23rd March 2020 – A letter to schools Template

To Whom it may concern

Re: Insert staff name here

As a result of the recent government directive regarding the closure of schools to all children other than those who are identified as key workers.

I can confirm that the above-named person is currently an essential employee at *Insert Care Home Name Here* who provide residential/nursing care for “*Insert Number Here*” residents in *Insert Area Here*. Under the government definition, for the purposes of the COVID-19, the above named is classed as a ‘key worker’ and is therefore entitled to continue to have schooling provided to their children, to enable us to provide care to the vulnerable people within our service and support the NHS in this pandemic crisis.

Should you require any further evidence to support your process, please do not hesitate to contact me via email. *Insert* *Email Address Here*

Your support in this matter is greatly appreciated

Yours sincerely

Insert Name

Insert Position