



Dear Colleagues,

To keep you all up-to-date with the latest information on Coronavirus (COVID-19), and help protect you and others, we will be issuing regular updates.

We have also created a landing page on the Portal where all communications and updates from the Local Authority and central government relating to COVID-19 will be organised, and all schools are access this area - the link is:

<http://www.hes.org.uk/Page/16925>.

Educational Based Provision

Thank you to everyone that has managed to open today to support children of key workers and vulnerable children. You will be aware that the Government has published further [guidance](#) on maintaining educational provision.

To remind you, the Government has asked parents to keep their children at home from today, wherever possible, and asked schools to remain open only for those children who absolutely need to attend.

The Secretary of State published a [tweet](#) at the weekend which emphasized this message – please feel free to share with your parents. We will also be supporting this message through our corporate and public communications.

The DfE will be asking every school to make a daily data return with basic information – more information is contained in the next section of this update. This should not be seen as a bureaucratic process, but is part of a vital information gathering exercise for the DfE and the Local Authority. **Therefore, with immediate effect there is no need for schools to email the Admissions team with any closure information, as the Local Authority will be accessing this information direct from the DfE.**

As well as the daily return to the DfE, the Local Authority will continue to engage directly with all education provisions to receive school, cluster and borough-wide intelligence. This will enable the Local Authority to respond in a timely fashion to ensure safety and on-going provision as necessary, as well as, if required, reorganise provision according to need.

The key Local Authority contacts are as shown below;

ALL EARLY YEARS ENQUIRIES	Celia Freeth celia.freeth@havering.gov.uk 01708 433802
ALL PRIMARY ENQUIRIES	
Cluster A	Grahame Smith grahame.smith@havering.gov.uk 01708 433942
Cluster B	Michelle Wain michelle.wain@havering.gov.uk 01708 431650
Cluster C	Jacqueline Treacy (Penny Patterson on Fridays) Jacqueline.treacy@havering.gov.uk 01708 431287 penny.patterson@havering.gov.uk 01708 433829
Cluster D	Carol Rockey (Maureen Smith on Fridays) carol.rockey@havering.gov.uk 01708 431651 maureen.smith@havering.gov.uk 01708 433665
Cluster E	Amanda Jackson amanda.jackson@havering.gov.uk 01708 431662
Cluster F	Dave Smith dave.smith@havering.gov.uk 01708 433824
ALL SECONDARY, TERTIARY, PRU ENQUIRIES	Susan Sutton or Ian Gurman susan.sutton@havering.gov.uk 01708 434142 igurman@lifeeducationtrust.com
ALL ALTERNATIVE PROVISIONS ENQUIRIES	Darren Purdie darren.purdie@havering.gov.uk 01708 434940
ALL SPECIAL SCHOOL ENQUIRIES	Caroline Penfold caroline.penfold@havering.gov.uk 01708 431743
ALL SAFEGUARDING ENQUIRIES	Penny Patterson penny.patterson@havering.gov.uk 01708 433829
GENERAL OFFICE ENQUIRIES	01708 433847 01708 433813

The Government has also published [guidance](#) for parents and carers about the closure of schools and other educational settings following the outbreak of coronavirus (COVID-19). It is recommended that this is shared with your families, and it will be updated as further information is available.

Attendance Recording

The Government has published [guidance](#) regarding the recording of attendance whilst closed due to the coronavirus (COVID-19) outbreak. From Monday 23 March, educational settings will need to temporarily change their attendance recording practices. To minimise the burden on educational settings, and ensure that only the most important information is submitted, settings must:

1. Stop taking their normal attendance registers.
2. Complete a spreadsheet to record attendance for all children at the educational setting.
3. Use the information in the spreadsheet to complete this [short form notifying the Department for Education](#) about your status regarding COVID-19. **The form should be submitted by midday each weekday.**

Which educational settings should complete the form?

[The form](#) is for:

- academies (including free schools and studio schools)
- local authority maintained schools
- local authority nursery schools
- independent schools
- non-maintained special schools
- pupil referral units
- university technical colleges
- FE colleges and sixth form colleges
- Special post-16 institutions or specialist colleges

Early Years Provision

The Government [guidance](#) for parents and carers makes it clear that the Government are asking schools, colleges, nurseries, childminders and other registered childcare settings to remain open for children of critical workers and vulnerable children where they can. **However, there is no expectation that any of these early years providers have to remain open.**



The DfE understand that some may be unable to do so, especially if they are experiencing severe staff shortages, and the DfE will work with the Local Authority to use neighbouring schools, colleges and childcare providers to continue to support vulnerable children and children of critical workers.

School Meals

At this time, we are still awaiting further guidance on the voucher scheme announced by the government, but the latest guidance from the DfE is available [here](#).

For schools that contract with HES to deliver their catering service, HES plans to offer a revised menu of 1 meat/fish and 1 vegetarian dish from the current menu to vulnerable and keyworker children, as well as any staff members. The provision for eligible FSM meals will be a packed lunch that they can collect and take home to consume.

Further Guidance

Please ensure that you are regularly checking the national guidance.

Guidance on 'Self-Isolation' for people with confirmed or possible coronavirus (COVID-19) infection - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>.

Please go to [NHS.UK/coronavirus](https://www.nhs.uk/coronavirus) for information about the virus and how to protect yourself, and the latest information and advice about COVID-19 (Coronavirus) is also available on the [government website](#).

Information for educational settings is available at: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>. However, we expect this advice to change in the coming days due to the change to the Delay phase of the response in the UK. Should new information for schools be published, this will be cascaded to all establishments.

The Department for Education has a helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk