

REAch2 Advice to Schools: Coronavirus - Updated 16th March 2020

Plans for Possible School Closure:

	ASPECT	TRUST INSTRUCTION	TRUST ADVICE	TRUST CONTACT
Information	Pupil data/ information	Ensure that all pupil information is up to date in [data system] with contact numbers for all parents and is accessible.		
	Staff data/ information	Ensure that all staff information is up to date in [data system] with contact numbers for all staff and is accessible.		
	Trust Information	Ensure that school SLT have copies of Trust contacts in case of need [separate document] Ensure that Trust SLT have copies of school SLT contacts (to include the SBM).		
	Information for parents	Send out most recent information in form of poster/letter to parents from Public Health England before and after Easter.		
	Information for children	Use the Public Health England information for a weekly assembly to keep the hygiene message high profile.		
	Information for staff	Share with SLT the processes and procedures for reducing risk and preparing for potential school closure. SLT to share with staff as appropriate.		
	Information for Governors	Share with the Chair of Governors the Trusts processes and procedures for reducing risk and preparing for potential school closure. A summary of information to be placed on [Governor portal] .		
	Senior Leaders	Read information sent from [Head of service responsible] and ensure full compliance.		
	Office Staff	Collate information where parents are self-isolating their child and notify [named person/system] of any children awaiting tests or receiving test results.		
	Site staff / Cleaning staff	Increase the cleaning of toilets, tabletops, light switches and door handles etc. Ensure appropriate cloths are used to avoid cross-contamination or Liaise with contractors to ensure appropriate additional actions are being taken to increase cleanliness and avoid cross-contamination.		

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	Ofsted Inspection calls to the School	If you receive a call notifying you of inspection, please contact [named person] to obtain further advice.		
Information	How to clean educational establishments where there were children, students or staff with suspected cases of COVID-19 (www.gov.uk)	<p>Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be <u>cleaned</u> using disposable cloths and household detergents, according to current recommended workplace legislation and practice 16/03/2020.</p> <p>These include:</p> <ul style="list-style-type: none"> • all surfaces and objects which are visibly contaminated with body fluids; • all potentially contaminated high-contact areas such as toilets, door handles, telephones <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned as detailed above.</p>		
	What to do with rubbish in the educational establishment, including tissues, if children, students or staff become unwell with suspected COVID-19 (www.gov.uk)	<p>All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the individual test positive, you will be instructed what to do with the waste.</p>		
	Website	Continue to provide information and updates on the school / trust web site to keep all stakeholders informed.		

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	Staff Communication Chain	Set up a staff communication chain e.g. e-mail, WhatsApp or equivalent to aid quick communication with all staff. Highlight staff who may require a different form of contact.		
	Social Media (Facebook, twitter) Parent Mail	Use social media/parent mail to ensure parents are kept up to date of developments at the school. Highlight any parents who may require a different form of contact.		
	Media Enquiries	Should the school be contacted by anyone in the media regarding school closure or coronavirus, direct enquiries to [named person]		
School Organisation	Arrival at school		Organise a soft start to the school day with children entering the school from e.g. 8.30 a.m. straight into staffed classrooms avoiding the gathering of large numbers of people. Encourage parents not to linger.	
	Whole School Assemblies		Continue as per programme	
	Whole School / Class assemblies with parents/carers		Reduce/cease assemblies to reduce the risk.	
	Break times		Continue as per present arrangements.	
	Lunch times		Continue as per present arrangements.	
Visits / Trips	Day Trips to indoor venues in England	Day trips to any indoor venue where there will be large crowds (100 or more people) should be postponed till the new academic year.	Seek financial recompense for cancellations.	
	Day trips to outdoor venues in England	Office staff to regularly check web sites of outdoor venues to check for any restrictions/ closure. Cancel any outdoor trips where there are more than 500 people attending	For day trips to outdoor venues e.g. Whipsnade, look at reducing opportunities for meeting up with large crowds of less than 500 e.g. avoid animal feeding times displays. Allow individual parents to withdraw their child upon request and cater for them in another class.	
	Day trips abroad	Any day trip planned to France or any other European country should be cancelled.		

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	Residential trips in England	All residential trips planned up until 31 st July 2020 (this academic year) should be postponed to the next academic year or cancelled. (please contact [named person] if children are presently away or a trip is to take place within the next two weeks).		
	Residential trips abroad	Any residential trip planned abroad should be cancelled. (please contact [named person] if children are presently away or a trip is to take place within the next two weeks).		
	Sporting/joint events with other schools	Do not participate in sporting events/galas/festivals/competitions with other schools for the remainder of the academic year.		
	Swimming lessons	If using a coach as transport to and from the swimming pool, ensure that the coach company can demonstrate a high level of risk management and give you the reassurance required.	Continue with programme as long as pool provider can demonstrate high level of risk management. (I.e. cleaning to avoid cross contamination from one group of pupils to another).	
	Use of public transport for school event, trip or visit	Do not use any form of public transport.	Consider the use of taxis and/or minibuses etc.	
Meetings	Staff Meetings		Continue with programme	
	Parent consultation evenings / meetings		Replace face to face meetings with booked telephone calls. Ensure staffs' personal numbers are protected and comply with GDPR at all times.	
	Governor Meetings		Replace face to face meetings with conference call facilities.	
	Whole school events and celebrations	Avoid all open events involving attendees exceeding 100 in number.		
	Safeguarding/CP meetings, i.e. core groups, CP conferences	Details of all upcoming meetings to be collated, shared with all DSLs; document to be available remotely	Continue with programme, in liaison and with agreement from professional partners. Discuss options for remote dial in with social care.	

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Training	DSL Forums	Meetings will take place via conference call facilities		
	Training events at other venues	No attendance at events of more than 100 people.	Avoid attendance	
	Hosting of events & visiting performers	Continue as planned if numbers coming into the school do not exceed 100. Cancel if numbers exceed 100.		
Facilities	Child Care facilities/Breakfast clubs	Continue to provide a service whilst school is in operation. Ensure staff are aware of the Public Health England poster information and ensure that appropriate hygiene practices are in place.		
Facilities	After School Clubs / Activities		Continue with programme whilst school is open.	
	Easter schools	Draft communication to parents regarding potential cancellation of Easter schools if schools are instructed to close by the Government.	Consider the use of virtual learning environments / conference calls to continue programme of learning if possible where a safeguarding/GDPR agreement is in place.	
	PPA Companies		Continue with the use of companies providing PPA cover ensuring that they can demonstrate a high level of risk management.	
	Lettings	Indoor lettings with more than 100 people should be cancelled. Outdoor lettings with more than 500 people should be cancelled.	Continue with indoor lettings with less than 100 people present with increased cleaning and hygiene management following each letting. Leaders should also provide clear guidance to the organisers of lettings regarding hygiene management whilst in the school. Continue with outdoor lettings with less than 500 people present with increased cleaning and hygiene management following each letting. Leaders should also provide clear guidance to the organisers of lettings regarding hygiene management whilst on the school site.	
	School to school support		This should be limited unless absolutely necessary e.g. no DSL in school, support being provided by a neighbouring school. Headteachers to alert their [line manager] with any concerns.	

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Children's Learning	Core subject learning	<p>Put together core subject learning packs for each year group using a range of resources readily available within the school e.g. worksheets, CGP books, on-line learning programmes, old test papers etc in preparation for the school being closed ensuring that Reading, Writing and Maths are covered.</p> <p>Where possible, provide guidance to parents on home learning.</p> <p>Collaborate as a cluster to reduce workload e.g. one school prepares work for Y1, a different school prepares for Y2 etc.</p>	<p>Prepare for the possibility of organising conference call lessons with specific year groups or groups of children should the school need to close ensuring a safeguarding/GDPR agreement is in place.</p>	
	Foundation subject learning	<p>Prepare a range of 'topics', which children could study or work on at home (do not rely on IT facilities alone).</p> <p>Look at distributing school library books to support home learning.</p> <p>Provide children with an exercise or workbook for children to work in at home.</p>		
	EYFS	<p>Prepare a range of activities to cover the different areas of learning that children and parents can work together on.</p>		
Staff Work	Working from home	<p>Produce a list of tasks/work which staff could carry out working from home should the school need to close e.g. Planning, curriculum work/programmes of study, subject leadership work, resource creation, writing of annual reports etc.</p>		
Safeguarding	Availability of Social Workers and other professionals	<p>Regularly check LA and other agency websites so that any changes to working arrangements and/or capacity to meet needs of vulnerable children and families are known.</p>		

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	Identification of, and planning for, pupils at risk	Review all pupils on vulnerable pupil list and identify those for whom school closure and a lack of contact with school staff would pose most risk. Ensure pupil contact details are up to date and where appropriate remote access to systems is provided to DSLs.	<p>Prepare letter/communication for parents of identified children to explain the potential contact that a DSL will be making in the event of school closure.</p> <p>Prepare letter/communication for Social Care and other relevant professionals to explain contact that a DSL will be making with vulnerable pupils in the event of school closure.</p> <p>Check staff remote access to email / Systems (where relevant) and plan letter/communication for staff re: logging safeguarding concerns in the event of school closure.</p>	
	Guidance and support for pupils		<p>Highlight, signpost, share leaflets, etc, for key sources of support for children that they can access directly, i.e. ChildLine, CEOP</p> <p>Assembly for pupils to discuss safe adults and who they can talk to if they are worried or have a problem.</p>	
Catering	Poverty, especially food	Identify those pupils with reliance on breakfast club/FSM or other sources of support for food.	Research and identify what local food support is available.	
	Catering contractors	Consult with catering contractors and suppliers regarding plans for potential school closure and the feeding of vulnerable families during such closure.	Further guidance will be provided including a range of options available.	
	Attendance Codes	<p>Response from DfE regarding attendance codes (received 15.3.20)</p> <p>Where a pupil is in self-isolation, 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.</p> <p>Code Y (Unable to attend due to exceptional circumstances) should be used in this instance</p>		

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Attendance Registers		<ul style="list-style-type: none"> Where a pupil does not attend school despite the school operating as usual and is not self-isolating, the pupil will be marked as absent. Where a pupil cannot attend school due to illness, as normally would happen, 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. Please follow this advice. 	<p>These codes can be revisited if more information becomes available at a later date.</p> <p>Please make sure that office staff are recording clearly the reasons for absence to justify the use of the absence codes.</p>	
Staffing Shortages	EYFS and KS1 staffing requirements	Follow the legal requirement to adhere to the appropriate staffing ratios in EYFS and KS1 until any changes in legislation by the Government		
	KS2 staffing requirements		KS2 classes have no legal limit to numbers and therefore these classes can be more easily doubled up or added to. Further guidance to be provided.	
	Staff shortages – Supervision and safety	Supervision levels will vary depending on the children's age, gender, behaviour and the abilities within the group. They will also vary depending on: <ul style="list-style-type: none"> the nature and duration of activities the competence / experience of staff involved the requirements of location, accommodation or organisation any special medical needs any specialist equipment needed. A risk assessment of the situation will need to be undertaken.		
		Lunch-time supervision - Where there are staffing shortages, schools need to undertake a risk assessment to determine appropriate adult to child ratios at breaks and lunchtimes.	Things to consider include: <ul style="list-style-type: none"> the layout of the playground the number of children on the playground the ages of the children on the playground. 	
Staffing	Absence of DSL	In the case of there being no DSL, the responsibility needs to be allocated to another member of the school's leadership team.		

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	Absence of Headteacher	The Deputy Headteacher or responsible SLT should inform the [Line manager] of the Headteachers absence. The [line manager] will ensure that appropriate management support is provided.		
	Shutting specific classes when there are staff shortages	In the event of too few staff being in school or too few staff within a year group or class and a lack of capacity to cover the absences, Headteachers should consider the possible closure of either a class, year group or phase. Please discuss this with the [line manager] prior to making a decision.		
	Whole school closure due to staff shortages	Before making a final decision on whole school closure due to staff shortages, please discuss this with [line manager] who will consult with the [named person] before a final decision is made.		
	Staff bringing children into school	Staff's children, who do not attend the school are unable to be on the school site due to safeguarding and insurance restrictions. Please refer to Trust guidance on leave for staff in these circumstances.		