

11 March 2020

Dear Parent/Guardian

Since the coronavirus outbreak worsened we have had a specific contingency action plan in place, alongside our normal emergency plan, which has been updated as we receive information and guidance from Public Health England. The College is also putting plans in place to ensure that we are as prepared as possible for a range of possible scenarios.

Below are some Frequently Asked Questions that we hope will help reassure you:

How is the College keeping my son or daughter safe?

We are strictly following Public Health England guidance. We have had no cases to date amongst the staff and student body.

What do I do if my son or daughter is ill?

If you believe that your son or daughter may have any symptoms of covid-19, you should keep them at home and call NHS 111 for guidance.

What do I do if my son or daughter is told to self-isolate?

Please contact the College so that we are aware. Each teaching department is putting plans in place to support their students' learning if any have to be absent from the College.

What do I do if my son or daughter has an underlying medical condition?

Contact your GP or NHS111 for specific guidance and keep us informed.

What will happen if the College has to close?

The current guidance is that schools and colleges should **not** close unless specifically told to do so by Public Health England. Should we be told to close, we will communicate directly with you about what is happening and what your son or daughter needs to do. We are developing a range of strategies for supporting our students' learning should the College be forced to close for any period of time.

What will happen if exams or practical coursework units are disrupted?

Those students preparing for final examinations and completing their assessments are our top priority, and I have met with students coming to the end of their courses across the last week to reassure them and motivate them to succeed to the best of their ability. We continue to work on contingency plans should disruption happen. Latest advice from Ofqual who oversee awarding bodies remains business as usual – should this change we will respond appropriately to ensure no student is disadvantaged.

How can I support my son or daughter?

- By providing reassurance. It appears that people under the age of 20 are not as significantly affected by the virus as older people.
- If your son or daughter has any concerns about their College work, please ask them to talk to their teachers.
- Encourage everyone to properly follow handwashing and personal hygiene precautions.
- Make sure we have the most up to date contact details for you and your son or daughter.
- Stay up-to-date with the official Public Health England guidance
- Contact the College directly on 023 8043 5636 or email info@itchen.ac.uk if you have any concerns.

More information about the coronavirus can be found on the Public Health England (PHE) website at <https://www.gov.uk/government/organisations/public-health-england>, which is being updated continuously. Information for those returning from travel or visitors arriving in the UK from certain overseas locations, with or without symptoms, can also be found on the PHE website.

I understand that this is an uncertain time but please be assured that we will be doing everything possible to keep you well informed.

Yours sincerely

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

Alex Scott
Principal