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13 July 2020

Dear College Community

As the situation steadily improves in the UK, we have seen the continued easing of countrywide lockdown measures. Some children have been able to return to school and there has been more reopening of shops, restaurants and businesses. We have some way to go before life returns to normal but we can see the signs of recovery and thankfully a steadily decreasing infection rate. We appreciate this is sadly not the case all over the world and therefore, our thoughts must go to those facing illness, loss and uncertainty in these unprecedented times.

The UK, like all other countries, needs to be vigilant and ensure the numerous measures and steps taken, prevent any second wave or problems going forward. To achieve this, we must all take personal responsibility and play our part to protect our communities as best we can.

I must take a moment to commend our students for their participation and diligence with their online courses. They have indeed been working exceptionally hard from all over the world and sometimes in difficult circumstances. This immediate change in the way we have been both teaching and learning needs acknowledging. Our tutors have worked very hard behind the scenes to deliver these courses and we are indeed proud of the way our students have showed both commitment and enthusiasm to their studies during this unprecedented time.

Looking ahead, as previously advised, we plan to open the College in September in as normal a way as possible, depending on the situation at that time. The College will therefore remain open during the summer. Colleagues will be working hard to ensure we are ready for all students in every way including COVID 19 safety, visas, accommodation, admissions and administration as well as rigorous academic preparation and overhauling the entire College site which has been closed for many months.

Moving forward our schedule is therefore as follows:

#### Years 11 and 13

- We have **completed the grading** for Years 11 and 13 and they have now **completed their courses** with us.
- Students should please return **any textbooks** by DHL or similar courier as necessary to receive their book deposit
- Grades will be released by the examination boards at the usual times **in August**
- We hope to mark the leaving of these students with a **Farewell Celebration** to be held in the Autumn Term
- A Level Results Day **Thursday 13 August 2020**
- GCSE Results Day **Thursday 20 August 2020**

#### Years 10 and 12

- Tuition will continue for **these** students until **Thursday 16 July 2020**
- These students **must attend** online lessons until Thursday 16 July 2020
- NCUK students **will continue** tuition until Friday 24 July 2020
- All students attending IELTS classes **may continue** to do so until Friday 31 July 2020

#### UKVI Student Visas - Tier 4

- Students requiring a CAS for a new course will receive the CAS during **late July**
- **Visa Application Centres** have gradually started to open in many countries but there will be delays in processing times as the backlog is cleared
- Most of the UKVI visa concessions will **currently end** on 31 July 2020 but this will be kept under review

#### International Students in CTC Accommodation

- Both Boarding and Host Family provision **remain closed until Tuesday 1<sup>st</sup> September 2020**
- **All possessions** from Boarding and Host Family, whose belongings were taken to Boarding, are being stored safely at College
- Please **contact the College** to arrange any collection
- The College is a member of the British Boarding Schools Association and is therefore adopting the BSA Covid-Safe Charter confirming that we comply with all government rules and guidance and will fully meet the BSA Charter's requirements when boarding reopens, full details can be found on the BSA website: <https://www.boarding.org.uk/>

#### September Opening

- The College opens for **all students** on **Monday 7th September 2020**
- There will be a **two day induction programme** for **all new students** on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September
- Further details will follow **nearer the time** for all students

Please note there will be two days of **Inset Staff Training** for **all staff** on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September, again further details will follow nearer the time

#### Term Dates for September 20 / 21 Academic Year

- These will be placed on our **website**
- There will be different proposed calendars for term 3 depending upon when the **examining bodies** confirm the dates for the Summer 2021 exam session
- We expect to have this information at **some point in Term 1** and will then be able to confirm relevant finish dates

#### Refunds for those in CTC Accommodation

- Our **Governing Body** has decided there will a £300 refund for each student either as a credit for next term or added to their deposit refunds
- The College will deal with this **automatically**, students do not need to take any action

#### Coronavirus Preparation

- The UK Government has issued **detailed guidance** to schools on how to prepare to open safely and measures to take to prevent and manage any COVID 19 infections:
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- CTC **will be** implementing this guidance and therefore the site will have some changes when we reopen in September
- Plans **will include** social distancing measures both in the classroom and on site generally, staggered breaks and lunches, students will be in set bubbles of year groups, recreational areas for students will also be in restricted bubbles, there will be forward facing teaching as well as multiple increased sanitising points on every level in the College, all persons will be required to clean hands before entering and leaving any room and all the community will be practising stringent personal hygiene measures
- Anyone who feels they may have symptoms or concerned they may have come into contact with an infected person will proceed immediately **to be tested** for Coronavirus via the NHS
- The wearing of masks will be discouraged as this is not advised in the guidance but **will be permitted**, any individual who chooses to wear a mask will need to do so safely and dispose of it responsibly

CTC Site

- The College remains **open** throughout the summer
- There will **be limited staff** on site at any one time maintaining social distancing measures
- If students wish to visit College to collect post or to return books they **should phone or email ahead** to ensure the correct staff are there to help them
- Anyone else wishing to visit the College should also **phone or email ahead** to make an appointment

Our latest bulletin is always on our website and we clearly welcome views of parents and students and all others in our community. There is much to do over the forthcoming weeks and months and we are, as always, most grateful for your support, cooperation and understanding during this difficult time.

Yours faithfully

A handwritten signature in black ink that reads "Chris Drew". The signature is written in a cursive, slightly slanted style.

**Dr Chris Drew**  
**Principal**