



**CITY OF  
WESTMINSTER  
COLLEGE**

**College of  
North West  
London**

**Parent of Guardian of:**

**Name**

**Address 1**

**Address 2**

**Address 3**

**City**

**Postcode**

20<sup>th</sup> March 2020

Dear Parent/Carer/ Guardian,

**Arrangements for study at United Colleges Group**

Following on from the letter you have recently received, I am writing to inform you that government guidance is that colleges remain open to provide an educational experience for children of key workers, vulnerable learners and those learners with an Education, Health and Care Plans (EHCP).

The College will open the Willesden and the Paddington sites for learners in the above categories from **Monday 30<sup>th</sup> March**. Your child's usual timetable will be followed (see enclosed) and will be facilitated online, as per previous communications. Online learning will be within a classroom environment and supported by staff, maintaining social distancing guidelines. If you are satisfied with learning within the home environment this can continue.

If you plan on your child attending college, please let us know by phone or email (details below) to enable us to plan sufficient staffing and classrooms and comply with health and safety regulations.

Please advise us of your child's attendance for the appropriate site by **Wednesday 25<sup>th</sup> March**.

**Willessden site:**

Phone: 0208 208 5458

Email: Gladieth.walker@cnwl.ac.uk



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**Paddington Site:**

Phone: 07483911221

Email: [Emily.omahoney@cw.ac.uk](mailto:Emily.omahoney@cw.ac.uk)

If we do not hear from you then we will assume your child will continue with the online teaching model at home.

Yours sincerely,

A handwritten signature in black ink that reads "Stephen Davis". The signature is written in a cursive style with a large, prominent 'S' and 'D'.

Group Principal