

COVID-19

Key worker template

Guidelines

The government announced on 18th March 2020 that all public schools will be shut down from Friday 20th March 2020 “until further notice” for all children except to those of key workers and vulnerable children with an EHCP.

The current guidance from the government states the following groups of staff within the CareTech Group. Latest government statement on this which is very helpful can be seen [here](#)

- Doctors and nurses;
- Care home workers;
- Teachers and childcare staff; and
- Social workers;

Please use this template to share with your child/ren's Head Teacher / Teacher such that they can provide continuity of education and you are free to continue to work.

Please print this off and send to your school's head teacher asap..



Template letter

Date:

Dear Head Teacher,

I am writing further to the government's announcement on 18th March 2020 that all public schools will be closed from Friday 20th March 2020 "until further notice" for all children except to those of key workers.

I work for the CareTech Group and have responsibility for looking after vulnerable children or adults. My role is classified as a key worker role. I work at and am a Aligned to government direction I request and please will you confirm that my child/ren named remain in school..

Yours sincerely,

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Extraordinary days every day