

13th March 2020

Dear Parents and Carers,

As you will all be aware, the news regarding coronavirus is being updated on a daily basis and this situation is evolving globally. As a college, we are following the advice from Public Health England: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>. This advice is being updated on a daily basis and a link to this is placed on the front page of the school website. The advice to schools at the moment is to continue business as usual, and to encourage all to follow good hygiene practices. Staff are reminding students to wash their hands frequently and the toilets are being checked at least three times a day to ensure soap is replenished. Door handles and rails are being cleaned frequently during the day, as a precaution. Please do discuss the importance of cleanliness and hygiene with your child.

We have now moved into a delay period, and there is the possibility that schools may be required to close for a period of time. Whilst we are working on the assumption that this will not happen, we are also planning for the possibility that it may, and therefore, are working hard at plans to mitigate the impact of a closure and to ensure that any disruption to learning for pupils will be minimised. Plans have been developed to ensure learning materials will be available, particularly to those pupils who will soon be facing examinations.

The approach we all need to take if Cottenham Village College is faced with closure is outlined below.

In the event of closure, staff will set work electronically for students to complete. This work can be accessed via Microsoft Teams under the assignment section. Students will need to know their school email address and password. Microsoft Teams is accessed via our website by selecting staff/student login and then Office365. Attached is a user guide to Microsoft Teams; this can also be found on our website. Teaching Assistants will also have access to support students on Microsoft Teams with their support.

For those pupils without internet access we will provide some study packs or textbooks for notes, as much as we can under the circumstances.

We are currently reviewing our planned school trips and we will continue to follow the advice of Public Health England and the Department of Education. The Government is not currently advising against UK-based trips and visits, so we are continuing with plans for activities week in July in the hope the situation has stabilised by then. The advice from government is that trips abroad are cancelled until further notice and the GCSE History trip to Berlin at Easter has been cancelled. However, until we know what the situation will be later in the year we are continuing with plans for foreign trips during activities week. Should any trips be cancelled, parents will of course receive a full refund.

In the event of closure, we will inform you of when we will reopen in our usual way via our website, Facebook page, a text (where possible) and parentmail to you.

If this does become necessary to close, then there will be further communications about this. In the meantime, please do be assured that the college is very much continuing as usual and we remain committed to providing excellent opportunities and education for the young people that we are privileged to serve.

Yours faithfully



Helen Cassady
Principal

Enclosed: Microsoft Teams User Guide
GCSE Revision Guide