**URGENT - Information for Parents and Carers of Key Worker Children**

**Please note that the following information is required by Chapelford Village Primary School before or on arrival to school on Monday 23rd March 2020.**

**We want you, as key workers, to feel reassured that we are endeavouring to provide your children with the upmost safety at this time in caring and nurturing environment where their safety is paramount to us.**

**To support this please complete this information as a priority and email to school as soon as possible– we WILL NOT accept pupils into school on Monday without this information in school. Please support us in keeping our school community safe at this time.**

As advised by the Government, we will do all we can to stay open for the sons and daughters of Critical workers (key workers) and pupils with certain needs.  The latest guidance can be found at:

[https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers](https://eu-west-1.protection.sophos.com?d=outlook.com&u=aHR0cHM6Ly9ldXIwMS5zYWZlbGlua3MucHJvdGVjdGlvbi5vdXRsb29rLmNvbS8_&e=Y2hhcGVsZm9yZF9oZWFkQG9tZWdhbWF0LmNvLnVr&h=dfd648a40d54497ea5d6b739a9f71d4d&t=NGtYSGpOaDNhcVpqNXhINFFadVFlRUxabGFnM3BJelN6QnpaeFdCdXN0bz0=)

Please use the form and definitions below  to inform us that your son or daughter will be attending school next week.  You should forward this email to [chapelford\_admin@omegamat.co.uk](mailto:chapelford_admin@omegamat.co.uk) .  (\*Please add **KEY WORKER** to the header of your email)

Key principles to note **directly** from the guidance:

1. **If it is at all possible for children to be at home, then they should be.**
2. Many parents working in these critical sectors may be able to ensure their child is kept at home. **Every child who can be safely cared for at home should be**
3. This is an offer to parents and carers and there is no requirement for parents and carers to send their children to school if they do not need or wish to do so
4. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
5. **Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.**
6. If workers think they fall within the critical categories they **should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service in relation to Covid 19. (Please note school cannot advise on this)**

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| Childs Details (if you need further rows, please add them) | | |
| Child 1 | Pupil Name: | Class Teacher:  Year Group: |
| Child 2 | Pupil Name: | Class Teacher:  Year Group: |
| Child 3 | Pupil Name: | Class Teacher:  Year Group: |
| Child 4 | Pupil Name: | Class Teacher:  Year Group: |

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| **Critical Worker Definition – please complete where appropriate:** | **Parent Name** | **Role** | **Work Address** | **Up to date emergency contact details** |
| **Health and social care**  This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment. |  |  |  |  |
| **Education and childcare**  This includes nursery and teaching staff, social workers and those specialist education professionals **who must remain active** during the COVID-19 response to deliver this approach. |  |  |  |  |
| **Local and national government**  This **only includes those administrative occupations essential to the effective delivery of the COVID-19** response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies |  |  |  |  |
| **Food and other necessary goods**  This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines). |  |  |  |  |
| **Public safety and national security**  This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (**those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic**), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas. |  |  |  |  |
| **Transport**  This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass. |  |  |  |  |
| **Utilities, communication and financial services**  This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors. |  |  |  |  |

**Arrangements for Monday 23rd March 2020**

* **Please being your child to their normal classroom door - a member of school staff will welcome your child but please bear in mind this may not be the regular class teacher. School doors will be opened at 8.50am.**
* **Children must be in school uniform as we are aiming to keep a sense of normality and routine at this time – we appreciate your cooperation and support with this. We recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of any possible infection.**
* **Your child will NOT need to bring equipment or resources from home – this includes their water bottles, book bags and reading records at this time. Please do not send your child with unnecessary bags. All they is their coats.**
* **Dinners – if your child is a packed lunch please bring this on Monday as normal. If your child is usually a school dinner, then a meal will be provided. Please note that the menu may vary from that previously published and that this may be a reduced choice - but as always, all children will receive a nutritious dinner.**
* **We must register your child in and out of the premises by somebody who either has parental responsibility or has been nominated by yourselves such as wrap around care or another adult, as long as they are fit and well and not showing symptoms of coronavirus.**
* **If you become unwell with coronavirus symptoms, you must immediately contact school and arrange for collection of your child.**
* **School must be informed if you no longer fall within the key worker category or you have been asked to self-isolate. Please do this via email on** [**chapelford\_admin@omegamat.co.uk**](mailto:chapelford_admin@omegamat.co.uk)
* **The school day will end at 3.15pm on Monday 20th March 2020 and next step plans will be shared with Key Workers for the next working day in a communication on Monday.**

**If you have any questions please email** [**chapelford\_admin@omegamat.co.uk**](mailto:chapelford_admin@omegamat.co.uk) **but please try and keep the school phone lines and reception area clear at this time to enable us to deal with any emergencies. Staffing is limited at this time and we will deal with all enquiries in due course. Please understand that we are working with reduced staffing at this time and trying our best to look after you and our school community.**

**Kind regards – and thank you for your support and cooperation at this time.**

**Mrs Joanne Hewson**

**Headteacher**