

13th March 2020

Dear parents and carers,

Re: Coronavirus COVID-19 advice for education institutions

It is important to update you on our position on COVID-19, or Coronavirus. We continue to monitor and follow Public Health England (PHE) advice daily, while continuing to operate our learning and development centre as normal, keeping an informed, calm perspective. We have a contingency plan in place, and it is being followed and updated as relevant.

We have ensured that staff and learners are appropriately informed, including all important messages about good hygiene and hand-washing. Posters about this are displayed around our site and learners have been briefed every day. We have also provided additional sanitiser dispensers in key locations around the site. Learners have been encouraged to use these in between hand washing. The Department for Education (DfE) Helpline has confirmed that our approach, action and planning is correct and proportionate. As far as we are reasonably able to know and according to all advice, Green Corridor does not have any confirmed cases of Coronavirus.

You will appreciate that we are not in a position to diagnose learners' illnesses. If your young person is unwell and has symptoms that concern you, you should call 111 to seek advice. At present, although we have not been asked to close our centre, please be assured that our tutors plan both for lessons on-site and for off-site learning at the same time.

We have also currently suspended all trips or activities off-site.

We continue to follow guidance from the DfE. The current advice is that we should remain open. In the event that we are instructed to close our centre, parents and carers will be informed of arrangements at the soonest opportunity. Homework will be made available for learners to complete off-site and return to us by freepost envelope. We suggest that parents and carers consider plans for the care of their young people should we need to close. To emphasise, we have not been told that this is going to happen; it is just important to think ahead.

Below are links to the most reliable, information about the Coronavirus from Public Health England.

Updates on COVID-19: <https://www.gov.uk/coronavirus>

Guidance for educational settings: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Travel advice for those travelling & living overseas: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

The DfE's helpline for schools, staff, students, parents, carers can be accessed by phone or email:

Phone: 0800 046 8687 Email: DfE.coronavirushelpline@education.gov.uk

Opening Hours: 8am-6pm, Monday to Friday

Finally if your young person does have any underlying medical conditions and you are concerned about attending our provision during this outbreak please do take medical advice and contact us so we can send work home if required. If as a parent / carer either you or any member of your family do test positive for coronavirus then please do let us know as soon as possible.

We will continue to follow PHE advice and will keep you informed of any implications in as timely a way as we can. Our priorities are to ensure that our learners, volunteers and staff keep safe and well and to do all that we can to ensure we can continue to run our provision as normal, keeping things in perspective.

Yours sincerely,



Tim Knight
CEO

GreenCorridor

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