

18 March 2020

Dear Student and Parent/Guardian,

In light of the evolving situation concerning Coronavirus, I thought it important to keep you updated with a number of decisions that the College has already made and the plans we are putting together in the event of a closure.

### **Current Measures**

Our absolute priority is the health and wellbeing of our students and staff. We are following the advice given by Public Health England, the Department for Education and have decided to take a number of measures and precautions which are outlined below:

- **Progression Exams** - for year 12s planned to begin on 30 March will not take place;
- **Training, Employment and Apprenticeship Fair** - 19 March will be cancelled. Information which would have been shared at this event is available to the students on the Study Directory;
- **Prospects Diploma and Prospects for Life** - all sessions are currently suspended;
- **Work Experience** - any students who have arranged work experience should contact the company and postpone it for the time being;
- **Information Evening** - an event for prospective students and parents on 25 March has been cancelled;
- **Pass IT On** - an enrichment session with elderly members of the local community is cancelled;
- **Coppers** - an enrichment session with Henry Tyndale School students is cancelled;
- **Music concerts** - have been cancelled until further notice;
- **Sporting fixtures and training** - have been cancelled until further notice in line with National Governing bodies advice;
- **Many trips and guest speakers** - have been cancelled, specific details have been communicated with those affected;
- **Lettings** - all lettings have been cancelled until the end of the Easter break;
- **Gym** - the College gym is closed until further notice.

At the time of sending this letter, the College remains open for all students and staff in line with Government advice and lessons, wherever possible, are continuing as normal.

We have taken steps to mitigate the risk of infection at the site. Our cleaning staff have been instructed to increase the frequency of cleaning, with particular focus on door handles. We have in addition shared the NHS advice with students regarding how to wash their hands and have put NHS posters in all the College toilets that give detailed hand washing instructions.

### **If the school was forced to close due to excessive staff sickness or due to Government guidance**

We are finalising our business continuity plan should the College be forced to close.

- **Practise closure:** the first stage in this is to close for students on Wednesday afternoon this week, 18 March 2020, so that staff can be trained in the use of online technology. The College will reopen again as normal on Thursday 19 March 2020.
- **Communications:** if the College is forced to close we will inform you through the College website, [www.farnborough.ac.uk](http://www.farnborough.ac.uk).
- **Lesson delivery:** going forward, our plan is to make work available for students to access via the Google apps which we currently use.
- **Contact:** teaching staff and tutors will be working at home and may be contacted via email if needed. We will also be providing IT support for students via the College switchboard.
- **Exams:** in lieu of any contrary advice, we will continue to plan to deliver national exams which begin directly after the Easter Holidays.

We find ourselves in unprecedented times and the picture is rapidly changing, so please continue to check the website which we will keep updated with the latest information that we have.

I hope this letter provides some clarity during what is a very uncertain and evolving time for us all.

Yours sincerely,

**Catherine Cole**  
Principal  
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