

Tuesday 5th January 2021

Dear learners/parents/guardians,

RE: JUNIPER TRAINING – CORONAVIRUS NATIONAL LOCKDOWN IMPORTANT INFORMATION

Following Boris Johnson's announcement last night, I am writing to confirm the plans we have in place for learners to continue their education.

Lessons

Whilst we are in lockdown, remote learning will be put in place for all learners **with some exceptions listed below**, so learners will access live online sessions and resources from home, via Microsoft Teams. Learners' online sessions will run in line with their normal timetable and learners should log into their Microsoft 365 account to access these promptly as per their normal session start times.

Exceptions – the following learners will be expected to attend their training centre, as per their normal timetable.

Exceptions – Vulnerable learners:

- Any learner with an open safeguarding case
- Any learner assessed as being in need (learners who have a child in need plan, a child protection plan or those who are looked after by the local authority)
- Any learner with an Education and Health Care Plan
- Those learners who have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services) and who could therefore benefit from continued face to face attendance (for example, care leavers, young carers, learners on the edge of receiving support from social care services, adopted children and children on a special guardianship order)

Exceptions – Learners with no home access to IT or a suitable space at home to participate in online sessions:

It is vital that all learners are able to continue to receive a good quality of education whilst we are in lockdown. However, we recognise that some learners are unable to access live online sessions from home, as they do not have access to a suitable device and/or internet access, or a suitable learning space at home. In these instances, we will allow learners to continue to attend centre, as per their normal timetable, to enable them to continue with their learning. If this applies to you then please get in touch with your training centre asap, so that arrangements can be made for you to attend your training centre.

Exceptions – Learners whose parents/guardians are key workers (e.g. NHS staff, teachers, supermarket workers)

We will continue to offer learners whose parents/guardians are keyworkers a place to attend the training centre, as per their normal timetable if they wish to do so. Please contact your local training centre if you wish to book a place. If these learners are able to access online sessions and they are safe to stay at home whilst parents/guardians are at work, then they may access their learning remotely from home.

In order for learners to be able to progress to the next stage of achieving their career goal, it is vital that they are participating and engaging in all online sessions, face to face sessions and independent study, as applicable. As such, our normal Attendance Policy and Procedures will be followed and learners may risk their place on their course if they are not participating in their learning activities.

GCSE Exams

Boris Johnson stated in his announcement that GCSE exams will not take place this summer. We will update all learners/parents/ guardians about the alternative assessment arrangements that will be put in place, as soon as further guidance is issued from the government. We would like to reassure you that we are here to support learners through this process and will provide additional learning opportunities, so that learners are able to reach their full potential.

We have employed a number of tutors to work with very small groups, in addition to normal timetabled maths and English sessions, to ensure that additional targeted support is provided to learners.

Bursary and Lunch Vouchers

Lunch Vouchers – Any learners that are normally entitled to lunch vouchers will continue to receive these on a weekly basis, subject to attending their online/face to face sessions. The value of £9.80 will be paid directly into the Learner's bank account, this is the equivalent of 4 lunch vouchers per week.

Vulnerable Bursary – Learners will continue to receive any bursary awarded as long as they are attending their timetabled face to face, or online learning sessions.

Discretionary Bursary – This is awarded to support learners with travel costs and will continue to be paid for those learners who are attending their training centre where eligible.

Health & Wellbeing

Learners **MUST NOT** attempt to come into centre if showing any symptoms listed by the NHS or if they have been in close contact with someone who has a confirmed positive Covid test. Instead, please follow the advice given on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Clinically Extremely Vulnerable Learners – If learners have a health condition that is classified as clinically extremely vulnerable, please follow the government's guidance and access learning remotely from home. If you are a clinically extremely vulnerable learner without access to a device/the internet please contact your local training centre, as there may be support available to you. A list of those clinically extremely vulnerable conditions can be found on the following website:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

When attending centre, it is important that Covid procedures are followed. We have robust measures and comprehensive risk assessments in place to ensure our centres are Covid secure. Here are the details of the measures being taken:

- Students in 'bubble groups'
- Strict hygiene and cleaning routines, including frequent handwashing and sanitiser requirements
- Face coverings in communal areas for all learners and staff
- Taped 'teaching areas'
- Not sharing equipment
- Social distancing measures
- Staggered start/end/break times
- Ventilation through open windows in training centres – learners should ensure that they wear layered clothing
- Strict rules around learners not congregating/socialising in and around the training centre

I would like to take this opportunity to remind learners to keep themselves safe and healthy, as we all know the importance of taking care of both physical and mental health. For more information on how you can take action to protect yourself and others, you can visit the NHS and GOV.UK website by following the links:-

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

If learners are supported by external services such as Social Care, Family Support Services or CAMHS please follow their individual advice in regards to continuing to access their support.

If learners feel that they require **any additional help or support** they should contact their training centre via telephone or speak to staff if they are attending centres. Staff will be available to talk to you to provide any help and guidance.

Counselling Service – We have employed a team of trained counsellors to provide support to learners with their mental health and wellbeing. Learners wishing to access this service should speak to a staff member in their local training centre.

Also, please remember there are a number of national agencies that you are able to contact online or by telephone:

- **Samaritans** (open round the clock, 24 hours a day, 365 days a year. If you need a response immediately, it's best to call them on the phone. Their number is FREE to call):
Website: <https://www.samaritans.org/how-we-can-help-you/contact-us>
Helpline Tel: **116 123 (UK)**
- **Kooth** (Free, safe and anonymous online support with mental health, bullying and emotional wellbeing, for young people – available, Monday – Friday 12pm – 10pm & Saturday – Sunday 6pm – 10pm):
Website: <https://kooth.com/>
- **NSPCC** (Childline offers free, confidential advice and support for young people aged 18 or under - whatever your worry, whenever you need help):
Website: <https://www.nspcc.org.uk/what-we-do/about-us/>
Childline: <https://www.childline.org.uk/> Childline Tel: **0800 1111**
- **Mind** (Mind Infoline provides information on a range of topics including types of mental health problems, where to get help, medication and alternative treatments. They will look for details of help

and support in your own local area. Their lines are open 9am to 6pm, Monday to Friday - except for bank holidays):

Website: <https://www.mind.org.uk/information-support/helplines/>

Mind Infoline Tel: **0300 123 3393**

- **Refuge** (Refuge offers support to women and children suffering domestic abuse. Their lines are open 24/7):
Website: <https://www.nationaldahelpline.org.uk/> **0808 2000 247**
- **ACT Early** (Provides advice and resources around radicalisation and counter-terrorism, including spotting signs that someone you know may be being radicalised either in person or online. Allows you to request support for the person you are concerned about):
Website: <https://actearly.uk/>
- **NHS** (Advice and guidance about health issues, including Covid-19 symptoms and testing)
Website: <https://111.nhs.uk>
Telephone: **111**

Please ensure you keep up to date with developments through our usual means of communication. We will post updates on our website: www.junipertraining.co.uk Twitter account: @JuniperCSS and Facebook page: www.facebook.com/Junipertraining/

If you have questions or concerns regarding any of the above information please speak to a staff member in your local centre. The contact details for all of our training centres are available on our website: www.junipertraining.co.uk

Lastly, we would like to thank you for your continued understanding, effort and support during this period. Please ensure that you keep yourselves safe and are minimising risks to you and others by following government guidance.

I know that these are changing, unsettling times but we will be here to support our learners fully.

Yours faithfully,

Tara Hughes

Tara Hughes
Head of Quality and Senior Safeguarding Lead