

### North Lanarkshire Council: Key Workers Form

To be completed by parents/carers working in vital services who are requesting that their child(ren) attend school during the Coronavirus school closure period.

Your children											
Forename					Surname					Stage	
Forename					Surname					Stage	
Forename					Surname					Stage	
Lunch Provision ( ✓ where appropriate)											
Forename					FSM		Pay for meal		Packed Lunch		
Forename					FSM		Pay for meal		Packed Lunch		
Forename					FSM		Pay for meal		Packed Lunch		
Care requested for my children in the week ahead											
Nursery (if applicable) <span style="color: red;">Nursery Insert hours available</span>											
Monday		Tuesday		Wednesday		Thursday		Friday			
am	:	am	:	am	:	am	:	am	:		
pm	:	pm	:	pm	:	pm	:	pm	:		
Primary School <span style="color: red;">(School: 8:30am – 3:00pm)</span>											
Monday		Tuesday		Wednesday		Thursday		Friday			
am	:	am	:	am	:	am	:	am	:		
pm	:	pm	:	pm	:	pm	:	pm	:		
Secondary School <span style="color: red;">(Mon., Tues. Thurs. 8.55-3.45. Wed. and Fri. 8.55-2.55pm)</span>											
Monday		Tuesday		Wednesday		Thursday		Friday			
am	:	am	:	am	:	am	:	am	:		
pm	:	pm	:	pm	:	pm	:	pm	:		

Parent/Carer 1 Details									
Title		Forename			Surname				
Home Address:									
Contact Number:									
Work Details ( circle where appropriate)									
Post Held					Contact No:				
Employer Details					Part-time/Full-time				
Address									
Job Title					Telephone Number:				
Work pattern in the week ahead									
Monday		Tuesday		Wednesday		Thursday		Friday	
am	:	am	:	am	:	am	:	am	:
pm	:	pm	:	pm	:	pm	:	pm	:

Parent/Carer 2 Details									
Title		Forename			Surname				
Home Address:									
Contact Number:									
Work Details									
Post Held					Contact No:				
Employer Details					Part-time/Full-time				
Address									
Job Title					Telephone Number:				
Work pattern in the week ahead									

Monday		Tuesday		Wednesday		Thursday		Friday	
am	:	am	:	am	:	am	:	am	:
pm	:	pm	:	pm	:	pm	:	pm	:

We understand that work patterns change on a rota basis. Please update us with any new work patterns as soon as possible to support planning processes.

### North Lanarkshire Council: Children of Key Workers Pro Forma

Child's Basic Details (Name, DOB)	Any Medical/Health Care issues (Asthma, Diabetes, ASD etc.)	School normally attended. (This will allow new staff working with your child to liaise, where possible, with their normal class teacher to support a smooth transition.)	Any other relevant information. (Is there any relevant information that would help us to help your child to settle.)

Medical Information	
Name of GP	
Address	
Contact number	

Emergency Contact Details	
Name	
Address	
Contact No:	
Relationship	

Emergency Contact Details	
Name	
Address	
Contact No:	
Relationship	

**Date:**

<b>For School Use Only</b>		
<b>Name of school:</b>		
<b>Date</b>	<b>Processed by</b>	<b>Category</b>

### **GDPR**

For more information on how the Council handles your personal information, and your rights as a data subject, contact the Data Protection Officer by email at [AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)

### **Key worker categories:**

<b>Category 1</b>
Please note that the first presumption is that this service will only be accessed when no other suitable childcare arrangements can be identified.
Health and care workers directly supporting COVID-19 response and associated staff. Workers supporting life-threatening emergency work as well as critical primary and community care provision. Staff of energy suppliers. Staff, including teachers and early years workers, providing childcare and learning for other key workers and staff who support school buildings

<b>Category 2</b>	<b>Category 3</b>
Please note that the first presumption is that staff who can work from home will work from home and that this service will only be accessed when no other suitable childcare arrangements can be identified.	
All other health and care workers including home support staff and care home staff. Emergency services staff, including police, fire and rescue, prison officers. Military personnel Social workers Those supporting critical national infrastructure including: Staff keeping air, water, road and rail passenger transport operating. Oil, gas, electricity and water and sewerage workers. Logistics staff including drivers and transport workers. Food and other necessary goods staff including food production, processing, distribution, sale, delivery as well as those essential to the provision of hygienic and veterinary medicines. Staff in essential financial service provision including: banks, building societies and financial market infrastructure; IT and data infrastructure; postal services; civil nuclear, chemicals and telecommunications; payment providers; waste disposal.	Strategic-level management and support staff. Waste services staff. Fleet services staff. Cemeteries staff. Property repairs and maintenance staff including frontline workers of Mears and Saltire. Roads and lighting maintenance staff including staff of Amey. Facility support services including cleaning, catering, school crossing patrollers and janitorial staff. Human resources staff including payroll and employee service centre. IT staff. Communications staff. Finance staff including welfare, revenue and benefits staff and municipal bank staff. Registration staff. Essential legal services. Psychological services staff.

Journalists and broadcasters. Homelessness staff.	
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### **SCHOOL MEALS**

All children who are entitled to free school meals will be able to access these meals. If you **need** to access this support please take your child to their usual school at the school's normal lunchtime. Breakfast clubs will be open in those schools that normally offer them.

### **S4, S5 and S6 PUPILS**

A normal timetable will not be operating. **Only** the following pupils should attend at school:

- Children of key workers as detailed above.
- Vulnerable children.

Scottish Government has clarified that pupils should not attend school to complete any SQA course work. The school may ask that pupils complete course work remotely.