

Weekly booking form

Key worker / Vulnerable child

Week commencing: 23rd March 2020

Name of Child					
Name of parent/carer					
Key Worker occupation and employer					
Allergies/Medication					
Emergency Contact number/s					
	Monday 23.03.20	Tuesday 24.03.20	Wednesday 25.03.20	Thursday 26.03.20	Friday 27.03.20
8.00 – 9.00					
9 – 12.00					
Please tick if your child requires a lunch in school.					
12 – 3.00					
3.00 – 5.30					

- Please choose the slots above when your child needs to be in school. Only send your child to school for the times when you are **actually working**.
- All children need to be dropped at our Sandpits Road site on Monday.
- Children must be dropped off and collected by an adult. Social distancing should be maintained at all times.
- If your child needs to be in school from 8.00am, a simple breakfast will be provided.
- Use your usual method (School Money) to book a lunch for your child on the days required.
- Please send your child in with their home learning pack on the days they attend.
- Your child will not need to wear uniform. Please send in trainers for outdoor activities.
- Please complete and return by email today to admin@ludlowprimaryschool.co.uk. Alternatively, phone the school today and we will complete it with you.
- If you already have childcare arrangements in place i.e. Chatterbox - please continue to use this facility outside the hours of 9.00 and 3.15.

Please ensure that you only use this childcare facility when necessary and only for the hours you are working. If you have alternative childcare options these should be used first. As per government guidelines, children should not be in school unless they have to be and if they are in, it should be for the shortest possible time.