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PARTNERSHIP WORKING FOR SCHOOLS

May, 2002

Dear Headteacher,

Re: Register for Caretaker Cover

During the last Autumn Term you will have received a letter asking if you would support us in our aim to set up a Register for Caretaker Cover; and asking if you would be interested in putting your caretaker on the Register to offer assistance at other sites within your area. This Register is to benefit everybody and we need more schools to put their names forward.

We have had a disappointing response so far but have now set up the Register for Caretaker Cover. We would like to thank those schools who have replied offering their support, but we do need more schools to put their names on the Register.

We would like to be able to increase this service by extending the time frame we can work in. This is, obviously, not possible in all establishments, but after consultation with some of our customers we feel that it would be feasible to clean some areas during the day i.e. toilet areas, corridors, outside areas etc. Also for schools to be more flexible in the times that help is required e.g. early morning or later in the afternoons as long as access is available as this would enable more caretakers to be placed on the Register. Obviously, caretakers providing cover still have their own schools to service. Depending on your own school's flexibility it may be possible to change your own caretaking times to adapt to another school's requirements and offering help.

We would emphasise that caretakers on the Register would be paid travel expenses by the school requesting help, so would not be out of pocket travelling to help out. We would reassure caretakers that putting their name on the Register is not a binding commitment – it merely means that they can be approached and asked if they would be willing to help out in another school within their own area.

If you have any queries or suggestions please contact your Technical Adviser, we would be very interested to hear from you.

If you and your caretaker are willing to help in any way please contact either your Technical Adviser or Caroline Graves at the above address (Tel.No. 01603 222040 – Fax 01603 22699).

Yours sincerely,

Denise Banfield
REGIONAL MANAGER

For further information please contact the Technical Adviser for your area:

North & Central Area	Carol Bowen	01603 222524	07796 305426
Eastern Area Office	Colin Makepeace	01493 336315	07798 668065
Southern Area Office	Mick Meeson	01953 456545	07718 781989
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