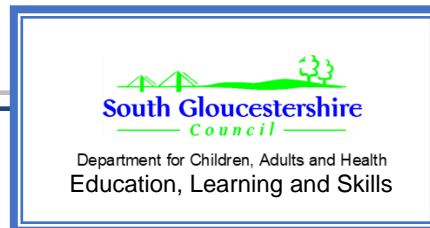


COVID19 Education Continuity Newsletter



Issue 8: 3rd April 2020

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

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

End of Year School Reporting Arrangements

There is no current government guidance in relation to reports to parents during Covid-19. We know that Multi-Academy Trusts will have their own response to this; so this is our optional guidance for maintained schools. We would support a report to parents that covers the period that the child has been in school. The nature of this report may look very different from school to school and the level of detail will also depend on individual circumstances. We would see this as something that could be realistically achieved and then communicated to parents/carers through electronic means by the end of the summer term.



NQTs – DfE Guidance for induction assessments

DfE have today issued induction guidance for NQTs related to the current situation. It includes the following statements.

We will be making regulatory changes that, subject to parliamentary agreement, will mean that NQTs absent for reasons related to the current COVID-19 public health emergency will not have their induction period automatically extended.

If there are concerns that a NQT has not achieved the standards by the end of their induction period, we would strongly encourage headteachers and appropriate bodies to exercise their discretion to recommend an extension, allowing the NQT further time and opportunity to demonstrate their ability to meet the standards.

The link is [here](#). There is also an FAQ about teachers not meeting the standards.

What about NQTs who do not meet the Teachers' Standards? If at the end of the induction period there are concerns that a NQT, with absences related to COVID-19, has not achieved the standards, we would encourage appropriate bodies to exercise their discretion to recommend an extension, allowing the NQT further time and opportunity to demonstrate their ability to meet the standards

The direct Covid link is [here](#).

HSE First Aider Update

The HSE have released some updated guidance which is based on continuing to undertake a 'risk assessment' based 1st aid requirements with potentially fewer people on the premises. The HSE also highlight consideration of shared 1st aid services with other nearby businesses but this may not be a route you can take due to the additional requirements for paediatric 1st aid.

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

We will continue to look at the HSE updates and will share this information if you do not already have it.

Resources to Support Parents/Carers

This information has been shared online via parent/carer groups. We would like your help in getting the message out to parents – please feel free to copy and paste this info onto your website or to email to parents.

We know that this is a time of adjustment for families, and we want to give you advice to support you as much as possible.

We have recently launched a brand new support line and email address for parents and carers. You can contact us with your queries by email: SENDCovidEnquiry@southglos.gov.uk or by phone 01454 866123 (staffed between 9am – 1pm Monday to Friday). We aim to respond within 48 hours, and any questions sent to this email will be used to inform the FAQ mentioned below.

We have also produced a range of resources and support for SEND families by working closely with our partners, including [South Glos Parents and Carers - not for profit CIC](#) and Integra Schools:

- Check the new SENSational area of the Integra Home Learning website at: www.integra.co.uk/home-learning/sensational-resources/. These are resources chosen specifically to provide support for parents of children with special educational needs
- Read Issue 1 of the 'SENSational learning ideas' newsletter at: <https://find-information-for-adults-children-families.south...>, designed to support parents and carers with learning at home for children
- View the Frequently Asked Questions (FAQs) and answers for parents and carers, which cover education, health and social care <https://find-information-for-adults-children-families.south...>. These will be updated over time to include additional information based on what we're being asked during this time
- Remember that Supportive Parents, the local SENDIAS service offer free, impartial and confidential information, advice and support to children and young people with special educational needs and disabilities (SEND) and their parents/carers. Visit www.supportiveparents.org.uk/contact-us/

You can keep up to date with the latest information and advice regarding coronavirus (Covid-19) on the council website at www.southglos.gov.uk/coronavirus. Our SEND Local Offer www.southglos.gov.uk/SENDlocaloffer also contains useful information.

DfE Free School Meals Voucher Scheme

We have become aware that some schools have yet to receive an email from Edenred. We are limited in our scope to support schools with this, as the national voucher scheme has been developed by the DfE. However, there are some suggestions in terms of why you may not have received an email that you could look at, if you then still are not receiving anything, you will need to call the DfE helpline. In some schools the email has gone to the 'Junk boxes,' so please check this as a first point. Secondly, there may be issues with emails being blocked, which would be a matter for your IT provider to work through with you. We are always committed to supporting schools, but we are limited on the National Voucher Scheme I am afraid, we do ask that queries in relation to this specific scheme, if unresolved, are directed to the DfE.

It is right that schools concentrate their effort and resources on those who are eligible for benefits-related free school meals at this time. There is no requirement to continue to provide universal infant free school meals to pupils in reception, year 1, or year 2 who are unable to attend school. Children in those year groups who are eligible for benefits-related free school meals will be supported though.



Attendance Registers

You will have seen the guidance from the DfE that you should continue to submit your daily online attendance form throughout the Easter holidays, we did raise this with the Regional Schools' Commissioner as a point around our responsibility in relation to manageability for our schools in a climate where you are already going above and beyond to support a local area approach.

If pupils are attending your own onsite provision then the online register should be straightforward in terms of both completion and submission.

If you are a school that is hosting an Easter provision for other schools and your staff are available to complete the register, then we ask that they record on the register as appropriate and then send to the DfE securely.

Where the Easter provision is from an external provider and school staff will not be available to take a daily register, we ask for a safe, common sense approach be applied. We would ask that the provider collects a daily attendance register, which they will be doing anyway and that copies of the register are then left with the school. As and when school staff are able to collect the attendance register, this can then be collated and uploaded to the DfE, with us accepting that this may not be immediate.

For schools that are closed during this time, we ask that you send a daily nil return through but if you are working with another school locally, offer any support you can, if they need help with uploading data and information.

As a Local Authority we see that the offer of provision at this important time comes first and will accept that your different circumstances will dictate the speed in which you are able to upload attendance to the central site.

Studio 3 Free Webinars – Managing Behaviour of Concern

Colleagues in South Glos have highly recommended this free webinar on 'Managing behaviour of concern.' Some staff have already taken part in these webinars and said they are fantastic. Something to consider if you are developing remote staff training over the coming weeks. Full details can be found [here](#).

As part of a new series of free online web-based seminars, Gareth D Morewood will be presenting on The Low Arousal Approach in Learning Environments this Tuesday, 7th April at 3pm BST.

The talk will be 45 minutes - 1 hour in duration, followed by a live interactive question and answer session.

Trauma Informed in the age of Corona Virus

During this time of social isolation, KPJR Films is reaching out to share our documentary films and trauma-informed tools with communities nationwide. KPJR Films will launch KPJR SHOWCASE with a virtual screening of PAPER TIGERS and RESILIENCE. Both films, along with additional content, will be available for viewing on your desktop, laptop or hand held device at no charge from 6am EDT on Saturday, April 4th through 8pm EDT on Tuesday, April 7th.

On April 7th at 8pm EDT, KPJR will produce a Twitter Townhall® featuring a discussion with characters from both films. Join the virtual discussion featuring Alice Forrester, PhD, CEO of Clifford Beers from RESILIENCE, Jim Sporleder, Trauma Informed Consultant and former Principal of Lincoln High School shown in PAPER TIGERS, and James Redford, Director of both RESILIENCE & PAPER TIGERS.

Follow the conversation at <https://twitter.com/KPJRFilms> and tweet your questions and comments using #ResilienceReset to receive real-time answers from the experts.

Registration Deadline: Friday, April 3rd, 5:00 p.m. EDT.



Updating your Safeguarding Policy

Government guidance was published on 27th March regarding safeguarding in schools, colleges and other providers. Full details can be found [here](#).

'Schools and colleges will have an effective child protection policy in place reflecting business as usual. It is likely that the policy will not accurately reflect new arrangements in response to COVID-19. It is important schools and colleges (led by a DSL or deputy, wherever possible) review and revise their child protection policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summaries any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy.'

The LA has provided a useful addendum that you can use to ensure your school policies comply with the DfE guidance. This was emailed to schools on 31st March.



Finance Update – Invoicing Protocols

During the current pandemic situation, many schools may now be closed or operating with low staff levels. This may mean that the task of arranging payment of invoices will become more difficult to do in a safe and controlled way for those staff charged with administration. Internal audit have highlighted that virtually every school they have visited over the last few years operates a process where the electronic purchase order on the Civica system is raised at the point when the invoice has already been received, this negating any control function that the electronic order might offer. Some schools operate manual orders or requisition documents for budget holders/head teachers to sign to authorise the purchase of goods and services, this will be difficult to achieve at the moment.

What the majority of schools have in common is that they rely on the authorisation of the invoice by the Head/Budget Holder as a key control. The Finance person in the school office will physically print the invoice, apply a GRED (goods received) stamp and will seek out a wet ink signature to authorise the invoice for payment. This is the catch all control if controls at the point of ordering the goods are not effective. Many schools have highlighted that they are unable to obtain this wet signature from the Head/budget Holder. The payments function of the council are now accepting emailed invoices with just the GRED number and PO number type onto the invoice (using a typewriter function they have told us is available). This solves the process issue but places administrators at risk as there is no additional person involved in the process.

Please find below an interim procedure for schools to follow to address this shortfall in control:

Invoices over £400

For every invoice that they forward to the council for payment over £400 there should be an email from the Head confirming:

- the amount of the invoice
- a brief detail of the supply
- that they authorise the spend
- the invoice number quoted
- The associated purchase order number

The email should be stored by the business manager on a school drive electronically with an electronic copy of the invoice.

Invoices below £400

All orders below £400 should be collated on a cover sheet (this could be done on excel with amount, description of goods, date of invoice, date of order, PO number, GRED number) on a fortnightly basis (or when the number of orders exceeds 150 whichever is sooner) the cover sheet should be sent to the Head for him/her to check through and confirm they have checked what has been ordered for appropriateness. An email should be sent back to the Business Manager confirming this check. As a back up check, Head Teachers should also check budget monitors from Civica on a monthly basis. We were hoping to roll out new guidance around electronic ordering but this has been paused due to the current emergency arrangements



Aerospace Bristol

As Aerospace Bristol is currently closed, they have created a series of 'At Home with Aerospace Bristol' videos, activities for kids, and more to enjoy from the comfort of your sofa. Great for promoting home learning within STEM.

<https://aerospacebristol.org/at-home-with-aerospace-bristol>

KEEP THE KIDS ENTERTAINED WITH FUN ACTIVITIES



Every At Home with Aerospace Bristol activity supports at least one of the 5 ways to wellbeing. Find out more...

Celebrity Video Messages for School Children

There is some fantastic content for children and young people from celebrities sending their well wishes and inspiration. We have been sent the following message from Daniel Curtis, Composer and Lyricist.

I am really delighted to share these beautiful messages with you from: Lord Andrew Lord Webber, Dame Kelly Holmes, Twist and Pulse, Sir Ben Ainslie, David Suchet and Paul O'Grady giving advice on how to find inspiration and confidence during this time spent at home. There are some great resources mentioned which promote development in both STEM and Arts subjects and Paul O'Grady has a puppy - what more does anyone need?

We will have another collection in a few weeks time and would be so grateful if you can send this to the schools and teachers for us to pass onto the children.

<https://www.youtube.com/watch?v=KCOT5eSYuqI&feature=youtu.be>

From Issue 7: This edition focuses on specific resources for pupils with SEND and resources to support mindfulness and mental health.

E-Learning Curriculum SEND and Well Being

Mindfulness and relaxation exercise

Parents can do these with younger children to help manage anxiety.

<https://www.youtube.com/user/CosmicKidsYoga>

<https://www.headspace.com/meditation/kids>

Young Minds

Talking to your child about Coronavirus and 10 tips from their Parents Helpline to support family wellbeing:

<https://youngminds.org.uk/resources/school-resources/tips-leaflet-for-parents-supporting-your-child-during-the-coronavirus-pandemic/> Access Art – free resources for creative outlet <https://www.accessart.org.uk/art-resources-for-home/>

Story Massage

Story massage have put together a free resource booklet of 36 stories, email them to be sent a copy: mary@storymassage.co.uk

E-Learning - SEND and well being resources

Social stories about the virus

Carol Gray has produced a [social story about coronavirus](#) and pandemics. The social story uses large print pictures and provides contextual information about pandemics and viruses in general. Autism education also has a social story [here](#).

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

Information for parents of how to support children through COVID19

<https://childmind.org/article/talking-to-kids-about-the-coronavirus/>

<https://www.bps.org.uk/news-and-policy/bps-highlights-importance-talking-children-about-coronavirus>

<http://www.incredibleyears.com/parents-teachers/articles-for-parents/>

Place2Be

Guide to helping parents answer questions from their children and to support family wellbeing: <https://www.place2be.org.uk/coronavirus>

Story Books about the virus

ELSA support have produced an accessible book that can be found [here](#).

Another digital book, in a simple format, can be found [here](#).

COVIbook - in 18 languages

Covibook - Supporting children and families around the world - Available in 18 different languages <https://www.mindheart.co/descargables>