



20th March 2020

Dear Parent/carer

INDEFINITE CLOSURE OF HARPFIELD PRIMARY ACADEMY

As you are aware, the school will be closed for an indefinite period to most pupils as instructed by the Department for Education. We are however open to the children/wards of those identified by the government as **“KEY WORKERS”**. **Please note that the very strong advice from government is that as many pupils as possible should be cared for at home throughout the period of closure.**

The full definition of a key worker is available on the Cabinet Office website, and in the attached document. In summary it is defined as those who work in:

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 service

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.

If your child/ward falls into the category identified above, school is open to them at the normal times during term time. This means that they are expected to attend as usual from Monday 23rd March until Friday 3rd April during normal school hours. If you are a parent or carer in this category, you must decide whether you will keep your child(ren) at home or send them to school. In order to properly safeguard pupils, they must either attend full time or not at all. The usual absence procedures will be followed for those pupils whose parents/carers choose to send them to school in order to ensure that all children are properly accounted for.

If you are a key worker and choose to send your child(ren) to school, please complete the attached information and return it to the school by email to:

enquiries@harpfieldprimaryacademy.org.uk

as soon as possible so that we can plan appropriate provision.

We will acknowledge receipt of your email and you should not send your child(ren) to school on Monday unless you have received confirmation from the school. This is essential to ensure that all children are in appropriate care with parents/carers or at school.

If your child/ward does not fall into this category, arrangements for their remote learning at home will be sent to you shortly.

Thank you for your cooperation during these difficult times for us all.

Yours sincerely

Richard Woollacott
Headteacher



Please provide the following information to enquiries@harpfieldprimaryacademy.org.uk

My child/ward will be attending school normally during the period of closure because their parent falls under the definition of **KEY WORKER** as laid out on the Cabinet Office website:

Name of child/ward_ _ _ _ _

Year and form group_ _ _ _ _

Name of parent/carer_ _ _ _ _

Occupation of parent/carer_ _ _ _ _

Employer of parent/carer_ _ _ _ _

Signature of parent/carer_ _ _ _ _

Date _ _ _ _ _