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Dear Parents, Carers and Students,

Firstly, a Happy New Year to you all.

Following the Prime Minister's announcement last night regarding the new lockdown measures being put into place in England on Tuesday 5th January 2021, all primary schools, secondary schools and colleges across England must move to remote provision.

Write-Trak will continue to follow the Government Guidelines and remain open, utilising the bespoke remote learning package for all our pupils. Whilst we remain on lockdown the health and welfare of all our students, tutors and staff is paramount.

ALL Write-Trak students are required by the Government to participate in the individual educational package put into place. Attendance will be monitored alongside engagement.

The home-tuition package, for all our pupils, will be ongoing until we are able to resume normal tuition when we are directed by the Government to do so.

We would appreciate any feedback and please do not hesitate to contact the Write-Trak office on 01474 707479 if your young person or you are struggling with the remote provision and we will endeavour to assist in any way we can.

Tutors responsibilities

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 Facetime, etc.
7. Tutors are responsible for ensuring work is completed daily.
8. Tutors will be responsible to communicate with the Write-Trak office daily to let them know if their students have completed the work set, are unwell, missing, etc. This MUST be documented in the daily log.

As stated by the Prime Minister, it will not possible or fair for all exams to go ahead this summer as normal. The Education Secretary will be working with Ofqual to put in place alternative arrangements.

Write-Trak's GCSE Mock Examination on Thursday 28th January 2021 is postponed. Once the Government have given guidance on how the GCSE and Entry Level examinations will be taken by students this year, we will update you on our examination procedures.

We completely understand the inconvenience and distress this late change will cause to our parents and pupils and we will do everything we can within our remote learning package to support all our students' education.

Alongside our remote learning package Write-Trak has also invested in a joint collaboration with Invicta National Academy.

Write-Trak have secured extra online lessons from Invicta National Academy and they will be providing virtual lessons within KS2 Maths and English through to GCSE Maths and English. These extra lessons are designed to enhance students' learning alongside our normal tuition sessions. The lessons are bespoke, will be tailored to meet our students' needs and will be delivered in partnership with the Write-Trak tutors.

Students on other bespoke packages set up by Write-Trak such as the Brogdale Farm Project, Rowhill Car Mechanics and Beauty courses, Walking and Talking Therapy, Riding Therapy etc, will be contacted by the Write-Trak office to discuss if these options are still available to our students.

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

We will continue to monitor any updates closely and will keep you informed.

Thank you all again for your amazing support.

Stay Safe

Anna and the Write-Trak Team