**Letter from ‘key worker’ to school asking for their children to be permitted ongoing education**

**HR notes**:

* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes and footer note
* Change all font to black and not bold
* Print on Company headed paper or plain paper
* Post or email to the employee
* Ensure a copy is stored on the individual’s personnel file.

[Insert name]

[Insert address]

[Insert date]

Dear [insert head teacher name],

I hope you don’t mind me contacting you directly but I am requesting that my child/children [insert names] is/are offered continuing ongoing education at school on the basis that I am a key worker in line with the guidance issued by the government on 19 March 2020.

My role involves [insert details] and would, in my view, fall squarely into the [insert specific sector in the guidance] sector identified within this guidance here: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision. A list is also included with this letter.

My employer, [insert employer name], is [insert explanation of what employer does e.g. one of the UK’s main providers of food distribution services and is currently in great demand to ensure that food continues to reach all areas of the UK at a time when consumer demand has increased greatly.]

Moreover, in the event that my child/children is/are unable to attend school, my ability to [insert as appropriate e.g. continue to distribute food to our client’s stores] will be severely impacted and may result in me having to take unpaid time off from work to look after my child/children. It is this scenario which the government are desperately trying to avoid and I would implore you to consider allowing my child/children to continue to attend school in order to allow me to continue undertaking my role as a key worker which is critical to the country’s response to the pandemic.

I am happy to provide any further information you may require in support of this request but would be grateful if you could please revert back to me as a matter of urgency given the impending closure of the school at the end of today.

Yours sincerely,

**[Insert name]**

**[Insert job title]**

**Health and social care**

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK’s health and social care sector; those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment.

**Education and childcare**

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

**Key public services**

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

**Local and national government**

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arm’s length bodies.

**Food and other necessary goods**

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

**Public safety and national security**

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

**Transport**

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

**Utilities, communication and financial services**

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.