**Nursery through to Year 6**

**Newstead Road,**

**Lee,**

**London**

**SE12 0SJ**

**Tel: 0208 857 8792**

Headteacher: Miss Margaret Hanrahan  
  
Deputy: Ms Sheelagh Campbell  
Acting Deputy: Ms Fiona Cullen  
Email: [admin@swcps.lewisham.sch.uk](mailto:admin@swcps.lewisham.sch.uk)  
Web site: <http://www.swcps.lewisham.sch.uk>



**Committed to Safeguarding**

20th March 2020

Dear Parents and Carers,

**Urgent Coronavirus Update – School closure & Key Workers**

Following the letter, which we sent to you yesterday, I am now able to clarify the term ‘Key Worker’.

We have to stick strictly to these definitions.

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 prioritised for education provision:

**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 distributers 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.

If you think you fall within the critical categories above, you should confirm with your employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.

Single parent key workers will be able to access provision and where there are two parents, only one needs to be a key worker in order to access provision.

As a school, we now have a very tight time schedule to put preparations in place for this provision and to ensure that it is adequately and safely staffed. We do not yet know what form this provision will take but it will be in our school.

At this stage, we need to clarify numbers of families who meet these criteria and do not otherwise have access to childcare.

The aim of the Government’s strategy is to reduce the number of children in school whilst ensuring that essential workers are available to work as required. As such, even if you are a Key Worker, if you do not need this provision, because you already have suitable childcare in place, I urge you to keep with your original plans. The provision which we are offering cannot be opened to others who may also need to work and I appreciate that this will cause difficulty for many of you.

If you feel that you may meet the criteria to access the school’s provision, please complete the form below and return to the school office ASAP via email. If you contacted us yesterday regarding your key role, you do not need to do this again but we may need to contact you again for additional information.

We will work to provide everything we can and we will inform you about this provision once we know how many pupils we will have.

Rest assured that we are doing absolutely everything that we can to make this work and the staff team are behind our ‘plan’ 100%.

Yours sincerely

Margaret Hanrahan

**Children of ‘Keyworkers’ and ‘vulnerable children’ Request for accessing school provision from Monday 23rd March 2020**

I would like to request that my child(ren) attend(s) school during the time that schools are closed

Child’s name Class

**I need to access this provision because (please tick):**

* Two parents are categorised as keyworkers
* I am a keyworker and a single parent
* I am a key worker but my partner is not a key worker

I understand that this provision is for the regular school day and that I will need to make appropriate arrangements for drop-off and collection

We are looking at the possibility of extending the hours of our provision to support parents who are doing longer shifts at this time. Please tick below to help us assess need for this.

* I need access to before and after school provision if available

(please specify times required – drop off……………… pickup…………….)

* I do not need before or after school provision

**Details of keyworker(s)**

First Parent/Carer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key worker’s Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GDPR: Personal data will only be used in order to allocate provision and will be destroyed once a ‘normal’ school service resumes.