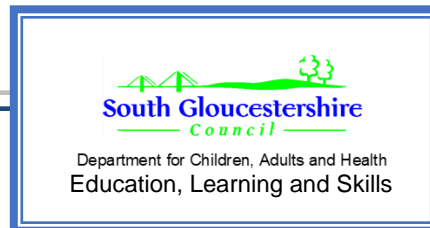


# COVID19 Education Continuity Newsletter



## Issue 2: 17<sup>th</sup> March 2020

The current UK government position is that all schools remain open. Given that the situation is changing rapidly, the response to questions may change. A change in response will be highlighted, when this is the case on our FAQ factsheet. The Education, Learning and Skills team will produce a frequent Education Continuity Newsletter to support schools in managing this situation.

### Ofsted Inspections



Chief HMI, Amanda Spielman has announced yesterday evening, following the Prime Minister's announcement, that they are putting on hold all this week's routine inspections of schools, social care, early years and further education providers.

Ofsted will be discussing with the Department for Education as a priority, what this new guidance means to planned inspection activity over the coming weeks and months. We will keep schools, settings and providers updated.

### Attendance Coding Clarification

Where a pupil cannot attend school due to illness linked to the virus (high temp of 37.8+ and/or persistent cough), the pupil should be recorded as absent in the attendance register and the school will authorise the absence. Code I (Illness) should be used in this instance.

Where a pupil is in self-isolation (with no reported symptoms), in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the pupil should be recorded as unable to attend due to exceptional circumstances in the attendance register. Code Y (Unable to attend due to exceptional circumstances – authorised absence) should be used in this instance.

Schools should not usually be using the O code (Unauthorised Absence, not covered by any other code/description). Common sense and professional judgement should be applied by Headteachers when deciding how to code absence, based on the information provided by the pupil's parents/carers.

At this point in time, if parents/carers are withdrawing pupils without any national closure of schools, with no evidence that the pupil is showing any symptoms, or has come into contact with the virus (in line with Public Health England guidance), then this will remain an unauthorised absence. There will need to be discretion though as those students with underlying health conditions will not come under this bracket and should be authorised using the 'Y' code.

### PHE and Government Update

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

If a child has a persistent cough and/or a temperature of 37.8 degrees centigrade they must stay at home and parents/carers should follow the government's advice that the whole household should self-isolate for 14 days if anyone in the house has symptoms, no matter how mild. Families are advised not go out other than for exercise and then to keep at a safe distance from other people.

The government is not closing schools at this time and we know you will be doing everything you can to keep your school open providing it is safe to do so. We know you will be continually risk assessing and putting into place your business continuity planning.

If staff absence is such that you cannot provide adequate supervision and ensure the safety of your pupils, you will need to consider partial or full closure. The Local Authority have provided template letters to enable you to communicate this to parents, should you need to make this decision.

### EHCP Statutory Processes

The 0-25 team continue to be working on delivering statutory EHCP processes. It may be that over the coming weeks we will move to working more remotely but staff will be available to take calls and reply to emails in the usual way. It is likely that the duty line may not be available but if this is the case please feel free to contact Jackie Muggleton via email [Jackie.muggleton@southglos.gov.uk](mailto:Jackie.muggleton@southglos.gov.uk) and she will endeavor to make contact with you.

We are mindful that it may not be possible for draft planning meetings or attendance at annual reviews to take place but we will be seeking contributions from schools, parents and children in a range or ways.

### Planning for remote learning

Education companies and schools/MATs are now openly sharing a range of useful resources that will support school leaders in how to share learning content online to their families – Page 4 of this newsletter has some useful links (now updated).



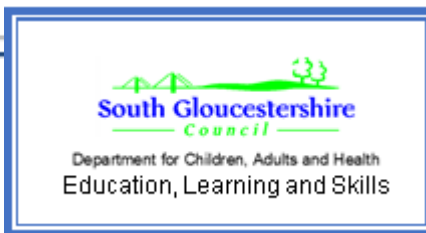
# Working Together to Safeguard Children

Please read the information and guidance below to ensure you have robust systems in place to safeguard pupils, particularly our most vulnerable, during partial or full closure of setting and schools.

## Advice from Lynda Cordukes – Safeguarding Education Advisor in conjunction with colleagues in social care.

Please don't hesitate to contact me either via email [lynda.cordukes@southglos.gov.uk](mailto:lynda.cordukes@southglos.gov.uk) or by phone 01454 863167 as I will be working, even if working from home, I will still be contactable as my work phone will be diverted.

- It would be advisable to identify your most vulnerable children / families. If you are considering home visits then it is advisable that these visits are done by the DSL or a member of the SLT. If you know that the family or young person has a particular relationship with another member or staff e.g. a pastoral lead or parent link worker then this member of staff should be accompanied – even if the person accompany them does not go into the home.
- Please ensure that you do not share personal emails or contact numbers with any of your students or parents. If you are calling families to check in please either use a school phone (if staff are coming into school) or alternatively ensure that your caller ID is turned off. There are no doubt YouTube videos to show you how to do this. If you become unwell then please ensure that you put an out of hours on your email with an alternative contact. This will be useful then for parents and professionals trying to make contact.
- There are evolving meetings taking place at the LA and plans are being put in place to maintain all safeguarding. Initial child protection conferences and reviews will take place as will core groups, CIN meetings and children looked after reviews. These are likely to look very different and will most likely be done virtually. Further information regarding these meetings will come out as the situation evolves.
- Please can all schools email Lynda Cordukes, [lynda.cordukes@southglos.gov.uk](mailto:lynda.cordukes@southglos.gov.uk), with direct email addresses for the DSL (not ones that go via the school office) and the same for two deputy DSL's, as a list will be compiled to ensure that if schools close that the safeguarding leads can be contacted if there is a safeguarding concern that they need to be made aware of. If possible a contact phone number these members of staff too. These details will NOT be shared with anyone but will be used to contact safeguarding leads if they are required to be part of a strategy discussion, ICPC, RCPC etc.
- Please can you remain in contact with the child and young person's social workers and update them if you have visited the home, had telephone conversations with them or with any other relevant updates (this can be a copy and paste of your CPOMS or MyConcerns entry). If you are not able to get hold of the relevant social worker and need to pass on information then please email the Jennie Lowe, Access and Response Service Manager, on [jennie.lowe@southglos.gov.uk](mailto:jennie.lowe@southglos.gov.uk)
- As we know, for many children and young people, schools are their safe haven. If you haven't already done so please can you talk to your most vulnerable students about a 'safety plan' for them for when schools closed reminding them who their 'safe people' are for when things are difficult. Please be mindful of the fact that ART will possibly be unable to accept any new referrals that are NOT an immediate safeguarding risk.
- Please ensure that you have some very clear signposting on your website reminding parents, children & young people where they can get help and support.



## Key Contacts:

**Access and Response Team** – 01454 86 6000 (during working hours)

**Emergency duty team** – 01454 615165 (out of hours)

**Police** – 101 for non-urgent issues & 999 if urgent and an immediate response is needed

**Domestic Abuse Concerns** - Next Link South Glos domestic abuse telephone help lines are open 8:30am – 5:30pm Monday to Friday and 9:30am – 1:00pm on Saturday 0800 4700 280

**Mental health support - CAMHS** (if young person is currently under CAMHS) – 01454 862431 or if you are concerned that you are not able to keep your child safe or they are not able to keep themselves safe then take them to the Accident & Emergency department at Bristol Children's hospital or call for an ambulance.

**Food banks links for families living in South Glos**

<https://oneyou.southglos.gov.uk/eat-well/food-poverty-support/>

**Food banks links for families living in Bristol**

<https://www.trusselltrust.org/>

<https://eastbristol.foodbank.org.uk/get-help/how-to-get-help/>

**Parents worried about exploitation** - <https://paceuk.info/> or for confidential help and advice, call Pace on 0113 240 5226

**CHILDLINE** – 0800 1111 or visit their website [www.childline.org.uk](http://www.childline.org.uk)

**Samaritans** – 116 123

**Mental health apps approved by NHS** - <https://www.nhs.uk/apps-library/category/mental-health/>

## Andrew Hall Safeguarding Guidance

'Should schools have to close the impact will perhaps be felt greatest by the most vulnerable children. I think there are probably two key aspects to consider, food and child protection.'

Please read advise from the Andrew Hall Safeguarding in Schools website as there is some really useful and clear guidance.

<https://www.safeguardinginschools.co.uk/covid-19-coronavirus-advice-for-schools/>

**Safeguarding In Schools**  
Protecting Children. Reducing Risk.  
01223 929269  
Andrew Hall  
Specialist Safeguarding Consultant

## Education, Learning and Skills Contacts and Processes

### Headteacher Contacts- school closures and Self-Isolation

We would like to request that any Headteacher who becomes ill or is self isolating or has taken the decision to close (or partially close), please inform Andrew Best [andrew.best@southglos.gov.uk](mailto:andrew.best@southglos.gov.uk) and Faye Bertham and [faye.bertham@southglos.gov.uk](mailto:faye.bertham@southglos.gov.uk) via email to ensure we can advise and support you.

If you have a significant number of staff self-isolating, please also let Andrew and Faye know to enable us to offer support.

Schools are also asked to update the [school closure system](#) as they would if a school closed for snow etc. **This is for partial closures and full closures.**

### Task Groups and LA Reviews

In the short term before Easter, if you are a Priority School within the Local Authority **we will not be conducting any LA reviews of schools or task groups** to enable us to support our internal processes in managing our response to Covid-19.

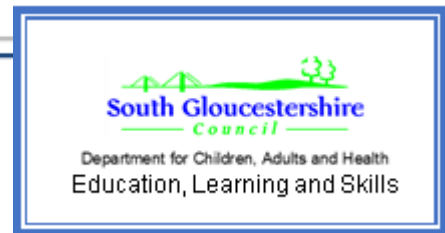
### Meetings and training events

We advise that non-essential meetings and training events are cancelled, so that leaders can keep their focus on responding to the evolving situation and in responding effectively to their business continuity plans.

### National Governors Association

The NGA have produced some useful information for governors. Governing boards will undoubtedly share the concerns of their school leaders and will want to give support in these challenging circumstances. They will also want assurance that their schools are responding appropriately to the risks and implications of the Coronavirus. However, governing is not an operational role. The best and most appropriate way for governing boards to support their school leaders is to allow them to manage the school's response without the involvement of the board, unless it is requested.

This guidance can be found [here](#)



### NAHT Information and FAQs

The NAHT message to members is to follow government and the relevant Public Health England advice.

Many of the questions school leaders have are answered on the government's website which is being updated daily:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Following the Prime Minister's public health statement on Coronavirus on 12 March, you can find all the latest information here: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

The current NAHT FAQs can be found [here](#)

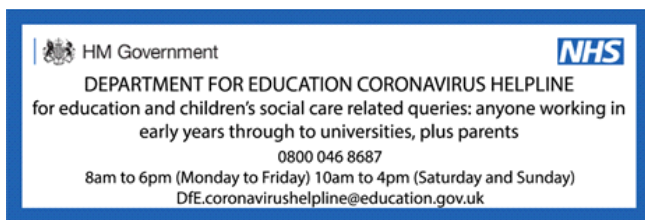


### What about pay and sick pay when absent from work?

School employees covered by the Burgundy Book (teachers) and Green Book (support staff) sick pay schemes are entitled to full pay for absence when they are required to be absent due to infectious illness, as well as when they are required under guidance to be in self-isolation and this absence does not count against sick pay entitlements.

Soulbury-paid employees are covered by the Green Book sick pay scheme. Sixth form college teachers' entitlements match the Burgundy Book, but support staff entitlements do not fully match the Green Book provisions. FE college staff and staff in academies which do not follow the Burgundy and Green Book schemes will need to check their contracts and check with their employer if necessary.

It is expected that all employers will provide full pay for all such absence, in line with ACAS advice, whether or not the employee is covered by the above schemes. Otherwise, employees may simply try to attend work, increasing the risk of transmission. Employers should also disregard such absence for the purpose of sickness absence management policies.



There is an expectation wherever possible, that students can access learning remotely. Here are some ideas to support schools in this process.

## E-Learning Curriculum Sharing Best Practice

### Robin Hood MAT - Learning Projects

<https://www.robinhoodmat.co.uk/learning-projects/>

Robin Hood MAT have created Learning Projects as a result of the ongoing risk of schools shutting due to the Coronavirus outbreak across the UK. The link above provides a letter to parents and 6 weeks of content for EYFS, KS1, Yr 3&4, Yr 5&6.

### Google Classroom - Greenshaw Trust

[https://edu.google.com/products/classroom/?modal\\_active=none](https://edu.google.com/products/classroom/?modal_active=none)

Greenshaw Trust have developed some useful content on how to set up a Google Classroom to use with your students.

Presentation: [https://drive.google.com/file/d/10hQFKDFn2JbPBPJ\\_9zZNA1aj7a2fVX5k/view](https://drive.google.com/file/d/10hQFKDFn2JbPBPJ_9zZNA1aj7a2fVX5k/view)

You Tube Clips:

<https://t.co/vVJA38VfRf>

<https://t.co/tFfr5xRW1t>

<https://t.co/qyVrO9NZI9>

### Show Me app

Join the fastest growing EdTech community.

Create beautiful tutorials with the tap of your finger.

ShowMe is the easiest way to create & share lessons on your iPad, Android tablet or Chromebook

<https://www.showme.com/>

### White Rose Maths

White Rose Maths have been busy planning some free packages for schools if they have to close. These will be released from Monday 16<sup>th</sup> March. They include video tutorials and access to their premium content. <https://whiterosemaths.com/>

### BBC

Digital learning resources for primary and secondary

[http://www.bbc.co.uk/schools/websites/4\\_11/site/literacy.shtml](http://www.bbc.co.uk/schools/websites/4_11/site/literacy.shtml)

### Social Media - Twitter and Facebook

Use your Twitter feed or Facebook account to post updates on school closures, story time videos, assemblies, question of the day, links to learning and more.

These will need to be accessed through parent accounts but this keeps parents up to speed on developments and curriculum learning approaches.

## E-Learning Schools in South Glos

In South Gloucestershire, we are keen to share innovative ideas for remote learning and e-learning schools.

We will disseminate these ideas to all schools.

Please email your ideas to our School Improvement Team at:

[Faye.bertham@southglos.gov.uk](mailto:Faye.bertham@southglos.gov.uk) and  
[Andrew.best@southglos.glos.gov.uk](mailto:Andrew.best@southglos.glos.gov.uk)

### You Tube

If you'd like to have your very own Youtube channel for your school, you'll be glad to know creating it is merely minutes away. You're among the many school communicators embracing the value and potential of using video to depict their school.

As more and more schools launch Facebook pages, Twitter feeds and Instagram accounts, Youtube is gaining traction as the natural way to tell their school stories in what's perhaps everyone's favorite medium - short videos. Follow these four simple steps, and you'll have your school channel up and running in no time.

<https://www.campussuite.com/blog/create-youtube-channel-for-your-school>

### Twinkl

Twinkl is offering every teacher in England, access to all Twinkl resources with a one month ultimate membership. We are also extending this to every parent, carer and pupil.

Go to [www.twinkl.co.uk/offer](http://www.twinkl.co.uk/offer) and enter code UKTWINKLHELPS. This applies to new members.