

17 April 2020

Ref: COVID-19 Update to Apprentices

Dear Apprentice

As you may have heard, the Director of Public Health has decided that the College must now remain closed for the majority of students until the beginning of the summer half term holiday, so for the next 5 weeks.

However, even though the College will not be open, we believe that it is important that formal education continues for all from the beginning of this summer term and our staff have been working very hard to prepare for these circumstances. We will continue to implement the plans for Distance Learning that we have been using so far.

Your tutor will be in contact with you directly to provide relevant work and guidance next week. We will keep our website up to date with contact information. Our team will be offering online theoretical learning for our apprentices where it is appropriate to do so.

Most of this work will be on Google Classroom and there will be some Google Hangouts. Our team is working with the Awarding organisations to review how practical assessment work can be undertaken and we will be in touch with more information about this as soon as we have it available.

As a College, we will commit to offering catch up learning as and when we resume. Any apprentice who may become unemployed as a result of COVID 19 - the College has strategies in place for those students to complete their qualifications. English and maths lessons will continue online for 1st year apprentices.

Students will still need access to Wi-Fi and a laptop. Laptops and mobile hotspots are available to loan from the College, you should speak to your personal tutor if they need to loan these.

Communication with employers and students will be through our already established communication avenues including:

- Email
- GCFE connect
- GCFE website
- Media
- Facebook and Twitter

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We are working with Awarding Organisations to ensure that qualification achievement is prioritised and that students can progress onto the next stage of their career pathway.

If you have any concerns about your apprenticeship or need any signposting to another agency for support, please do not hesitate to contact myself or the Vice Principal, we can be contacted on

Louise Misselke 07839 234881

Jeanette Hart 07839 195800

Or by using the following email address COVID19@gcfe.net

Yours sincerely

A handwritten signature in blue ink that reads "Louise Misselke". The signature is written in a cursive style.

Louise Misselke FSET, BSc, Cert Ed, MSc
Principal