**Template Letter – Key Worker Letter**

By e mail

**(DATE)**

Re: Children of **(NAME)**

Under the government guidance published on 20 March 2020 and updated on 31 December 2020 I am writing to confirm that my employee, **(NAME)** is defined as a critical worker and therefore their child/children are eligible to access education provision.

Their role as **(JOB TITLE)** is critical to the COVID-19 response under the following defined category (please select appropriate):

Health and social care

* This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK’s health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Local government - which includes those administrative occupations essential to the effective delivery of:

* the coronavirus (COVID-19) response, and the delivery of and response to EU transition
* essential public services, such as the payment of benefits and the certification or checking of goods for import and export (including animal products, animals, plants and food), including in government agencies and arms length bodies.

Utilities, communication and Financial services

* waste disposal sectors

I trust this will be sufficient to provide support for **(NAME)**, but if you need anything further please do not hesitate to contact me

Yours sincerely

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