

Letter to parents and carers

Dear Parent/Carer

We are writing to provide an update on the ways that the College is continuing to support learners during this time of unprecedented uncertainty.

Due to the recent government directive to stay at home as much as possible, we have seen a significant decline in the number of learners taking up the offer of support within our Henley campus on a daily basis, from 10am to 4pm. In light of this, we have taken the decision to close the campus from Monday 30th March.

We remain absolutely committed to supporting all learners in the following ways;

- Curriculum staff will be in regular contact either through email, phone or online teaching at least once a week
- Support staff will be making contact over the phone with learners at least twice a week

All resources are available on Moodle and learners are able to access them at all times. Learners need to use their ID number and college password to access this if they haven't already done this. If learners do not have access to a computer, we can arrange for work to be sent home and in some cases this has already happened.

Staff are working from home and can be contacted via email throughout the working day if you have any concerns.

Annual Reviews will still be taking place using conference calls, as necessary, and the Additional Learning Co-ordinators will be in touch to arrange this.

If you have any safeguarding concerns then please use the safeguarding number **07976 202942** or email **safeguarding@coventrycollege.ac.uk**.

If you have any queries regarding additional learning support, please email **additionallearningsupport@coventrycollege.ac.uk**.

For any general enquires, we have a live chat function on the website or alternatively you can email **hello@coventrycollege.ac.uk**.

We will continue to monitor the situation closely. Please do not hesitate to contact us if you have any queries. We appreciate your patience and understanding in this unprecedented time.

Kind Regards

Debi Donnarumma, Principal and Deputy CEO
Gill Banks, CEO