



MacIntyre Academies
Quest Academy

Tuesday 23rd November 2021

Dear Parent/Carer,

I am writing to let you know that we are seeing increasing numbers of our school community being affected by COVID 19. This includes some positive cases as well as, for example, staff having to stay at home to look after their children who have tested positive.

The national shortage of supply staff, which is particularly impactful in our type of provision as we need experienced staff who understand our learners, continues to be problematic.

Due to the high levels of staff absence it is highly likely that we will need to implement our contingency plan. The purpose of our contingency plan is to ensure that we maintain stability, quality of provision and safe levels of staffing on site. **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 each day as to whether you need to keep your child at home.

We will continue to use the rotational system for learners as before. Your child will continue to be in the same group which was communicated to you before half-term. If you are unsure which group your child is in please contact the Family Footing Team or your child’s class teacher.

Group A Contingency Day Out	Group B Contingency Day
Wednesday 24 th November	Thursday 25 th November
Friday 26 th November	Monday 29 th November
Tuesday 30 th November	Wednesday 1 st December
Thursday 2 nd December	Friday 3 rd December
Monday 6 th December	Tuesday 7 th December
Wednesday 8 th December	Thursday 9 th December
Friday 10 th December	Monday 13 th December
Tuesday 14 th December	Wednesday 15 th December
Thursday 16 th December	Friday 17 th December

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. Where possible we will try to contact you by phone. **It would be very helpful if you could contact the taxi providers to let them know of our decision due to the time it may take to phone all families.**

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

Please accept my sincere apologies for the inconvenience this may cause, however, it is a necessary measure, and by implementing such proactive measures, it allows for our school to remain open, which is in the best interest of our learners.



QUEST ACADEMY

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Finally, your child may be concerned that they will not receive their QUEST POINTS if they are not in school. Please reassure your child that they will receive their QUEST POINTS. If your child is not in school on a Friday we will ensure that your child does not miss out on their reward and organise it for another day.

Thank you in advance for your understanding and support.

Yours sincerely

Nicola Wells

Principal



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