**URGENT – PLEASE RESPOND AS QUICKLY AS POSSIBLE**



Friday 20th March 2020

Dear Parents,

The government announcement on 18th March includes the request that schools close for all children except for those of Critical Workers or those who are considered vulnerable. **The government has asked parents to keep their children at home, wherever possible, and asked schools to remain open only for those children who absolutely need to attend. If children can stay safely at home, they should, to limit the chance of the virus spreading.**

**If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed below**

**and you cannot keep your child safe at home then your children will be prioritised for childcare provision within our setting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

This week, the school has experienced higher than normal levels of staff absence and, given the need to self-isolate for coughs and temperatures, this is likely to continue. Whilst we recognise that many families may well have a need for childcare, we have to be very careful to restrict our provision to those children described above. If you do fit the description of a critical worker we would ask you to only consider the school’s childcare provision if you have no appropriate alternative.

So that we can plan quickly and effectively to meet this childcare need, and to make sure we have sufficient staff, we now need a bit more information from you. Apologies if you have already emailed or spoken with us, but we need to ask that you return the second **or** third page of this letter. Please email it (as an attachment) to: [hrowe@dulwichwood.com](mailto:hrowe@dulwichwood.com) by 1pm Saturday 21st March; those which arrive after, may not be processed in time to be able to provide a service on Monday 23rd March. We appreciate this is a tight turn around and apologise but the official information has only just been released. Alternatively, if you are unable to edit the second page using your device, please provide all the information contained on it and email this to us or pick up a form from the school office to fill out and return to us straight away or simply photograph the completed handwritten form and then send to us.

There will be provision made for Breakfast Club (7:30 – 9:00) and Emu Club (3:00 – 6:00) for the children of critical workers based on the above criteria. Breakfast Club/Emu Club Terms and Conditions will continue to apply as per usual.

We do not know how long these arrangements will last but, as soon as things become clearer, we will let you know. Thank you once again for your continued support as we all do our very best during these incredibly challenging times.

Kind regards,

Helen Rowe

Headteacher

**CRITICAL WORKERS FORM**

**Please only fill in this section if you think you may be eligible for childcare as of Monday 23rd March. Physical copies will be available from the main office. Please send completed forms to** [**hrowe@dulwichwood.com**](mailto:hrowe@dulwichwood.com)

|  |  |
| --- | --- |
| Child’s name | (if more than one child, please include both) |
| Class |  |

|  |  |  |
| --- | --- | --- |
|  | Parent 1 | Parent 2 |
| Name |  |  |
| Job Role |  |  |
| Company |  |  |
| Supervisor name |  |  |
| Supervisor telephone |  |  |
| Supervisor email |  |  |

Please indicate below your current level of need and then on the next table, your potential level of need – this is because we have spoken to many potential key workers who have indicated they may be required to increase their hours.

If you think you may be eligible but do not wish to take up the offer of school based childcare, please tick here.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your **current need** | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7:30 – 9:00\*  £4 per session |  |  |  |  |  |
| 9:00 – 12:00 |  |  |  |  |  |
| 12:00 – 3:00 |  |  |  |  |  |
| 3:00 – 6:00\*  £8 per session |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your **potential need based on likelihood of increase in hours** | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 7:30 – 9:00\*  £4 per session |  |  |  |  |  |
| 9:00 – 12:00 |  |  |  |  |  |
| 12:00 – 3:00 |  |  |  |  |  |
| 3:00 – 6:00\*  £8 per session |  |  |  |  |  |

**VULNERABLE CHILD FORM**

**Please only fill in this section if you think you may be eligible for childcare as of Monday 23rd March. Physical copies will be available from the main office. Please send completed forms to** [**hrowe@dulwichwood.com**](mailto:hrowe@dulwichwood.com)

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s name | (if more than one child, please include both) | | |
| Class |  | | |
| Please tick if these apply to your child | | | |
| My child has an EHCP | | My child has a social worker | My child is a looked after child |

|  |  |
| --- | --- |
| If you have not ticked any of the boxes above but believe your child is considered vulnerable, please provide more information here (please continue overleaf if necessary). |  |

If your child is considered vulnerable but you do not wish to take up the offer of school based childcare, please tick here

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your **current need** | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00 – 12:00 |  |  |  |  |  |
| 12:00 – 3:00 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your **potential need based on likelihood of increase in hours** | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00 – 12:00 |  |  |  |  |  |
| 12:00 – 3:00 |  |  |  |  |  |