March 20, 2020

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Coronavirus: Request for school assistance

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| * On 19 March, the UK Government issued an update on school provision for parents who work in critical sectors, sometimes known as ‘key workers’. They confirmed that “staff needed for essential financial services provision” are included in the critical list of sectors where ongoing work is critical to the COVID-19 response
* For staff in NatWest Group, school support can therefore be requested for certain colleagues where no alternative arrangements for childcare are available
* This template has been provided to NatWest Group colleagues to facilitate requests for school assistance
* Please note, priority will be given to those responding directly to the coronavirus threat, such as National Health Service workers. Therefore, even those classified as key workers may not necessarily receive school places.
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| **PART 1: TO BE COMPLETED BY EMPLOYEE** |

**1.1 Details of child / children in need of school assistance**

|  |  |
| --- | --- |
| **Name(s)** |  |
| **School** |  |

**1.2 Personal details of Employee**

|  |  |
| --- | --- |
| **Name(s)** |  |
| **Address** |  |

**1.3 Employment details**

|  |  |
| --- | --- |
| **Role** |  |
| **Department** |  |
| **Location** |  |

**1.4 Requirement for school assistance**

|  |  |
| --- | --- |
| **Explanation of requirement for school assistance** |  |

*I confirm that the information on this page is correct.*

**1.5 Signature (can be typed in)**

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| **Signed** |  |

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| **PART 2: TO BE COMPLETED BY LINE MANAGER (OR OTHER SENIOR MANAGER** |

**2.1 Line manager details**

|  |  |
| --- | --- |
| **Name(s)** |  |
| **Role** |  |
| **Department** |  |
| **Location** |  |

*I confirm that the information on this page is correct.*

**2.2 Signature (can be typed in)**

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| **Signed** |  |