

Dear Parents/Carers

**Background**

Prime Minister Boris Johnson has said that schools in the UK will close on Friday 20<sup>th</sup> March 2020 to prevent the further spread of coronavirus (COVID-19). Schools will close except for looking after the children of **keyworkers** and **vulnerable children**.

**Instructions**

Please provide all information about you and your family to help us identify **keyworkers**. Please include information about your work line manager and their emergency contact details.

**Personal Information**

Childs' Name Class

Parents Name

Parents Contact Information:

Telephone Number

Email Address

**Employment Information and Contact Details**

Your Job Title:	Spouse/Partner Job Title:
Employer Name:	Employer Name:
Line Manager (LM) Name:	Line Manager (LM) Name:
LM Telephone Number:	LM Telephone Number:
LM Email Address:	LM Email Address:

### Provision Required

From Monday 23<sup>rd</sup> March onwards, whilst the key workers in your household are at work, will your child / children need to attend school between 8.45am and 3.30pm?

Please exclude elderly or vulnerable people as childcare options.

- Yes, they will need to attend school every day
- Yes, they will need to attend school on some days each week (please provide details below)
- Yes they will need to attend school for part of the day (please provide details below):

- No, I have other childcare options for them each day (please provide details below):

**The information contained in this form is true and accurate to the best of my knowledge.**

Signed:

Date:

**Data Protection and Coronavirus:** We all share the same concerns about the spread of the COVID-19 virus. The need for public bodies and health practitioners to be able to communicate directly with people when dealing with this type of health emergency has never been greater. Public bodies, including schools, may require additional collection and sharing of personal data to protect against serious threats to public health. Please see here for further information (<https://ico.org.uk/for-organisations/data-protection-and-coronavirus/>).

We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically and keep it secure. We will use it for the purpose of the effective running of the school, in line with government guidance, during the pandemic.

For further information about how your personal information will be used, please visit <https://ddat.org.uk/gdpr> where you can see a full copy of our Privacy Notice. Alternatively, you can request a copy by email from [ddatadmin@derby.anglican.org](mailto:ddatadmin@derby.anglican.org) or by writing to DDAT, Full Street, Derby, Derbyshire, DE1 3DR.