

20.03.20.

Dear Parents/Carers,

All schools (including Park Academy) in the UK will be closing their doors at 3.15pm today (Friday 20 March 2020) for the foreseeable future, except for vulnerable pupils (defined as pupils with a social worker or pupils with an Education, Health and Care Plan) and pupils of parents/carers who are Key Workers. For any children with an Education, Health and Care Plan, this **does not** include siblings. Current plans are for the school opening hours to be 9.00am-3.00pm moving forwards.

The definition of being a 'key worker' has now been released by the government and so we are asking all parents and carers to complete the attached form to allow us to plan our provision. Please can we ask that you complete the form below and return to the school office ASAP today (20th March). If you are unable to do so, please call the office if you believe you fall under the key worker categories. According to the guidance published overnight, the following should be adhered to:

"Parents whose work is critical to the COVID-19 response include those who work in health and social care and in other key sectors outlined below. Many parents working in these sectors may be able to ensure their child is kept at home. **Every child who can be safely cared for at home should be."**

If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed on the attached form and you cannot keep your child safe at home then your children will be prioritised for provision.

However, **capacity is limited and so the completion of this form is not a guarantee of provision**. We will try our best to accommodate all requests but it is likely that we may not be able to offer childcare to everyone and we may need to offer different solutions like partial days in order to maintain safety and minimise the spread of the virus. **Compromise and flexibility will be required. Any offer of places will be confirmed by the end of the day on Saturday 21st March.**

If we do have to go to a prioritisation system for key workers, priority for childcare in the first instance will be given to:

- A household where both parents/carers (including step-parents) both parents/carer are a Key Worker. Where only one is a Key Worker, it is an expectation that the other parent/carer looks after the child(ren);
- In single parent households, the single parent would need to be a Key Worker;

Thank you for your understanding.

In order to qualify for childcare at school under the Key Worker criteria the following will also be required:

- Proof of employment is required to be able admit your child from Monday;

- Proof of employment hours are required - this includes days of the weeks worked as we can only care for children during the weekdays that parents/carers are actually at work.

These measures are not intended to make this situation more difficult for anybody. However, we do have responsibility to ensure that any children in the school building on Monday are legally entitled to be here. We also have a duty of care to ensure that social distancing is maintained, other than where essential and that we keep the number of children in school to a minimum in order to minimise risk to both students and staff.

From Monday 23rd March 2020, all children will need to enter school through the main school entrance rather than from any classroom doors. They will also leave via the main entrance.

We will only be able to provide childcare whilst your child is fit and well and any child with signs of infection:

- Anyone with a high temperature (fever) and/or
- A new continuous cough

Will be sent home and asked to stay at home for 14 days in order to stop the spread.

From Monday onwards, there is no requirement for children to wear school uniform. Please remember that from Monday we are operating as a childcare provider and not an educational setting and so will not be delivering normal lessons. Please do therefore send children a drink and packed lunch.

If your child has an allocated social worker or an ECHP and you wish to take up the offer of a place at our childcare setting, please phone us on 01205 353062 before the end of the school day today (20th March) or call in at the school office. Please also let us know which days you will require a place for next week.

If your child has a social worker or an ECHP and **will not be taking up the offer of a place**, please also let us know via phone or by visiting the school office.

Many thanks for your cooperation and understanding.

Miss Gray