



St. Andrew's CEVA Primary School  
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Mrs D L Thompson  
Head Teacher

23<sup>rd</sup> March 2020

Dear Parents/Carers,

### **Coronavirus COVID-19 Emergency Child Care**

Following the Government directive to close schools and the subsequent guidance, we opened an application form system for parents to apply for childcare at school from Monday 23<sup>rd</sup> March 2020. This has limited spaces due to running a skeletal staff and needing to ensure that the school maintains safe working practices at all times.

The Government advice is:

“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.”

Bearing in mind this service is for **emergency** childcare only if you now find yourself in the position of requiring this service, please email [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk) for an application form. The application process will require you to email a copy of your employment ID and a headed letter from your employer to prove that you are a key worker.

**It should also be noted that the Government have placed a requirement on key worker parents to obtain confirmation from their employer that, based on business continuity arrangements, their specific role is necessary for the continuation of this essential public service.**

You will also need to have ensured that no other alternative and safe care is available for your child/ren. Where there are two parents/carers in the household, both will need to show that they are key workers.

Once you have emailed your application form and proof (including shift patterns), we will then consider your application depending on demand and using a ranking system. We will inform you of the outcome via email. When places are allocated, parents/carers will receive a confirmation letter to show the childcare provision staff upon arrival of first use. Terms and conditions are also emailed to inform you of how the provision works- you will be expected to sign a copy of these when you first use the provision.

If you are NOT allocated a place, please DO NOT bring your child as your child will not gain entrance without a confirmation letter.

Thank you for your co-operation at this difficult time.

Yours sincerely,

Mrs. D. Thompson  
Head Teacher