



23<sup>rd</sup> March 2020

Dear Parent/Carer

**Coronavirus COVID 19 Contingency Plan - URGENT UPDATE 23/03/2020**

Last week the government directed schools and educational provisions to remain open for children with an Educational Health and Care plans. Today we have allowed Write-Trak students to attend sessions.

Due to the seriousness of the spread of the coronavirus and the strict guidelines regarding social distancing unfortunately, it has become clear that we are unable to implement the 2 meter social distance rule and we need to act swiftly in order to reduce the risk of the virus spreading and to ensure that everyone is kept safe.

We have had to make the very difficult decision to place all our pupils on home schooling with immediate effect.

In line with the government guidance we will remain open. However, please be assured we have a home/tuition package in place for every pupil during the coronavirus outbreak.

Write-Trak will implement the following home tuition plan to ensure your child continues to receive an education and we will monitor their ongoing progress during these extremely difficult times.

1. Students will be allocated a tutor each week
2. Tutors will be responsible for the students placed on the timetable that week
3. Tutors will call every morning to discuss with parent, carer and student the work set out for the day.
4. Tutors will call during the day to ensure students are on task
5. Tutors will be available during the hours of 9am to 2pm to discuss any issues
6. It is the Tutors responsibility to ensure work is planned for each session and is provided to each student. This should be emailed or sent home to the student/parent
7. Tutors can email work (with agreement from Parents) or send in the post
8. Tutors are to be available for parents/students to contact them regarding work and any guidance they need must be given – this can also be via face time etc
9. Tutors are responsible for ensuring work is completed daily with the aid of parents/cares
10. Tutors will be responsible to communicate with the Write-Trak office by email at the end of each day to let them know if their students have completed the work set, are unwell etc.
11. Write-Trak will call tutors daily for attendance
12. Write-Trak will be open for 8am to 5pm daily

These are challenging times and working at home might not be easy for students to adjust to this new system. However please be assured that Write-Trak and the tutors will do everything they can to support your child whilst they are working from home. What is important is if they can just do what

they can and communicate with the tutor daily. We recognise that this has all been quite a sudden upheaval and change in life's normal pattern it may take time settle into this new routine.

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.

As you are all aware 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.

If you have any concerns regarding this letter or plans in place please contact Write-Trak directly.

Thank you for your continued support

Best regards

Anna Turner-Bee  
Write-Trak  
01474 707479