Dear parent/carer,
If you are a key worker and need your child (year 7-10) to attend school from Monday 4th to Friday 8th January to enable you to work, please email this address:

keyworkers@swakeleys.org.uk

We are providing support from 8am to 3.20pm (2.15pm on Tuesday) to all key workers.  **Please with the following information:**

* Proof that you are a key workers (eg ID badge, sent from your NHS email etc)
* The full name and tutor group of your daughter
* Which days your daughter will be in school during the first week - you can send her for some and not all of the first week based on your work patterns

All emails must be sent to the above email address by **midday on Friday 1st January** so that we have time to coordinate rooms and supervision etc.  Please do not expect replies from this email address over the Christmas break.  If you do email any questions regarding this provision, they will be responded to before the first week back.

Kind regards,
Mrs Devereux
Deputy Headteacher