



20th March, 2020

Dear parents / carers,

Criteria for Applying for a place in the special provision for children of Key workers at The Firs Lower School

This letter sets out the procedure for applying the guidance issued by the government last night.

Schools have closed to **lower the risk that the virus can spread** and infect vulnerable individuals in the wider society. It is imperative therefore, for us to be able to sufficiently safeguard children and staff. In order to maintain this provision going forward, without the danger of staff absence forcing us to close completely, it is **critical** that we limit the number of children we are catering for, to **a maximum of 20% of our school roll**. (This was the maximum number of children that the government stated that they envisaged schools providing for when this approach was first announced).

We will be guided by the key principles as set out in the Government Guidance set out below.

1. **If it is at all possible for children to be at home, then they should be.**
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then educational provision will be available for them.
3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
4. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.

We need to stress that this provision will be run by a **skeleton staff** on a rota basis and the content will be based on the same 'Learning at Home' materials that we have already begun to issue to you.

Adam J.G Campbell (Headteacher)

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We will need to prioritise the allocation of places in this special emergency provision, to ensure we remain below the 20% ceiling we need to adhere to. We will be considering the following factors in reaching our decision:-

Where a **single parent** or **both** parents are:

- members of health and social care frontline staff eg. Doctors, nurses, midwives, paramedics, social workers, care workers.
- frontline education staff delivering this special emergency provision eg. teachers, TAs, office staff, catering staff.
- Frontline paid charity workers, directly involved in delivering Covid 19 support **during school hours**.
- Working in food production, processing, distribution, sale and delivery.
- Frontline emergency services staff e.g. police officers, fire service, armed services

We ask that you consider these additional points:

- As a single parent **it must be demonstrable that there is no other suitable responsible member of the family who can provide childcare.**
- If you think that you have a role that is playing a **critical** part in contributing to the emergency response to the Covid 19 Crisis please let us know before the deadline and we will consider your request, dependent on the availability of places
- Please be aware that we can only provide this provision for the time that it is actually needed e.g. children of part time workers can only take up a place **on the days when the key worker is in work.**
- Please note that if you obtain a place for your child, that during the course of the next two weeks you will need to provide evidence **from your employer** that you satisfy the above criteria.

Please remember the original reason for closure is to limit the spread of the virus and therefore the School will remain open **only** for those children who **absolutely need to attend**.

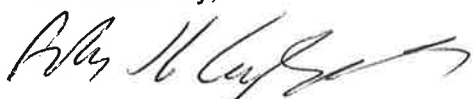
As we have substantially new guidance we will need to start this process again in order to make it fair. So please disregard any contact you have had from us regarding obtaining a place and respond now to this email.

Having read through this criteria, if you feel that you would qualify for a place for your child from Monday 23rd, you must email us **by 2pm today including:**

- Your role and your partner's role (if applicable)
- Which criteria you think you satisfy
- Demonstrate that there is no other child care available
- Which days of the week you require places for
- Whether you would also need Kids' Club provision and if so, on which mornings and /or afternoons.
- Whether your child would require a school meal or whether you will be providing a packed lunch

From 2pm we will begin to process responses and we will endeavour to let you know by the end of the school day.

Yours sincerely,



Adam J G Campbell
Headteacher