 **Upper Beeding Primary School**

**School Road, Upper Beeding, BN44 3HY.**

**Tel: 01903 812288 Fax: 01903 816401**

**Email: office@upperbeeding.w-sussex.sch.uk**

**Website: https://upper-beeding.eschools.co.uk/web**

**Head Teacher: Mrs R Linford**

Monday 8th June 2020

Dear Parents/Carers

**Re: Childcare Placement**

Please find attached a Childcare form for your completion should you require this service for the **next two weeks** **(w/c 15.6.20 and w/c 22.6.20).** Please complete and return the form to us by **9:00am on Thursday 11th June**. We are experiencing a higher number of requests, and this week have been full in some bubbles.

If your child is in Reception, Year 1 and Year 6 and you need essential childcare (as you are a Key Worker) during this two-week period on the days they are not in school with their class bubble, then please also indicate this on the form attached.

**Childcare does look different now we have more children on site. Please make sure you have seen and read the letter sent out to parents on Friday 22nd May.**

**Arrangements for Week Commencing 15th June**

* **All** childcare children are now based in the Y3/4 classrooms; Canada, India, and France.
* The Y3/4 adults will be supporting children in childcare.
* **All** childcare children enter through the side gate by Kenya class.
* **Gates will open at 8:40am and close at 8:55am.**
* **Pick up time will be 3:10pm for all childcare children**. Children will be brought to the external gates for collection.
* Childcare children are **not required** to wear school uniform, but to wear comfortable clothes, trainers, and have layers for outdoor play.
* **Please ensure children have had sun cream applied before coming to school and bring a sun hat**
* **Children should bring in a clean, filled water bottle each day and a fruit snack for break time**
* A hot meal is available to all children who come into school for childcare - alternatively you can provide your own packed lunch.

As all our available staff are in school now, please think carefully about whether your child needs a place in childcare before applying, as we can only take in so many children to maintain their safety.

Best wishes

Becky Linford, Headteacher

To help us know what childcare days you require please could you fill in the form below and email back to us at [office@upperbeeding.w-sussex.sch.uk](mailto:office@upperbeeding.w-sussex.sch.uk) or drop in at the school office by **Thursday 11th June at 9:00am**

**Please complete in block capitals:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHILDCARE REQUEST** | | | | | |
| **Child’s Name** | | **Year Group** | **Child’s Class** | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
| Name of Parent/s: |  | | | | |
| Job Title / Key Worker Role/s: |  | | | | |
| Place of work / address of work: |  | | | | |
| Please indicate days  w/c 15.6.2020 | Mon  15 June | Tues  16 June | Wed  17 June | Thurs  18 June | Fri  19 June |
| Please indicate days  w/c 22.6.2020 | Mon  22 June | Tues  23 June | Wed  24 June | Thurs  25 June | Fri  26 June |
|  | I/we have confirmed with my employer that my/our specific roles is/are necessary for the continuation of  essential public services. | | | | |
|  | I agree to ensure that my child is well when they come to school and my family and I will abide by the social distancing rules explained by the school in the letter dated 22.5.20 to support the safety of my child and those of others. | | | | |
|  | Signature:  Date: | | | | |