Dear parents and carers,

I am sending this email to **ALL** families as the definitions of ‘key workers’ appear to be ever-changing and more families may need to use the child care facility at our school.

**Please read the following information carefully.**

         [Name of School] School is closed indefinitely.

         The premises will re-open on Monday 23rd March as a child care facility for the children of key workers (as defined by the government) if they are unable to find any alternative care for their children.

         This facility is not a school.

         The policies of [Name of school] School will no longer be in place.

         The facility is open for child care between [8.30am and 3.30pm] week days for as long as we are able to staff it.

         Parents who need provision outside of these hours will need to apply separately for this as we cannot guarantee it.

         All parents who wish to use the facility must read, understand, agree and complete the attached registration form BEFORE their child will be admitted. This includes families who have already been in contact with us about child care.

The government have made it clear that the safest place for all people, including children, is at home. Gavin Williamson, State Secretary for Education, tweeted yesterday “You should only send your children to school on Monday if you have to, because your work is critical to our COVID-19 response. If you are able to keep your child at home, you should.”

Places at our facility may become increasingly limited according to staffing. If more staff have to isolate due to illness (personal or in their household) they will have to do so for at least 14 days. If staffing drops too far we may have to close the facility. In this case, children may need to access child care in another facility.

We are determined to do our very best for our families and will help as much as we can. However;

**Please help us to give the places to the children of key/critical workers who have no other child care options.**

**Please do not put your child/family/household or our staff at further risk by using this facility unless absolutely necessary.**

**Remember children are safer at home in a situation where their social interaction/contact is limited.**

**The more children we have, the less confident we can be about their safety from becoming infected.**

Please be advised that we are not going to get into a discussion/debate with any parent about what is ‘key/critical worker’ status. However, we have (in-line with most schools nationally) asked parents who are registering their children for child care to provide contact details for their company/firm/place of work in order that we can verify that their work if we need to. We know that parents will understand the need to do this and will not have a problem with it. If their company have provided them with a ‘certificate’ or similar which states their work is ‘key/critical’ they should forward this to us as part of the registration process.

**For parents who need to use the facility:**

I have attached the registration document. Please complete it and return it to us as soon as possible, and preferably today and at the latest before 7am tomorrow morning if you can.

[I am only able to attach the form in pdf format on SchoolComms]. Please read it and if you decide to go ahead with registration for your child/children please email me today and I will send you the form in Word format so that you can complete it electronically and return it to me as soon as possible and before 7am tomorrow. Please do not email me for any other reason – I need to prioritise this essential work today.

If you are unable to do this, please either:

         Print off the attached form, complete it by hand, and hand it in on arrival

         Come to the school and we will give you a copy to be completed BEFORE your child is admitted into the building. This will be done in the school hall.

Parents using the facility tomorrow and for the first few days will need to bear with us and have patience, especially when dropping their child off.

Please remember that this is completely new for us and we are doing our best in this situation.

I understand that many people are becoming increasingly stressed and anxious. I ask that everyone remains calm.

I will not tolerate parents/carers being rude or aggressive towards any member of staff, particularly if they have to wait or if things change at short notice. We need everyone to pull together in this situation.

Thank you for your cooperation and understanding in this unprecedented situation.

[Headteacher]