

Dear Parents,

We hope this email finds you well, we want to ensure everyone is updated on our current situation regarding COVID-19.

We have not yet officially closed, however we are now moving to an online learning system - utilising google education suite (google classroom, google hangouts & google meet) for as many of our classes as possible. With the courses that we run, so much is based on continuous assessment and work carried out in practical classes - meaning that we have ultimately been meeting criteria throughout the year. This has enabled us to ensure that all students are in a position where should we close we are covered. Yesterday we spent time with those who were in and we have filmed several extra bits to ensure we have LOTS of footage and evidence of assessment. We will be ensuring that this does not impact final grades - again the way the courses are written enables tutors to assess continuously, not just in formal assessment scenarios.

On days where students would normally be in, work will be set and submissions expected on Google Classroom - we have set up group chats on google hangouts for all courses, and information will be posted daily on these platforms as well as social media. We request that all students ensure they have downloaded the apps and have notifications on to ensure they are kept posted on all expectations. Communication during this time is key, and we do expect students to reply and to complete work as required. We understand that due to the practical nature of the courses, that some elements may be difficult to complete at home, however we are setting tasks which should not require too much space and can be completed in the living room for example. We would request that your children are supported in completing work at home, as once we do close we do not know how long this might be for. Helping your children find strategies to complete work at home, would help them to continue their learning and avoid panic over this difficult time. Should anyone not have access to a computer at home, we are happy for students to loan a laptop from us. This would obviously need to be collected, and a disclaimer signed whilst we are still operating on site.

I would like to thank you for your understanding on this matter, it is all very unknown for everyone and we assure you we will do all we can to enable the students to continue working towards those goals!

We will provide regular updates on our social media and will be in the office whilst we remain open should you have any queries or concerns.

Kind Regards
Kelly-Ann Gordon
Principal