

17 March 2020

Dear Parent/Guardian

The latest guidance from the government has now been released with a substantial change from that previously issued.

There are two key changes:

- If your son or daughter is vulnerable due to an underlying health condition they should not be attending college, regardless of whether they are feeling well. Full guidance is available here: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>.
- If your son or daughter or anyone in your household has symptoms of coronavirus, then all household members must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill. Full guidance is available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

While this presents us with challenges I am pleased to report that we currently have good attendance from staff and busy classrooms. The intention is for us to stay open for as long as we can, but preparations are now well advanced for closure. If your son or daughter is already absent then I hope they are benefitting from the remote support we are providing – this morning I have asked staff to prepare for a longer period of closure than we were originally anticipating. We will endeavour to ensure regular work is set and monitored, in equal volume to that they would undertake at college.

There are a number of areas for us to consider that I want to share with you and enlist your support as necessary.

1. Students in receipt of financial support will continue to receive it while they study remotely, but for some that support is purely through meal vouchers. We have emailed those that are in that position to supply us with bank details so that we can offer a monetary amount to support them while they work at home.
2. We want to ensure that all students have access to IT at home to support their studies (alternative paper based solutions are being prepared for those for whom this is not

appropriate). We have asked staff to sensitively identify those without IT access so that we can loan devices – this process is underway.

3. All trips, work experience and work placements are in the process of being suspended.
4. We continue to plan for all examinations and external assessments to take place in the summer – please reassure your sons and daughters of this.
5. Please ask them to continue to check their college emails.

Should we be forced to close, either through staff absence or direct instruction from the government, then the intention is to close to students but keep the college operational both through remote working for staff and a skeleton team on site. As a result we hope to maintain all key services in support of you and your sons and daughters despite the extraordinary times we are living in.

Please contact the college should you have any questions but please rest assured we continue to do all we can.

Yours sincerely

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

Alex Scott
Principal