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Head Teacher: Mrs H Weston**

**Together we make a difference!**

March 2020

Dear Parent/Carer

I am sure you will have heard the recent announcement made by the government about the upcoming closure of schools to most pupils, which will come into force from next week. I am writing to explain exactly what that means for you and your children.

**From Monday 23rd March, all pupils should remain at home unless they fall into one of the following three categories:**

* The pupil has an Education, Health and Care Plan (EHCP)
* The child has a social worker, or is looked after by the Local Authority (LAC)
* The child’s parents or carers fall into one of the following groups of key workers, which will be identified by the government later this afternoon. We do know that this group will include the children of:
* **NHS workers**
* **School staff**
* **Delivery drivers delivering essential supplies**

If you fall into one of these categories (or you have a profession that you think may eventually class you as a key worker) please complete and return the form below **TOMORROW** or email me by 9am at [head@roefarm.derby.sch.uk](mailto:head@roefarm.derby.sch.uk).

If there is another parent or carer in the household or family member who is **NOT** a key worker, the child should **NOT** attend school, unless they fall into one of the other two groups listed above.

Please do not be offended if we contact you to clarify this or ask for evidence of this.

This letter will be coming home as a paper copy. We will not be able to accept any children in school next week who we have not received a return slip from or who have not fallen under any of these categories, due to health and safety and staffing organisation.

**You do not need to return the slip if you are not classed as a key worker or are a key worker but do not intend to send your child to school.**

If you are a key worker and your child is currently absent due to self – isolation, you may come to school when your child is ready to return if you wish them to do so and you fall into the categories above. We will ask you to complete the form and a start date will be given.

If your child is coming in to school, this is expected on a full – time basis, we are not able to provide this on an ad hoc or part – time basis. The same policies and procedures would also continue in school.

There are many other questions you will have for us, and we will be providing further information in due course. However, the priority at the moment is planning for Monday, so we are all clear as to which pupils should be in school and which pupils should be at home.

Thank you for your continued support and co – operation.

Yours sincerely

Mrs Weston

Head teacher

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Child’s name ……………………………………………………………………… Class …………………………………………………….

Parent/carer **A** name ………………………………………………………………… Profession ……………………………………

Relationship to child …………………………………………………………….

Parent/carer **B** name ………………………………………………………………… Profession ……………………………………

Relationship to child …………………………………………………………….