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Dear Parent/Carer and Students

As set out by the Prime Minister, Boris Johnson's briefing this week announcing that schools will re-open from Monday 8th March, we are making plans to re-open Write-Trak.

On Monday 8th March, the Write-Trak tutors will be fully open with all face-to-face tuition, and online/zoom lessons will be suspended. We have been through the Government Guidance and new policy to ensure that tuition is as safe for our community as possible.

I have tried to bullet point the main points to make it easier to understand.

- All students will return to tuition on Monday 8th March 2021 as stated on their weekly timetables.
- Transport will run as before.
- The tuition sessions will be unchanged. Tutors are as stated on the weekly timetable 9-9.30am to 2-2.30pm unless stated otherwise.
- All tuition will be face to face, not online and daily calls home will cease.
- All staff will be wearing face coverings unless they are medically exempt.
- Pupils should be encouraged to wear a face covering at all times as recommended by the government although this will not be enforced unless the tutor specifically states this prior to tuition commencing on 8th March (unless the student has an exemption).
- Tuition is set up to maintain social distancing wherever possible.
- All tutors will be tested once a week (Lateral Flow Tests).
- We strongly recommend that students are tested weekly (Lateral Flow Tests). Please book a symptom free Covid-19 test via the government website www.kent.gov.uk/social-care-and-health/health/protect-kent-and-medway/test-and-trace/symptom-free-testing and follow the booking procedure.
- Write-Trak continue to implement their stringent Policies and Procedures, risk assessments, and COVID-19 risk plans are in place for tutors and each pupil.
- For our pupils who attend Rowhill for Motor Mechanics, this will resume week commencing March 22nd, therefore students will remain on remote learning from Rowhill until then.
- For students attending Rowhill Make Up and Beauty Therapy we are waiting for an update and will confirm arrangements once this is reinstated.
- All students will return to full-time provision and the weekly timetables will be issued next week.

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 continue to face challenging times and we all have to learn to live with the coronavirus. It is important that all parents, carers and students continue to follow Write-Trak's COVID-19 Policies and Procedure to ensure that we continue to prevent the spread of this disease.

We would like to take this opportunity to thank all parents, carers and students for working so diligently during lockdown with Write-Trak and the tutors, to ensure that the individual remote learning package put in place for each student has been so successful.

We are all very excited to be returning to face-to-face tuition and ask that you support our request to have your child tested weekly.

Please stay safe and contact us if you have any queries or concerns regarding Write-Trak reopening.

Stay safe

Anna and the Write-Trak team