



Wednesday, 11 November 2020

Dear Parents and Carer

As you are all aware the outbreak of coronavirus (COVID-19) is on the increase and the number of confirmed cases in the UK is rising.

We have today been advised that one of our students has tested positive for COVID-19 and a further student is being tested from the same group. We know that you may find this concerning but please be assured we take the health and safety of all students and staff very seriously.

This letter is to inform you of the current situation and provide advice on how we intend to fully support your child.

Write-Trak have made the very difficult decision to close face to face tuition within the tutors' settings until Monday 23rd November 2020. This will act as a firebreak and reduce the risk of transmission. This is a precautionary measure in order to reduce the possible spread of the virus to family, friends and the wider community.

Write-Trak will return to remote tutoring for all of its students and tutors from Thursday 12th November 2020 until Monday 23rd November 2020.

Each student will go onto remote learning as set out in this letter. We have had to consider the Health and Safety implication of this situation and balance the vital importance of continued education against the imperative priority to keep everyone safe.

Write-Trak will remain open and implement the following remote learning package. This will be in line with our remote learning policies and procedures to ensure your child continues to receive an education. We will monitor their ongoing progress during these extremely difficult times.

Remote Learning

1. Students will be allocated a tutor.
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 Zoom, Face Time, etc.
9. Tutors are responsible for ensuring work is completed daily with the aid of parents/carers.
10. Tutors will be required 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.

The very small number of children who have been in direct, prolonged contact with the confirmed case will have been contacted today by phone and given advice as directed by the government guidelines.

We continue to keep firmly in place the additional health protection measures, enhanced cleaning and hygiene procedures, and follow all of the relevant advice issued by the Department for Education and Public Health England, across all of our tutorial sites.

We thank you in advance and ask that parents and carers work closely with our tutors to ensure each pupil continues to study at home until the 20th of November 2020.

Write-Trak students will be able to return to tutorial sessions at the normal on the 23rd November 2020.

COVID-19 REMINDER

As a reminder, we have summarised the Government guidance regarding Coronavirus symptoms and ways in which to reduce the transmission below.

Symptoms of COVID-19

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell.

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 www.nhs.uk/conditions/coronavirus-covid19/testing-and-tracing

Anyone who lives with a person who has developed any of the symptoms above must stay at home and not leave the house for 14 days. Stay at home guidance can be found here:

<https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid19-infection>

How to stop COVID-19 spreading

These are the most important things you can do to protect yourself and others from coronavirus:

Do:

- follow the government's rules on social distancing
- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Don't:

- Do not touch your eyes, nose or mouth if your hands are not clean

Face coverings

If you can, wear something that covers your nose and mouth in places where it's hard to stay away from other people.

There are some places where you must wear a face covering, such as:

- on public transport
- in shops
- when you go to hospital appointments or visit someone in hospital

Important: Some people should not wear face coverings, such as children under 3 and people with breathing difficulties.

Further Information is available at: www.nhs.uk/conditions/coronavirus-covid19/

What to do if your child develops symptoms of COVID-19

- If your child develops symptoms of COVID-19, they must not come to tutorial sessions and should remain at home for at least 10 days from the date when their symptoms first appeared.
- Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.
- All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- The 14-day period starts from the day when the first person in the house became ill.
- Household members should not go to work, school or public areas and exercise should be taken within the home.
- If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.
- Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Please let us assure you, we are applying the strictest measures to ensure everyone in our community remains safe. We do not wish any of you to worry unnecessarily so please contact us directly if you have any specific concerns or queries.

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.

Thank you for your continued support during this difficult time.

Stay safe

Anna and the Write-Trak Team