

27th March 2020

Dear Parent / Carer

Coronavirus

This school is committed to providing a continued service to the children of key workers and the most vulnerable children, but we want to do this without putting staff at greater risk. We are therefore restricting staff coming into school unless they are needed to care for your children. **In order that we ensure that we have the correct level of staff in school we are asking that weekly you let us know your requirements for placements at our school.**

The school continues to be closed to all pupils with the exception of children of key workers and pupils that have been classed as vulnerable.

If you need school places next week because you are a key worker or the school has previously informed you that your child is classed as 'vulnerable' please complete the form at the end of this letter and return it to school as soon as possible.

If you have not previously sent your child to school during these restrictions and you are a key worker that now needs places can you please complete the attached additional form declaring that you have been designated as a key worker in the fight against the coronavirus.

Our priority throughout this period is to offer school places just to those that need it most in order to support key workers and the vulnerable whilst reducing the spread of the virus amongst the population, including our families and staff.

Yours faithfully

XXXXXX

Headteacher

School place requirements for week commencing 30th March 2020

Name of child(ren)

I have the following requirements for school places during the following week (please tick or indicate in the boxes below):

Day	Morning	Afternoon
Monday 30 th March		
Tuesday 31 st March		
Wednesday 1 st April		
Thursday 2 nd April		
Friday 3 rd April		

Signed: _____

Coronavirus key worker declaration

Parent / carer 1 name:	
Occupation:	
Name of employer:	
Address of employer:	
Contact telephone number of employer to confirm key worker status	
Is your role full-time or part-time	
If part-time, what sessions will your child normally need to attend during the school closure period	

Parent / carer 2 (if appropriate) name:	
Occupation:	
Name of employer:	
Address of employer:	
Contact telephone number of employer to confirm key worker status	
Is your role full-time or part-time	
If part-time, what sessions will your child normally need to attend during the school closure period	

Parent 1 declaration: I can confirm that the details provided above are correct and that my employer has informed me that I have been designated as a key worker:

Signed: _____ Date: _____

Parent 2 declaration: I can confirm that the details provided above are correct and that my employer has informed me that I have been designated as a key worker:

Signed: _____ Date: _____

Please note that once the coronavirus pandemic restrictions have been removed this information will be shredded.