

**Keyworker Enrolment Form for Emergency Childcare**

**Primary 4- 7 Pupils**

**Monday 1st March – Friday 5th March**

Dear Parent/ Carer,

As you will be aware, the school building is open to provide **emergency childcare** for children of keyworkers.

Keyworkers are defined as:

* Health and care workers directly supporting the COVID response, and associated staff
* Health and care workers supporting life threatening emergency work, as well as critical primary and community care provision
* Energy suppliers (small numbers identified as top priority already)
* Staff providing childcare/ learning
* All other health and care workers, and wider public sector workers providing emergency/ critical welfare services, for example fire, police, social workers, as well as those supporting our critical national infrastructure, without whom serious damage to the welfare of the people of Scotland could be caused
* All workers (private, public or third sector) without whom there could be a significant impact on Scotland (but where the response to COVID- 19, or the ability to perform essential tasks to keep the country running, would not be severely compromised)

To be eligible to access childcare:

* **Both** parents must be keyworkers. (or, in the case of a single parent, they should meet criteria)
* Children should attend only when there are **no alternative** childcare arrangements (informal childcare is allowed e.g. grandparents, other parent, family members)
* Keyworkers who are able to work from home are **not eligible** for critical childcare

As a school, we would ask that you support the staff by only requesting a place in the emergency hub if you meet the criteria above and are eligible, as this is only fair to everyone. If your circumstances change and you no longer require a place in the emergency childcare hub, please contact the school to let us know. We really do appreciate just how difficult it is juggling working from home whilst also home schooling children. However, in order to ensure equity for all our families, we must strictly adhere to the criteria given to us by South Lanarkshire Council.

Those children who attend the hub should wear school uniform. They can bring a packed lunch or order a school lunch when they arrive in the morning. Since the hub is for **emergency childcare only**, children do not need to attend the full day. If you wish to pick your child up earlier or drop off later then you are more than welcome to do so. Learning in school will be exactly the same as home and each child will be provided with an IT device to access Google Classroom and Google Meets.

(Please note, if you are collecting pupils before 3pm, we would request that you do not enter the school building. Please ring the buzzer and speak to the member of staff who is in the office and they will arrange for children to be brought to the front entrance. Thank you)

If you wish to access a place in the school hub for the **week beginning Monday 1st March**, please complete the following information and return to the school (either with your child or emailed to gw14calderwoodht@glow.sch.uk)by **Friday 26th February**. This form will be issued on a weekly basis to take account of people’s changing circumstances and allow us to plan for appropriate numbers of staff in the building. Please note, a digital copy of this form will be also be available on the website.

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| Name of child(ren) requiring emergency childcare | Date of Birth |
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| --- | --- | --- | --- | --- |
| Please tick the box for the days you require emergency childcare | | | | |
| Monday 1st March | Tuesday 2nd March | Wednesday 3rd March | Thursday 4th March | Friday 5th  March |
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| Please confirm hours required (if not 9am – 3pm) | | | | |
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**Please tick boxes to confirm details**

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| I can confirm that on the requested days: | |
|  | I am reporting to my place of work to carry out my keyworker duties  (i.e. I am *not* working from home) |
|  | My partner (and/or second parent) is also reporting to their place of work to carry out their keyworker duties (i.e. they are also *not* working from home)  (Not required if a single parent household) |
|  | There are no alternative childcare arrangements available to us |

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We understand that, in your role as a keyworker, working arrangements may change at the last minute. We are able to offer flexibility in these circumstances, please just keep us informed of your requirements.*