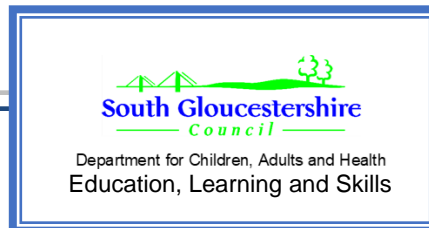
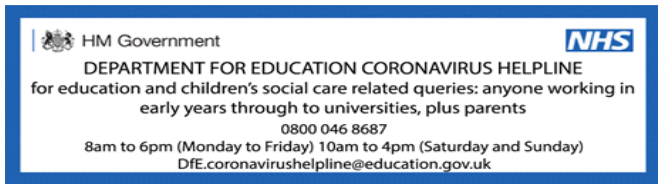


COVID19 Education Continuity Newsletter



Issue 5: 25th March 2020



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

School Attendance Update

Please note the following

Returns to DfE re children in school – a closed school is not required to make a return

- Penalty Notices - no penalty notices to be issued using attendance data taken after 16th March as this is the date the government guidance changed
- Cases going through to court – See below
- Attendance data will not be used from this academic year in performance tables nor for inspections when they resume
- 2018-19 full year attendance data will be published on Thursday 26th March 2020 as expected

School Attendance Prosecutions

HMCTS will be reducing courts for the next 2 weeks to deal with urgent priority work as set out below.

All other work will be adjourned temporarily whilst arrangements are made for other case to be heard using video or audio links under existing rules or using any expanded powers contained with any emergency legislation. This includes cases that were due to be heard on 25th March 2020.

Cases where the decision had been made to take legal action, and where a court date had been agreed, but where the Summons had not yet been served to the parent(s) have been adjourned for a period of 2 months. This includes all cases that were due to be heard on 22nd April 2020.

Safeguarding Spreadsheet Return

The Local Authority have a duty to ensure monitoring of vulnerable pupils who are not attending school during this crisis. Schools have been sent a spreadsheet via email and we are asking for this to be completed and returned **by 12 noon on Friday 27 March 2020** to diane.ponting@southglos.gov.uk

We are asking for data for all pupils in your school who have an EHCP, LAC or known to social care and we need to know if each pupil is attending school (full time or part time) or staying at home. This information will be shared with Education, Health and Social Care teams so we can ensure our safeguarding processes for those who are not at school, are robust. Schools will also have their safeguarding processes and checks in place for those who are not attending school and it is essential that these continue.

In Year Admissions

For your reference, we will ask schools to place children on roll (without delay) who have been offered a place as part of the in-year admissions application process. There are approx. 20 offers we have sent out to parents (during March). Normally, it is for schools to accept these and liaise with parents before adding them to the school roll. Placing these children on roll asap will ensure that:

1. Children are safeguarded (they could be children arriving from abroad and are not currently on roll anywhere)
2. Children of keyworkers or vulnerable children, can access a place at their offered school
3. Children can access online education resources from their offered school.

Early Years Settings and Schools



The Early Years Team are working to ensure continuity of care for our youngest and most vulnerable children. The situation is ever changing, and we know of examples of joint working between settings and schools which is very gratifying. We believe the Prime Minister's announcement on Monday night will have further impact on the sector as this week unfolds.

If your school is working with an early years setting on your premises, you have Reception children working with teachers who may be unfamiliar with EYFS, you have EYFS children with additional needs or you have these children starting to attend in the next weeks and need some help please email laura.gallop@southglos.gov.uk. The Early Years Adviser, Laura Gallop, is the initial EYFS contact for schools and she will contact you to provide advice and support in the first instance.

HR Guidance on Recruitment

Education, Learning and Skills, supported by HR are currently working with Chairs of Governors in any Headteacher recruitment processes that have been put on hold.

In terms of teacher and non-teaching staff recruitment this will be considered differently to the recruitment of a Head. HR can provide and guidance but there is no reason why this process could not be undertaken remotely, if you wish to do so. There should be the facility to conduct interviews by Skype/zoom or through other forums.

As a school you would need to make sure this was processed correctly and advertised in the usual way. Applications should be done electronically, DBS can be done remotely with documents scanned or photographed as necessary and then checked on the first day of employment (DBS Gov link which you may find helpful can be found [here](#)). References can be requested in the usual way.

The remote interview could require some written task to be sent during the interview day which could be assessed. This could be include: development of a lesson plan, scheme of work or providing some feedback on a scanned and email piece of work etc....

As the candidates will not be able to interact with the pupils then you can make the requirements in the references most explicit in terms of asking: how the candidates interact and engage with pupils; there depth of subject knowledge and how they transfer this to classroom practice.

Integra HR, if they are your current provider will support you with any questions you may have in undertaking this type of process.

Paediatric First Aiders

At the moment there is no specific government guidance on first aiders or paediatric first aiders, but this is evolving and guidance may be released. There is an extension of all first aid qualification expiry dates by a period of 3 months at this point in time but nothing else we are aware of.

The HSE are providing updates, so this is something that might come from then in due course. Mark Dee is regularly checking updates via the DfE helpline, as we all are, so if we get some more guidance we will share with schools.

We would advise Headteachers to take reasonable steps to ensure the safety of all the children, including those with SEND and appropriately risk manage that. The assessments should consider if any of the children are in a high risk group/their particular needs. We would offer the following advice in managing this situation:

If a setting has no paediatric first aider but does have a normal first aider in a primary school setting:

- School to do a risk assessment for any child who is 4 or 5 and then contact parents, inform them that the risk assessment has been done and let them know that there is no paediatric first aider in school but there is still a member of staff who is first aid trained.

If a setting has no first aider in school at all but there is a member of staff first aid trained living (or working) a few minutes away and is currently fit and well **and available to respond:**

- School to ask all staff if any of them are first aid trained through any volunteer work they undertake e.g. cubs / scouts / brownies and ask them if they will support the school during this time
- School to do a risk assessment for children that are on site and then if deemed that none of the children have a significant medical condition, then again contact to be made with parents to let them know that a risk assessment has been done and that there is no first aider on site but that someone can be at the school within a very short space of time.

Safeguarding in Education

Firstly, a big thank you to all of you for everything you are doing to ensure the safety of the children and young people in your settings. We know that times are very challenging, and we are all having to find new ways to working with very limited staff.

Please remember that your practice around supporting vulnerable students has to be considered regardless of whether your setting is open or closed as a setting. Below are a couple of key points you need to consider:

Routinely reviewing your vulnerable students list on a regular basis

Whilst the government has issued guidance on 'who' is vulnerable (those who have a social worker), a request is that you are flexible about who else might be on the edge of receiving social care support (eligible for early help under s.18 of KCSIE 2019. P6 +7). We have asked that you RAG rate these students.

Your plan of action for vulnerable students

Please ensure that you have taken proportionate responses to supporting and monitoring the safety and wellbeing of these students. Even if students are not able to/unwilling to attend your setting - there are still actions you can take in relation to 'checking in' and 'monitoring' these students. Please check on the guidance already issued, and/or liaise with Lynda Cordukes (safeguarding in education advisor) if you wish to talk your plans through.

Safeguarding (police) notifications

You will continue to receive these from Avon and Somerset police. It is vital that you consider updating your vulnerable students list in response to these. Please remember that you can contact Early Help for advice around individual cases.

Safeguarding Continuity Plans

It is possible that DSLs/Deputies may become incapacitated with either ill health, self-isolation or caring for those who may need it. Please can you consider ensuring that your 'continuity plans' are reviewed and shared with colleagues in your setting. In the interim we ask that you:

- Consider making DSL cover arrangements with neighbouring schools/ other academies in your trust/ central trust leads.
- Ensure that you consider reviewing who has access to 'Safeguarding files'
- Ensure that you advise the safeguarding in education advisor, Lynda Cordukes, if you have another school or colleague taking on the DSL responsibility and their contact details.

Covid 19 – Safeguarding in Education advice surgeries: We are aware that this is a difficult time for colleagues. We are looking to develop ways to proactively support you with your continuity plans and providing support for those who already maybe taking on additional responsibilities. We will be offering 'virtual surgeries' that you can sign up to twice week with other colleagues (max 10 participants). This will offer an opportunity to get advice and guidance from the safeguarding in education advisor but also your peers and colleagues. If you would like to book a place please email Lynda.cordukes@southglos.gov.uk

Voucher Scheme - Free School Meals

You will have received an email with some options in relation to the provision for Free School Meals and our offer to support a Voucher system at school level. We are aware that some Trusts and schools may have put in place systems for this already and we see this as a school based decision.

We are though very pleased to be able to offer you a solution with **Sodexo**, who are supporting a significant number of Bristol Council schools with their Free School Meal Vouchers. The details of the offer are contained within the attachment (**SGCC Free Meals for Schools**), but the principles behind it will be that parents will receive an e-voucher that can then be redeemed in a supermarket of their choice. The value of the voucher will be £15 per week, this would be in line with the Bristol offer and also enables parents to spend in a wider range of supermarkets; only one national supermarket operates as far as we are aware with denominations of £1. We would consider £3 per day for parents to either provide a hot meal or a cold alternative as a sensible amount, parents will not have access to buying in bulk, as our catering companies do. School budget shares include funding rates for pupils eligible for free school meals and through an IDACI (deprivation) factor; both are there to recognise the costs of supporting pupils from deprived backgrounds including providing a free meal. There could be mileage at school level to consider some of the Pupil Premium funding being allocated at this time to support this provision.

If you wish to take up the offer of the **Sodexo** e-voucher system, which we see as a really good option, please can you let CAH-Business Support BMR CAHBusinessSupportBMR@southglos.gov.uk know by 10am on **Friday 27th March**. We will need to know the following:

School Name

Numbers of pupils entitled to Free School Meals

Contact email

Please also return the following documents to Theresa Moore at **Sodexo** theresa.moore2@sodexo.com

New Client Form

Voucher Cheque Request Form

Any questions around completing the forms should be directed to Sodexo, information and contact information is available on the **SGCC Free Meals for Schools document**.

Sodexo will then set you up individually so that you are then in a position to send e-vouchers to parents as of **Wednesday 1st April 2020**.

Open Letter from Vicky Ford, MP

You will have received an important email today. Please check your inbox.

Vicky Ford, MP Parliamentary Under-Secretary of State for Children and Families, has asked us to circulate her open letter to children and young people with Special Educational Needs and Disabilities (SEND), their parents/carers and families, and all others who support them.

Please share it as widely as possible. The letter covers the government's recent announcements and guidance about meeting the needs of children and young people with SEND during this challenging time. Thank you for your support in sharing this letter within your school community.

Home to School Transport

Please continue to operate the partial opening of your school with the normal school start and finish times. The Council's Transport Team are unable to make changes to existing contractual arrangements and thus it is not possible to vary the pick-up and drop-off times of children travelling to school. Please help to reduce the number of calls to the Integrated Transport Team by not phoning with this request.

Integra Home Learning



We are really pleased to be able to inform you that Integra, on behalf of Education Learning and Skills have produced a number of home learning resources. We really encourage that you share the links with your staff teams, the parents in your communities and the students themselves, alongside other resources and materials that you will have developed. The other resource that is available is through the South Glos. Parents and Carers forum, who also have a range of resources and links that you can signpost.

We hope you find the resources really useful. Content will be added to the Integra page over time as our colleagues are working on adding further resource and materials.

The links are as follows:

This first page includes links to both the Integra site and Parent/Carer Forum site which can be found on the Council website:

<https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=JyM23zPICBc&familychannel=2-4&channel=family>

The individual links are:

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

<https://www.sglospc.org.uk/resources>

Please share the links as appropriate, especially with your parents and carers.

Home Learning Support for Headteachers

If you have any questions about home learning and would like to discuss any specific issues, you can contact our Elective Home Education Team on the emails below.

Emma Varney Emma.Varney@southglos.gov.uk

Cathy Grunis Cathy.Grunis@southglos.gov.uk

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

Isolation Song

www.isolationssong.com

We are offering you a way to express your thoughts, share your experiences, and celebrate your creativity through song writing at home. #IsolationSong (This is a new initiative for us, so please be patient if there are a few teething problems – and remember to follow all government guidelines on how to keep yourself and others safe.)

Wellbeing - COVID-19 Psychological Resources

[2020.03.25 COVID19 Psychological Resources Child Health Psychology Cardiff and Vale UHB.pdf.pdf](#)

PET-Xi

Here at PET-Xi we have some freebies for learners to brighten up their day with our fun maths videos which can be accessed through the free subscription to our YouTube Channel via the link below:
https://www.youtube.com/channel/UC_Zr7_c3j24Tu1d2es8HVyw

E-Learning Schools in South Glos

Child friendly explanation of COVID-19

https://adcs.org.uk/assets/documentation/Child_Friendly_Explanation_of_Coronavirus.pdf

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 and
Andrew.best@southglos.glos.gov.uk

Times Table Rock Stars - Free Access

<https://trockstars.com/page/covid19support>

Offering schools free access for 60 days. Lots of fun ways to practise their times tables.

Undertaking virtual learning safely

The NSPCC has provided some useful guidance around safe practice when undertaking remote teaching. Please [click here](#) to access.

Topics covered include:

- Remote teaching
- Consent forms
- Contacting children at home
- Child protection concerns
- Online safety
- Mental health and wellbeing

Amazon Audible - Free access for children

For as long as schools are closed, we're open. Starting today, kids everywhere can instantly stream an incredible collection of stories, including titles across six different languages, that will help them continue dreaming, learning, and just being kids. All stories are free to stream on your desktop, laptop, phone or tablet.

Twinkl - Free Access

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 and enter code UKTWINKLHELPS. This applies to new members.