

Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE

Sender Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE
Tel: 01609 «number»
Fax: 01609 «number»
Email: «name»@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your ref: «ref»
Our ref: «ref»
Contact: «name»
Date: «ref»

Dear Colleague

I am writing to advise that you have been classified as a North Yorkshire County Council key worker under the Government's COVID-19 guidelines.

The government has asked parents to keep their children at home, wherever possible, and have therefore asked schools to remain open only for those children who absolutely need to attend. If your work is critical to the COVID-19 response, or you work in one of the critical sectors and you cannot keep your child safe at home then your children will be prioritised for childcare provision:

In order to support this, I need to re-iterate that being classified as a keyworker doesn't automatically mean you should use this status.

Please bear the following principles in mind:

- Staff should keep children away from school if they are able to (but do not have vulnerable people looking after them instead).
- Staff must only send children to school when they are actually on rota working for NYCC, not at other times.
- Staff should not send them to school if their partner, or similar, is able to look after them.
- There is an expectation that if staff are working from home the default should be to keep children there, rather than send them to school. However, we accept some individuals may need to depending on age and other issues relating to children.

You can read the full guidance on the Government's website at the following link:
www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision
Please note, you have been issued with a letter that can be used in relation to your child's education setting.

If you require any clarity please speak to your manager in the first instance.

Yours faithfully