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CEO: Mrs C Dickinson

Friday 20<sup>th</sup> March 2020

Dear Families,

As you are know, we have been instructed to close the school from end of today, Friday 20<sup>th</sup> March 2020. The school will then reopen to identified children ONLY on the following Monday. The government have published the directive overnight and the current guidance is that we are able to extend the **essential childcare** for families who have either one or two keyworker parents. As a country, we all need to do what we can to reduce the spread of the COVID-19 virus.

The government has given clear guidance on [self-isolation](#), [household isolation](#) and [social distancing](#) and the most recent scientific advice on how to further limit the spread of COVID-19 is clear. **If children can stay safely at home, they should, to limit the chance of the virus spreading.** That is why the government has asked parents to keep their children at home, wherever possible, and asked schools to remain open only for those children who **absolutely need to attend**. There is a collective responsibility for society to ensure the educational service is protected for those who really need it. The government is trying to keep numbers in school below 20% and we are just being required to provide childcare. If you are able to provide childcare through other means, this will protect the educational front line.

Schools are being asked to continue to provide care for a limited number of children - children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care plans (EHCPs).

**Please, therefore, follow these key principles:**

1. **If it is at all possible for children to be at home, then they should be.**
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then childcare provision will be available for them.
3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
4. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.

If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed below, and you cannot keep your child safe at home, then your children will be prioritized for our childcare provision.

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and financial services

*A full list with definitions is at the end of this email.*

**Please note that we may have to ask for evidence of your role if numbers become so high that we need to begin to prioritize key worker families.**



We do appreciate that some parents who will have to look after their children may also be expected to work from home. We are sorry, but we are not able to extend our offer to you. We all need to juggle and work together at this time.

Thank you to those who have responded as this has enabled us to plan the childcare that we can offer. To make sure that the children are safe with enough staff to supervise them, we have decided to open four of our schools. We will need any parent who wishes to access this provision to book online. We appreciate that this is an additional form for those of you that have already completed our survey. Thank you for helping us. Details of how to do this are included below.

**The Grove, Lakeside, Holly Lodge and Hale sites will be open to provide care for the children of Key workers and some other children. This is to ensure we have the staffing capacity and space for social distancing.**

If your child goes to .....	Essential child care will be at.	Drop off and collection arrangements
CROSS FARM	LAKESIDE	Main entrance (front door)
FERNHILL	THE GROVE	Main entrance
HALE	HALE	Gate opposite Tesco's
HOLLY LODGE	HOLLY LODGE	Front Gate
LAKESIDE	LAKESIDE	Main entrance (front door)
MYTCHETT	HOLLY LODGE	Front Gate
SANDRINGHAM	LAKESIDE	Main entrance (front door)
THE GROVE	THE GROVE	Main entrance
WYKE	HOLLY LODGE OR HALE*	Front Gate Gate opposite Tesco's

- WE WILL ASK WYKE PARENTS TO IDENTIFY WHICH SCHOOL THEY WILL USE

### BOOKING PROCEDURES

We are using our current Tucasi/Scopay system for booking places. If you completed the survey and are eligible according to the new published criteria, you will be sent a link to book your place. If you did not manage to complete the survey but need to access the childcare, then please email [childcare@kite.academy](mailto:childcare@kite.academy) to be sent the link. The link will give you access to an online booking session and we ask you to select the session(s) that you need for your child(ren).

On the first session that you attend, please bring the completed form below. The day will be split into three sessions - breakfast 7:40am to 9am, main session 9am to 3pm and after school session 3pm to 6pm. We will be unable to provide breakfast or tea for the children, so please provide this for your child if you are booking these times. Your child should come into school in activity wear, including trainers. We will be providing lunch as the week goes on but on Monday, please send a packed lunch.

For your information, we are looking to provide holiday clubs to provide childcare over the Easter break as this will give our staff and their families time to refresh. There will be further details following.

Thank you, we appreciate this is all new, to all of us. Thank you for bearing with us while we put new arrangements into place.

Your sincerely



**Christine Dickinson**  
CEO The Kite Academy Trust

## COVID-19 Critical Worker Declaration Form

Please print this out and bring in a completed copy to your child's first session.

<b>Your child's/children's names</b>	<b>Academy</b>	<b>Year Group</b>
<b>Parent 1s occupation</b>		
<i>Contact number or email address for your employer</i>		
<b>Parent 2s occupation</b>		
<i>Contact number or email address for your employer</i>		
<b>Emergency Contact Name</b>		
<b>Phone number</b>		

## **Full list of Key Workers**

### **Health and social care**

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

### **Education and childcare**

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

### **Key public services**

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

### **Local and national government**

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.

### **Food and other necessary goods**

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

### **Public safety and national security**

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

### **Transport**

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

### **Utilities, communication and financial services**

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.