



Dear Parent/Carer

Happy New Year... although not the beginning of the year we were all hoping for.

Last night, Monday 4th January 2021, the Prime Minister announced another national lockdown affecting schools and colleges across the country. For us it means that we must move to online and remote learning for the majority of our students. However, we will remain open – as we always have – for on-site support for our vulnerable learners and for those with key worker parents.

Throughout this academic year most of our students will have already had experience of learning remotely, as for many of our students some parts of their programme of learning have been delivered online in order to support COVID-secure measures on the college site. For the time being, and until the lockdown restrictions that are now in place are reviewed, all learning will be conducted remotely for the vast majority of students. Please note that all timetabled lessons will be taught 'live' via Microsoft Teams for at least the first part of the lesson. In some cases the entire lesson will be delivered live, while in other cases live content will be followed by the setting of work to be completed during the remainder of the timetabled lesson. Attendance at remote lessons will be recorded in the same way as would normally be the case for on-site lessons. Lecturers/tutors will be in touch with students very soon to make clear the arrangements and expectations relating to their lessons. Online resources and reading materials will be provided and, where possible, we will conduct online assessments and tests and perform practical sessions virtually too. Where this is not possible we will send our students appropriate materials as an alternative. Lecturers and tutors will be in regular contact and we encourage students to make use of all the resources we have made available to keep them in contact with their lecturer/tutor and their class.

We have had positive feedback on the effectiveness of our transition to online and remote learning during the first lockdown so we are confident that we can once again put the necessary support in place to ensure all our students are supported and can continue to learn effectively from home. This includes the provision of IT equipment and financial support for meals at home for students who receive free school meals while at college.

We recognise that this is a difficult time for families, with some now having to adjust working arrangements and in some cases stop work altogether. We will do our best to support parents and should you have any concerns please do contact us.

Information for vulnerable students and parents with critical worker responsibilities

The Government has asked that we remain open and available for on-site attendance for those students who are cared for by critical workers and for vulnerable students. Further detail on these criteria is published [here](#).

Students requiring IT equipment will need to talk to their tutor. If we can provide you with equipment we will arrange for this to get to you. All our buildings are Covid secure so please be reassured that if your child needs to continue to attend college, we will keep them safe.

Testing

Students and staff attending college are entitled to free and regular Covid testing. This is key to helping our college stay open and stay safe. As we develop a clearer picture of who will be on site and when, we will implement a testing schedule. This is not mandatory but strongly encouraged. If your child is to be offered a test, we will inform parents.

What happens if there are cases involving my child?

The College is notified about cases affecting our staff or student population. If a staff member begins to feel unwell or receives a positive test, that staff member is immediately isolated at home. We review their movements and trace who, if anyone, has come into contact with the staff member. If there is any possibility that social distancing has been breached or that there is any risk of possible spread to your child, we notify you by email or letter and advise you on what to do. Your child will also be emailed.

If there has been a confirmed case connected to your child's class or tutor, we will also notify you. If we believe the case has been isolated with no risk to your child we will advise your child to continue to come into college as per their timetable.

Both of these processes have been endorsed by Public Health England.

What to do if you or your child develops symptoms of COVID-19

If you or your child develops symptoms of COVID-19 (see below), they must not come to college.

Instead they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and should be [arranged online](#) or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'. Household members should not go to work, school or public areas and exercise should be taken within the home. This advice should be followed if your child, or anyone in your household, develops Covid symptoms. Further information is available from the gov.uk [website](#).

The 10-day period starts from the day when the first person in the house became ill.

Further information

Further information is available at from the NHS [website](#)

Attachments

Please find the following attachments which have been sent to all students:

- *Remote Learning During College Closure – A Guide for Students*: This gives further guidance on how to access remote learning and sets out the College's expectations of students when engaging in remote learning
- *Wellbeing Support Services During College Closure*

We will keep in touch with further updates.

Kind regards

Jason Jones
Deputy Principal/CEO, Curriculum & Quality