



**CITY OF
WESTMINSTER
COLLEGE**

**College of
North West
London**

20th March 2020

Dear College Community

Following on from the letter you have recently received, I am writing to inform you that from Monday 23rd March 2020, United College Group sites (including those at the College of North West London and City of Westminster College) will be closed for face to face teaching and learning activities for the majority of our learners until further notice. This is in response to the government's measures announced on Wednesday 18th March 2020, which seek to maintain the health and wellbeing of our communities.

Following these announcements, we will be providing the following services to our learners:

- Monday 23rd March 2020 we will continue to provide the opportunity for education programmes for our high needs' learners
- Monday 23rd March 2020 All learners will have a study week to prepare for online learning
- Monday 30th March 2020 all learners with an Education Care and Health plan will have the opportunity to follow their timetable at their main campus, either at the Willesden or Paddington Green
- Monday 30th March 2020 all remaining learners will follow their existing timetable for College online.

For those learners working from home, Teachers, Tutors and Coaches will maintain frequent contact with our learning community throughout this period and all learners are expected to participate from home, as guided. Each student will have tasks set to enable their studies and training to continue and will, as is reasonably possible, follow their existing timetable. The majority of our teaching professionals will be working from home during term time to support our learners.

The College Easter Holidays will commence as scheduled from Monday 6th April 2020 to Friday 17th April 2020. On Monday 20th April 2020, the Summer Term is scheduled to start, although it is not yet clear if this will be possible through College attendance.

We will continue to carefully monitor advice from Public Health England, the Department for Education, the Foreign and Commonwealth Office, and the World Health Organisation and we will respond accordingly. It is therefore recommended that you continue to check the College

website and Social Media pages for the most up-to-date information. The College will continue to work to ensure that the impact on its learners' education is minimised during these exceptional circumstances and will follow guidance from the Department of Education and examination bodies with regards to arrangements for qualifications and examinations.

Should you have any questions in relation to United Colleges Group, the College of North West London or City of Westminster College, our Customer Services Teams can be contacted throughout the period using the details below:

College of North West London

Telephone: 020 8208 5000

Email: curriculum@cnwl.ac.uk

City of Westminster College

Telephone: 020 7723 8826

Email: curriculum@cw.ac.uk

May we take this opportunity to wish you and those close to you the very best of health and we thank you for your continuing support.

Yours faithfully

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

Stephen Davis
Group Principal
United Colleges Group