

13th March 2020

Dear students and families

We are all paying very close attention to the developing situation with the Coronavirus and want to let you know about our response.

First, we remain open for learning as usual and expect our Colleges to be ready to welcome you next week. We are following guidance from the Department for Education very closely and will let you know immediately if our arrangements change.

We have plans in place to manage a full or partial closure and we will let you know how these work when the time comes.

We do not currently have any further information about any possible changes to the exam schedule, but, again, will let you know as soon as we do.

We are trying to make sure that planned trips within the UK and work experience activities continue, but some of these will have change. All trips abroad have been cancelled. Any affected students will be contacted directly.

It is very important that you do not come to College if you have:

- new continuous cough and/or
- high temperature

If you do, you should self-isolate for seven days. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, you must contact NHS 111 online at **111.nhs.uk** If you have no internet access, you must call NHS 111. For a medical emergency, you must dial 999.

You should follow the stay at home guidance on Public Health England website:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If you have recently been to one of the countries or regions listed as high risk or you have been in close contact with someone who has a confirmed case of Coronavirus and you are well, please self-isolate for fourteen days.

Otherwise, we look forward to seeing you at College and ask you to make sure you continue to take great care over your hand washing.

With best wishes,

A handwritten signature in black ink, appearing to read 'P. Mayhew-Smith', written in a cursive style.

Peter Mayhew-Smith
Group Principal/CEO