Safety covering COVID-19</p> <p>Deadline date for 4-week strategy</p> <p>Introduction to COVID-19 guidelines in college and salons</p> <p>Introduction to DiCE and Canvas with member of the DiCE team</p> <p>Checking student access and facilities for remote work at home</p> <p>Student services access</p> <p>Library access – IT</p> <p>Placement plan with Melissa</p> <p>Safeguarding procedure with Neil</p> <p>Sort out lockers</p> <p>Meet the group and lecturer activity</p>	<p>Richmond House 2<sup>nd</sup> floor Make-up 1</p>	<p>Salon resources Chloe Lutwyche</p>

	<p>Introduction to the salon layout, where to find products and equipment  Check off kits and uniforms  How to sterilise and sanitise equipment and tools  Set up work area  Deep clean the salon  Deal with individual student needs, worries and concerns  Direct students to the relevant areas  Library visit to activate cards  Lockers and portfolio set-up</p>		
<p>Friday 11<sup>th</sup>  September  10am – 3pm  Group E</p>	<p>Meet and greet  Introduction to the Theatrical  Health and Safety pp  Course content  Launch 4-week strategy assignment plan for Health and Safety covering COVID-19  Deadline date for 4-week strategy  Introduction to COVID-19 guidelines in college and salons  Introduction to DiCE and Canvas with member of the DiCE team  Checking student access and facilities for remote work at home  Student services access  Library access – IT  Placement plan with Melissa  Safeguarding procedure with Neil  Sort out lockers  Meet the group and lecturer activity  Introduction to the salon layout, where to find products and equipment  Check off kits and uniforms  How to sterilise and sanitise equipment and tools  Set up work area  Deep clean the salon  Deal with individual student needs, worries and concerns  Direct students to the relevant areas  Library visit to activate cards  Lockers and portfolio set-up</p>	<p>Richmond House  2<sup>nd</sup> floor  Make-up 1</p>	<p>Salon resources  Chloe  Lutwyche</p>