Wednesday 25th March 2020

**Childcare provision for critical key workers linked to COVID-19**

If you are intending to apply to school for childcare during these most concerning of times for us all, we are able to offer childcare to your child(ren) for the hours where you are ***absolutely unable to find a safer alternative***. The Government’s aim is for us all to stay at home unless your work has been deemed critical and you have no other alternatives within your own family: this is where children are safest.

In order for us to staff the school appropriately and safely, to meet your request for childcare, I would ask you to provide us with your shift pattern/working hours in blocks of two weeks. We will request your employer’s details and we will contact them to confirm the shift patterns and need for you to work. Please contact us as this current two-week period draws to an end to book in childcare after this point, *if* needed. Please be aware that the school will be offering reduced hours during the Easter holiday period.

If your circumstances change during these unusual times, then please let us know in good time, so that we can respond accordingly. I am going to insist that if you have childcare booked in but no longer require it then you ***must*** contact school to let us know the day before. This will mean that New Village staff are not having to make un-necessary trips during this lockdown period and put themselves and others at greater risk.

If you fail to arrive for your reserved childcare slot then all future slots will be temporarily cancelled until you contact the school and confirm the reason for not arriving and what plans you have for future childcare. I am sorry if this appears frank and forthright but I whole heartedly believe that during these unprecedented times we must all do what we can to protect one another and that includes the school staff also.

Stay safe. Stay at home. Take care

Mrs K McKechnie

Headteacher

Bentley New Village School