**TEMPLATE LETTER for Parents/Carers sending children to OOSS from Nov 5 2020**

From 5 November 2020, the [Name of Out of School Settings] is complying with government guidelines from the Department of Education related to increased Covid-19 restrictions.

These guidelines state that Out of School settings can only remain open in limited cases, including when parents/carers are involved in work, education or training. If you or your partner fit this criteria, please sign and date the letter below and return to [contact information for your Out of School setting].

The [Name of Out of School Settings] is committing to creating the safest and healthiest environment for every child. Please ask to see our updated safeguarding policy and Covid-19 risk assessment.

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My partner and/or myself are involved in work, or looking for work, or in education, or in training, during the hours our child(ren) attend the [Name of Out of School Settings].

Name of Parent:

Signed:

Dated: