**Letter from ‘key worker’ to school asking for their children to be permitted ongoing education**

[Insert name]

[Insert address]

[Insert date]

Dear [name of head teacher],

I hope you don’t mind me contacting you directly but I am requesting that my child/children [insert names] is/are offered continuing ongoing education at school during the period starting in January 2021 on the basis that I am a key worker in line with the guidance issued by the government on 19 March 2020 and updated in December 2020.

My role involves [insert details] and would, in my view, fall squarely into the [insert specific sector in the guidance] sector identified within this guidance here: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#critical-workers

My employer, [insert employer name], is [insert explanation of what employer does e.g. one of the UK’s main providers of food distribution services and is currently in great demand to ensure that food continues to reach all areas of the UK at a time when consumer demand has increased greatly.]

Moreover, in the event that my child/children is/are unable to attend school, my ability to [insert as appropriate e.g. continue to distribute food to our client’s stores] will be severely impacted and may result in me having to take unpaid time off from work to look after my child/children. It is this scenario which the government are desperately trying to avoid and I would implore you to consider allowing my child/children to continue to attend school in order to allow me to continue undertaking my role as a key worker which is critical to the country’s response to the pandemic.

I am happy to provide any further information you may require in support of this request but would be grateful if you could please revert back to me as a matter of urgency given the impending re-opening of school after the winter break.

Yours sincerely

[Insert name]

[Insert job title]