



20th March 2020

Dear Parents and Carers

As you will be aware, all schools in England will close to the vast majority of pupils today. Schools will only remain open for children of identified key workers and for those considered vulnerable or with Education Health and Care plans. Schools will contact all parents of those pupils who are identified as vulnerable or with EHCPs individually to make arrangements for those pupils.

In order to support those people identified as key workers in the fight against coronavirus, please could all parents check the list below. If you believe that your job means you are a key worker you need to take the following steps so that we can prioritise your child for our provision.

1. Confirm with your employer that, for business continuity purposes, your specific role is necessary for the continuation of this essential public service.
2. Fill in the attached form to identify your need for a place and return it electronically if at all possible to ha-info@haap.org.uk **This needs to be returned today 20th March 2020.**
3. Provide proof of your role (this could be a wage slip, ID Badge or a letter from your employer on headed paper stating that you are essential to business continuity), preferably electronically if at all possible. This will be recorded on the school's data system for the period of this arrangement and is necessary to correctly identify you as a key worker. All data will be securely stored and will be erased after this period has passed in line with GDPR. **Please send this today or by Monday 23rd March at the latest.**

In line with the statement from the government on key workers, places are only to be taken if **absolutely necessary**. 'Many parents working in the sectors identified may still be able to keep children at home. Every child whose parent is a key worker and who can be safely cared for at home should be' DFE guidance.

The government states:

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.***

List of identified key worker roles:

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

From Monday, school will be open for these children from 8.50am until 3.20pm. Breakfast club will be open from 7.30am should this provision be needed. Over the coming weeks we anticipate that these arrangements may be extended to better support shift patterns etc. We will contact you further with details of these arrangements once guidance has been given to schools.

As a MAT we have agreed that services such as Breakfast Clubs and After School Care, where they exist, will not be charged over this period of time. Where these services do not yet exist, we will endeavour to put them in place with the staff we now have available if possible, once we know demand.

Children in school will be able to purchase a school lunch as normal. Further details and arrangements for this will be sent in a further letter today.

Please be aware, pupils who arrive at school, but who are not identified through the above processes, cannot be accommodated and will not be able to remain in the provision. It is important that we follow the government guidelines above and socially distance as much as possible to prevent the spread of infection in our communities.

We thank you in advance for your patience with this matter. We are committed to caring for your children during this time to allow you to perform your roles and help all of us.

Yours sincerely

A handwritten signature in black ink that reads "S. Vickerman". The signature is written in a cursive style with a long horizontal stroke at the beginning.

**On Behalf of the Leadership Team of
Inspire Partnership Multi Academy Trust**

**Mrs Rachael Taylor – Interim Headteacher
Headteacher – Half Acres Primary Academy**

Key Worker Information

Parent Name	
Child 1: Name and Age	
Child 2: Name and Age	
Child 3: Name and Age	
Child 4: Name and Age	
Critical Occupation:	
Electronic proof to be provided:	

Please note, we may require shift/working pattern at a later date.