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19<sup>th</sup> November 2020

Dear Parent/Carer,

**Return to Write-Trak tuition sessions 23<sup>rd</sup> November 2020 following our COVID-19 Firebreak and an update of COVID-19 Guidance.**

We are looking forward to our students returning to tuition on Monday 23<sup>rd</sup> November 2020. We would like to thank everyone for their support whilst we have been on virtual learning.

This letter sets out Write-Trak's position for re-opening tuition with Health and Safety, COVID-19 Guidance and the emotional wellbeing as a priority for pupils, parents and staff.

We are all continuing to face the extraordinary challenges which are affecting all parts of society and we have put into place stringent measures for each tutor to ensure all our pupils, tutors and staff are kept safe and well.

Each tutor's location has been COVID-19 risk assessed, alongside Health and Safety checks, in line with the government guidelines, by an independent assessor. We have updated our detailed COVID-19 Policy and Procedures which can be viewed on our website at [www.writetrak.co.uk](http://www.writetrak.co.uk).

Each tutor will have very clear guidance for each student regarding Health and Safety. The guidance will be explained to each pupil on arrival.

Each tutor has been provided with full personal protective equipment.

Each student will have a temperature check on arrival and will be required to sanitize their hands before entering the tutor's property.

Students will be required to bring their own lunch and their own labelled drinks bottles or use a disposable cup.

Each tutor will carry out their own classroom/area risk-assessment to support minimal cross contamination.

If a tutor or student becomes unwell and the class needs to isolate all students will be placed on remote learning for 14 days whilst in isolation.

Write-Trak will continue to encourage our pupils to regularly wash their hands and follow the

one metre plus distancing requirement, helping pupils to understand personal space where possible.

As I'm sure you are aware, the guidance surrounding COVID-19 is ever-changing therefore, we wanted to provide an update on the guidance that we are following at Write-Trak in regards to symptoms and self-isolation.

The NHS states that the most common symptoms of Coronavirus are as follows:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child is showing any of these symptoms, then they must not come to tuition and they should be tested. Your child, and anyone they live with should stay at home and not have visitors until the test result comes back. In regards to your child/ren needing to self-isolate and how long for please refer to the NHS and government guidelines set out in the links below:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/> Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK ([www.gov.uk](http://www.gov.uk))

If you are contacted by Track and Trace, and you are informed that your child has had contact with a confirmed case, we would ask that you follow this guidance and your child MUST NOT attend tuition for the period of self-isolation. Write-Trak will support you with work for your child, and this is necessary to keep everyone in Write-Trak safe.

We like to remind parents that pupils should attend tuition unless they are clinically vulnerable. The Department for Health and Social Care and the Ministry of Housing, Communities and Local Government this week issued a letter to parents of children who have previously been identified as being clinically extremely vulnerable. The letter is available here on the GOV.uk website

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>The.

The main messages contained in the letter are that:

- very few children are at the highest risk of severe illness due to the virus
- it is likely that most children and young people previously identified in the spring and summer as being clinically extremely vulnerable are no longer thought to be at the highest risk – and they will only need to follow the general rules that apply to the public on staying safe
- a very small number of children will still need to remain on the shielded patient list for the longer-term and are advised to follow the new guidance as set out in the letter and they will need to contact their hospital doctor or whoever usually provides care for their child to check whether they should still be considered clinically extremely vulnerable (if they haven't already been contacted by them)

- if a child or young person is considered clinically extremely vulnerable by their hospital doctor or other clinician looking after them, the government advice is that they should not be attending school or college and are advised to follow additional precautions set out in the letter.

If you have concerns about your child or a vulnerable member of your household, we would ask that you contact your GP or pediatrician for clarification. They will be able to make the appropriate decision. If a medical practitioner makes the decision that a child is unable to attend tuition, we are able to provide work and online learning opportunities.

We understand that this is an incredibly anxious time for you and we are here to support and help.

A number of parents have been in contact, often to clarify what they should do. Please feel reassured that there are no stupid questions and we are happy to respond to any of our parents or carers.

Write-Trak would like to thank all parents and carers for supporting their difficult decision to close face to face tuition temporarily to create a COVID-19 fire break. We would also like to thank everyone who has acted swiftly and supported any decision where pupils have been asked to isolate.

We are all in this together and we will continue to do everything we can to support you, your child/ren during these difficult times.

Thank you for your continued to support.

Stay safe

Anna and the Write-Trak team.