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|  | **TOWNGATE PRIMARY ACADEMY**  **EOCT_logo** | | | C:\Users\cthomas\Downloads\FINAL AGREED LOGO for MAT.jpg |
| Chief Executive Officer:  Mrs Sue Vickerman  Headteacher:  Mrs Annabel Berry  cid:941ce1ce-629a-4490-899b-0f67f774eb4a | |  | Whitley Spring Road  Ossett  WF5 0QA  Tel: 01924 302865  Website: [www.towngateprimary.co.uk](http://www.towngateprimary.co.uk)  Email: admin@towngateacademy.co.uk  headteacher@towngateacademy.co.uk | |

Dear Parents and Carers

We are very grateful to all of our critical worker parents who continue to work during the current situation and are glad that we can help by continuing to provide a safe and familiar place for your children to attend whilst you go to work. However, in order to plan for the larger scale re-opening of school, we do need to make some changes to the way the provision of these places has been accessed, arranged and organised.

School is now in the process of trying to plan for a possible re-opening; in order to do this safely, it is imperative that we first know how many critical key workers require places for their children in school. Once we have this information, we can commence planning for welcoming back the advised Year groups, in line with Government Guidance.

From 1st June 2020, we will be making the following changes to our provision:

* School will no longer be able to offer breakfast / after school club provision to any pupils.
* There will be staggered start / end times to the day to accommodate congestion-free drop off/pick up – more detail of which will be communicated in due course.
* All children accessing school provision must do so everyday and on a full-time basis; we will be unable to offer part time / shift patterns to parents.

It is worth noting that although more workers are now being encouraged to return to work, these places are only for children with at least one parent defined as a ‘**critical worker’** in the Government guidance, to which little has changed in this respect. See below:

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

If, after reading the above, you think you will be entitled to the provision of a school place, please complete the form below, and provide school with proof of critical worker employment (letter from employer, ID badge or payslip) and email to [**admin@towngateacademy.co.uk**](mailto:admin@towngateacademy.co.uk) **by 9am on Wednesday 20th May.** If you have previously provided proof of critical worker status, there is no need to supply this again.

Following receipt of the forms, we will then be able to look at staffing available and allocating groups. A start date cannot yet be confirmed until we know the numbers of critical workers we need to accommodate places for. Information for the parents/carers of children in Year 6, Year 1, Reception and Nursery will be sent out later this week.   
  
I again, thank you for your understanding, patience and support.

**Mrs Berry**

**Headteacher**

**Towngate Primary Academy**

**KEY WORKER FORM**

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| **Do you require a ‘critical worker’ place / places for your child / children?** |  | | |
| **Pupil (s) and Year Groups** |  |  |  |
| **Name Key worker 1**  **(only one required to request a place)** |  | **Name Key worker 2 (if more than one)** |  |
| **Role critical to effort** |  | **Role critical to effort** |  |
| **Employer** |  | **Employer** |  |

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| Comments / Questions: |