

19 March 2020

Re: Coronavirus (COVID-19) Update

Dear Student,
(Please also share with Parent/Carers as appropriate)

Further to the Government's announcements on Wednesday evening that schools and colleges will need to close for most students by the end of this week and following my initial letter to you on 18th March I am writing to update you further on our plans for this.

We have taken the decision to close the College to most students from Noon on Friday 20th March. There will be no lessons on site during Friday 20th March and beyond, until further notice, though staff will continue to set work online and communicate with you regularly and broadly in line with the pattern of your normal timetable. You should check e-mails regularly and expect to continue working remotely for each of your courses.

On Friday 20th March those staff who are not self-isolating and are also well will be at the College and you can access support from the staff we have here or attend to get resources, such as from the LRC between 9am and 12 noon. Staff will be working to develop further resources, taking part in further training and be generally preparing for the move to supporting your learning at distance. You do not have to attend on Friday 20th March, but if you are well and not self-isolating in line with other guidance, you are welcome to until 12 noon.

From Monday 23rd March we will be closed to most students, though we expect to continue supporting your learning at distance and will maintain contact with you through your teachers and PPM in particular. The Government has asked schools and colleges to make our facilities available to students who are more vulnerable or to enable key workers to continue at work. Consequently, we aim to continue to be open for those who most need us, but we will only open the main building at University Road for this and it will primarily need to be by arrangement, such as to support those with an EHCP or where the College is already working directly with you to support you as part of an existing formal plan. We will be contacting you individually if this is the case to discuss how you might be able to use our facilities as part of our support to you. However, if you believe this applies to you and would like to discuss how the College can enable you to keep attending and using our facilities, please make contact and discuss this with your PPM, or one of the Heads of Study in the first instance.

I am attaching a document with a more detailed summary of our arrangements to keep your learning happening and I am also attaching details of our safeguarding arrangements, with important contact information. If you have any concerns of a safeguarding nature, please do not hesitate to contact the College so that we can offer you appropriate support.

The safety and welfare of our students continues to be a priority. Our safeguarding team continue to be available during College hours Monday to Friday. Please use the normal email address safeguarding@wqe.ac.uk or ring the College reception and ask for the duty safeguarding team member. Additionally, please refer to the Keeping Healthy, Staying Safe section of WQE Online for additional support and guidance. For urgent support please contact the emergency services.

College counselling services will continue to take place and those who receive this support will be contacted directly to explain arrangements for this.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Wilson". The signature is written in a cursive style with a large initial 'P' and 'W'.

Paul Wilson
PRINCIPAL