Dear Parent/Carer,

It has been a very difficult 24 hours for everyone and I want you to know that we are committed to doing the right thing for our community during the current health crisis. We are receiving guidance and advice through from our Local Authority which we are following carefully and I can only apologise for the lack of clarity when we have been awaiting updates.

The Director of Education for Telford and Wrekin has released a further statement a few minutes ago, giving us the following information:

As confirmed by the DfE, only one parent needs to be a Key Worker. **However, the emphasis is on “frontline critical staff” and “your work is critical to the COVID response.”**

Parents need to understand that some children will need to be given priority over others where there is not the capacity to provide for larger numbers. In any event, the guidance is very clear in its direction – **if children can stay safely at home, they should do so**. Schools cannot and should not be providing childcare for parents who are not critical to the COVID response.

We hope that you understand that it is not our reluctance to have your children at school, it is about our capacity with high numbers of staff in self-isolation and our commitment to helping to reduce the spread of the virus within the community.

We have attached a form for you to complete which we request to be returned by 2pm today to [h3082@telford.gov.uk](mailto:h3082@telford.gov.uk)

Can I take this opportunity to thank you for your patience whilst we respond to the constantly-changing guidance.

Thank you for your support.

Mrs Moody

**KEY WORKERS FORM**

Please only fill in this section if you think you may be eligible for childcare as of Monday 23rd March. Please send completed to [h3082@telford.gov.uk](mailto:h3082@telford.gov.uk) by 2pm on 20th March.

|  |  |
| --- | --- |
| Child’s Name | (if more than one child include both) |
| Class |  |
| Single Parent | Yes (please fill in parent 1 section) No |

|  |  |  |
| --- | --- | --- |
|  | Parent 1 | Parent 2 |
| Name |  |  |
| Job Role |  |  |
| Company |  |  |
| Work telephone number |  |  |
| Home telephone number |  |  |
| Emergency contact number |  |  |
| If only one parent is a key worker, please give explicit reasons as to why we may need to consider offering school based childcare (please continue overleaf if necessary). |  | |

We will only be able to provide childcare for the times when both parents are needed to be working. 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 today 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 |
| 8:50-**3.30** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your potential need based on likelihood of increase in hours | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:50-**3.30** |  |  |  |  |  |

VULNERABLE CHILD FORM

Please only fill in this section if you think you may be eligible for childcare as of Monday 23rd March. Please send completed to [h3082@telford.gov.uk](mailto:h3082@telford.gov.uk) by 2pm on 20th March.

|  |  |
| --- | --- |
| Child’s Name | (if more than one child include both) |
| Class |  |
| Single Parent | Yes (please fill in parent 1 section) No |

|  |  |  |
| --- | --- | --- |
|  | Parent 1 | Parent 2 |
| Name |  |  |
| Job Role |  |  |
| Company |  |  |
| Work telephone number |  |  |
| Home telephone number |  |  |
| Emergency contact name and number |  |  |
| If only one parent is a key worker, please give explicit reasons as to why we may need to consider offering school based childcare (please continue overleaf if necessary). |  | |

We will only be able to provide childcare for the times when both parents are needed to be working. 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 today 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 |
| 8:50-**3.30** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate your potential need based on likelihood of increase in hours | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:50-**3.30** |  |  |  |  |  |