20 March 2020

Dear Families

**Ref: Update and Key Worker childcare request – action required today**

This letter is to confirm that following the governmental guidance issued today, all schools are to close in order to prevent the spread of Coronavirus.

All schools are asked to make childcare provision to children of key workers and the most vulnerable children who cannot be kept safe at home.

Even though Abbot’s Lea School caters for students all of whom have Autism and associated complex learning, social and health needs, we too need to prioritise who we can help at this unprecedented time.

Following this morning’s emergency Leadership Team meeting and in communication with the Director of Children’s Services at LCC and full support from our Chair of Governors, we have made a decision that we will open our doors again next week for:

1. Children of key workers
2. Children currently on Chid Protection Plans (CP, section 47)
3. Children currently classed as Child in Need (CiN, section 17)
4. Children currently subject to Early Help Assessment Tool (EHAT).

We know who the children in category 2, 3 and 4 are and so, can confirm that we will offer childcare to those children – separate confirmation will follow directly to those families by the end of today.

We now ask that anyone who considers themselves a KEY WORKER emails Kim Adair, on [kim.adair@abbotsleaschool.co.uk](mailto:kim.adair@abbotsleaschool.co.uk) and answers all of the questions in the table attached.

This information is critical for us to receive and at this stage, we are only seeking emails from key workers.

I realise that many more families will struggle and need help. We will move to that group next week as we only have today to make plans for Monday.

I want to plea with you again – please follow medical advice to refrain from social contact if you are unwell and to keep your child at home as it is safer than sending them to school.

Thank you for your ongoing support.

Yours faithfully



Mrs A Hildrey  
Headteacher

**Please return as soon as possible this morning to Kim Adair:**

[Kim.adair@abbotsleaschool.co.uk](mailto:Kim.adair@abbotsleaschool.co.uk)

|  |  |
| --- | --- |
| Child’s name |  |
| **First parent** | |
| First Parent’s name |  |
| Name of your employer |  |
| Your job title |  |
| Working days next week |  |
| Working hours next week |  |
| Does your employer allow you to work from home? |  |
| Have you got alternative childcare options? |  |
| **Second parent, if applicable** | |
| Second Parent’s name (if applicable) |  |
| Name of your employer |  |
| Your job title |  |
| Working days next week |  |
| Working hours next week |  |
| Does your employer allow you to work from home? |  |
| Have you got alternative childcare options? |  |
|  | |
| Any other comments you wish us to consider |  |

**We will confirm whether we can offer your child childcare by the end of today and then review daily next week, as applicable. Please accept that we will not take any enquiries apart from this form for now as we have no capacity for response to emails or calls.**