



**Nurture, Grow, Flourish.**

Forest & Sandridge CE Primary School  
Cranesbill Road, Melksham  
Wiltshire  
SN12 7GN

Headteacher: Mrs Anna Willcox  
Deputy Headteacher: Mrs Helen Biles-Wood  
Assistant Headteacher: Mr James Mead  
SENCO: Mrs Helen Chappell



22 March 2020

Dear Parents who have registered as key workers,

### **URGENT – PLEASE READ CAREFULLY**

There is an extremely high number of parents who have registered as key workers at our school, much higher than any other in our federation, all of which are on a par with each other. This leads me to believe that some parents have completed a form when there is not an **URGENT NEED** for childcare to enable a **KEY WORKER** to carry out their role in the **DIRECT SUPPORT** of the country's fight against COVID-19.

The letter sent on Friday made it very plain that:

- “**parents should only send to school if you are one of the aforementioned and have exhausted every other childcare option in-line with government guidance**”
- “If it **is at all possible for children to be at home, then they should be.**”
- “...schools to remain open only for those children who **absolutely need to attend....**”

There seems to have been confusion about this. It is **NOT** compulsory for key workers' children to attend school. It is an **EMERGENCY** childcare provision and if children can remain at home safely this is what **MUST** happen. The whole aim of school closure is to reduce the spread of infection. Our school will be open next week **but only for a very low number of children** so that we only have to deploy the minimum number of staff, thus exposing the minimum number of people to risk.

I am disappointed that I have heard that there are parents who are planning on selfishly taking advantage of the school being open and sending their child to school when this is **NOT URGENT.**

It is essential that we reduce the current number of children planning on coming to school next week in order to be able to fulfil the government's instruction to close our school and to safeguard our staff and the children we are caring for against the spread of infection. Therefore, I ask that you kindly take note of the following clarifying points. If you no longer intend to send your child to school following reading this letter, please text the school directly to inform us.

1. Key workers are members of the work force who are **urgently needed** to be able to provide essential services in order for the country to be able to continue the fight against the virus. **Many may still be able to work from home. If this is the case, their children MUST stay at home.** A school place will not be automatically needed for every child of a key worker.
2. Key workers should **exhaust all other childcare options** before considering sending their children to school. **This includes asking employers if they are able to take time off.**
3. If there is a parent or carer who will be at home, your child **ABSOLUTELY MUST** stay at home. **There are no exceptions to this. This includes if you are working at home, even if identified as a key worker.**
4. If you work part time or shifts and have exhausted every childcare option for when you are working you **MUST keep your child at home for the days/part days you are not working.**
5. Vulnerable children are not **ALL** children with special educational needs and/or disabilities. We have been charged with identifying children who are vulnerable and have contacted all parents of these children by phone. **If you have not been contacted by us your child is not in the vulnerable category and should stay at home.**

Thank you for your co-operation in this matter. If the number of key worker children intending to come to school does not reduce we will have to prioritise spaces and/or contact the Local Authority who will seek to redirect you to another local school. We will be challenging parents on arrival at school each day about their job role and hours. Please do not be offended by this.

Thank you for your continued support in what is an incredibly difficult time.

Yours sincerely



Anna Willcox  
Headteacher

