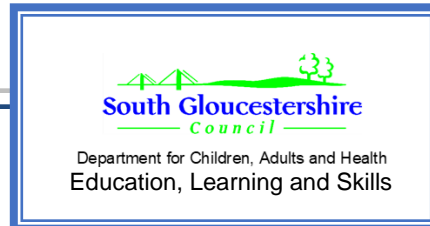


COVID-19 Education Continuity Newsletter



Issue 11: 27th April 2020

Public Health England now has updated the guidance on COVID-19 for educational settings [here](#) Keep checking daily.

Transition (Important – All Schools)

As a Local Authority we sent out a strategic offer on Thursday **23.04.2020** to support schools in the transition process from Year 2 to 3 and also Year 6 to 7. This offer has been developed by our Community Learning Team and is funded by Education Learning and Skills.

Further to this I would like to confirm that there will be no data collection by the Local Authority this academic year. Instead, the Local Authority and its principle Multi-Academy Trust partners at Primary and Secondary level will be providing a **system level agreed approach guidance document to support a consistent transition processes** for this academic year. This is being worked up currently with colleagues from the maintained and academy sector as a supportive and effective way of ensuring high quality and consistent transition for Year 6 to 7 and Year 2 to 3 transition points primarily. **This will be published by the 7th May.** This is a document that will be written by school leaders for school leaders and we ask, if possible, that other transition processes wait until this has been published as this will be a supportive tool.

The Education, Learning and Skills team have looked at extending an offer that is **already in place** to a wider **FREE** offer for all schools to support transition from Year 6 to 7 and also infant schools from Year 2 to Year 3.

Transition – Coping With Change

The South Gloucestershire Community Learning Team through **Jane Thomas** have developed a workshop to help pupils and parents prepare for transition from one stage of education to the next focusing primarily on Year 6 to Year 7 transition but also on Year 2 to Year 3.

Many schools and parents have already contacted Community Learning about this workshop that is already being offered.

In order that we can extend this offer to as many schools and families as possible the **Education Learning Skills Service has funded Community Learning** to deliver training sessions via **video conferencing** to Year 6 teachers in every primary/junior school in South Gloucestershire and Year 2 teachers in every infant school. Teachers will then be able to deliver this workshop themselves to their pupils as part of their home schooling learning offer. The resources covered in the training session will be e-mailed to teachers following the session. The workshop has been developed for parents and pupils together although it could also be delivered to pupils and parents separately or as two sessions depending what works best for individual teachers and schools. School leaders and class teachers can then prioritise families in their own delivery of this as an offer.

Some of the themes covered in the workshop are:

- Identifying skills to cope with change
- Social Skills-Making new friends
- Self Confidence and Being Assertive
- Being Organised
- What if?
- Myth Busting
- Goals and aspirations -Action Plan for transition -to be shared with your new school

Year 6 Teachers can book on one of the following sessions

Friday 1st May 2-4pm	Mon 4th May 2-4pm	Tues 5th May 9.30-11.30am	Tues 5th May 12.30-2.30pm
Friday 8th May 2-4pm	Mon 11th May 2-4pm	Tues 12th May 9.30-11.30am	Tues 12th May 12.30-2.30pm
Fri 15th May 2-4pm	Monday 18th May 2-4pm	Tues 19th May 9.30-11.30	Tues 19th May 12.30-2.30

To book your place on training teachers need to email jane.thomas2@southglos.gov.uk indicating a first and second preference and the e mail address which you wish the invitation to the zoom meeting to be sent.

HM Government **NHS**
DEPARTMENT FOR EDUCATION CORONAVIRUS HELPLINE
 for education and children's social care related queries: anyone working in early years through to universities, plus parents
 0800 046 8687
 8am to 6pm (Monday to Friday) 10am to 4pm (Saturday and Sunday)
DfE.coronavirushelpline@education.gov.uk

Transition from pre-school early years settings into Reception

Although we are in the midst of far from usual times, the Early Years' Service have begun the process of planning supported transitions into school for children with SEND. This week we are collating the data we have for children known to the Service and planning how best to take this forward for this year.

We will be focusing on 3 categories of children: those who have had EHCP needs assessments declined; those for whom a request was being made but that has now been interrupted; those who have some complex needs but who do not meet the criteria for an EHC needs assessment request. Those children who already have an EHC plan in place will be supported by the Educational Psychology Service from September 2020 as is usually the case and this information will be shared with Simon Jones and Head teachers as appropriate.

Settings will complete transition paperwork for all children. Following extensive discussions with both schools and the sector, we have made some changes to the general transition form and this will be posted on the VLE and circulated to the sector by the end of April. Please ask your SENCOs and Reception teachers to access the VLE and familiarise themselves with the form.

We will be in touch with individual schools to discuss arrangements as soon as possible. Please contact Paula Young, Claire Perry or Laura Gallop, Early Years Advisers, if you have any questions.

Safety and Maintenance of School Buildings during Covid 19

During this time of partial occupancy or closure of schools, it is important that buildings continue to be maintained in order that they remain safe. The DfE has issued guidance for managing school premises which suggests that particular attention should be given to the following systems during reduced occupancy:

- Hot and cold water systems
- Gas safety
- Fire safety
- Kitchen equipment
- Security including access control and intruder alarm systems
- Ventilation

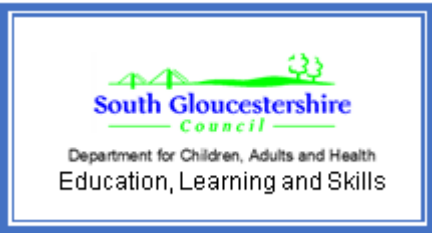
Further details of the guidance on maintenance of your school buildings have been emailed to schools.

Details of useful contacts within the Council are set out below:

- Essential/urgent capital and maintenance works which are outside the scope of your existing maintenance plans: susan.webber@southglos.gov.uk and David.Beale@southglos.gov.uk
- General school building and maintenance issues/advice and guidance: propertymaintenancehelpdesk@southglos.gov.uk
- Risk Management: Ailsa.Collins@southglos.gov.uk

Reducing the burden on educational and care settings

The government have now published information about which data collections are now cancelled and which data collections and services are now paused. Full details can be found [here](#).



Digital Devices for Disadvantaged Pupils (Maintained Schools)

Government guidance on the LA coordination role for digital devices for disadvantaged pupils offer has now been received and we will now be identifying an appropriate officer to work with schools in supporting identification of need and secure set-up. The officer will be in direct contact with you by Friday 1st May latest.

Working remotely

Before meeting

- Check that there are security settings in Video conferencing platform
- Working meeting, not a coffee and a chat
- Safeguarding e.g. professional conduct & language, appropriate dress as you would if face to face meeting
- Scheduled time (between hours of 9am to 4pm) or as pre-agreed?
- Agree meeting time in advance and who will host & schedule the meeting.
- If you schedule and host then you are more in control – Schools supported by Schools IT all have Video Conferencing but any literature has been sent to the Head. Finding that staff not aware and tends to be Head hosting not staff members
- Use your own name not a pseudonym
- Make it clear what the title of the meeting is
- Set the length of the meeting in advance – concentrating remotely is hard so suggest 1 hour to start with or 1 hour with a ½ hour break followed by another hour
- Agree agenda in advance and share in advance, be clear what prep needs to be done in advance of the meeting by both you and attendees and what needs to be done post meeting and by whom so total length may be ½ day with 1 hour of remote meeting.
- Send any documents in advance that are going to be referred to or need to be read ahead of the meeting (both parties) and clearly document the action points from the meeting afterwards
- If the content of the conversation is sensitive, for example, discussing staff members or children then would advise NOT via platform Zoom.
- Think about how you position yourself and your laptop – light behind you will make you appear as a silhouette, where you are in relation to the camera – avoid just the top half of your head showing, people too polite to say! Tilt of the computer/laptop.
- Be mindful about what is on display behind you

On screen

- If it's 121 works well if video images are side by side – still feels like a conversation
- If 4 way then good as a 2 x 2 block of images
- Hand signal if you want to say something in a group
- If presenting something, for example as a hub session, good for attendees to minimise all images so the 'presentation' fills the screen – good to focus on
- Muting/unmuting the microphone
- Allowing other attendees to present
- In some video conferencing the option of having a flipchart that you can write on and can also annotate what you are presenting on screen

Bank Holiday Friday (8th May)

We ask all our maintained schools to work with their parental community to ascertain the need for the Bank Holiday Friday key worker and vulnerable student provision. We anticipate that numbers are likely to be low but we know that for many families this could provide valuable childcare, especially to our NHS and care staff. As was the case during Easter, there are providers, such as Progressive Sports, that can support schools or groups of schools in providing an offer.

Data collections and services which will be cancelled for this academic or financial year

Please note the following document which is important for all academies and maintained schools to have sight of:

<https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>

Online Phonics Lessons

We would like to share the following offer from the **South Gloucestershire Teaching School Head and English Hub Leader – Sian Kinder**, which we are very supportive of and recommending. They have developed further resources to support schools with Phonics and Early Reading through drawing together the best resources for each scheme to be shared. They are brought together on the front page of the website <https://nexustsa.org.uk/>

From Monday 27 April, online phonics lessons are available from **Letters and Sounds for home and school**. Written and presented by phonics experts and funded by the Department for Education, the online lessons are designed to cover new phonics teaching that children would have received over the summer term had they been in school. This resource is for use by teachers and parents who will find planning and teaching phonics challenging when schools are closed due to Covid-19.

Three sets of lessons will be available. One set for Reception and one for Year 1, based on where children are expected to be in their learning in the summer term. A third set of lessons aims to reach the lowest 20% of children; focusing on areas children find the most challenging. A guidance film for parents to explain the basics of Phonics and how parents can support their child is also available.

A new lesson will be uploaded Monday to Friday at the times below during the summer term. ***After upload, each lesson will then be available to watch throughout the summer term.**

11 am*	Learning to blend Phase 2 recap	For children in Reception and Year 1 who need extra practise sounding and reading words such as 'tap' 'cap' 'mat' 'pat'
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10 am*	Reception Summer term Phases 3 & 4	For Reception children who can blend and read words such as 'fish' 'chat' and 'rain'
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10:30 am*	Year 1 Summer term Phase 5	For Year 1 children who can confidently blend and read words such as 'stamp' 'chair' and 'green'
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How to let your parents know

To help you to communicate this new resource, **a letter has been attached to this email for you to send to parents**. Your school may want to add additional guidance for your parents to help them to select the set of lessons most appropriate for their child's stage of phonics learning. We also encourage you to tweet about this new resource and we have attached a pack for this purpose; you just need to add the hyperlink to your tweet: <https://bit.ly/34Q645Q>

After School Provision

We are very occasionally being asked about After School provision and have signposted parents where appropriate. OOSC are currently open at sites at St Mary's Catholic Primary School, Bradley Stoke as well as Frenchay Primary School and St Helen's Primary, Alveston. Their after school club is running for keyworker children on these sites until 6pm and there is the possible option of breakfast club. There would be a charge for this of £4.50 breakfast / £9 after school with all government and childcare vouchers accepted.

If you or the parents of your school would like details, please make contact with the provider as follows: cathp@oosc.co.uk or check their website at www.oosc.co.uk. The organisation has consented for their details to be shared.

Please let us know, if you have other providers within your localities that are providing an offer, we have had particular requests in both Yate and Warmley areas at the moment.

Governance (Maintained Schools)

We are currently working up some additional Education, Learning and Skills guidance to support governing boards and in particular, Chairs of Governors in their roles during the Covid-19 lockdown. We are acutely aware of the challenges that are there in relation to effective governance at this time, but also the important role that needs to be undertaken in terms of supporting school leaders, particularly in relation to their own health and well-being. We will also reiterate within this, the central importance of the governors role in Safeguarding.

Regional Schools Commissioner Update

Along with the Newsletter, that will be weekly now moving forwards, we will also share the log of government updates as shared with us by the RSC. This is a useful go to communication with all the latest Covid-19 updates and the key changes.

CSP 1 hour remote meetings (Maintained Schools)

We had a meeting with all our Local Authority Challenge and Support Partners (CSPs) on Friday 24th April, where we had some productive conversations in terms of their roles in the summer term. One of the areas that they are keen to undertake with you, which would come out of the school allocation, is a 1 hour based remote meeting with you, that would have the principle aim of supporting you professionally but also enabling you to discuss your strategy in terms of the medium and longer term. They are working up some key questions and prompts for these meetings collectively and the aim will be to provide meaningful support and a sounding board in terms of your school based strategy. We are recommending that all maintained schools have a 1 hour meeting with their CSP both in Term 5 and Term 6, following this format. CSPs will be in touch in due course.

Integra Home Learning

Don't forget to share information with your staff about the Integra Home Learning site. Lots of new content being added and some excellent resources being developed for all areas of the curriculum.

<https://www.integra.co.uk/home-learning/>

Crisis Intervention (Critical Incidents)

The Educational Psychology Service continues to work to support schools, CYP and families during these challenging times and we are available for consultation, advice and also for any critical incident support relating to the coronavirus pandemic via video or telephone. As mentioned in a previous newsletter, the EPS has a well-planned approach to supporting schools experiencing critical incidents which remains in place during this difficult time. In addition to our updated **Crisis Intervention for Schools: Guidance for Planning Document**, with permission we have adapted an additional document created by another Educational Psychology Service entitled **Coronavirus and Bereavement**. This is available on request, and we can continue to respond to specific queries and requests on an individual basis, as every crisis situation will be different. Please contact your school link EP for further discussion as required.

Coronavirus EP Reviewed Resources

Adults who are supporting children and young people with the impact of the coronavirus pandemic have a key role in promoting their understanding, supporting their anxiety and fear and enhancing their well-being. This may also be in a context where the adults themselves are struggling with the pandemic at differing levels. As a group of South Gloucestershire Educational Psychologists we were aware of the sheer amount of information available to parents and professionals, and sought to review and organise this so that adults could access the information they need more readily and also be assured of our views on its quality. We have provided a wide range of links with a short description of each above the link. Links are separated into age ranges (early years, primary and secondary) and within this we have provided subheadings as relevant. Please see the attached resource documents for more information.

Educational Residential Visits

We have received a number of queries about trip/visit insurance in respect of COVID-19 and have some clear guidance following the work of our Risk Management and Insurance Department and the pivotal role of Maxine Winter in disseminating this.

We can confirm that those schools which are **insured with the Council do have a 'School Journeys' policy** which provides cover for school trips.

The Risk Management & Insurance section have received a number of related claims already and have referred these to their insurers, Zurich. **Please note** the Council are referring all matters to **Zurich** who will be dealing with each claim on a case-by-case basis. If the trip is scheduled to take place after **21 June**, Zurich cannot provide a decision at this stage as the situation is constantly under review.

Zurich's website advises the following in relation to the issue of School Trips cancellation and the advice from the DfE:

Trip Cancellation

We are here to support you when you need us most no matter the size of the event. Following the Government (UK and Scotland) and DfE announcement and action, for any school trip (foreign or domestic) that is scheduled to depart on or before the 21st June 2020, you will be covered for the unrecoverable or non-transferable cost of cancellation. At this point, and as we monitor the situation as it develops, if your trip is scheduled to start beyond that date, you would need to consult with Zurich before cancelling to check if cover will be available. If you have specific issues concerning trips beyond that time, please contact us. We will update this advice as new information and guidance emerges.

Here are a few things to bear in mind:

- We would suggest pausing before booking any new trips at this time
- Have you booked using a travel agent / credit card? These institutions should be the first point of contact for the recovery of funds
- Unsure? Please don't cancel trips (domestic or overseas) without speaking to us first – we want to discuss your specific circumstances fully

Following discussions with the School Journey travel team at Zurich, they have sent Integra a claim form, which has now been distributed to schools, which will need to be completed by any school making a claim against the travel policy. They will also require the following information on each claim:

- Confirmation of any cancellation amounts due from the tour operator/credit card company. Details of any attempts made to obtain a reimbursement (with the tour operator/credit card company – including any confirmation that they will not provide a refund)
- Copies of invoices relating to the trip
- Copy of original payment for the trip

Please send the claim form and all information to the LA's Insurance team using their team e-mail rmandins@southglos.gov.uk and make clear in the Subject if it is a Covid-19 related claim, they can ensure these are collated and sent to Zurich to deal with each on a case by case basis.

Supporting the Most Vulnerable with Home Learning

Attached with this newsletter, is some useful advice and guidance about the processes they have put in place to support the most vulnerable with home learning, shared with us by Simon Botten, Headteacher of Blackhorse Primary School.

Starline National Home Learning Helpline

Starline is a National home learning helpline offering expert advice to parents and carers

<https://www.starline.org.uk/starline/>

Ramadan during the COVID-19 pandemic

The month-long Muslim festival of Ramadan starts this week (determined by sighting of the new moon expected on either Thursday or Friday evening) and social distancing means that normal practices such as meeting for prayer and breaking fasts as a community will have to change.

Government will be putting out messaging to

- encourage and thank communities in this difficult period,
- support grassroots campaigns championing safe alternative ways to mark Ramadan together
- highlight the communities' contribution to the shared national effort and the special meaning that will have during Ramadan.

Public Health England have posted a blog which includes advice on fasting and reinforces existing social distancing advice, faith guidance and public health messaging. You can access that [here](#).

MHCLG have produced core messaging to support local partners with their community engagement. We ask you to reference these in your planned communications and engagement. You can find them attached to this email.

Safeguarding Team and Public Health Nursing Contingency Response to COVID-19

The following is a summary of the service provision within South Gloucestershire during the Covid-19 pandemic. As you will appreciate this is a changing situation and the below briefing reflects the current contingency plan. I will update you as and when things change. Please be assured that the safety of vulnerable children is our priority.

Health Visiting

- Healthy Child Programme has been temporarily suspended across the country by Public Health England and therefore face to face routine contacts have stopped. In South Gloucestershire 60% of health visiting staff have been redeployed to priority clinical areas.
- The remaining staff are delivering the following:
- An information and advice line for parents, answering any queries that they may have about parenting, wellbeing or child development from pregnancy to school entry.
- Antenatal contacts are being done by phone. Calls are made to all pregnant women at 32 – 34 weeks gestation.
- A postnatal discussion and assessment for all women before 14 days which includes feeding, emotional well-being, safe sleep and sensitive and responsive parenting.
- Specialist support for Infant Feeding from two Lactation Consultants (via phone and video link).
- A scales loan service where there are concerns about infant growth as part of a package of support.
- Home visits if required following risk assessment by HV Lead team and safeguarding team.
- Public health nursing staff will engage with case conference processes remotely, supported by the Safeguarding Team where indicated and appropriate.

Any staff from other agencies can use the following contacts to highlight any concerns to health visitors:

Health Visiting support and advice lines 9-4 Mon-Fri:

South Gloucestershire (South) 0300 1245498
South Gloucestershire (North) 0300 1245862

For concerns around faltering weight or infant feeding:

Jo Webb (Infant Feeding Lead, Lactation Consultant)
Email Joanne.Webb@sirona-cic.org.uk



School health nursing

- All face to face contacts with children, young people and families have stopped
- Staff members are being re-deployed to priority clinical areas.
- The National child measurement programme has stopped

- All Drop-in clinics have stopped in schools
- A telephone line is staffed by a rota of school health nurses to direct queries.
- Telephone health needs assessments will continue at present.
- Participation in child protection procedures by completing reports for Child protection conferences where appropriate, and attendance where the SHN has been working with the child.
- Referrals received are triaged in base by Senior School health nurse.

The contact phone line for the school nurse team is 01454 862441

South Gloucestershire Safeguarding Team

Two health visitors and one school nurse have been moved into the Safeguarding Children team for the duration of the Covid 19 pandemic.

- The Specialist Nurses for Safeguarding/ public health nurses continue to be able to support the Local Authority with information sharing, strategy discussions, and MARAC processes. These are all being done remotely.
- Continued support or advice to front line staff via telephone for any member of staff within Sirona.
- Public health practitioners who have been redeployed have identified those families to whom they were offering an on-going service or they felt were vulnerable during this period. Families on this list are being contacted by the safeguarding children team and assessed for future contacts as needed, signposting or referral on. This has been well received by families.
- Ensuring the child protection conference process is responded to effectively, CP5s are written, conferences attended as needed. Please send any correspondence about child protection conferences to safeguarding.children1@nhs.net and copy in miranda.thrift1@nhs.net

Sirona South Glos safeguarding team number 0300 124 5934

Jill Chart
Named Nurse for Safeguarding
Mob 07515191912