Dear parents and carers,

You will recall that when we surveyed parents as part of our planning process for supporting the COVID 19 response, on (insert dates you consulted here) you indicated that you were a critical worker and on this basis a place for your child was allocated in ( insert schools own arrangements). The government is keen that where possible, pupils of critical workers attend school on a daily basis.

I note from our registers that you have not taken advantage of this place. Unfortunately, unless your child returns to school within the next 5 school days, I am afraid that I am unable to held the place as I have a number of children whose parents meet the governments criteria for being in school, and want their child to attend. but we are currently unable to offer them a place because of unused take up of places.

If you have any concerns or anxieties about your child being in school at this time and this is the reason why you have not taken up this place, then please do contact me via ( insert schools own arrangements) so that I can explain and hopefully reassure you of the safeguards and systems that the school has put into place to protect all within our community.

If having received this letter, you would like your child to attend and take up their place, please could you complete the form below and return via email to (insert schools own details here) so that the appropriate arrangements can be made and your child can return to school.

If you have decided that you do not wish your child to attend for the remainder of the academic year please could you also complete the form below and confirm via email (insert schools own details here) so that I can remove your child from our lists and reallocate the space.

Kind regards

I confirm that I would like my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( child’s name) to return to school.

I confirm that I do not want my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name) to return to school this academic year and I understand that this means my child’s place will be reallocated to another pupil.