**DRAFT template letter for parents 20.03.2020**

Dear parents/carers

Thank you for your ongoing support at what is a challenging time for us all. The main purpose of this letter is to support us, in supporting you. The letter covers the main points:

* Identification of pupils whose parents are key workers
* Our school approach to supporting learning from home

The **most important message** we have as school is the **importance of social distancing** at this time and the very clear government guidance in relation to this.

***Everyone should be minimising social contact to reduce the risk of spreading the virus and therefore should stay at home if you can***. ***If you have to attend work and also need to send your child to school because you are a key worker and there is no-one to be with them, then you need to let us know***.

We ask that all parents/carers read the social distancing guidance: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Firstly, for the majority of students, on Monday the school will be closed in line with the government guidance that was published on Wednesday 18 March by the Secretary of State. The key message is that for all parents **your child does not have to attend school, in fact if there is any other way of looking after your child, please use this before using the school. We need to stop the spread of the virus and can only do so if we all work together.**

We have now received guidance from central government in relation to the ‘Key Workers’ and are asking for your support as we identify those pupils where educational provision will need to be maintained. We want our school to remain open for those identified but **also need to manage the staff we have that come under the ‘vulnerable’ group category and therefore will need to work from home alongside those staff that may need to self-isolate for a period of time.**

It is therefore really important that we support the families of those whose work is critical to the COVID-19 response, or whose work is in one of the critical sectors listed below, and you cannot keep your child safe at home**. If you can keep your child safe at home and have practical arrangements to do so, we fully support this and this will support us in supporting others.** If you are a key worker and are working from home, you may also be in a position where your child does not need to come to school also. **We are strongly encouraging parents, wherever possible, working in these sectors, where your child can be safely kept at home, to do so. Where you are only one key worker and your partner is not, there is an expectation, in the first instance that partners provide childcare.**

**The key worker list includes the following groups:**

1. *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.*

1. *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.*

1. *Key public services*

*This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.*

1. *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.*

1. *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.*

1. *Public safety and national security*

*This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel, fire and rescue service employees, National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles.*

1. *Transport*

*This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response.*

1. *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, postal services and delivery, payments providers and waste disposal sectors.*

We are also as a school providing provision for students who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, ‘looked after’ children, young carers, disabled children and those with education, health and care (EHC) plans.

If you are a parent/carer that comes under the key worker criteria above and are unable to keep your child safe at home we will provide educational provision in our school on Monday for them. We will need confirmation from your employer that, based on business continuity arrangements, your specific role is necessary for the continuation of this essential public service. This information is needed for recording purposes which I am sure you will understand. We accept that for frontline NHS workers, this may not be viable by Monday and we will accept this retrospectively.

We would like to make those attending on Monday aware that the provision will look different, as we will be working with reduced staff and only opening part of the building, which will mean that pupils will be working with students from other year groups. Thank you for your understanding with this.

For the majority of pupils, we will be developing some resources remotely that pupils can then access at home. We will provide updates on content and links through our school website where material can be found. We may signpost to other national and local resources as these are developed also.

Yours sincerely,

Head Teacher and/or Chair of Governors