



Carlton Primary School

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Headteacher: Jacqueline Phelan

Chair of Governing Body: Jessica Wren

Date 20th March 2020

Eligible Children and Key Workers Information Form

Our school will remain open from Monday 23 March 2020 for key workers and children who are confirmed as being eligible, this will include children with Education, Health and Care Plans, or in receipt of an Exceptional Needs Grant (ENG).

The opening times will be 8.45 to 3.20 pm each day

The government has put in place emergency legislation

<https://www.gov.uk/government/publications/coronavirus-bill-what-it-will-do/what-the-coronavirus-bill-will-do> . This provides powers that relax some requirements around education legislation including that for children with special educational needs.

We hope the information below is helpful to explain the nature of the provision we will be providing and the flexibility we are allowed under the emergency legislation needed to ensure we can provide a service for our eligible children and keyworkers.

This means we may need to alter our opening hours and change staff for example. Please be reassured that all staff are DBS checked, but children will not necessarily be with staff who usually work with them. It is likely that there will be daily changes to staffing.

The school may need to close due to reduced staffing and it may be necessary to offer you a place at another site if this is possible.

If there are any changes to opening hours or the site where your child can attend we will give you 24 hours' notice wherever this is possible.

Although your child will be at school they will not have their normal curriculum. Pupils will follow broadly the same model as those at home and provision will otherwise be based on a childcare model. During this time, it may not be possible to provide the special educational provision as specified in your child's EHC Plan - for example, many health workers will be required to provide frontline support in our hospitals and will not be available to provide non-urgent services. We are working closely with our colleagues in both social care and health to ensure we are identifying those children who will require additional support. The Council and Camden Learning will be in touch with you if your child falls into that category.



We will continue to ensure that our safeguarding procedures are in place, and although there may not be a Designated Safeguarding Lead on site, we will ensure that a member of staff will be the safeguarding contact.

Due to staff shortages, we may not always have a first aider on site, although we will do our best to facilitate this. If your child requires medication, please provide this at home where at all possible. Children who already attend our school will have a plan in place regarding their medication. Please remember to alert us to any changes. There may be times when we cannot provide the staffing to deliver your child's medication and the school will need to make a decision whether your child is able to attend if there are concerns about their safety. Please make sure we have your contact details and an emergency contact so we can get in touch if your child is ill or has an accident. If your child does become ill, you, or your emergency contact, must collect your child immediately.

Please remember that emergency services may not be available immediately so having up to date contacts and being able to contact you in an emergency is really important.

Please complete the form below

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.

I confirm I have read and understand the information above.

Name of parent or carer

Name/s of child / children

Signature

