**SAMPLE LETTER FOR PARENTS**

Dear Parents/Carers,

Along with twelve other schools we are part of XX Cluster. We are offering a child care hub as from Monday 30th March for families of key workers who have no other child care alternative. As a cluster we are working hard to ensure that childcare can remain in place for those children of key workers throughout the duration of school closures. Please be aware over the coming weeks this may be a diminishing resource. We must reiterate however that provision is **ONLY for our front line key workers** - it is not free child care.  We all have a duty to make sure only those families who urgently need this support have access to it.

The message is and must continue to be**CHILDREN ARE SAFER AT HOME.**

The following schools will act as a cluster hub over the next three weeks:

w/c 30th March: XX School

w/c 6th April: XX School

w/c 13th April: XX School

This will continue on a three week cycle until further notice and will be available Monday-Friday **COMPLETE WITH OWN OPENING TIMES,** please do not arrive at any school before this time.

If you need to use this service and have evidence from an employer that supports this need please contact your own school via the following email: **FILL IN WITH OWN SCHOOL EMAIL**

You will need to contact your child’s school using the above email to request the registration documents. Going forward weekly childcare must be booked through your own school (see above) by 6pm each Wednesday night so HTs can contact the hub administrator in order correct staffing levels can be maintained.

A packed lunch will need to be provided by you unless your child is in receipt of Free School Meals in which case the hub school will provide your child with a packed lunch.

Please ensure your child wears their school sweatshirt and trainers. They will also need to bring a water bottle, coat and a pair of gloves for handling outdoor equipment and any medication they may be taking. **Please make sure you have completed an ‘administration of medicines’ form** which you can obtain from your school’s headteacher.

Please be aware this offer is provided by staff from a combination of schools and it is important to realise that your child may not know any of the staff.

We are very grateful to all the staff volunteers across our cluster of schools who are providing this service; be patient with us - it is an imperfect model to cope with an ever changing crisis.

Please only use this service when you have exhausted all available child care options.

**Remember if possible, it is better for your child to be at home.**

Many thanks,