



20<sup>th</sup> March 2020

Dear All

**Coronavirus Contingency Plan.**

You may be aware the government has directed schools and educational provisions to remain open for children with an Educational Health and Care plans.

In line with the government guidance we will remain open . However, it will be the parents /carers decision to send their child into tuition on a daily basis. Please be assured we have a home/tuition package in place if you elect to have your child at home during the coronavirus outbreak.

There are, however, some measures that we can all take to help to prevent the potential spread of the virus. As such, we are working to ensure that:

- soap dispensers are fully stocked with anti-bacterial hand wash, and that anti-bacterial hand gel is also available
- the most up to date PHE posters are put up in staff and pupil toilet areas and guidance adhered to
- pupils are informed about the importance of handwashing and hygiene.
- parents and carers remain informed and are regularly updated as appropriate.

Please rest assured that Write-Trak have specific business continuity plans in place should there be a need to respond as advised by PHE.

**2. The importance of hygiene in preventing the spread of infection**

In order to reduce the risk of the virus spreading we ask that all pupils, staff and visitors follow the Public Health England guidance. The expert advice is that personal hygiene is the most important way we can collectively tackle COVID-19, especially washing hands more; and the 'catch it, bin it, kill it' strategy for those with coughs and sneezes. The following advice is of high importance in this respect:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser that contains at least 60% alcohol if soap and water aren't available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are unwell
- If you feel unwell, stay at home and don't attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin.

The following link refers to quick and handy updates from the NHS:

<https://twitter.com/NHSuk/status/1235112744917049346>

### **3. What to do if you are worried**

The Department for Education have launched a helpline to answer questions about COVID-19 related to education.

Staff, parents and young people can contact the helpline as follows:

Phone: [0800 046 8687](tel:08000468687) Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

If you are worried about your child, or a member of your family has symptoms, please call NHS 111 – do not go directly to your GP or any other healthcare environment.

We would ask that you keep Write-Trak informed of any conversations with NHS 111 or Public Health England so that we can offer support and take any action as required.

### **4. Where to find the latest information**

Updates on COVID-19:

- <https://www.gov.uk/coronavirus>

Travel advice for those travelling and living overseas:

- <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Thank you for your continued support, and I hope that you find this update informative.

In the event your child or anyone in your family becomes ill please do not send your child to Write-Trak and isolate them for 14 days .

In the event your child is on home isolation we will implement the following home tuition plan to ensure your child continue to receive an education. This will also apply if the tutor becomes ill and needs to isolate themselves.

1. Students will remain on tutors timetable each week
2. Tutors will be responsible for the students placed on the timetable that day
3. 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
4. Tutors can email work (with agreement from Parents) or send in the post ( we will provide addresses)
5. Tutors will be available at home between the hours of tuition as stated on the timetable
6. 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
7. Tutors are responsible for ensuring work is completed daily

8. 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, missing etc. We do not require a breakdown of the work that have been covered. This MUST be documented in your daily diary.

I realise this is a difficult situation and we will do everything we can to support you in the best way we can.

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 or suggestion please contact Write-Trak directly

Thank you in advance

Anna Turner-Bee