



20th March 2020

Dear Parents/Carers

We, the Headteachers of the Westminster South Cluster Schools (*Burdett-Coutts, Soho Parish, St Barnabas', St Clement Danes, St Gabriel's, St George's Hanover Square, St Matthew's, St Vincent de Paul and Tachbrook*) have met today to arrange childcare provision (not education) for children of **key workers** from Monday 23rd March-Friday 3rd April. The provision is from 9am to 3pm.

The childcare provision for children whose parents are key workers depends heavily on the capacity of our dedicated staff teams in each school and will not be successful if it is taken advantage of by any parents who do not truly need help in these extraordinary times.

Please do not use a space for your child if you do not truly need it – these spaces have to be for children of parents whose jobs play a vital part in the country's approach in dealing with this atrocious situation.

We are running this scheme to save lives and request that parents only use it if they meet all necessary criteria. The Department for Education states:

If it is at all possible for children to be at home, then they should be.

If your work is critical to the COVID-19 response, or you work in one of the critical sectors and you cannot keep your child safe at home then your child will be prioritised for provision.

Parents need to put in writing and provide evidence as to why is it not possible for their child to be at home (see page 4 of this letter).

This will need to go to their child's **usual school office** by 9am on Monday 23rd March in order for the evidence to be verified by a member of staff. The school will then confirm whether their child has a place in the current childcare provision arrangements.

We, as Headteachers will have to prioritise the needs of individual families alongside the guidance from the Department of Education and the capacity of our school staff. The decision of the Headteacher is final in determining whether a child has a place in this provision.

We will be undertaking risk assessments to ensure the safety of members of staff and pupils each day. Where pupils' specific medical or special needs are complex, the Headteacher of that school will be in contact with the parent directly. The safety of all people on site is a priority.

Pupils who are currently on roll at these schools **and** who have one parent (in a single parent family) or **both parents** who are key workers may be eligible for childcare provision from Monday 23rd March - Friday 3rd April:

- Burdett-Coutts
- Soho Parish
- St Clement Danes
- St Gabriel's
- St George's Hanover Square

- St Matthew's
- St Vincent de Paul
- Tachbrook

	DATE: 9am-3pm	HOST SCHOOL
WEEK 1	Monday 23 rd March 9am-3pm	Burdett-Coutts Primary School
	Tuesday 24 th March 9am-3pm	Burdett-Coutts Primary School
	Wednesday 25 th March 9am-3pm	St Matthew's Primary School
	Thursday 26 th March 9am-3pm	St Matthew's Primary School
	Friday 27 th March 9am-3pm	Soho Parish Primary School
WEEK 2	Monday 30 th March 9am-3pm	Soho Parish Primary School
	Tuesday 31 st March 9am-3pm	St Clement Danes Primary School
	Wednesday 1 st April 9am-3pm	St Clement Danes Primary School
	Thursday 2 nd April 9am-3pm	St Vincent de Paul Primary School
	Friday 3 rd April 9am-3pm	St Vincent de Paul Primary School
EASTER HOLIDAYS - Further updates about provision will be given at a later date.		

All key workers should follow the government guidance on symptoms of coronavirus and should **not** send their child into childcare provision if they (or anyone in the household) shows symptoms <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> - stay at home for 7 days if you have either:

- **a high temperature**
- **a new continuous cough**
- **"if you live with other people, they should stay at home for 14 days from the day the first person got symptoms"**

We expect to be able to provide lunch for all children of key workers but suggest that packed lunches are brought into Burdett-Coutts school on Monday 23rd March in case of an emergency.

We suggest that any child with food allergies brings in their own packed lunch each day. Every child should bring their own water bottle with them, labelled with their name. Children do not need to wear school uniform.

Please ensure your child brings appropriate medication (eg asthma pumps, epi-pens) with them each day. This is the responsibility of the parents to bring and collect this each day.

We, as Headteachers will have to prioritise the needs of individual families alongside the guidance from the Department of Education and the capacity of our school staff. The decision of the Headteacher is final in determining whether a child has a place in this provision.

We rely on parents' cooperation in these extreme situations, should there be any concerns about pupil behaviour or, we reserve the right to remove your child's place from the provision.

This current arrangement will be reviewed in due course and parents will be updated with regards to any developments or changes.

Kind regards

Mrs Rosetta Dyer

Burdett-Coutts
Primary School

**Mrs Louise
Ritchie**

Soho Parish
Primary School

**Mr Brendan
Shanahan**

St Barnabas'
Primary School

**Ms Patricia
Coxhead**

St Clement Danes
Primary School

**Ms Rebecca
Anson**

St Gabriel's
Primary School

Mrs Rebecca Harris

St George's
Hanover Square
Primary School

**Mrs Rachel
Jewitt**

St Matthew's
Primary School

**Mr Nathaniel Scott-
Cree**

St Vincent de Paul
Primary School

Ms Liz Hillyard

Tachbrook Nursery

KEY WORKER ELIGIBILITY FORM – South Cluster Westminster Primary School

Child's Name: _____ School: _____

I am	Please tick appropriate box
Health and social care Frontline health and social care staff such as doctors, nurses, midwives, paramedics, as well as support and specialist staff in the health and social care sector. In addition it includes those working in supply chains including producers and distributors of medicines and personal protective equipment.	
Education and childcare Nursery, teaching staff and social workers	
Key public services Those required to run the justice system, religious staff, as well as those responsible for managing the deceased, and journalists providing public service broadcasting	
Local and national government Administrative occupations essential to the effective delivery of the Covid-19 response or delivering essential public services, including payment of benefits.	
Food and other necessary goods Those involved in the production, processing, distribution, sale and delivery of food	
Public safety and national security Police, support staff, Ministry of Defence civilian staff and armed forces personnel, fire and rescue staff, and those responsible for border security, prisons and probation.	
Transport Those who will keep air, water, road and rail passenger and freight transport modes operating during the Covid-19 response.	
Utilities, communication and financial services Staff required to keep oil, gas, electricity, water and sewerage operations running. Staff in the civil nuclear, chemical and telecommunications sectors. Those in postal services and those working to provide essential financial services.	
My child has a social worker	
My child has an EHCP or receives Exceptional Needs Grant	

You will need to provide evidence of your key worker status to the school. **Please note that this only applies to key workers who cannot make other childcare arrangements.**

Should your child be eligible for this childcare provision, it is expected that parents agree to their child's personal data (for example - name, DOB, parents' name, emergency contact details) being shared with the host school.

Signed: _____ (Parent/Carer)

Name of parent/carers: _____