

30 June 2020

Autumn 2020 Enrolment at PGH – Timetable and information

Dear Student,

Thank you for your patience whilst we have been closed. We know from our recent survey that many of you are very keen to get back to the Guildhouse so we are delighted to confirm that we will be allowed to re-open in the Autumn with appropriate social distancing and hygiene measures in place. The term is reduced to 9 weeks and starting late (28 September) as we are concerned about the safety of our students and have adopted a cautious approach to re-opening. There is quite a lot of information we need to tell you, so please read this email carefully.

Timetable

- 17 Aug 2020:** Brochure available online
- 17 Aug 2020:** Brochure posted (only to students without email)
- 17 Aug 2020:** Enrol by post from this date
- 26 Aug 2020:** Postal enrolments will be processed
- 1 Sept 2020:** PGH office opens for enrolments, weekdays 9am – 1.30pm
- 5 Sept 2020:** Saturday enrolment – PGH office open 10am - 12 noon
- 28 Sept 2020:** All courses start and run for 9 weeks

Information

Due to the social distancing measures required, there will be some changes to the way we deliver our classes and the way we enrol. We have not increased our fees at this time.

Choose between Physically Present or Zoom:

We can still enrol to our usual maximum class sizes but students will have to choose between being physically present in the Guildhouse or participating via zoom. The number of places for students to be physically present will be limited. **Your preference must be stated at the time of enrolment and must be maintained for the full Autumn Term.** As is usual with the Autumn Term, enrolment will be on a first come first served basis. We may need to take decisions about prioritising physical spaces in a class for students who do not have the equipment, skills or knowledge to join a zoom class.

Choose to enrol by post, phone or in person:

By Post: proceed as usual – download the enrolment form (or use the one in your brochure), complete it, **state your preference for physically present or zoom** and send it with a cheque for the correct fee to The Percival Guildhouse, St Matthew's Street, Rugby CV21 3BY. Cheques are payable to The Percival Guildhouse. Please enclose a stamped addressed envelope if you require an acknowledgement of your enrolment, otherwise receipts will be held in the office for collection.

By Phone: proceed as usual – ring the office during opening hours (see timetable above) and enrol using a debit card. Receipts will be held in the office for collection.

In Person: Procedures have changed. When you arrive at the Guildhouse, appropriate social distancing measures will be in place and we would ask that you follow our instructions.

During this pandemic, we have had very limited income but still incurred all normal costs. This has had a significant detrimental effect on our finances. We need you to please support us by returning to your classes to help keep the Guildhouse alive!

Although the Guildhouse will be closed to students up to and including 31 August, our contact email will be monitored throughout the holiday period so, if you have a query, please email us on contact@percival-guildhouse.co.uk

Kind regards

The Percival Guildhouse