

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.**