

16 March 2020

Dear Colleagues

This is a very difficult time for everyone in the country as we seek to do everything we can to assist in preventing the further spread of COVID-19.

In KCETB we have taken advice and instructions from the government and the health authorities in an effort to play our part in the response to this global crisis.

While our schools and centres are closed to students we have put in place a series of measures to assist remote teaching and learning with staff available to assist students during this time. Our offices are open but we have put in place remote working arrangements for many staff. Please refer to the guidelines provided in respect of working from home during this time.

The payment of salaries and learner payments are critical in KCETB and we have put contingency arrangements in place for these areas. However, some salary adjustments may not be made during this period and will require follow-up with the staff members or students concerned at a later date.

As you will appreciate we are currently focusing on critical areas of work and would ask that you do not make contact with our offices with individual queries which can be dealt with following this period.

I would like to express my sincerest gratitude to all our staff for their assistance in putting in place our contingency arrangements for this period. I would ask that you continue to take the advice of the health authorities and to act responsibly as together we seek to help stop the virus spreading further.

Each one of us must play our part for the good of our whole community.

I hope that you and your families are safe and well. Look after yourselves and each other during this very challenging time.

Kind regards



Eileen Curtis
Chief Executive