



23rd March 2020

Dear Key Worker

You are receiving this letter because you have identified yourself as a key worker who is **critical** to the effort to combat Covid – 19.

The provision currently available in schools is for key workers who have no alternative but to send their child so that they can work. Any key worker who can find provision at home should do so. All children who can safely stay at home should. This is the safest place for them. We ask that all parents carefully consider whether they need the place they have requested.

If, after careful consideration, you feel that you have no alternative but to take the place for your child in school, we will happily look after them whilst you work. In order to shape our provision and staff it appropriately we will need your working pattern/ shifts for as far ahead as possible. This will allow us to determine the right number of staff in school.

Please complete the grid below with your shift/working pattern that overlaps with current school provision. Please do not send children to school when you are not working or if you have a partner or family member at home who can care for your children. They are safer at home with you.

At the moment, there are no arrangements for the Easter Holidays. As this situation changes we will let you know what arrangements we can put into place.

If you have any queries regarding this, please put them into your email. Once received, someone from school will respond either by email or by phone call.

We thank you in advance for the work you are doing and for using this provision responsibly.

Name Key worker 1		Name Key worker 2 (if more than one carer in home)	
Role critical to effort		Role critical to effort	
Employer		Employer	

.... Cont'd

Week Commencing 23/03/20

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 12	8:45 – 12	8:45 – 12	8:45 – 12	8:45 – 12
12 – 3:15	12 – 3:15	12 – 3:15	12 – 3:15	12 – 3:15

Week Commencing 30/03/20

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 12	8:45 – 12	8:45 – 12	8:45 – 12	8:45 – 12
12 – 3:15	12 – 3:15	12 – 3:15	12 – 3:15	12 – 3:15

Yours sincerely



**On Behalf of the Leadership Team of
Inspire Partnership Multi Academy Trust
School**



**Paul Quarry
Deputy Headteacher – Fitzwilliam Primary**