



MacIntyre Academies  
Quest Academy

Friday 15<sup>th</sup> October 2021

Dear Parent/Carer,

As some of you will already be aware the school, like many other schools, has been affected by staff absence this term. The staff team on site have worked exceptionally hard to maintain provision on site and I am incredibly grateful for their efforts. However, despite our robust risk assessment and everyone’s efforts to be in work, the removal of face masks and other measures in the world that we have had throughout the pandemic, now mean that staff are succumbing to the usual winter tummy or flu bugs. This coincides with a national shortage of supply staff, which is particularly impactful in our type of provision as we need experienced staff who understand our learner’s needs.

As part of our contingency plan to ensure that we maintain stability, quality of provision and safe levels of staffing on site we have decided to allocate daily contingency plans up until half term and two weeks after the half term break. I am also hoping that our October half term may provide the “firebreak” and recovery period staff need to fully recover.

**I would like to emphasise that where staffing levels are good we will not use the plan.**

We will review the plan daily and let you know of any changes we need to make you aware of. In an effort to minimise the impact on you and your children we are going to plan to rotate learners from each class group who may need to stay at home on any given day. You will receive a phone call to let you know on Monday 18<sup>th</sup> October as to whether your child is in Group A or Group B. Where possible we will try and keep the Y11 class open at all times due to their upcoming exams.

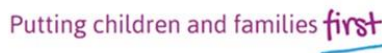
Group A Contingency Day Out	Group B Contingency Day Out
21 <sup>st</sup> October, 4 <sup>th</sup> November, 9 <sup>th</sup> November, 12 <sup>th</sup> November, November 14 <sup>th</sup> , November 18 <sup>th</sup> , November 20 <sup>th</sup>	19 <sup>th</sup> October, 20 <sup>th</sup> October, 22 <sup>nd</sup> October, 5 <sup>th</sup> November, 8 <sup>th</sup> November, 11 <sup>th</sup> November 13 <sup>th</sup> , November 15 <sup>th</sup> , November 19 <sup>th</sup> , November 21 <sup>st</sup>

If all staff from the same class are absent it **may not be possible** to keep a class open and therefore you may be asked to keep your child home until some of the members of staff return to work.

Should our contingency plan need to be put in place we will check in with each child on the day and set work through our website (Home Learning).

We will make the decision the afternoon/evening before and communicate this through e-mail and text, so please ensure you check these regularly. We will also support you by contacting the taxi providers to let them know of our decision.

I would also like to take this opportunity to let you know that your child is required to stay at home it **will not go against** their attendance figures as these are exceptional circumstances.



**QUEST ACADEMY**

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I am very sorry that this may be a necessary measure, but I would rather be open and proactive than make day to day reactive decisions that leave you with little notice to make alternative arrangements and cause upset for our learners.

Please be assured that I do not close classes easily for any eventuality and accept my sincere apologies for inconvenience this may cause you should we need to use our contingency plan.

Thank you in advance for your understanding and support. If you wish to discuss this please do call the school.

Yours sincerely,

Nicola Wells

Principal



Putting children and families *first*



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