

**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.

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| **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) (Nursery 8.40am-3.45pm)** | | | | | | | | | | | | | | |
| **Monday** | | | **Tuesday** | | **Wednesday** | | | | **Thursday** | | **Friday** | | | |
| **am** | **:** | | **am** | **:** | **am** | | **:** | | **am** | **:** | **am** | | **:** | |
| **pm** | **:** | | **pm** | **:** | **pm** | | **:** | | **pm** | **:** | **pm** | | **:** | |
| **Primary School (School: 8:55am – 3:00pm)** | | | | | | | | | | | | | | |
| **Monday** | | | **Tuesday** | | **Wednesday** | | | | **Thursday** | | **Friday** | | | |
| **am** | **:** | | **am** | **:** | **am** | | **:** | | **am** | **:** | **am** | | **:** | |
| **pm** | **:** | | **pm** | **:** | **pm** | | **:** | | **pm** | **:** | **pm** | | **:** | |
| **Secondary School (Mon., Tues. Thurs. 8.55-3.45. Wed. and Fri. 8.55-2.55pm)** | | | | | | | | | | | | | | |
| **Monday** | | | **Tuesday** | | **Wednesday** | | | | **Thursday** | | **Friday** | | | |
| **am** | **:** | | **am** | **:** | **am** | | **:** | | **am** | **:** | **am** | | **:** | |
| **pm** | **:** | | **pm** | **:** | **pm** | | **:** | | **pm** | **:** | **pm** | | **:** | |

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| **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** | **:** |

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| **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**

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| **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.)** |
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| --- | --- |
| **Medical Information** | |
| **Name of GP** |  |
| **Address** |  |
| **Contact number** |  |

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| --- | --- |
| **Emergency Contact Details** | |
| **Name** |  |
| **Address** |  |
| **Contact No:** |  |
| **Relationship** |  |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| **Name** |  |
| **Address** |  |
| **Contact No:** |  |
| **Relationship** |  |

**Date:**

|  |  |  |
| --- | --- | --- |
| **For School Use Only** | | |
| **Name of school:** | | |
| **Date** | **Processed by** | **Category** |
|  |  |  |

**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

**Key worker categories:**

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| --- |
| Category 1 |
| * 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 |

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| --- | --- |
| Category 2 | Category 3 |
| 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. * Journalists and broadcasters. * Homelessness staff. | 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. |

**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.