

Ref: CH/MG

19th March 2020

Dear Parent / Carer

During this enforced closure the following policies will apply:

- A daily attendance phone call or text message will be sent – please respond as appropriate so that pupil's well-being can be monitored.
- All subject areas have either provided hard copies of work or uploaded work onto Doodle. The website address and passcodes to access this has been provided to all pupils. Please ensure all pupils, particularly those in Year 11, stay on top of this work.
- Online counselling will be available

mkosinska@albrighteducationcentre.co.uk

gdouglas@albrighteducationcentre.co.uk

Pupils or parents can refer the children to the service via the addresses above. All instructions will be emailed to you following this referral. **This will apply to the counsellor working hours only.**

- Any pupils in receipt of a free school meal should receive these by a Community Transport driver. This will be for term time only.
- A suggested timetable of activities has also been provided. Although outdoor exercise is recommended, please ensure you follow all government advice and guidance and keep to an appropriate distance from others and wash your hands frequently.
- Please remember if **any** of the household is self-isolating, then everyone has to follow this procedure for **14** days.
- Emails can be sent to info@albrighteducationcentre.co.uk which will be monitored during **school hours** with any questions.

Please take care of yourselves and your families and friends.

Yours sincerely

Mrs K Hazelwood
Head Teacher

**HOME & HOSPITAL TUITION
SERVICE**

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