

23 October 2020



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Dear Student,

I hope you are well and looking forward to the half term break.

I am writing to update you on the new arrangements for your course from **Monday 2 November**. At the start of the academic year, we took a cautious approach to the number of people allowed on our sites due to Covid-19 restrictions. Now that we have had some time to see how this has gone and we are confident that all of our Covid-19 safety measures are operating successfully, we want to increase the numbers of students coming into college for face to face lessons.

This week we have reviewed and started to amend your timetables to ensure that we can welcome you back to college after half term for more of your planned learning time. These changes will be available for you to see from **Friday 30 October** on Pro Portal. For further information on how to access Pro Portal please click link below.

<https://kctv.kirkleescollege.ac.uk/View.aspx?id=25514~5e~WEi5rKrXiG>

It goes without saying that all of our other Covid-19 prevention measures must continue to be adhered to, which include regular hand-washing, wearing a face covering in public spaces and social distancing.

Whilst we appreciate that your college experience is very different to what you expected, our commitment to helping you to succeed on your course remains the same. We have worked hard to ensure that college is a safe environment for students and we continue to need the same commitment from our students in following the new safety rules to keep yourself and others safe.

Yours faithfully

A handwritten signature in black ink that reads "mgilluley".

Marie Gilluley  
Principal and Chief Executive

