

Information if your children need to move site

	<p>It is preferable that staff are moved in, to keep a site open, rather than children moving to an unfamiliar site. However if it is no longer possible to do this school leaders must consider these areas when contemplating sending their children to another school site.</p> <p>This should not be done without consulting the WCC Leadership helpline 01926 412011.</p>			
Transport	<p>The expectation is that parents will transport their child to the new school site. However, if parents are entitled to free transport the LA will endeavour to provide this.</p>	<p>If schools can make their own arrangements eg via a school minibus, then they could do so applying their usual risk assessment procedures as required.</p>	<p>If there are difficulties regarding transport, please contact the WCC Leadership helpline 01926 412011.</p>	
Attendance	<p>There is an expectation that some staff from the closing school will be supporting the receiving school, each day, to support the transition for the children.</p> <p>They will need a familiar face in new circumstances. If the staff are on a rota basis, this will need to be shared with the receiving school, including any contact details for staff.</p>	<p>Each school will already have a list of who is to be expected each day and their ‘criteria’ for attending school. NB this list must include all children with a child protection plan; an EHC plan; a child in need plan; children who are looked after and any other child deemed vulnerable as defined in the safeguarding advice distributed earlier by Education Safeguarding.</p> <p>The receiving school will also need to have each child’s name, address, DOB, emergency contact numbers and any other relevant information appropriate for that child.</p>	<p>The DSL in the closing school will need to liaise with the DSL in the receiving school regarding safeguarding issues. The principle is that the receiving school safeguarding rules apply.</p> <p>However, since there will be staff from the closing school, familiar with the children, appropriate closing school staff will be consulted on all issues involving their children whilst in the new school.</p>	<p>Parents will want to know where to take their child on arrival and where to collect their child at session end. The closing school is responsible for sending this information to the parents, including the full name, address, postcode and telephone numbers of the new site.</p>
Catering arrangements	<p>The expectation is always that schools continue to work with their current catering suppliers, making local arrangements as to the numbers of children each day. FSM will continue to be served for eligible children as usual.</p>	<p>If there are difficulties with this arrangement, please contact the WCC Leadership helpline 01926 412011.</p>		
Staff with children of their own	<p>The expectation is that staff will make arrangements for childcare as they normally would each day to come to work.</p>	<p>Staff are in the category of ‘key workers’ and should therefore expect to send their child to school as usual.</p>	<p>As sites consolidate, it may be more suitable to discuss with the head teacher concerned, whether it is better to bring the children to the school site that the teacher is working in. This is a discussion between the head teacher and teachers concerned at the relevant site.</p>	