



**CITY OF
WESTMINSTER
COLLEGE**

**College of
North West
London**

Parent of Guardian of:

Name

Address 1

Address 2

Address 3

City

Postcode

20th March 2020

Dear Parent/Carer/ Guardian,

Arrangements for study at United Colleges Group-

Update as of Tuesday 24th March 2020

Following on from the letter you have recently received, I am writing to inform you that due to health and safety risks to our students and staff a decision has been made by United Colleges Group to move to a complete remote working environment for students and staff so as to prevent further spread of the COVID-19 virus.

However, your child's usual timetable will be followed as per previous letter, 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.

We apologise for the inconvenience and change in communications, however we must remain vigilant and not compromise the wellbeing of our students and staff.

Please refer to our website for further information (insert CWC or CNWL website information)

Yours sincerely,

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

Group Principal