

17 March 2020

Dear Student/ Sponsor/ Parent

**CORONA VIRUS (COVID-19) OUTBREAK**

The health and safety of our staff and students remain priority at all times. In light of the Corona Virus (COVID-19) outbreak being declared a national disaster, the institution has taken immediate steps to prevent infection and reduce the spread of the virus.

The institution has made a decision to suspend all teaching and learning activities as follows:

Theory Classes:

As of 18 March 2020, all theory classes are suspended until 13 April 2020. Lectures will resume 14 April 2020.

Work Experience Placement:

As of 18 March 2020, all work experience placements will be suspended until 13 April 2020. Work experience placements will resume 14 April 2020. *Please note that a meeting with all students completing work experience will be held at the campus tomorrow, 18 March 2020 at 10am. Attendance is compulsory.*

Teaching and learning time lost during the suspension will be recovered from the vacation times in the remainder of the academic year.

During the time of suspension there will be several voluntary online learning interventions. Students are encouraged to make use of these resources. In addition, work would have been allocated to students for the period of absence. Students must complete the work allocated to ensure they remain up to date.

Key staff are available during this period should you have any further queries.

I wish you all the best, and look forward to when we resume all teaching learning activities, once again.

Sincerely



**JOHANN OOSTHUIZEN**  
**MANAGING PRINCIPAL**

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