



26th March 2020

Dear Parent/Carer

Write-Trak Coronavirus Contingency Plan Update

Firstly, we would like to thank all parents/carers and students for their incredible support whilst we have set up the home tuition package. We are writing to you to find out how the home tuition learning is going as it is uncharted territory for Write-Trak.

It has been a very challenging time for everyone but we hope you are all well and coping with the new measures implemented by Write-Trak to ensure all our students continue to be educated.

Feedback from the tutors has been extremely positive especially tutors using the Zoom remote conferencing platform or Facetime.

The tutors have asked for feedback from parents and students, especially regarding Zoom and hope that this method of learning maybe something the tutors set up for as many pupils as they can; providing parents have the right equipment at home.

However, under safeguarding we would request that parents agree to take responsibility for this way of working, control the use of Zoom during lessons to ensure safeguarding is in place for their child. Write-Trak tutors use this method of tutoring during lesson time only. However, if this is not used appropriately by the students the tutors will have to withdraw this method of teaching and communicating with pupils. There are some pupils which this form of tuition would not be appropriate.

We understand some of our students and families have found the Coronavirus situation extremely stressful and it has elevated their anxieties, but please be assured we are here to support all our pupils in the best way we can and do not wish to put any additional strain on an already very difficult situation. If this new way of working is causing undue stress please let us know and we will do all we can to resolve the situation.

We hope that the daily phone calls are not infringing on your family life too much and trust that the work set is manageable for your child.

Each tutor has designed a bespoke package for each student which is logged to ensure we have a record of work set and achieved. We know parents/carers have been working alongside the tutors to support your child's education – so a big thank you.

We are hoping that the students will settle into a home/work routine with the support of their tutor for that day and continue to engage in learning.

We recognise that this is a difficult situation and we will do everything we can to support you in the best way we can but the most important thing is to ensure that all our students and tutors are kept safe and help prevent the spread of the coronavirus.

The situation is evolving and changing hourly and as such, we will strive to adapt our plans we put in place for our students, tutors and staff.

We would appreciate any feedback and thank you for your continued support.

Best regards

Keep safe

Anna

Write-Trak
Wash-The HANDS