



Letter to all employees on potential Furloughing

24th March 2020

I write further to our recent communications in respect of the current coronavirus outbreak, and the challenges we face as a consequence in continuing to provide you with work for the foreseeable future.

In recent communications, I set out the impact that the current situation is having on our business, which is that as part of social distancing the Government has forced us to close our doors to all children except those of key workers. We have experienced a significant decrease in the number of children attending our settings and as a result we are unable to offer work to many of our employees for the time being.

The Government recently announced measures to assist businesses in the same situation as ours. This is the Job Retention Scheme which includes placing employees on 'furlough' which is, a period of leave. The Government has confirmed it will provide grants to businesses to cover 80% of wage costs to a maximum of £2,500 per person per month, when they are on furlough leave.

I am notifying you that we have taken the decision to use this Scheme and will be designating 'furloughed workers' very soon. However, before we begin this process, we are waiting for more details on how the Scheme will work and we ask that, until this is available, you bear with us. We appreciate that this is an unsettling time but we wish to ensure that we are implementing the Scheme in the correct way.

We are taking this difficult step as an alternative to the prospect of redundancies in the near future because of the challenges we are currently facing.

If you are designated as a furloughed worker, you will not do any work for the organisation during this period and will receive 80% of your pay, subject to the rules of the Scheme. You will remain employed by the organisation and your other terms and conditions will not be affected.

We will keep your period of leave under continuous review and in the event that the position changes, you will be notified.

We are doing everything we possibly can to ensure we are able to survive the challenges we are facing. We hope to be able to notify you of your return to work as soon as possible once the current situation is resolved.

We will be in touch again shortly to progress this process. If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours sincerely

Maureen Crandles