Dear [head teacher name]

My name is [parent name] and I’m the parent of [child/childrens names] and I work for a local group of companies called Bath ASU, Pharmaxo & Microgenetics.

My role as a [job title] is a critical part of the healthcare infrastructure and a key supporting function to the NHS. This means that following the latest developments yesterday with the announcement of school closures with exceptions made for children of key workers, my children will still need to be able to attend school as I am unable to work from home.

In these trying times it will become increasingly important for me to attend my place of work as patient safety is critical.

Can you please come back to me with further details of these arrangements?

Yours sincerely,

[parent name]

[parent contact number]