

Sparky Ink Studio Ltd

A Place For Inkers & Thinkers



Covid-19 – Sparky Ink Studio Contingency Plan

Hello,

We are writing to all our students and their families to update you on the things affecting our studio due to the covid-19 outbreak and the information given to us from the Government.

At the moment we are remaining open and we are following the advice given to educational institutes and schools.

We have put some precautions in place to help minimise risk and keep our students and team safe. We are working with our students to remind them about hand washing, sneezing and touching their faces. We will be putting on regular updates to our facebook page: (<https://www.facebook.com/sparkyinkstudio/>) and our blog (<https://wordpress.com/posts/orangewolfindustries.wordpress.com>) which will also connect to our website (www.sparkyink.co.uk) and twitter (@Sparky_inK) feed.

Contingency

In the first instance of being told that the Studio has to close due to Covid-19 the Studio will notify all our Students through their contact details.

In the unlikely event that the Studio has to close due to Covid-19, during a session that is already running, Students will be isolated the best they can until they can be collected. Each Student will be asked to wear a mask and will be expected to gel or wash their hands. Students that can will be able to still work on their projects until collected as long as this is solo.

The Sparky Team will ensure that shared areas are cleaned down between uses such as kitchen and toilet during this time. The Studio will be well ventilated during this time.

If the Studio has lateral flow tests and students would like to use one then this can be arranged.

Once everyone leaves the Sparky Team will deep clean the Studio before leaving.

After this ...

If we are forced to close then we do have some good news. Josh and myself will still be able to provide some services using internet. The services we would be looking to offer will be:

- Social virtual interaction through gaming online – this will allow our students to still engage together in games. We may set up a server, or use XBOX, PS or Nintendo to do these things. We will issue details if and as we need to.
- We will set up a series of webinars to help with other aspects of multi-media training. We are asking some of our software providers if they may be in a position to offer heavily discounted or 'guest' or free use of the softwares we use. We will let you know what the responses are.
- For students who have limited use of the PC we may be able to send home some work/activity sheets.
- We will be available to chat with students over the internet via skype and also by telephone. This will give them the chance to chat about things on their minds or share stories with us.

This is a massively difficult time for a lot of people and our reasons for having this contingency plan stem from wanting to ensure that our students can still be supported, can still feel engaged and will still have communication channels open to help them during this time.

We also know as a small business how important it is that we are able to keep funds coming in during this type of closedown which is not something that we are able to control or have insurance in place for. We have made the decision that in the event of a closedown we may have to continue charging for the sessions. This does mean that we have little choices and we are looking at other ways of still being able to deliver a service.

We have outlined below for each of our contracts. Please note this will now become part of your contract with us:

Budgets

- Many of our students are on budgets, which are paid for 50/52 weeks a year from Derbyshire County Council or your local council if outside this area. This shouldn't be a problem with continuing payments.
- We do realise that if your budget is still being used at the studio, yet you still need support at home (for example your parent or carer may be still working so you need a support worker in your home) that your budget may not stretch to two lots of payments. We have contacted Derbyshire County Council and our Business MP regarding this and we will update as we hear things.

Private Payers

- We realise that other students may be private payers and we will engage with you to discuss the best way forward.

Alternative Provision

- For Students attending on Alternative Provision we will still be requesting the agreed charge. We will however be looking at engaging still with the young person wherever possible.

As a studio we do want to keep things flowing in the best way possible if we have to close. We hope everyone will understand the difficult decisions we are having to make, not only to ensure that our students are supported but also that when it's all over we still have a studio for everyone to come back to.

We do appreciate all your support.

Please if you feel that you would like to discuss this further please contact me on 07790723738 or email me at ginger@sparkyink.co.uk.

We want to make this the best possible positive experience we can for our students as we know how important this is to all our students and their families.

Thank you for your support.