



Children of key workers will be able to continue to attend their school or early learning and childcare setting in January 2021. Please work through the flowchart to find out if your family qualifies.

Information on key workers can be found using the following link:

<https://www.shetland.gov.uk/schools/information-key-workers-january-2021/1>

**Are you a key worker?**

**Yes**

**No**

**Are both parent/carers a key worker?**

**Your child should be at home.**

**Yes**

**No**

**If one parent/carer is not a key worker then they would be responsible for childcare. Your child should be at home.**

**Have you discussed your childcare requirements with your line manager?**

**Yes**

**No**

**Contact your line manager to discuss your situation. There should be options for flexible working during this period.**

**Are you able to keep your child safe at home?  
Is there at least one parent/carer working from home? Is there a non-vulnerable relative or friend, nanny or babysitter who could care for your child?**

**No**

**Yes**

**If there is a parent/carer working from home, this should be your childcare arrangement.**

**Children can be cared for by a non-vulnerable carer from another household.**

**Please complete an application IN FULL and email it to [elc@shetland.gov.uk](mailto:elc@shetland.gov.uk)  
By 30 December 2020 at 3.00pm**

**To limit the spread of the virus, we need to reduce the number of children in schools and early learning and childcare settings. Please help us by following these steps.**