Dear ………………

**Impact of coronavirus on our Wrap Around/ Nursery Provision (must be privately funded provision)**

As you will be aware, the COVID-19 outbreak has had a huge and immediate impact on our school provision. Ordinarily, we would be forced to make redundancies as a result, but the Government's Coronavirus Job Retention Scheme allows us to retain you as an employee until the crisis has passed.

**Furlough**

The Coronavirus Job Retention Scheme involves placing you on a period of leave that the Government is calling "furlough". The Government's scheme will cover 80% of your normal pay, up to a maximum of £2,500 per month.

In your case, the school has agreed to top up your 80% salary with the 20% to ensure you do not receive any loss of earnings.

This amount is subject to deductions for tax and national insurance in the normal way.

If you agree to this variation, your period of furlough will begin on DATE and will last for a minimum of at least three weeks up to a total period of 3 months, DATE.

Thereafter, we will keep the situation under constant review and will return you to normal working as soon as we are able to do so - giving you at least 7 days' notice of your return.

Your pay will, of course, return to normal as soon as the period of furlough is at an end.

While on furlough, and to comply with the terms of the Government's scheme, it is important that you do not do any work for the school.

However, you remain employed throughout your period of furlough and your continuity of employment is not affected.

The Coronavirus Job Retention Scheme is initially set to run until the end of May 2020, but the Government has said that the scheme will be extended if necessary. We are keeping the situation under review and will keep you updated as the coronavirus crisis unfolds in the coming weeks.

**What you must do now**

To show that you accept the variation to your contract of employment, please sign and date a copy of this letter using the form below. As I am sure you appreciate, time is of the essence. We therefore ask that you return this to [name of Headteacher] no later than [date].

I would like to thank you for your continued support during this very difficult time, and assure you that we will do all we can to return to normal working as soon as possible.

Yours sincerely,

[ ]

I agree to be placed on furlough as described above and that while on furlough I will be entitled to my normal pay. I understand that my entitlement to this sum is subject to my employer obtaining appropriate funding under the terms of the Government's Coronavirus Job Retention Scheme.

Signed:

Name:

Dated: