

CORONAVIRUS (COVID-19)

COLLATING KEY WORKER INFORMATION

In light of the government's announcement yesterday about schools remaining open to the children of key workers, schools will now need to quickly obtain information from parents to help them plan for the numbers of children involved.

A quick and efficient way to do this is to use an online forms/survey tool, such as Office 365 forms, Google forms, Survey Monkey or others which will allow you to control the questions and the format of the answers and provide the information in a spreadsheet list format for you to analyse.

Once you have set it up, you can then use the link to the form to send it out to parents via email or text or embed it on your parent platform. If you use an online communication system, it may well be able to collate this information for you too.

An example of things to collate:

Add a form/survey name and any instructions to parents/carers	
Question/information required	Format for answer
Child/ren's name/s	Free text
Year/s	Drop down selection box with pre-populated year groups to enable sorting
In receipt of Free School Meals?	Selection Y/N
Parent/Carer 1 Name	Free text
Parent/Carer 1 Occupation	Free text
Select the relevant key worker category. NB If you aren't in one of the key worker categories defined BY THE GOVERNMENT please select N/A	Drop down selection box prepopulated with the defined key workers as published by the Government and N/A
Parent/Carer 2 Name	Free text
Parent/Carer Occupation	Free text
Select the relevant key worker category. NB If you aren't in one of the key worker categories defined BY THE GOVERNMENT please select N/A	Drop down selection box prepopulated with the defined key workers as published by the Government and N/A
Will you need to send your child/ren to school once schools close?	Selection Y/N
Will you need to send them all day Monday to Friday	Selection Y/N
If no, what days/times? (tick all that apply)	Multiple choice: Monday AM PM Tuesday AM PM Wednesday AM PM Thursday AM PM Friday AM PM
If schools are to be kept open over the Easter holidays, would you need your child/ren to attend?	Selection Y/N
If yes, what days/times? (tick all that apply)	Multiple choice: Add days/times of school Easter holidays
Emergency contact information during this period	Free text
Any other comments/relevant information	Free text
This information is collated and used for purposes in line with the privacy notice you have already received*/on our website* [add link] *amend as appropriate	

Guidance on how to create a form

[MS office 365 forms](#)

[Google forms](#)

[Survey Monkey](#)

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