

Dear parent/guardian

You have been identified as a parent/guardian eligible to receive childcare in our schools due to the Covid-19 Pandemic. **In order to keep the number of children that are in our schools at a minimum, we emphasise that all parents that fall under the 'key' workers category should make every effort to ensure care for their children at their homes, rather than make use of schools.** However, if you are unable to make your own care arrangements for them at home, care provision in a school will be available for you.

During this extended period of the COVID-19 emergency, so that we can plan the provision for you, we need to ascertain the estimated potential total number of children needing care in a school over the official Easter holiday, from 6 April – 17 April 2020 in the first instance.

You are asked to note the name of the school, along with the name(s) of the child/children in the table below, and place a tick in the relevant primary and/or secondary and/or special school box.

School						
			✓		✓	
Name of Child 1		Primary		Secondary		Special
Name of Child 2		Primary		Secondary		Special
Name of Child 3		Primary		Secondary		Special
Name of Child 4		Primary		Secondary		Special

Please note the dates (Monday-Friday) you will need care provision on the calendar below, along with the number of children attending the provision on each day.

Monday, 6 April	Tuesday, 7 April	Wednesday, 8 April	Thursday, 9 April	Friday, 10 April
Monday, 13 April	Tuesday, 14 April	Wednesday, 15 April	Thursday, 16 April	Friday, 17 April

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

The information you submit will assist us to provide the care in accordance with needs over the coming weeks.

You are asked to provide this information to the school by 5.00pm Monday, 30 March.