

20 March 2020

PRIVATE AND CONFIDENTIAL

To whom it may concern

Dear Sir/Madam,

COVID-19: Maintaining Educational Provision (Critical Workers)

As you may be aware, the Government has ordered the closure of all schools for educational purposes for the foreseeable future. This closure decision will apply to everyone apart from the children of key workers and the most vulnerable children.

The Government have asked that if workers think they fall within critical employment categories they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of an 'essential public service'.

Having considered the categories for essential public services, the School believes the employee named below is employed in an essential public service and as such is entitled to request the continuation of childcare provision for their child/children.

Employee Name: _____

Job Title: _____

Further information about access to education can be obtained by contacting the Department for Education's (DfE's) COVID-19 helpline, which is available to answer questions relating to education and children's social care.

School employees, parents and pupils can contact this helpline on 0800 046 8687 from 8am to 6pm, Monday to Friday, and 10am to 4pm, Saturday and Sunday - if you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline. Alternatively, you can email DfE.coronavirushelpline@education.gov.uk.

If you have any questions concerning the information set out in this letter, you should contact me directly.

Yours faithfully

Headteacher

