



Friday 20th March 2020

Dear Parent/Carer of _____

We have received your request for childcare provision for your child as a result of the current COVID-19 crisis. **We can now confirm a school place for your child/children.**

Due to limited capacity from Mon 23rd March onwards, we strongly advise parents – in line with Government guidance - that if it is at all possible for children to be at home, they should be. School childcare is now considered to be an emergency service and should be viewed by the whole community as such.

We will prioritise care for children who we deem to be as most vulnerable and for those families where both parents are key workers. **Our numbers are likely to fluctuate and therefore we must make it clear that if you are a family with only one key worker, your child's place will be reviewed weekly. Please bear this in mind, as you may need to consider other alternatives.**

Please also note that this partial opening of school will be subject to daily review and we must advise parents/carers that if staff:pupil ratios become critical then the school may close to all. We therefore stress again, please only use this service when you absolutely need to.

This is an offer to parents and carers and there is no requirement for parents and carers to send their children to school if they do not need or wish to do so.

Children should NOT be brought to school on Monday unless their parents/carers have received this confirmation of their place from school.

We are asking all parents/carers who qualify to email us with updated rota information on a weekly basis, or when their plans change. This will be vital information as we plan our staff allocation. You should aim to only use the provision when there are no other alternatives. The provision will be open initially from **7.30am to 5.30pm**, in line with our normal opening hours. However, we ask you to drop off and pick up in line with your working hours.

Please read the information overleaf and **return the form with your child on the first day that they use the provision.**

As always, we appreciate your support and patience.

Kindest regards,

Mr George, Mrs Seddon & TEAMPCP

Headteacher - Mr S.George
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Important details for our Childcare Provision

- PCP Emergency Childcare Provision will currently be open from 7.30am to 5.30pm Monday to Friday.
- All eligible children can access Breakfast Club and After School Club provision free of charge.
- All eligible children will receive a free school dinner but may choose to bring in a packed lunch from home.
- All children should bring in a bottle of water, labelled with their name.
- Children can bring in labelled hand cream if they are suffering from dry hands.
- Our Emergency Childcare Provision will be managed by PCP staff, wherever possible.
- Your child will be registered at the Breakfast Club entrance. Please do not use the normal entrances.
- Children should come to school in uniform to maintain some kind of normality. However, they may come in trainers as they will be working outside and may also need a coat/sunhat etc. Please also bring a PE kit back into school.
- KS2 children – please bring in your iPads fully charged as normal on the days you attend.
- Our main office will remain open for phone calls and to pick up emails. 0151 432 7100.
- Please let us know ASAP during the day if your shift changes or if a different person is expected to pick up.
- Please keep your phone close by if you can and ensure that we have updated contact details; if your child shows any symptoms during their time with us, they will need to be picked up ASAP.
- Our usual curriculum offer will not apply. Alternative activities will be planned to keep the children happy and engaged. Their wellbeing will be our top priority.

Please complete and return to school on the first day of your child/children's attendance.

Name of child/children	
Year group/s	
Name of parent/carers	
Main contact details	
Place/s of work	
Work contact details	
Medical/dietary	
Likely people who will pick up child/children	
This week's requirements at the moment	