



Dear Colleagues,

To keep you all up-to-date with the latest information on Coronavirus (COVID-19), and help protect yourself 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 again to everyone that managed to open yesterday to support children of key workers and vulnerable children. Even those of you that were unable to open have still managed to support your educational community and vulnerable families through outreach work.

You will be aware that the PM made a statement last night regarding further measures to slow the spread of the Coronavirus. Further [guidance](#) has been published and is attached to this update. This makes it clear that children of critical workers and vulnerable children can still be taken to school, although I expect we may see lower numbers today.

A number of you have already put in place a rota system to ensure that the current arrangements can be sustained for as long as possible. At this time, it is expected that this provision will continue into and beyond the Easter holidays, so we would advise that any rota takes this into account. We recognise that this will lead to anxiety amongst staff, but we are working with the DfE and our HR team to develop further guidance regarding this.

To remind you, an employee is expected to be available to attend work as required, unless they are either:

- self-isolating,
- over 70,
- pregnant,
- diagnosed with a long term health condition,
- assessed by their GP as being eligible to have the annual injected flu vaccine,
- in receipt of written notification advising them to stay at home for 12 weeks,
- otherwise medically unfit to work.

Apart from self-isolating, if an employee is living with someone who qualifies as any of the above, this does not affect the expectation that they will be to come to school when required to do so.

Nevertheless we all have and share the responsibility to take all possible measures to reduce the spread of COVID-19 wherever we can. With this in mind and especially as we now have a significantly reduced pupil intake, schools may wish to take the personal circumstances of their employees into account when designing rotas, and allocating duties that can be carried out at home.

Consequently, schools are advised to consider the option of reducing the risk of spreading COVID-19 in cases where employees are known to live with someone who is medically vulnerable by either:

- Placing them as a stand-by on any rota or if that is not possible, to be given the minimum number of shifts to work, and/or
- Allocating them duties that can be performed at home, such as contacting vulnerable children who have not attended school.

As this is clearly a health and safety issue, schools are advised to take a risk assessment approach in making these decisions.

Duty of Care

This is to remind schools that under no circumstances are employees who qualify as being exempt from school, which includes all members of the leadership team, are to be allowed in school.

During this time, Chairs of the Governing Bodies are no doubt in even more contact with their Headteachers than usual. Even though these are most unusual times, somethings are still business as usual, and one of those is the line management responsibility that the Governing Body Chair has for the Head Teacher, and by natural extension duty of care.

With this in mind, Chairs are reminded that they cannot allow a Headteacher who is exempt, to be at school, and if necessary will be expected to give instruction to that effect.

As Headteachers have to lead at a time of unprecedented uncertainty in rapidly changing circumstances. I am sure that Chairs are already having, or will be very shortly about to have, regular conversations, with their Headteacher to support their wellbeing. If individual Chairs need support in this, the Governing Body Support Unit are available and will be happy to help.

Attendance Recording (Schools, APs)

As you are aware, the Government has published [guidance](#) regarding the recording of attendance whilst closed due to the coronavirus (COVID-19) outbreak. Educational settings are being asked to summarise their attendance records by submitting a [short form notifying the Department for Education](#) about their status regarding COVID-19. **The form should be submitted by midday each weekday.**



Unfortunately, although the Local Authority is responsible for monitoring demand and capacity across the borough, and feeding back to the DfE, we do not currently have access to the daily data you are submitting to the DfE.

Therefore, the Local Authority is requesting that when you submit your daily update to your Local Authority contact (as per Update 6 sent yesterday), that you also send the summary of your daily DfE attendance summary return.

To confirm, it is only the summary information we require, as per the table below, and not the full registration.

Department for Education							
Record of Children in Attendance							
		Attendance Totals (these populate automatically)					
School name:		1) Total number of students or pupils who are attending your educational setting today					0
Date:		2) Number of children of critical workers.					0
URN:		3) Number of children of critical workers on an EHCP.					0
Local authority:		4) Number of children of critical workers with a social worker.					0
		5) Number of vulnerable children.					0
		6) Number of vulnerable children on an EHCP.					0
		7) Number of vulnerable children with a social worker.					0

Can I ask that you also include [Paul Fitzgerald](mailto:paul.fitzgerald@haverling.gov.uk) into that email paul.fitzgerald@haverling.gov.uk. Paul will then be able to pull together a borough summary that will allow the Local Authority to determine whether there are any capacity issues, or whether to initiate discussions regarding potential hubs.

A number of schools have contacted me to say that they are also being asked for daily information by their local Safer Schools Officer. I have spoken to the Chief Inspector of the East Area today, and we have agreed that the DfE attendance summary information being sent daily to the DfE, would be sufficient for their needs.

So, to summarise, starting from today can schools please send the daily update and DfE attendance summary to the Local Authority contact, cc'ing [Paul Fitzgerald](mailto:paul.fitzgerald@haverling.gov.uk) and your local Safer Schools Officer. This arrangement will be in place until further notice.

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, the provision for children eligible for Free School Meals will be a packed lunch that they can collect and take home to consume. If parents are genuinely unable to get into the school to collect the meal, then schools should consider alternative arrangements to ensure the child receives their meal. For children that are not currently in school because they do not meet the key worker or vulnerable criteria, and/or are unable to get into school to collect a meal, schools could consider making arrangements to deliver a meal/food parcel to the family. We are aware that some schools are already doing this, and using the opportunity to conduct a welfare call as well. If you are interested in this approach, please follow up with your area manager, or direct with Dennis McKenzie.



Emergency and Out of Hours Contacts

Wherever possible, and where relevant, the Local Authority will pro-actively communicate with head teachers in the event of an incident or emergency. However, information to the Local Authority can sometimes be delayed, which can result in the school community having information before the Local Authority makes contact, particularly with the increased coverage via social media. In addition, there may be times when the Local Authority is limited in the information it can share, which I understand can lead to frustrations from schools that they feel poorly informed.

However, if you do need to contact the LA out of hours, you should call the Emergency Duty Team number - 01708 433999. Where possible, they will share any relevant information, or they will pass information/messages onto the relevant Local Authority officers, including myself.

In addition, you can contact me on 07977 512380, and if I am unavailable, you can contact Robert South (Director of Children's Services) on 07939 575991.

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](https://www.gov.uk).

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