

Dear colleagues

Stay with Us campaign launched

Today sees the start of the PR and marketing campaign for our new holiday offer '[Stay with Us](#)'. Press information has gone out today with social media to follow next week. Thanks to those who have already shared the information with your networks - we have already have some bookings. Please keep sharing and we can provide more material for you next week.

Covid Secure Centres and Training

Making our Centres Covid-Secure has been a huge task which has been implemented due to the heroic efforts of Helen Robertson with great support from colleagues across FSC. It is fundamental to FSC's ability to welcome back visitors both through our new holiday offer "Stay with Us" and for those school planning to come back in the Autumn. All of them need the reassurance and documentation that goes with being Covid Secure and for many of our customers it is the first thing that they ask for.

Therefore I want to underline the **vital importance of everyone completing the required training**. It is not only an FSC requirement, but a government requirement for all staff to complete the training related to their place of work. Without it, we cannot claim to be Covid Secure. Thanks go to the 56 of you that have done the training so far, obviously we have a way to go yet. Log in details have been sent which will take you to our internal training site <https://courses.field-studies-council.org/login/index.php>. Your username will be the first part of your FSC email address (ie initial.surname) and the password will be in the email you have been sent.

Under the furlough scheme, we can require people to undertake training. We know that there are some staff on furlough who won't be able to complete the training until they return to work, but if you can access your work emails and have the means to do the training, please crack on with it as soon as possible. It's also a great way to get up to speed with all the changes that have gone on in the last few weeks. If you have any queries please contact please contact Julie on training@field-studies-council.org

Coming back into land or in a revolving door?

With staff coming back from furlough, changes to the furlough scheme allowing staff to cycle in and out of work and changes to everyone's working hours, it's hard to keep track of who is where and when. It would be helpful if you could tweak your email signatures to add in your usual working hours. If you're not sure how to do this type 'signature' into the help function on your email to get some instruction. Just type in your new hours, nothing else is needed.

As well as the covid secure training, staff coming back will need have a return to work conversation with your manager and record it on a [short form](#). It's not very onerous but it's really important that we capture the information that will keep you and your families safe and well. There is a helpful guide for managers [here](#).

The above are some practical things that we need people to do, but I'm aware that coming back to work is quite a mental adjustment to make, especially when you come back to an organisation that has changed a lot while you have been away. We are looking at setting up some short 'Welcome Back' sessions, probably on a Monday, so that you can chat and ask some questions about what's been happening and what's new. Don't forget that the staff zoom meeting recordings can help you get up to speed.

New Names

The sharp eyed among you may notice that some staff are referred to as “Hostel Team Leader”. We needed a catch all role to describe the person at each centre who will be leading the in work team providing the ‘Stay with Us’ offer. Usually it’s the Hospitality Team Leader but not in every case, hence the new term.

As part of our work on safeguarding our reputation, Nick Lapthorn has been brought back from furlough to be our temporary ‘Head of Covid Customer Care’, acting as the key person to help with some of the complaints and booking issues that need to be escalated upwards.

Coming Up

Next week on Thursday is the Board of Trustees which will delay this usual Thursday email. As I mentioned at the last all staff zoom I can let you have more details about our plans after they have been agreed. I have also had some positive feedback that many of you found Sam’s basic financial information about our position really helpful, even though it was sobering. Therefore we will look at producing a one sided infographic after the board to capture the key points without everyone having to wade through pages of spreadsheets and financial reports.

Finally, congratulations to someone who is now very able to wade through pages of financial information: Emma Trevett from the finance team has just passed her Sage exam for her AAT qualification.

Best regards and stay safe

Mark