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20 March 2020

Dear Student, Parents/Carers

Clarification of QAC's plans during the threat of COVID-19 (coronavirus)

- **QAC is closed to students from 3pm on Friday 20 March 2020.** All parents have been made aware of this already through other communications.
- **QAC will be open in a limited capacity to some students from 20 April 2020 as deemed essential.**

On Monday 20th April, if operationally safe to do so and pending any further government updates, QAC is planning to provide limited onsite learning as considered essential. From this date, QAC will be operating with a skeleton rota of staff and will be restricting hours of opening and limiting access to the campus facilities.

If you as a parent/carer are a key worker, as identified by the government and have no reasonable alternative and your young adult cannot be left alone, we ask you to make contact with us at QAC as soon as possible. First communications need to be to Jan Gormley, Deputy Principal. jgormley@qac.ac.uk.

Prior agreement with families and the College MUST occur before 20 April as College is not open for all students to return on this date.

In making the decision to return on the 20th, before you contact us, you need to have considered if:

- your work as a parent is critical to the COVID-19 response
- you work in one of the key working sectors as listed by the government <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

And:

- you cannot keep your child safe at home or have a safe alternative

QAC's priorities

The focus of everyone at QAC is always to keep our students safe and as far as we possibly can and protect them from exposure to coronavirus in the way the government is recommending.

QAC fully supports self-isolation and social distancing in these unknown times. We want everyone to be safe and healthy in the long term and believe that limiting contact with high numbers of people is a constructive way to do this.

QAC staff remain totally committed to the learning and welfare of all of our students during this time and I will explain later how we are supporting this for our diverse range of learning abilities, even if someone is not in College physically.

We do expect learning to continue for our students even when they are based at home and we will continue to provide the means to make that happen. We will also be in telephone and email contact with students (and parents as necessary) on a weekly basis during term time. Students who were to have taken exams have had individual discussions with staff already to try to reassure students as far as we can on this unprecedented situation. Please let us know if this is still of concern to you.

At the point of writing, there are as yet no confirmed cases of COVID-19 linked to anyone at QAC. However, as best practice and as a precautionary measure, I am sure you will be pleased to know that we are undertaking a deep clean of QAC's facilities during the week beginning 30 March.

How QAC will promote learning when a student is not attending College

Students will already have had educational work packs sent home (or in the process of being sent home) from Curriculum Teams who have already started liaising with self-isolating students and their families. Some students will have access to online services and specified websites to promote their learning. Some students will have been given specific module work linked to their academic course. Students are encouraged to be in email communication with their staff as needed. This will continue from the Curriculum Teams until the situation changes. Progress checks and reviews will happen regularly and be recorded on the College system. Students and parents are able to contact College with any queries throughout this homeworking period (excepting the Easter holiday period). It is expected that every student and/or their family will be contacted at least once a week by QAC to check on homeworking and welfare. These will be more regular should individual cases require.

Students, especially those at most risk, will have (and have already received in some cases) regular welfare checks from QAC staff and we will deal with each case individually. QAC have also prepared or provided access to wellbeing homeworking packs for students which are available via the QAC website. Click [here](#) for 'Coronavirus social story'. Click [here](#) for QAC's 'Staying at home' Wellbeing pack.

To remind you that the Easter break sits within the timeframe of absence from College in this initial plan (from 6th to 19th April). Please do carefully consider if you are in the key worker category if you wish to discuss a planned return, and contact Jan Gormley via email ASAP, even if you are unsure.

We encourage everyone to continue to be vigilant and safe, self-isolating and keeping appropriate distancing as needed. These are such unusual times, we need to be as supportive of each other as possible and follow the directions as given by the government.

Please remember to keep looking at the QAC website or social media pages for updates. We will also be sending out text messages when required.

The links to home packs can be accessed via www.qac.ac.uk via the COVID-19 update on the home page.

All of us at QAC hope to see you very soon and wish you good health.

With kind regards

A handwritten signature in black ink, appearing to read 'Bev Jessop', with a stylized flourish at the end.

Bev Jessop
Principal and Chief Executive

cc: QAC Chair of Governors and Governing Board
Local Authority SEND Dept Commissioning Managers
ESFA Regional Lead- West Midlands