

# Warrington Borough Council School Guidance

Government Guidance takes precedence over local decisions, please ensure you keep up to date on the most up to date published guidance, see: [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

**If you are concerned about the safety of any child or are having problems getting in touch with a social worker please contact MASH 01925 444140 or Education Safeguarding Team 01925 442928**

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## School emergency Contact numbers

In order to effectively manage the council's response to education and school needs within a timely manner, please ensure you send all enquiries, requests and notifications using the dedicated Education Services Email or Telephone number.

**Education Services: 01925 442211** telephone lines will be staffed 9 to 5pm Monday to Friday. This number can be used by schools, parents and professionals alike, as a way to communicate with Education Services.

**Education Services email:** [education@warrington.gov.uk](mailto:education@warrington.gov.uk) will be checked regularly and is quick access to all service managers in WBC Education Services

Public Health England: Cheshire & Merseyside Health Protection Team 0344 225 0562 (option1)  
**3 Boroughs Public Health Infection Prevention and Control** Tel: 01744 457314 or 01744 457312

**MASH:** 01925 444140 (also Contact Warrington main number 01925 443322)

**Education Safeguarding Team:** tel: 01925 442928 email: [educationsafeguarding@warrington.gov.uk](mailto:educationsafeguarding@warrington.gov.uk)

**Multi Agency Safeguarding Hub** - Tel: 01925 444140

## Schools remain open until further notice

We expect that where children are able to stay at home safely that they will be staying at home. Only where a parent is employed in a keyworker role which is critical to the country's COVID19 response, or where a child is identified as being vulnerable, and there is no alternative childcare option available will children be sent to school.

We have asked parents to keep their children at home, wherever possible, and for schools to remain open only for those children who absolutely need to attend.

Joint union advice on COVID19 was included in the 27 March COVID 19 Daily Briefing.

If a school has no demand for places, for a day or over a period of time, then the building may close while it is not required, however we would expect that the school would remain 'open' and staff would continue to comply with the expected minimum service for vulnerable children, whether that is physically in the school or while working from home. This also includes offering curriculum delivery and support as required. Should the demand for places be required, we would expect the building to reopen again to meet these needs.

Please ensure that parents know how to get in contact with their school.

## Expected minimal service for vulnerable children, including EHCP children

For those vulnerable children where it has been agreed that the safest place for them is in school, it remains the schools responsibility to check to ensure the child is okay if they do not turn up for school.

We expect that schools will continue to provide welfare support to those children that it has been agreed that the safest place for them is to remain at home, especially those children that do not have a social worker, with regular calls to ascertain that children remain safe and well.

It is expected that schools will be continuously reviewing those that are home to ensure that this doesn't need to change and children brought into school for a period of time again, and vice versa for those that are in school, that circumstances may have changed and that it would be safer for them now to stay at home. To support these discussions and assessment of risks, examples of templates that could be used by schools were provided in 2 April COVID19 Briefing and further guidance on vulnerable pupil attendance was included in 1 April COVID19 Briefing.

Where there are any concerns about a child please report your concerns through to MASH 01925 444140.

For those vulnerable pupils in school, it is extremely important that schools are being stringent with compliance to the social distancing guidance: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

## School opening times

Warrington Borough Council expect that all schools will need to be as flexible as possible. This may mean opening at times outside of the school day, such as early starts and late ends to the day, Easter Holidays, and weekends. Changing to a teacher shift pattern on a rota basis may be one solution to support this change in the school day, and/or schools supporting each other.

## School holidays

Warrington Borough Council expect schools to be open over Easter holidays (including the bank holiday) to ensure that school places are available for keyworker children and vulnerable children, in line with the guidance from the DfE. Schools may agree to work to a hub and spoke model with regards to shared venues and/or staff. Schools working to a shift rota may also be a solution to enable schools to accommodate children over this period and staff cover the potential longer days.

Schools will not charge for school places over the Easter Holidays.

Children in schools will have packed lunch available for those that require it.

## Children attending the same school as their parent/carer

From a Public Health point of view, if children are able to stay at home safely then that is where they should be. Staff with children who cannot be left alone or left with another parent should be put on the school's rota as a last resort. Headteachers are advised to make their own assessment of individual requests from staff to bring their own children into school with them, ensuring it is safe to do so.

## Attendance survey

Schools have been asked to respond to the DfE survey (tutorial for attendance recording: [Coronavirus \(COVID-19\): attendance recording for educational settings](#)), however in order to ensure we have a timely quality update on school attendance please continue to respond to the WBC school survey on a daily basis until notified otherwise (if possible completed before 11.30am each day).

The WBC school survey is also a forum for schools to highlight any concerns and/or a way to request additional support should schools require it. The results of the survey are discussed in the daily COVID 19 School Leadership teleconference and any agreed solutions and resulting actions are published in the daily School Briefing.

## Hub and spoke model of working

To manage the emerging situation the LA have worked with school leaders to create a 'hub and spoke' approach, providing schools with the opportunity to work together to provide solutions to issues being realised, such as temporary school closure, access to Designated Safeguarding Lead, first aiders and fire wardens, flexible opening etc. See Appendix A for the proposed hub and spoke delivery model for Warrington school clusters and Warrington school meals hubs.

## School meals team

The School Meals Team will be providing a packed lunch service that is delivered to schools from the designated production kitchens.

Schools will need to complete an order form and return it back to the Service each morning by 9.15am. Order forms can be found in the schools briefing 31<sup>st</sup> March COVID19 briefing 3.

Moving forward packed lunches will consist of the following items

- Sandwich of child's choice
- Piece of fruit
- Crisps/quavers/baked corn snack
- Biscuit or Soren or yoghurt or cheese biscuits
- Milk or Aqua juice

By implementing this system we will reduce the number of staff leaving home from over 70 a day to less than 25. This will restrict the movement of staff and ensure that as many as possible are safe, as well as supporting our suppliers who are struggling to deliver small orders to all schools.

The packed lunches will be delivered by the School Meals Team and all schools will need to leave a contact number on the main entrance door where there is not a person manning Reception to gain access to the building.

## Free school meals

Based on the DfE guidance published to date, it is the school's responsibility to provide a meal for only those children who are eligible for free school meals. It does not cover all children on Universal Infant Free School Meals in Reception and Year's 1 and 2 - unless they have been assessed and qualify for FSM.

Please refer parental queries regarding eligibility and assessment for free school meals to the School Admissions team tel: 01925 446226 email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

The School Meals Service will continue to offer meals in schools over the holidays.

## Free school meal vouchers

Children who are eligible for free school meals and who are not in school will be eligible for a £15 a week food voucher. The voucher can be done electronically via a voucher code which can be redeemed online, or as a gift card if they don't have access to the internet.

Schools will be emailed by Edenred, the DfE's chosen supplier (please check junk/spam mail). Once activated you can then access their portal to:

- Order a single £15 voucher each week for every child individually online, or
- Arrange a weekly £15 rolling voucher

Shops where the national vouchers can be spent are Sainsbury's, Morrisons, Tesco, Asda, Waitrose and M&S. More shops may join soon.

This funding can be combined for a family that has more than one child eligible for benefits-related free school meals.

You can either have a code sent via email to each family or select an eGift card for the family's preferred supermarket to be posted to parents if they cannot get online. You will need to check with families that they have access to the internet and a working email account so they can access the codes online. The vouchers can be redeemed by either showing the code on their phone or tablet at a supermarket or presenting a paper copy of the voucher. The vouchers should not be redeemed for any age-restricted items, such as alcohol, cigarettes or lottery tickets.

Under this national voucher scheme, schools will be able to order vouchers and the payments will be met centrally by the DfE. The DfE understand that other approaches, such as purchasing vouchers for shops currently not included in the national scheme, may mean that schools incur additional expenses and they will provide further guidance shortly on how they will compensate schools who incur additional costs in providing support for children eligible for free school meals. This will be particularly relevant to schools still using Wonde – hopefully the guidance will be quick in coming through but at this time there is no assurance that if you continue to use Wonde once the Government system is fully in place that the Government will reimburse you.

Children who become eligible for free school meals during this crisis will be able to access this scheme – they need to apply to verify eligibility in the usual way via tel: 01925 446226 email: [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk)

It seems that central government may be reconsidering not funding FSM over Easter, while we wait for further guidance please be assured that **locally we are committed to supporting vulnerable families during this difficult time and have agreed that schools can continue to offer FSM vouchers over the Easter holidays.**

Further information advice and guidance can be found on the DfE website:

<https://www.gov.uk/government/news/voucher-scheme-launches-for-schools-providing-free-school-meals>

Guidance for young people eligible for free meals who attend FE institutions is expected to be published in the coming days.

Children who currently receive a free breakfast through the DfE's contract with Family Action and Magic Breakfast will be contacted directly by these companies.

## Foodbanks

A handout has been provided for schools to raise awareness of the local foodbanks in order to promote to FSM families. List of available foodbanks can also be found on the [www.warrington.gov.uk](http://www.warrington.gov.uk) website or contact [mylife@warrington.gov.uk](mailto:mylife@warrington.gov.uk)

## Home to school transport

Warrington Borough Council is committed to ensure transport needs are continued to be met during this time.

## Council postal service to schools

There will be **NO INTERNAL POST SERVICE FOR SCHOOLS** until further notice.

This means the bags that are delivered to and picked up from Schools each Thursday will be stopped for ALL Schools during this period of partial School Closures.

If you have any items of post for Council Colleagues or other Schools please address properly, pay postage and send through your normal channels for External post.

*Note: If you have a significant amount of post that needs to go to separate internal addresses, that cannot wait until Schools re-open, please log a call via Online 2200 with full details and the Post Service will try to accommodate ad hoc bulk collections where possible.*

## Cleaning and deep clean requests

If schools have a confirmed case of COVID 19 or a person showing symptoms of COVID 19, schools are required to cordon off the area where that person has been for at least 72 hours. After 72 hours a deep clean is required.

If you are unable to cordon off the area, then the school will need to close. Children and staff will need to move to a safe site until the deep clean is completed, and only then can they return.

Requests for deep clean should be sent through to [jedinborough@warrington.gov.uk](mailto:jedinborough@warrington.gov.uk)

Please refer to the [government guidance](#), and if in doubt please talk to Public Health England

Should you require to make any changes to your cleaning schedule in your school (maybe due to not being on site or change in room use), please contact Julie Edinborough [jedinborough@warrington.gov.uk](mailto:jedinborough@warrington.gov.uk)

## PPE resources

Unfortunately at the present time the demand for face masks in Warrington is far higher than the supply. Ensuring the provision of masks to those services that are working directly with people with COVID19 symptoms remains a priority, however we very much appreciate the concerns raised by schools and staff working with children, especially with regards to being able to keep the required social distance from very young children. Assurance has been provided by Public Health England that there is no requirement to wear masks in schools at this time. Schools should continue to adhere to the [social distancing guidance](#) of 2 metres, hand hygiene messages of washing hands for 20 seconds, and following the 'catch it, bin it, kill it' rules. We have heard of some entrepreneurial

people who are making their own masks, however there would be factors that need consideration, such as materials used and how to keep the mask clean. We advise you seek advice from PHE.

If you are having trouble obtaining cleaning products or PPE equipment for your school (such as gloves) send in your request to:

[jedinborough@warrington.gov.uk](mailto:jedinborough@warrington.gov.uk) 01925 443086

[David.Smith@warrington.gov.uk](mailto:David.Smith@warrington.gov.uk) 01925 443041

[Kevin.Penketh@warrington.gov.uk](mailto:Kevin.Penketh@warrington.gov.uk) 01925 443044

Hopefully we will either be able to help you identify a supplier who can provide you with products, or we will be able to reallocate surplus products elsewhere in the council to support your school.

## Learning

It is expected that statutory schools remain fully responsible for the continued learning of their pupils. This may be virtual learning and/or learning packs. We hope that the focus on quality learning will increase again once the critical nature of keeping keyworker children and vulnerable children safe has been embedded.

The WBC website includes links and guidance for parents to access education websites and resources including guidance on digital safety: <https://www.warrington.gov.uk/website-learning-resource-pack>

## How GCSEs, AS & A levels will be awarded in summer 2020

Ofqual has set out details for schools, colleges, students, parents & carers on how GCSEs and A levels will be awarded following the cancellation of this year's exams. More information can be found using the following link:

<https://www.gov.uk/government/news/how-gcses-as-a-levels-will-be-awarded-in-summer-2020>

## Early Help support for schools

The purpose of Early Help is to prevent issues from getting worse by offering support at the right time. Any professional working with a family, such as those based in schools, health services, or in voluntary sector organisations, can offer early help services by responding to identified needs in order to offer advice, support and intervention. Early Help works best when it is offered to the whole family and when services are delivered jointly by professionals.

As you are aware, these are unprecedented times for all of the work force and we are all doing what we can to ensure that we are able to provide a service to families living in the borough, at a time when some of these families may need our support the most.

It is really important that we don't overlook the support our Early Help Services can offer to all children and families and our partners. Warrington Borough Council's Early Help Teams are continuing to remotely provide support to children, young people and their families as soon as difficulties start to emerge. The Early Help are still providing support daily to all children and families

that we were already working with and any family that may find themselves in need of support whereby they have been identified by our partners.

We have a range of helpful and useful resources and services that can be accessed and tailored to each individual child, Young person and family needs when we are informed.

Below is a list of services within Early Help that you can access daily:

- Children centres support staff
- Early years education and childcare support
- Support for children (0-4) with special educational needs and/or disabilities (SEND)
- Family support workers (for all children/SEND)
- Virtual Parenting programmes
- Youth Service support
- Families Information Service.

If you are not sure what a child and family may require but support is needed and that you would like to discuss with the Early Help management team – all management contact details including the post code areas they support was included in the 2 April COVID19 Briefing.

Also a list of local support services was included in 26 March COVID19 Daily Briefing. You can also find further information is included on the Warrington My Life website [mylife@warrington.gov.uk](mailto:mylife@warrington.gov.uk)

The 'In it together' guide has been produced by the Early Help team to help support families through COVID19, see 27 March COVID19 Daily Briefing

## Managing anxiety and bereavement support

Guidance handouts have been shared with schools with regards to discussing COVID 19 and bereavement, see 30 March COVID19 Briefing.

We have also included information for parents and professionals on the WBC website: <https://www.warrington.gov.uk/website-learning-resource-pack>

## Volunteering

Adult Social Care are looking for volunteers to help vulnerable adults living in Warrington. This work is essentially crossing the threshold of people's homes but it is important to remember these people are housebound and well generally in terms of the virus so risk is low. Further information from Adult Social Care outlining the roles available for volunteers and an outline of the tasks can be found in 2<sup>nd</sup> April COVID19 Briefing.

If you want to get involved go to the Council's website and COVID page and fill in the form for volunteering as it is being centrally managed:

<https://www.warrington.gov.uk/coronavirus-community-support-and-volunteering>

## Communications

Warrington Borough Council is committed to fully supporting schools during this time, responding and advising in a timely manner to ensure schools are able to deliver their critical services within our communities. This is underpinned by a daily teleconference with School Leaders and the provision

of a daily Schools Briefing, which includes solutions to issues raised by Warrington schools as well as providing clarity on government policy and expectations. If your school has any concerns please contact Education Services [education@warrington.gov.uk](mailto:education@warrington.gov.uk) or call 01925 442211

## HUB & SPOKE MODEL

**For use with: Emergency School Staffing; Emergency Physical Relocation; and Production Kitchens**

**Our primary aim is to keep ALL school settings open** for children of Key Workers and the most vulnerable children. **We want children to attend their normal school setting.**

**If, and only if, staffing levels drops below viability in one centre, then the plan would be to move A LIMITED NUMBER OF STAFF,** between schools in that Hub, so that children stay at their normal school where at all possible and social distancing is maintained.

**To avoid having to close,** and relocate services, for example, **if a deep clean is required, centres should zone their buildings so that they can close one section to be cleaned, whilst continuing to provide their services in another zone.** By doing so, children can stay at their normal school and social distancing is maintained

Why does this plan exist?

To ensure that the school system is resilient enough to cope with the two issues below...

- Staffing issues - there is a significant risk that schools may see a reduction in staff who are well and available to work in the coming weeks.
- Premises issues - there may be the need to carry out a deep clean at a centre, which requires a 72 hour closure period.

How resilient is the system?

Staffing – Use of Tier 1 Spokes

As of 30<sup>th</sup> March 2020, schools were operating on a staff: pupil ratio of approximately 1:3. This is much higher than typically, which is about 1:10. This means that staffing levels could drop and most schools would still be able to function using only their own staff.

Schools also had a large numbers of staff well and available for work – staff available: pupils in school ratio of approximately 3:1 meaning that most schools are running at least three teams of staff (e.g. one team in school, one team working from home, one team on ‘leave’).

#### Premises – Use of Tier 2 Hubs

As of 30<sup>th</sup> March 2020, most schools have developed a zoning system for their premises so that a deep clean could take place in one zone while the school continued to operate in an alternative zone.

The Hub and Spoke model below is to be used in two ways:

1. Staffing - If staffing drops below viability in School A, the other Tier 1 school(s) will provide a limited number of staff to keep School A open. If the remaining school(s) in Tier 1 do not have enough staffing for this, then the Tier 2 Hub can be sought for staffing to keep School A open.
2. Premises - If a School A needs to close for cleaning or other reasons, and only if School A are unable to move to a clean/safe zone in their own premises, then they would aim to relocate their children and their staff temporarily to a clearly defined and separate zone in the Tier 2 Hub.
  - a. *It is therefore critical that all schools zone the use of their schools so that this relocation model can work whilst maintaining social distancing.*

The following priorities have been used:

1. Ensure that Key Workers are able to continue to carry out their essential work by having a place available at their child’s normal school
2. Where possible children must be able to access a school place at their normal school so that social distancing continues
  - a. Putting children from different centres together would go against Government advice on Social Distancing
3. Statutory school remains responsible for ensuring the safeguarding of their own pupils
4. Support schools and school staff so that the overall system is resilient and can continue to operate if/when school staffing levels drop

Also included in the final column of this table is the School Meals Service Production Kitchen information. More information of how this service will operate is provided by the School Meals Service.

<b>Tier 1</b>	<b>TIER 1 - SPOKE</b>	<b>TIER 2 - HUB</b>	<b>SCHOOL MEALS SERVICE PRODUCTION KITCHEN</b>
1a	Statham Primary / Cherry Tree Primary	Ravenbank Primary	Hub 1 –

1b	Oughtrington Primary / Ravenbank Primary / Lymm High		RAVENBANK COMMUNITY PRIMARY
2	Burtonwood Primary / St Paul of the Cross Primary	Burtonwood Primary (Great Sankey High)	Hub 8 – WESTBROOK OLD HALL PRIMARY
3	Barrow Hall Primary / Park Road Primary / Great Sankey High / Chapelford Primary / Westbrook Old Hall Primary	Great Sankey High	Hub 8 – WESTBROOK OLD HALL PRIMARY
4a	Penketh High / Great Sankey Primary / St Joseph's Primary / Penketh Primary	Penketh High	Hub 8 – WESTBROOK OLD HALL PRIMARY
4b	Penketh South Primary / St Vincent's Primary		
5a	Glazebury Primary / Culcheth Primary / Culcheth High / Twiss Green Primary / Newchurch Primary	Newchurch Primary	Hub 5 – NEWCHURCH COMMUNITY PRIMARY
5b	St Lewis Primary / Croft Primary		
6	Winwick Primary / St Stephen's Primary / St Andrew's Primary / Sandy Lane Nursery	St Stephen's Primary	Hub 7 – ST MARGARET'S CE PRIMARY
7	BCA / Meadowside Primary / St Margaret's Primary / St Ann's Primary / Callands Primary	BCA	Hub 7 – ST MARGARET'S CE PRIMARY
8	Beamont Primary / St Benedict's Primary / Oakwood Avenue Primary / St Oswald's Primary	Oakwood Avenue Primary	Hub 2 – OAKWOOD AVENUE COMMUNITY PRIMARY
9a	Padgate Academy / New Horizons	Padgate Academy	Hub 4 – GREEN LANE SCHOOL
9b	Brook Acre Primary / Christ Church Primary / St Bridget's Primary / Cinnamon Brow Primary		
10	Bruche Primary / Woolston Community Primary / Woolston CE Primary / St Peter's Primary / King's Leadership Academy	Woolston Community Primary	Hub 4 – GREEN LANE SCHOOL
11	Fox Wood School / Green Lane School / Woolston Brook School	Green Lane School	Hub 4 – GREEN LANE SCHOOL
12	Birchwood High / Locking Stumps Primary / Birchwood Primary / Gorse Covert Primary / Hollins Green Primary	Birchwood High	Hub 5 – NEWCHURCH COMMUNITY PRIMARY
13	St Gregory's High / Sankey Valley St James Primary / St Philip's Primary	St Gregory's High	Hub 8 – WESTBROOK OLD HALL PRIMARY
14	Dallam Primary / Bewsey Lodge Primary / Sacred Heart Primary / St Alban's Primary / St Barnabas Primary / Evelyn Street Primary / UTC	Bewsey Lodge Primary	Hub 6 – BEWSEY LODGE PRIMARY
15	Cardinal Newman High / St Elphin's Primary / St Augustine's Primary	Cardinal Newman High	Hub 2 –

			OAKWOOD AVENUE COMMUNITY PRIMARY
16	Sir Thomas Boteler High / Alderman Bolton Primary / Our Lady's Primary / Latchford St James Primary	Sir Thomas Boteler High	Hub 2 – OAKWOOD AVENUE COMMUNITY PRIMARY
17a	Cobbs Infants / Broomfields Juniors / St Monica's Primary / Stockton Heath Primary / St Thomas Primary / Bridgewater High	Bridgewater High	Hub 3 - BROOMFIELDS JUNIORS
17b	Appleton Thorn Primary / Grappenhall Heys Primary / Stretton St Matthew's Primary		Hub 3 - BROOMFIELDS JUNIORS
17c	Grappenhall St Wilfrid's Primary / Bradshaw Primary / Thelwall Infants / Thelwall Juniors / Chaigeley		Hub 1 - RAVENBANK COMMUNITY PRIMARY