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Tuesday, 5<sup>th</sup> January 2021

**PLACES IN SCHOOL FOR VULNERABLE CHILDREN  
AND CHILDREN OF CRITICAL WORKERS DURING 2021  
LOCKDOWN**

**Sutton Road Primary  
School and Nursery**

Mansfield  
Nottinghamshire  
NG18 5SF

Dear Parents / Carers,

Following the Government announcement of the closure of schools in January 2021, Sutton Road Primary School will be offering on-site places for children of critical workers and vulnerable children as required in the guidance.

In the first instance we will offer places to vulnerable children and to those families previously identified as critical workers from March 2020, providing their circumstances of employment remain the same. Please email [srcovid19@suttonroad.org](mailto:srcovid19@suttonroad.org) to request your place as per the guidance below. Once these children are in place, we should be able to offer additional spaces. Places will be offered between 9.00am to 3.00pm on your working days **ONLY**. Please note:

- To keep numbers on site as safe as possible and as staff will also now be needed to run online learning only a limited number of pupils can be accommodated.
- These places are intended for families who have **no other adult at home** to look after children and who are immediately required in the response to this virus. Regardless of your critical worker status if there is an adult at home you will not be offered a place.
- We reserve the right to request additional information direct from your workplace to confirm that you are needed on site, including shift patterns etc. and may ask for further contact details.
- School staff will be under great pressure and response times may be slower than normal.
- Some places will be filled by children of Sutton Road Primary school staff who are required on site.
- **The safest place for children is to be at home at this time. Mixing with other children will heighten the risk of infection and should be avoided unless there are NO OTHER OPTIONS.**

If you work in any of the critical sectors below and you are unable to work from home, then your child(ren) may be eligible for a place.

**The definition of critical workers is those whose work is critical to the Coronavirus and EU transition response as outlined in the following sectors.**

- **Health and Social Care**
- **Education and Childcare**
- **Key public services**
- **Local and national government**
- **Food and other necessary goods**
- **Public safety and national security**
- **Transport and border**
- **Utilities, communication and financial services**

Please ensure to check whether your role meets the criteria. Details of this can be found here:



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<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

If your role does meet the criteria and you require a place for your child(ren) please provide the following details in the first instance:

1. **Your child's/children's name and class**
2. **Your name and full job title**
3. **Place of work**
4. **Your confirmed hours of work / shift pattern each week.**

**If you meet the criteria you will need to send your request to [srcovid19@suttonroad.org](mailto:srcovid19@suttonroad.org) and NOT the school office email.**

Once all information has been received and Key Worker places have been allocated, we will contact you via email to confirm your place. We hope to be able to confirm by the end of Wednesday 6<sup>th</sup> January.

Please be aware that places are subject to receipt of **individualised evidence from your employer for you (and for your partner if they are unable to remain at home)** by the end of the week. This needs to be sent to [srcovid19@suttonroad.org](mailto:srcovid19@suttonroad.org)

Many thanks for your consideration and support.

Yours sincerely,

Nicola Davies  
**Executive Headteacher**

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**Head of School**



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