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27th March 2020

Dear Student

I am writing to let you know that, during these unprecedented circumstances due to the Coronavirus outbreak, our staff are working hard to support current students and to continue the process for helping students progress to the next stage of their learning in September 2020.

Our staff are here for you

Apart from a small amount of face to face teaching that is in place to support the Covid-19 response effort, including for the children of critical workers, our college sites are currently closed to students. However, our staff are working hard from home and continuing to offer our usual range of support and services for students and applicants.

This includes arranging progression conversations with each student regarding their preferred choices for September 2020. These are currently being organised and you will be contacted directly by a member of the course team after Easter.

Online learning and support

Our staff are prioritising online learning for all progressing students. Taking part in this online learning will allow you continue your studies and prepare you for your next step, whether that's progressing to the next level of your course, going to university or starting your career.

Keeping in touch

The teaching team and your tutorial supervisor/tutor are here to support you. They will keep in regular contact with you via Skype, phone and your college email to help you keep on track, to set targets and to check that you are keeping fit and well.

Your Course Leader, Lecturers and Learning Supervisors will set and monitor work, organise Skype calls, and support via email and Blackboard. This will ensure that you continue your progress and succeed on your current course – making sure that you are ready for your next step. Please ensure you continue to check your college email account regularly for updates.

Latest coronavirus guidance

To support you, we have put together information on our website based on the latest guidance. This will answer some frequently asked questions and includes information for applicants, details about exams and how qualifications will be awarded, and guidance on bursaries and student support. The site is continually being updated and you can view it [here](#).

Got a question?

You can still contact us with any questions you might have as our brilliant team of course advisers are here to help.

The Advice Shop team are ready to provide information, advice and guidance, including careers guidance appointments via email, telephone and Skype. You can contact the Advice Shop at information@ccn.ac.uk or 01603 773311.

Don't worry about exam changes

I know that many of you will be worried about how the qualifications you are currently studying will get graded following the cancellation of this summer's exams. I understand, too, that you might have concerns about what this will mean for your enrolment on the course you wish to progress to.

You have my reassurance that, whatever happens, we will have a course for you to enrol on this coming September - and we will work with every one of you to find the right course for you.

You can view exams and qualifications guidance for students [here](#).

Next steps with your progression

Immediately after Easter, we will be contacting you to give you the latest guidance on your progression choices.

Depending on the stage you had already reached with your progression plans and conversations with staff, this will set out the next steps, so we can keep your journey to enrol on your next course in September on track. In the meantime, you can find some useful information on our website [here](#).

We will be in touch over the coming days and weeks to confirm the next steps for you. If have any queries in the meantime, you can contact our Admissions Team via email at admissions@ccn.ac.uk or via the phone on 01603 773008.

Until then, stay at home, engage in whatever online learning you can, stay safe and well, and I look forward to speaking with you soon and seeing you at our college in September.

A handwritten signature in black ink that reads "Peasgood". The signature is written in a cursive, flowing style.

Corrienne Peasgood OBE
Principal