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Executive Head Teacher: Mrs. J. Heaton

Head Teacher: Mrs. K. Hill

Dear Parents/Carers

Thank you for all your co-operation over the last week. The information comes to us very last minute and we are trying to co-ordinate this information in very quick turn-around times.

Critical workers

The Government have updated their plans on providing care for 'critical workers', not key workers. This is to emphasise the critical nature of their employment to the specific Covid-19 response. The guidance below comes directly from the Government guidance:

'If your work is critical to the Covid-19 response... and you cannot keep your child safe at home then your child will be prioritised for the education provision.'

'Every child who can be safely cared for at home should be.' The guidance also asked workers to consult their employers to confirm whether 'their specific role is necessary'. Evidence may be required.

This guidance is to emphasise that **it is a last resort** to use the childcare provision provided by schools in order to safeguard the pupils of critical workers who have no other alternative family members or other arrangements to safeguard their children.

Schools need to keep the numbers low to minimise risk and to minimise the spread of this virus, which is the reason for the drastic decision by the Government to close all schools.

Thank you to the parents who have contacted the school to request a place. We have received a high volume of requests and need to proceed onto the next step of the planning stage. In order for us to allocate places linked to need, parents and carers must complete the attached form and return to the info@hartelwickfederation.org.uk email address by Sunday 22nd March 2020. Those who have completed and returned the forms should send their children to school on Monday (if requested in the form). On Monday we will contact all parents to confirm the availability of care we are able to provide for the week. We recognise the emergency nature of some of the roles of our critical care staff, eg NHS staff, and of course the dates booked can be amended next week if necessary as we understand it will be you as parents bringing and collecting the pupils due to the lack of alternative childcare or family members to help.

Please note that the care may not be available at your child's own school moving forward as this is dependent upon staffing levels. We have been guided to advise parents/carers that they have a plan B if staffing levels become critical and we are no longer able to offer care.

Key Information for those pupils attending school

- School will be open 8:00 – 5:00 if those hours are required for critical workers but children must be only placed into the care of the school for the period that the adult is at work.
- It is imperative that you follow Public Health Guidelines and ensure your child does NOT come into school if they are showing any symptoms or if they are required to self isolate due to symptoms in the household.

- If your child develops symptoms in school they will be isolated and will be required to be collected in line with the guidance.
- Pupils will enter via the main school entrance
- They must be signed in by the adult dropping them at school
- Pupils can be collected at the main entrance at the end of the worker's shift or at 5.00pm and must be signed out
- Pupils must wash their hands as soon as they enter the building
- They must wear their uniform and bring their own PE Kits
- Pupil medication must be brought into school and the usual forms signed
- Pupils should follow their usual meal choice provided by school or home. Children who receive a free school meal or pay for their dinners will have a packed lunch. Pupils who usually bring a packed lunch from home should continue to do so.
- If you have booked your child in and your child does not come into school, we will follow our First Response procedure and call the home and make a home visit unless you contact school and let us know your child will not be in.
- If arrangements change and your child will not require any sessions in the week please contact school as soon as you are aware so that staffing ratios can be managed

Free School Meal Provision

Pupils who are eligible for a free school meal, can collect a packed lunch from school between 12:00-1:00. The pupils will not come into school. These will be provided at the main office and we ask that if you do not wish to use this service that you inform us so that staff can be deployed in other ways.

We hope you understand that it is our duty to ensure we act to stop the spread of this virus. **These are not easy decisions to make.** We will continue to provide the childcare support for as long as we can but there may well be a move to the childcare being provided in alternative venues by other staff as the virus spreads. We need to be clear that the pupils that we are accepting meet the strong guidance given by the Government as a response to this crisis and we **all** need to play our part in helping our country overcome this challenge.

Just to reiterate, you must keep your child at home if you are able to do so.

We appreciate your co-operation in this

Mrs. Hill