STAFF SHORTAGES AND COMMUNICATION

Date

Dear \_\_\_\_\_\_ *(most appropriate manager/Head Teacher)*

I am contacting you in relation to a concern/number of concerns that have arisen as a result of the recent government advice and the fact that we are now in lockdown again due to the Covid pandemic. Any risk to our health and safety at work is of course extremely worrying, but I am confident that these can be addressed and measures put in place to resolve things promptly.

I set out my main concerns below, with some examples and background in addition to the outcome or response I am seeking:

       There is a lack of communication from management since the new lockdown commenced and this is concerning staff, for instance \_\_\_\_\_. What measures will be put in place to improve communication?

        Staff shortages are placing us under increased risk and pressure and this is not sustainable. An example of this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

        Staff shortages and last minute shift changes are not only increasing the risk of exposure to Covid-19 but also make our home lives difficult to manage. What measures are being put in place to ensure that this is addressed and not a long-term problem?

The outcome I would like is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm receipt of this email. In light of the seriousness of the issue/s being raised I would like a response within 24 hours of the date/time of sending. I have copied in UNISON and it would be helpful if you could do the same when responding.

I look forward to hearing from you.