

22 May 2020

Ref: COVID-19 Update - 22 May 2020

Dear Apprentice

Following the announcement today from Public Health, we will be working on a plan to welcome apprentices back into College.

As of 1 June, we will have four weeks left of the academic year and, in line with the guidance from our awarding bodies, we must focus our provision on those students who are completing their qualifications this summer. Therefore, during the week commencing 1 June we will be welcoming into College **only** final year apprentices who urgently need assessment for occupational competence. We will be contacting apprentices and their employers individually to inform them of their expected attendance pattern for this week.

During the week commencing 8 June onwards, our teams will be revising timetables for all our groups, ensuring that apprentices can continue with their studies, enabling completion of their work before the summer break, so that they can progress onto the next year of their course or complete their apprenticeship.

Staff will be contacting you individually, to inform you of your timetable, let you know the expectations and confirm your attendance pattern. The Apprenticeship Team will also email apprentices who we would like to attend and will also contact your employer.

We must continue to follow the guidance from Public Health which means that normal College life will be quite different; for example, there will be no social areas operating in any campus and students will need to be in small groups staying in one location in the College buildings.

Food provision and vending machines will not be available, so you will need to bring your own food and drink with you.

We will be maintaining rigorous hygiene throughout each campus and will be cleaning all our rooms and equipment in between each use.

We are required to keep a log of who is in the building at all times, so, for this reason, we will need to manage students coming into College. You will be required to report to reception to be signed in and out and it will be essential that you wear your student ID at all times.

Guidance from Awarding Organisations on how our teams must calculate the grades or assess students means that much of the activity which is usually undertaken at the end of term has been brought forward and we must adhere to the deadlines set by each Awarding Organisation. If you have already received some communication from the College regarding deadlines for submission of work, these still stand. You can find information on qualification updates by following this link <http://www.guernseycollege.ac.gg/wp/qualifications-update/>.

As you can imagine, our staff teams now have a lot to get ready and, for this reason, there will be no planned distance learning contact from tutors from Monday 25 to Friday 29 May. For those students not invited into College during the week commencing 1 June, distance learning will continue as instructed by your tutor, who will contact you to confirm which days and times you will be able to come into College from the week commencing 8 June.

We recognise that, for some students, the thought of coming back to College will be very welcome. However, there will be others for whom this concept may cause great concern and anxiety. Please be aware that support is available and if you have any worries or concerns please do contact our support team using GCFE CONNECT or by emailing support@gcfe.net or calling either of these numbers 07839 777643 or 07839 777649.

As we update our plans, we will be sending you more information and information can also be found on our website and via social media.

We are determined to support you all and ensure that your qualifications, experience and progression is as good as it can be. If you have any questions, no matter how small, please do get in touch with your tutor.

If you have any concerns or need signposting to support from other agencies, please do not hesitate to contact me or the Vice Principal. We can be contacted on:

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| Louise Misselke | 07839 234881 |
| Jeanette Hart | 07839 195800 |

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

Have a lovely weekend and your tutor will be in touch with you soon about the arrangements.

Kind regards
Yours sincerely



Louise Misselke
Principal