



Monday 30th November 2020

Dear Parent, Carers and Students

Christmas is approaching and we know how important it is for families to be together during the festive season.

We are facing increasingly difficult times with the rapid spread of COVID-19 throughout Kent and Medway.

As set out in the prime minister, Boris Johnson's speech last week, Kent and Medway have been placed in the highest tier in order to reduce the rate of COVID-19 infections, prevent the NHS from becoming overwhelmed and save lives.

In order to protect the safety of everyone in Write-Trak and reduce the spread of infection across our community we have made the very difficult decision to close face to face tuition within the tutors' settings as a "fire break" from **Thursday 10th December 2020** until the last day of term **Thursday 17th December 2020**. This will also act as a buffer for families, students and tutors to ensure they have a safe and festive Christmas.

Write-Trak will return to remote tutoring for all of its students and tutors.

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 and ensuring families can be together during the Christmas festivities.

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 from 8am to 5pm daily.
13. Write-Trak feel that this is a responsible course of action to help protect everyone prior to the Christmas break.

Write-Trak will resume normal face to face tuition in Term 3, Monday 4th January 2021. 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.

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

Write-Trak and all the team would like to take this opportunity to thank you all for you absolutely amazing support, your understanding and for helping us to reduce the risk of the infection spreading in our community by allowing a buffer prior to Christmas to ensure we can all be together during the festive season.

We wish you all a Very Happy Christmas and New Year.

Please stay safe.

Anna and the Write-Trak Team