 **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 11th May 2020

Dear Parents/Carers

**Re: Childcare Placement**

As we are still in lockdown for the coming weeks we will continue to provide essential childcare for Key Worker families and vulnerable children. Please find attached a Key Worker Information form for your completion should you require this service for the **next two weeks** **(w/c 18.5.20 and w/c 25.5.20).** Please complete and return the form to us by **9:00am on Friday 15th May**.

**I would remind you that the Government has asked parents to keep their children at home, wherever possible, to limit the chance of the virus spreading and to keep everyone safe.**

**School will remain open only for those children who absolutely need to attend:**

* Key public services
* Vulnerable children with an EHCP / social worker
* Local and national government
* Food distribution sale and delivery
* Public safety and national security
* Transport
* Utilities

**The Government says: "Many parents working in these sectors may be able to ensure their child is kept at home and every child who can be safely cared for at home should be."**

The Government has placed a requirement for 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.

**Arrangements for Week Commencing**

* Reception, Y1 and Y2 children will be based in EYFS classrooms and enter at side gate. Children will be met at the side door and registered as they enter.
* All KS2 children will be based in the Blue Building and enter through the usual side gate unless numbers are low and then they will join KS1.
* Gates will open at 8:40am and close at 9:00am.
* **Pick up time will be 3:10pm for all children**. Children will be brought to the external gates for collection.
* Children are **not required** to wear school uniform, but to wear comfortable clothes and have warm layers for outdoor play. We would also encourage you to send in a PE kit to be kept in school for the week with outdoor trainers.
* **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.

Staff levels at school are critically short, so please think carefully about whether your child needs a place at school, or whether they can be safely cared for at home by a parent / relative who is maybe working from home. **Please also remember the Government guidance that every child who can be safely cared for at home, should currently be at home.**

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 **Friday 15th May 9:00am**

**Please complete in block capitals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KEY WORKER INFORMATION** | | | | | |
| **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 18.5.2020 | Mon  18 May | Tues  19 May | Wed  20 May | Thurs  21 May | Fri  22 May |
| Please indicate days  w/c 25.5.2020 | Bank Holiday  (closed) | Tues  26 May | Wed  27 May | Thurs  28 May | Fri  29 May |
|  | I/we have confirmed with my employer that my/our specific roles is/are necessary for the continuation of  essential public services. | | | | |
|  | I/we are unable to provide alternative childcare on the days  I/we have requested. | | | | |
|  | Signature:  Date: | | | | |

Best wishes

Becky Linford

Headteacher