



March 22, 2020

Dear Parent/Carer,

**RE: Arrangements for Looking After Children at Cavendish from Monday 23<sup>rd</sup> March 2020**

This is to confirm the arrangements and expectations for the children who are being looked after at school from Monday 23<sup>rd</sup> March 2020.

It is very important that you only send your child into school on days where you have no other reasonable childcare alternative in order to continue working.

Please do not send your child to school if you have not received confirmation of their registration for this service.

**Parents/Carers of children attending must:**

- Inform the school about a child's absence
- Avoid sending their child to school if the child or anyone in the family household displays symptoms of a new and continuous cough or a high temperature i.e. 37.8 degrees or above
- Ensure their child arrives promptly at 8.50am in school uniform and having eaten breakfast
- Buzz on the main pedestrian gate on Edensor Road at drop off and collection times and make their way to the school foyer where the children will be met and released by a member of staff
- Ensure their child is picked up promptly from at 3.15pm
- Leave the premises as quickly and safely as possible following drop off and pick up
- Maintain and encourage social distancing
- Avoid entering the school building unless invited to do so by a member of staff
- Make arrangements for their child to be collected as soon as possible if their child becomes unwell
- Communicate with the school via telephone or email when needed
- Support the school by encouraging their child to follow the guidance and direction of staff
- Treat all members of staff with courtesy and respect

**The School will do its utmost to provide a safe and secure environment by:**

- Providing sufficient number of staff to care for the children and meet their needs
- Ensuring that all staff present are fit and well to attend
- Maintaining effective management of the premises including high standards of hygiene and strict safety routines e.g. the locking of gates
- Communicating clearly with parents/carers i.e. sending messages, answering phone calls and responding to emails
- Contacting the parent/carer immediately if their child becomes unwell
- Informing parents/carers as soon as possible about any significant change of arrangements
- Encouraging social distancing measures wherever possible
- Providing all the children and staff with a cooked meal at lunchtime
- Treating all pupils, parents/carers and staff colleagues with courtesy and respect

Please understand that although we will be trying our best to ensure that the children are learning, our priority will be on childcare rather than education.

Please be aware that this childcare service can only be maintained if we have a sufficient number of staff and have access to services which ensures the safety of pupils e.g. school meals, site management and cleaning.

In the event that we cannot continue providing the service, we will liaise with the Local Authority to try to find alternative childcare provision at another neighbouring school.

Thank you for your cooperation and continued support,

Yours sincerely,



A.Coleman (Head of School)



GR Murrell (Executive Headteacher)

## Keyworker List – Official List

### 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 distributors 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 arms 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

Edensor Road • Chiswick • London W4 2RG

Tel 020 8994 6835 • Fax 020 8995 1730 • Email [office@cavendish.hounslow.sch.uk](mailto:office@cavendish.hounslow.sch.uk)

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.

If workers think they fall within the critical categories above they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.

