

There are three options for school status: **OPEN, STANDBY, CLOSED**

AS ALWAYS – YOU MUST CONTACT THE WCC LEADERSHIP HELPLINE ON 01926 412011 IF YOU ARE CONSIDERING CLOSING.

This applies whether schools are closing as part of a step down procedure or closing because they are unable to provide care.

It **does not apply** if schools are ready to give care, but there are no children requiring it. This is **STANDBY** status.

Every day schools have to return a data response to the DfE if they are **OPEN**, but not if they are **CLOSED**, and **EVERY DAY** to the Local Authority whether **OPEN, CLOSED** or on **STANDBY**.

OPEN – school is open for key workers and vulnerable children

STANDBY – school has no children requiring care at present but can open immediately if required

CLOSED – the school is not open for whatever reason (e.g. all staff are ill so children need to go elsewhere, or the school is closed as part of consortia stepdown plans) and their children requiring care are receiving it elsewhere on another school site

1. Key workers, parents of vulnerable children and those with EHC plans need to be kept informed about school closures / step down plans.

Schools should be communicating directly with those parents, to tell them where to go if the site is closing. This is on previously sent information.

2. The parents of key worker / vulnerable / EHC plan children may work shifts and need childcare on some days but not others.

Schools need the information from parents about which days childcare is required.

3. If you are moving to a **STANDBY** status you must ensure that:

- any school transport has been informed that you have no children on site
- your catering supplier has also been informed
- children eligible for FSM receive either a meal or a voucher even when you are on **STANDBY**
- you have contacted consortia chair
- your safeguarding arrangements remain in place
- you have liaised with any Early Years provision on your site

All parents need to know how to contact you if their position changes and they become key workers.

Keep your school website up to date

4. There may be occasions when Warwickshire residents who are key workers whose children are educated out of county, need a Warwickshire school place for child care needs (for example, parents who are working at a local hospital). The school website will be the first point of contact for these parents. Therefore, schools need to include on their website homepage contact details for both their current school parents and any other parents to request child care arrangements.

This can be:

- a phone number/answerphone that will be checked regularly each day
- a phone number that will be answered
- an email address that will be checked regularly each day
- there is no need to put where the children are transferring to, should the school close, on the website, because schools will be talking directly to parents they are providing child care for, already.

All parents need to know how to contact you if their position changes and they become key workers.