|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **SUBJECT** | **YEARS APPLIED TO** | **REFERENCE** | **REPLY YES/NO** |
| **20.03.2020** | **Coronavirus update – provision for key workers children** | **EVERYONE** | **SPRING15** | YES |

Dear Parents,

We are all doing what we can to reduce the spread of COVID-19 virus. That is why the Government has given clear guidance on **self-isolation**, **household isolation** and **social distancing**. The most recent advice in last night’s DFE Guidance for Schools states **“If children can stay at home safely, they should, to limit the chance of the virus spreading.”** This is why the Government has asked parents to keep their children at home, wherever possible, and asked schools to remain open **only for those children who absolutely need to attend**. The fewer children making the journey to school and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society. Therefore **parents need to make every effort to arrange for their children to be off** to ensure stringent measures are made to save lives. This national crisis is disrupting all our lives and sadly our working practices.

We know that many of you are already working at home where possible and that you are making every effort to help prevent the spread of this dangerous infection. Some staff in school have children themselves, or family living in the same household, who also have underlying health conditions and we would like to ask that Keyworkers only request support from school on days that they are working. We need to protect our staff from illness or we may have to close school down completely. This will be reviewed regularly as the availability of staffing may fluctuate over the coming weeks.

**If you think your occupation is frontline and involved directly at the present time in preventing the spread of COVID-19, please complete the attached form by 3.30pm today**. Please either hand in the form or email so we can organise our provision, initially for the 2 weeks before the Easter holidays. We will issue further information after this time. At this present time, as a small rural school, we cannot guarantee that your child will be looked after at **Tritlington School**. As soon as we have confirmed of what arrangements are in place for Monday morning, we will get in touch with you.

Your child’s name has been requested by Northumberland County Council and GDPR restrictions are lifted at the present time. Following our email to you yesterday please formally indicate **only** the days you will need. Your employer’s name, address and telephone contact are requested in case we need to contact you. Should the provision be at Tritlington and any of our staff were to fall ill, we may not be able to offer safe provision and will contact you as soon as possible.

Thank you and as always thank you for your co-operation

Yours faithfully,

K Stephenson

Teacher in Charge

**Request for Childcare by a Frontline Keyworker**

**Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please tick only the days when care is needed:**

**w/c March 23rd w/c March 30th**

**Monday Monday**

**Tuesday Tuesday**

**Wednesday Wednesday**

**Thursday Thursday**

**Friday Friday**

**SIGNED:……………………………………………………………………………**

**PLEASE PRINT YOR NAME**:…………………………………………………….