



2nd April 2020

Dear Parent/Carer

Write-Trak Coronavirus Contingency Plan Update

Easter holiday are upon us and we thought we would update you on how the home/tuition package is going and the plan for after Easter.

Write-Trak will continue to follow the government guidelines and remain open for all our pupil's whilst we all remain on lockdown to continue to prevent the spread of the coronavirus.

We will resume the home/tuition package for term 5 on the 20th April 2020 for all our pupil's, this will be ongoing until we are able to resume normal tuition when we are directed by the government to do so.

Write-Trak would like to thank all parents and carers for their continued excellent support whilst we have implemented the home/tuition package - we really could not do it without you. However, it is very important to remember to reassure your child that once this crisis is over Write-Trak will resume their normal working practices with your child attending their tutoring sessions and groups prior to this pandemic.

We hope that the home/tuition packages that have been implemented by each tutor are working for you and your child, with the tutors working closely to support each package particularly on a shared timetable. We hope that the work set is manageable, the daily phone calls are useful, supportive and that we are not infringing too much on your family life.

We understand some of our students continue to find the Coronavirus situation extremely stressful and it has elevated their anxieties. We hope the support in place is helping to alleviate some of these anxieties and pressures as we do not wish to put any additional strain on an already very difficult situation. We are totally aware that this way of working is causing some of our pupils stress and anxiety so please let us know if what we are implementing is assisting in anyway.

Each tutor continues to design a bespoke package for each student which is logged to ensure we have record of work set/achieved. We continue to record student's

attendance. We know parents/carers continue to work alongside the tutors and staff who support your child's education which has been amazing, truly amazing.

Please remember that the Write-Trak office phone is manned between the hours of 8am to 5pm and we are here to support you - even if it is just to speak to someone outside of the household – Gerry, Angela, Marie and myself will help in any way we can to assist you during this very challenging time.

The most important thing is to ensure that all our students and tutors are kept safe and help prevent the spread of the coronavirus.

Although these are very challenging times it has been incredible how the majority of our students have engaged in the home/tuition learning - this has superseded all our expectations – It really has been incredible. So please let's continue to work together to ensure our pupils engage in the home/tuition package.

We would appreciate any feedback on how we may/can improve the individual packages for each student and thank you all again for all your amazing support.

Keep safe and try and enjoy the Easter break.

Best regards

Anna

Write-Trak
Wash-The HANDS