



PANDEMIC CRITICAL INCIDENT PLAN CORONAVIRUS

MARCH 2020

WHAT IS A PANDEMIC?

Declaring a pandemic has nothing to do with changes to the characteristics of a disease, but is instead associated with concerns over its geographic spread. According to the World Health Organization, a pandemic is declared when a new disease for which people do not have immunity spreads around the world beyond expectations.

RISK AND IMPACT OF A PANDEMIC.

Experts advise that a virus pandemic is inevitable. When it does, it is expected to spread rapidly to all areas of the UK and have a significant impact. Depending on the severity a very high proportion of the population may become ill at some stage during one or more waves. Each wave may last 3 - 4 months.

ADVICE FOR SCHOOLS (**APPENDIX 2**)

Advice is that Schools should continue operating as normally as possible during a pandemic, but should plan for much higher than usual levels of staff absence.

Government may advise schools to close to pupils in a particular region for a period of time during a pandemic.

In a pandemic, while the school remains open, all staff will:

- Take hygiene measures to reduce the risk of infection spreading.
- Ensure staff showing signs of infection go home.
- Ensure pupils showing signs of infection are taken home or collected by parents/carers
- Provide information requested by the Trust eg. absence rates.

SCHOOL CLOSURES.

Central Government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. If the Government were to advise closure, the Trust would communicate the message to Schools.

In isolated cases, where a single school may need to close due to insufficient staff or a high number of confirmed cases, the decision to close ultimately remains with the Trust - normally the Directors would delegate the powers to the CEO of the Trust. The Local Governing Body would delegate that power to the Head/CEO.



If there is advice to close ALL schools in the area, the Trust will tell schools when this advice will be reviewed. After such a review, the Trust will advise schools whether to remain closed or to re-open and, whether any specific conditions should apply.

The CEO will consider the current situation and advise schools as and when to initiate 'step-down' protocols/procedures and advise schools to return to 'normal business activity'.

LATEST ADVICE FROM THE NHS - COVID 19 SPECIFIC

Key messages for staff

- if you have symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started.
- plan ahead and ask others for help to ensure that you can successfully stay at home.
- ask your employer, friends and family to help you to get the things you need to stay at home.
- stay at least 2 metres (about 3 steps) away from other people in your home whenever possible.
- sleep alone, if that is possible.
- wash your hands regularly for 20 seconds, each time using soap and water.
- stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible.
- you do not need to call NHS111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

Advice for employees (APPENDIX 1) - activities for face to face and/or direct physical contact

There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport.
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch It, Bin It, Kill It
- people who feel unwell should stay at home and should not attend work
- employees should wash their hands:
 - before leaving home
 - on arrival at work
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving work
 - on arrival at home
- avoid touching your eyes, nose, and mouth with unwashed hands
- clean and disinfect frequently touched objects and surfaces
- if staff are worried about their symptoms or those of a family member or colleague, please call NHS 111. They should not go to their GP or other healthcare environment

FACEMASKS

Facemasks are not recommended as an effective means of preventing the spread of infection. Facemasks play an important role in clinical settings, such as hospitals, but there's very little evidence of benefit from their use outside of these settings.



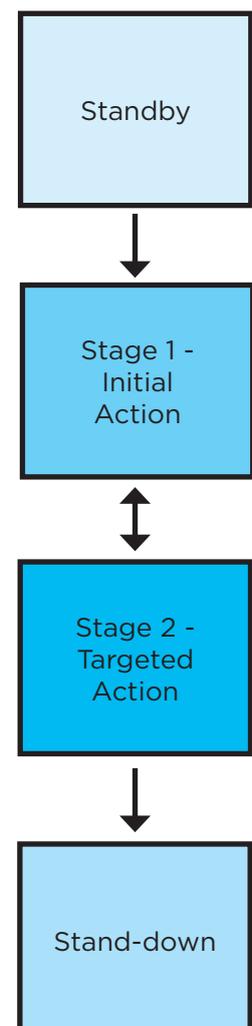
PANDEMIC INCIDENT RESPONSE PLAN

The purpose of this document is to outline Wickersley Partnership Trust response and provide key strategies and resources when preparing for and responding to a pandemic. Additional resources are found in attached Appendices.

As each of these stages requires a different set of actions, identifying the stage is useful to guide decision-making and to ensure the most appropriate actions are being taken. It is important to consider that the situation could move very quickly between stages or that certain stages may not be detected in time for the actions specific to that stage to occur.

This plan adopts the five stages of pandemic preparedness and response.

| TRUST ACTION PLAN | | |
|-------------------|---------------------------|---|
| Stage | | Description |
| Preparedness | | No novel strain detected (or emerging strain under initial detection) |
| Response | Standby | Sustained community person-to-person transmission detected overseas e.g identified in Wuhan Province |
| | Stage 1 - Initial Action | Cases detected – information about the disease is scarce e.g cases detected in UK but not within Trust community |
| | Stage 2 - Targeted Action | Cases detected – enough is known about the disease to tailor measures to specific needs e.g sustained community person-to-person transmission within UK |
| | Stand-down | The public health threat can be managed within normal arrangements and monitoring for change is in place. |



| ROLE | FUNCTION | REPORTABLE TO |
|--|---|---|
| CEO Deputy role in case of absence Exec team Ann Marie Lee Andy Jessop | Assumes overall management responsibility Initiates incident plan Manages communication and media with all stakeholders Identifies and liaises with relevant stakeholders Ensures that briefings occur at all levels Determines reporting frequency Attend emergency meetings Keeps updated on local and national advice and guidance | Directors /Members scalvert@wickersleypt.org wpt_directors@wickersleypt.org wpt_members@wickersleypt.org |
| Head teacher Deputy role in case of absence Deputy head/ Assistant Head | Ensure communication is disseminated to all stakeholders following CEO advice Develop contingency plans re incident plan guidance i.e. administration of controlled substances etc Act as single point of contact for school Establish a critical incident management team within the school Collate all relevant information relating to incident and report to CEO Monitor the emergency response and report back to CEO Authorise additional expenditure where and when needed | CEO LGB |
| Admin/year managers Schools to identify chain of communication | Parental contact Text and push messages through usual messages through My Ed, Teachers to Parents, Twitter, Advise parents and provide information Provides point of contact Maintains regular contact with parents where appropriate Relay incoming messages to critical incident management team within the school | Head teacher |
| Administrators | Staff telephones Collate information Provide administrative support to the head teacher Check and respond to school email and website contact relay incoming messages to critical incident management team within the school Ensure medical information is up to date | Head teacher |

| ROLE | FUNCTION | REPORTABLE TO |
|---|---|----------------------------------|
| Communications team Scott Gunn sgunn@wickersleypt.org Rosie Cooper rcooper@wickersleypt.org Steph Killelay skillelay@wickersleypt.org Jo Phillips joanna.phillips@thegainsboroughacademy.org.uk Scott Rushton s.rushton@thrybergh.com | In consultation with the CEO, develops, disseminates and manages: <ul style="list-style-type: none"> internal communication external communication including to social media Monitors media (switch off public comments if required) | CEO |
| IT manager | Where possible coordinate the allocation of IT equipment to students through home-it@wickersleypt.org Support families with a help desk to use resources and access loaned equipment Support teachers in developing remote learning resources Coordinate IT teams in distribution of and set up of IT facilities for children and staff | |
| Premises Manager | Ensure schools are open and accessible In the event of site managers or cleaning absence to re-distribute staff Ensure appropriate cleaning in place if required Liaise with PFI Engie contractors | CEO |
| Teaching and support staff | Ensure health and hygiene procedures are followed Maintain supervision Ensure safety and security of pupils Monitor pupils' physical and emotional welfare | Head teacher |
| Site supervisors | Ensure adequate supplies of cleaning products | Premises manager Head teacher |
| Cleaning operatives | Clean high frequency areas | Site manager Head teacher |

| Response Stage - Preparedness | Description - No novel strain detected (or emerging strain under initial detection) |
|--|---|
| Category | Key Actions |
| Emergency management plans and communication | Yearly review of emergency management plans and ensure pandemic planning is updated as appropriate. |

| Response Stage - Standby | Description - Sustained community person-to-person transmission detected overseas |
|---|--|
| Category | Key Actions |
| Emergency management plans and communications | Yearly review of emergency management plans and ensure pandemic planning is updated as appropriate. CEO to work with communications and media team as appropriate to implement standby stage of communications strategy. Information to be disseminated to all schools and central team. CEO to liaise DFE and government agencies |
| Incident management and containment | The CEO to brief directors / members and Senior leaders CEO will follow the advice of PHE / central government / DFE / LA including agreement about the trigger for potential closure of services and other proposed social distancing measures. |
| Hygiene measures | Premises and compliance manager / CEO to follow advice of PHE / central government / DFE / LA and distribute appropriate messaging (that may include use of individual protective measures) to Central Office, schools and parents. Information to be disseminated to all schools and central team. |
| Travel | CEO will follow the advice of the Department of Education and PHE and provide approved travel advice to staff and schools. |

| Response Stage 1 - Initial Action | Cases detected - information about the disease is scarce e.g cases detected in UK but not within Trust community |
|---|---|
| Category | Key Actions |
| Emergency management plans and communications | CEO will remind schools to enact Emergency Management Plans (if and where required) CEO to work with communications and media team as appropriate to implement initial action stage of communications strategy. Draft letters and information to be disseminated to all schools and central team. Consistent up to date information to be communicated with parents, staff, and LGBs, directors and managers by head teachers following CEO advice. Head teachers to complete an audit of staff and pupils access to IT equipment to ensure work from home can be carried out. CEO to liaise with the following agencies: Alex Hawley - Consultant Public Health, Rotherham Richard Hart - Health Protection Principal, Rotherham Dean Fenton - Head of Service Access to Education, Rotherham Rob Shirley - Communications and marketing manager for Rotherham LA. |

| Response Stage 1 - Initial Action | Cases detected - information about the disease is scarce e.g cases detected in UK but not within Trust community |
|---|---|
| Incident management and containment | <p>The CEO to brief directors / members and Senior leaders and follow advice of PHE / central government / DFE / LA and distribute appropriate messaging</p> <p>CEO will follow the advice of PHE including agreement about the trigger for potential closure of services and other proposed social distancing measures. Information to be disseminated to all schools and central team. Closures should be advised to the directors and members and LA</p> |
| Continuity of core business e.g education, catering, safeguarding and hygiene | <p>Schools to identify and prepare work for pupils to ensure continuity of education</p> <ul style="list-style-type: none"> - Google classrooms and drive - SAM learning - Literacy and numeracy packs to be sent home in primary schools - Access to school website internet activities such as Spelling Shed and White Rose maths <p>Schools to identify pupils (from targeted year groups) who require IT equipment to use at home where necessary.</p> <p>Head teachers to ensure information is readily available and up to date for FSM lists, allergy and medical information, dietary requirements e.g. Halal in case of food production off site.</p> |
| Hygiene measures | <p>Premises manager / CEO to follow advice of PHE / central government / DFE / LA and distribute appropriate messaging (that may include use of individual protective measures) to Central Office, schools and parents. Information to be disseminated to all schools and central team.</p> <p>EYFS staged response to removal of playdough, water and sand provision.</p> <p>Distribution of hand sanitisers to all schools, ensuring front entrances and dining halls have sanitisers available for parents, pupils and staff. COSHH sent to all schools</p> <p>Distribution of alcohol wipes where available</p> <p>Toilet and washing facilities must be fully stocked with soaps, hand drying facilities and toilet rolls.</p> <p>Posters displayed in hand washing areas. (APPENDIX 2)</p> |
| Travel | <p>CEO will follow the advice of the Department of Education and PHE and provide approved travel advice to staff and schools. All trips out of the country are to be authorised by CEO.</p> |

| Response Stage 2 - Targeted Action | Cases detected – enough is known about the disease to tailor measures to specific needs e.g sustained community person-to-person transmission within UK |
|--|--|
| Category | Key Actions |
| Emergency Management Plans and Communication | <p>Emergency management plan initiated School leaders to contact CEO if suspected case arises within community, staff or pupils</p> <p>Communications and media team to work with CEO as appropriate to implement response stage of communications strategy including status/situation, promoting personal hygiene messages, containment measures (if necessary), and messaging to staff about travel</p> <p>CEO to liaise with relevant agencies (see above)</p> <p>Consistent up to date information to be communicated with parents and staff and LGBs, directors and managers by head teachers following CEO advice.</p> <p>Draft sample letters for schools provided by CEO (APPENDIX 3-8)</p> <p>In the event of school closures authorised by CEO, local radio stations will be informed by Kath Lee klee@wickersleypt.org. Local Authority will be advised of closures via an email to dean.fenton@rotherham.gov.uk</p> |
| <p>Incident management and containment</p> <p>DFE Coronavirus Helpline</p> <p>0800 0468687</p> | <p>In suspected case or confirmed case of community member showing symptoms, school must inform CEO who will contact PHE and initiate guidelines and advised protocols. Community member will be advised to self-isolate and school does not need to close at this stage. In some cases, related pupils may be advised to self-isolate as well. Information and advice will be sent to all parents of pupils in school.</p> <p>In suspected case or confirmed case of pupil showing symptoms, school must inform CEO who will contact PHE and initiate guidelines and advised protocols. Parents will be advised to self-isolate pupils and school does not need to close at this stage. In some cases, related pupils may be advised to self-isolate as well. Information and advice will be sent to all parents of pupils in school.</p> <p>In suspected case or confirmed case of staff member showing symptoms, school must inform CEO who will contact PHE and initiate guidelines and advised protocols. Staff member will be advised to self-isolate.</p> <p>In above cases where confirmation of virus is received, pupils and staff who have been in close contact with confirmed case will be notified and provided with relevant advice and guidance.</p> <p><i>Current advice remains in place: no education or children's social care setting should close in response to a suspected or confirmed COVID-19 case unless advised to do so by Public Health England.</i></p> <p><i>The Chief Medical Officer has advised that the impact of closing schools on both children's education and on the workforce will be substantial, but the benefit to public health may not be. Decisions on future advice to schools will be taken based on the latest and best scientific evidence, which at this stage suggests children are a lower risk group.</i></p> |

| Response Stage 2 - Targeted Action | Cases detected – enough is known about the disease to tailor measures to specific needs e.g sustained community person-to-person transmission within UK |
|--|--|
| <p>Incident management and containment</p> <p>DFE Coronavirus Helpline</p> <p>0800 0468687</p> | <p>In multiple cases of infection, school must inform CEO who will contact PHE and initiate guidelines and advised protocols,</p> <ul style="list-style-type: none"> • Send students/staff home • Instigate a deep clean • Once deep clean conducted re-open school • Pupils/staff with no symptoms can return to school immediately • Pupils/Staff with symptoms would self-isolate for 7 days <p>CEO will follow the advice of DFE and PHE, for example public access to premises and social distancing (i.e staff movement between schools) and scale-up or scale-down depending on the severity of the pandemic</p> <p>Where children of staff members suspected or confirmed cases, staff members may be required to self-isolate</p> |
| <p>Continuity of core business e.g education, catering, safeguarding and hygiene</p> | <ul style="list-style-type: none"> • If teachers absent – classes should be covered internally in the first instance • If absence can not be covered by school then external supply should be used • If absence cannot be covered by external supply, then Trust cover should be used. <p>If a proportion of teachers/support staff are absent, CEO to be informed. Initiate partial closure. Priority classes to be staffed Y11, Y10, Y6, Y2 Classes to be combined where physically possible ensuring safety and following government ratio guidelines</p> <p>If a significant proportion of teachers/support staff are absent, CEO to be informed. Initiate full closure. Staff who are not directly responsible for group of pupils due to closures to be re-distributed to schools, which remain open.</p> <p>Ann Marie Lee to be contacted to support primary distribution of staff alee@wickersleypt.org Tony Hardcastle to be contacted to support secondary distribution of staff thardcastle@cliftonschoo.org</p> <p>Identified work to be distributed via technology or teachers</p> <p>First Aid regulations Recommendations are that at least two trained first aiders for the first 100 pupils are available in school with one extra for every additional 100 pupils above that number. Head teachers must identify a contingency plan in case of staff absence.</p> <p>For children aged 0-5: At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present. Head teachers must identify a contingency plan in case of staff absence.</p> |

| Response Stage 2 - Targeted Action | Cases detected – enough is known about the disease to tailor measures to specific needs e.g sustained community person-to-person transmission within UK |
|---|---|
| Continuity of core business e.g education, catering, safeguarding and hygiene | <p>Administering medicines Medicines may be issued by any member of staff following school protocols where training has taken place. Where controlled medicines are to be issued, identified staff may be limited to deliver dosage. Head teachers must identify a contingency plan in case of staff absence and in some cases this may mean parents are requested to provide alternative arrangements.</p> <p>Intimate care Headteachers must identify a contingency plan for any pupil who requires intimate care from a named professional in case that person is absent.</p> <p>Site maintenance and cleaning At least one member of the site team should be available on site or on call Toilet and washing facilities must be fully stocked with soaps, hand drying facilities and toilet rolls.</p> <p>If cleaners are absent, Trust would distribute staff between schools If site managers and caretakers are absent, the Trust would distribute staff between schools Headteachers to contact Lee Rushforth to report absence and for staff cover. lrushforth@wickersleypt.org</p> |
| Hygiene measures | <p>Premises manager / CEO will follow DFE and PHE advice and distribute appropriate messaging (including appropriate use of individual protective measures) to central office, schools and parents (SEE APPENDIX 1) Deep cleans will take place by identified company to ensure all appropriate products are used and certificate will be issued. Organised by LRushforth NRC Contact name - Dom Willis Contact number - 07972170155</p> <p>Xorba Services Contact name - Andy Broxholme Contact number - 07484798795</p> |
| Travel | CEO will follow the advice of the Department of Education and PHE and provide approved travel advice to staff and schools. All trips out of the country will be cancelled by Trust if required by DFE, PHE and government advice. |
| Public gatherings and interaction with community | When partial closures are in place or if school has had confirmed cases of coronavirus amongst staff or pupils, it may be appropriate to cancel local trips or public gatherings such as concerts or events. Advice from CEO should be sort. |
| Catering | In the event of partial or full school closures, where possible meals maybe provided for pupils who are identified as FSM. |

| Response Stage - Stand Down | Description - The public health threat can be managed within normal arrangements and monitoring for change is in place |
|------------------------------------|---|
| Category | Key Actions |
| Emergency Management Plans | Review effectiveness of Emergency Management Plans and update as appropriate |
| Incident management | CEO de-activates protocols and procedures and conducts final debriefs |

APPENDIX 1

General advice for employees

What to do if you have symptoms

Stay at home for 7 days if you have either:

- a high temperature 37.8 or above
- a new continuous cough

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact NHS 111 to tell them you're staying at home.

If you need to seek medical advice

Seek prompt medical attention if your illness is worsening. If it's not an emergency, contact NHS 111 online at 111.nhs.uk. If you have no internet access, you should call NHS 111. If it is an emergency and you need to call an ambulance, dial 999 and inform the call handler or operator that you suspect you may have the symptoms of the coronavirus (COVID-19).

Everyone is reminded to follow Public Health England advice to:

- Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.
- Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

Why staying at home is very important

This will help to protect your friends, colleagues and the wider community and will help control the spread of the virus.

We realise that staying at home may be difficult or frustrating, but there are things that you can do to help make it easier. These include:

- Plan ahead and think about what you will need in order to be able to stay at home for the full 7 days.
- Talk to your employer, friends and family to ask for their help to access the things you will need in order to successfully stay at home.
- Think about and plan how you can get access to food and other supplies such as medications that you will need during this period.
- Ask friends or family to drop off anything you need or order supplies online, but make sure these are left outside your home for you to collect.
- Make sure that you keep in touch with friends and family over the phone or through social media.
- Think about things you can do during your time at home. People who have successfully completed a period of staying at home have kept themselves busy with activities such as cooking, reading, online learning and watching films.
- When you are feeling better, remember that physical exercise can be good for your wellbeing. Look for online classes or courses that can help you take light exercise in your home.



Advice on the coronavirus for places of education

How serious is the coronavirus?

- it can cause flu-like symptoms, including fever, cough & difficulty breathing
- the infection is not serious for most people, including children
- there is currently no vaccine
- most people get better with enough rest, water to drink and medicine for pain

How likely are you to catch the virus?

- you can only catch it if you have been close to a person who has the virus
- the chance of being in contact with the virus is currently low in the UK
- if you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas

How can you stop coronaviruses spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels



Stop germs spreading with our e-Bug resources on hand and respiratory hygiene lesson plans for KS1, 2 and 3: campaignresources.phe.gov.uk/schools

What should you do if you feel unwell?

Keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus. If you become unwell at a place of education, tell a member of staff and let them know if you have travelled to any other countries in the last 14 days.

If your staff member or parent thinks you have symptoms of coronavirus, they should call **NHS 111** for advice. Follow the UK Government advice for childcare or educational settings [gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). Parents can visit **NHS.UK** to find out more information. Teachers and support staff should follow the UK Government advice.

Staff, students and pupils who have returned from Iran, specific lockdown areas in northern Italy, special care zones in South Korea or Hubei province China (returned in the past 14 days) should self isolate, and NOT attend education or work for 14 days.

See **NHS.UK** for advice on coronavirus.

If there is an emergency, call 999 immediately



APPENDIX 3

LETTER 1 TO PARENTS (PRIMARY)

Dear Parents/Carers

We thought it would be helpful to explain what we are doing in school with regards to the Coronavirus.

Firstly, we receive daily updates from the government, Public Health England and the Local Authority and we continue to follow their advice.

As an entire Trust of 13 schools, we have been through our emergency plans and developed contingencies should we have to close or partially close due to either government instruction or due to staff absence. In the event of any closure, partial or full, we will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website. Current advice from Public Health England, the Local Authority and the government, is that schools remain open and we continue to expect excellent attendance unless you hear, via one of these methods, to the contrary.

In order to reduce the spread of any infection, students are also being given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
- Washing hands frequently, particularly after using public transport, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food and before leaving school.
- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

The Trust has also increased the cleaning of schools by ensuring that high traffic areas and touch surfaces are cleaned during the day more frequently. We are making provision for additional hand sanitiser to be available in dining areas and to ensure our hand washing areas remain well stocked. Next week I plan to talk to the children about how to wash their hands effectively and to remind them to maintain good hygiene at all times. If you are aware that your child has any allergies relating to an alcohol-based sanitiser, please ensure that you contact the school and let us know immediately.

We are monitoring all trips and making decisions on a case by case basis, again following the latest advice from Public Health England.

We are now preparing to provide work for your child should we have to close the school for any length of time. Unanticipated school closures are rare. However, it is always prudent to be prepared in the event that school should have to close to ensure that student education can still continue. We are well-prepared for the situation, with excellent systems in place. In the event of a closure, children will receive a pack of activities and work including writing and maths tasks and research projects. There will be continued access to our online website resources and class pages and these will be updated regularly by teaching staff.

The precautions we are taking will assist the school in responding to any further government advice quickly and will enable us to pass on any guidance to affected families where necessary.

There is no reason why your child should not continue to attend school as normal: good attendance is essential for your child's education. As you will be aware from news bulletins, current guidance in the UK is to carry on our daily activities as normal but be extra careful in terms of personal hygiene and take further precautions if travelling to one of the named more at risk countries.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately.

Please be aware that this is a fast evolving situation and we do not underestimate the anxieties that families are facing. The most up-to-date advice to the public is available from www.gov.uk/coronavirus and we will continue to share any new information and advice specific to the school with you at the

earliest opportunity.

I would like to take this opportunity to thank you for all your ongoing support at what we understand may be a concerning time for you.

Yours sincerely

Headteacher

You can find more information about COVID-19 on

- NHS guidance
- NHS Frequently Asked Questions
- Advice for people travelling
- Guidance for non-clinical settings (education, employers and businesses, social, community care and residential settings)

The Department for Education has also launched a new 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

APPENDIX 4

LETTER 2 TO PARENTS (PRIMARY)

Dear

Following the announcement made by the Government today XXX, XXX School will be closed from tomorrow XXX until XXX.

With this in mind, we are now preparing to provide work for your child. We are well-prepared for the situation, with excellent systems in place. Children will receive a pack of activities and work including writing and maths tasks and research projects. There will be continued access to our online website resources and class pages and these will be updated regularly by teaching staff.

It is the responsibility of parents to ensure the safe education of their children by encouraging them to complete the work set for them online. Their teachers will send work to your child directly, either on google classrooms or via their school e-mail address. Teachers have had guidance on the various methods of setting work remotely, and in most cases this relies on the teachers and students using online resources in some way. Given that the majority of students, or families, have some access to internet enabled phones, we believe this to be the best method of communication.

There may be instances where access to the internet or IT facilities are limited in the home: in these cases, please inform staff where possible, and we will try and accommodate that in any work we set. We may well be able to support with loaning IT facilities during this time in some instances. We ask that you ensure your child completes the work to the best of their ability. Students in examination years will receive further guidance should there be any potential disruption to exams, or additional procedures related to coursework needs.

The school are keeping abreast of the situation daily, and hope that we will not face too much disruption to learning. Presently, reminding your child of the need to follow the advice regards regular and thorough hand washing would be appreciated, along with informing the school of any health concerns related to your children. In order to reduce the spread of any infection, students have also been given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
- Washing hands frequently, particularly after using public transport, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food and before leaving school.
- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately. We will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website.

Thanks for your continued support in these uncharted circumstances.

Yours sincerely

You can find more information about COVID-19 on

- NHS guidance
- NHS Frequently Asked Questions
- Advice for people travelling
- Guidance for non-clinical settings (education, employers and businesses, social, community care and residential settings)

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APPENDIX 5

LETTER 3 TO PARENTS (PRIMARY)

Dear

Following the announcement made by the Government today XXX, XXX School will be closed from XXX.

In the meantime, the Trust has also increased the cleaning of schools by ensuring that high traffic areas and touch surfaces are cleaned during the day more frequently. We are making provision for additional hand sanitiser to be available in dining areas and to ensure our hand washing areas remain well stocked. Next week I plan to talk to the children about how to wash their hands effectively and to remind them to maintain good hygiene at all times. If you are aware that your child has any allergies relating to an alcohol-based sanitiser, please ensure that you contact the school and let us know immediately.

The precautions we are taking will assist the school in responding to any further government advice quickly and will enable us to pass on any guidance to affected families where necessary.

There is no reason why your child should not continue to attend school as normal: good attendance is essential for your child's education. As you will be aware from news bulletins, current guidance in the UK is to carry on our daily activities as normal but be extra careful in terms of personal hygiene and take further precautions if travelling to one of the named more at risk countries.

In readiness for school closure on the XXX, we have prepared a bank of work for your child. We are well-prepared for the situation, with excellent systems in place. Children will receive a pack of activities and work including writing and maths tasks and research projects. There will be continued access to our online website resources and class pages and these will be updated regularly by teaching staff.

It is the responsibility of parents to ensure the safe education of their children by encouraging them to complete the work set for them online. Their teachers will send work to [NAME] directly, either on google classrooms or via their school e-mail address. Teachers have had guidance on the various methods of setting work remotely, and in most cases this relies on the teachers and students using online resources in some way. Given that the majority of students, or families, have some access to internet enabled phones, we believe this to be the best method of communication.

There may be instances where access to the internet or IT facilities are limited in the home: in these cases, please inform staff where possible, and we will try and accommodate that in any work we set. We may well be able to support with loaning IT facilities during this time in some instances. We ask that you ensure your child completes the work to the best of their ability. Students in examination years will receive further guidance should there be any potential disruption to exams, or additional procedures related to coursework needs.

The school are keeping abreast of the situation daily, and hope that we will not face too much disruption to learning. Presently, reminding your child of the need to follow the advice regards regular and thorough hand washing would be appreciated, along with informing the school of any health concerns related to your children. In order to reduce the spread of any infection, students have also been given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
- Washing hands frequently, particularly after using public transport, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food and before leaving school.
- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately. We will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website.

Thanks for your continued support in these uncharted circumstances.

Yours sincerely

You can find more information about COVID-19 on

- NHS guidance
- NHS Frequently Asked Questions
- Advice for people travelling
- Guidance for non-clinical settings (education, employers and businesses, social, community care and residential settings)

The Department for Education has also launched a new 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

APPENDIX 6

LETTER 1 TO PARENTS (SECONDARY)

Dear Parent

We thought it would be helpful to explain what we are doing in school with regards to the Coronavirus.

Firstly, we receive daily updates from the government, Public Health England and the Local Authority and we continue to follow their advice.

As an entire Trust of 13 schools, we have been through our emergency plans and developed contingencies should we have to close or partially close due to either government instruction or due to staff absence. In the event of any closure, partial or full, we will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website. Current advice from Public Health England, the Local Authority and the government, is that schools remain open and we continue to expect excellent attendance unless you hear, via one of these methods, to the contrary.

In order to reduce the spread of any infection, students are also being given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
- Washing hands frequently, particularly after using public transport, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food and before leaving school.
- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

The Trust has also increased the cleaning of schools by ensuring that high traffic areas and touch surfaces are cleaned during the day more frequently. We are making provision for additional hand sanitiser to be available in dining areas and to ensure our hand washing areas remain well stocked. Next week I plan to talk to the children about how to wash their hands effectively and to remind them to maintain good hygiene at all times. If you are aware that your child has any allergies relating to an alcohol-based sanitiser, please ensure that you contact the school and let us know immediately.

We are monitoring all trips and making decisions on a case by case basis, again following the latest advice from Public Health England. We are now preparing to provide work for your child should we have to close the school for any length of time. Unanticipated school closures are rare. However, it is always prudent to be prepared in the event that school should have to close to ensure that student education can still continue. We are well-prepared for the situation, with excellent IT systems in place. For some time we have been developing our use of Google Drive: a cloud based drive where we can share resources. With Google Classroom, we can distribute work, grade and send feedback, and see everything in one place.

The precautions we are taking will assist the school in responding to any further government advice quickly and will enable us to pass on any guidance to affected families where necessary.

There is no reason why your child should not continue to attend school as normal: good attendance is essential for your child's education. As you will be aware from news bulletins, current guidance in the UK is to carry on our daily activities as normal but be extra careful in terms of personal hygiene and take further precautions if travelling to one of the named more at risk countries.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately.

Please be aware that this is a fast evolving situation and we do not underestimate the anxieties that families are facing. The most up-to-date advice to the public is available from www.gov.uk/coronavirus and we will continue to share any new information and advice specific to the school with you at the earliest opportunity.

I would like to take this opportunity to thank you for all your ongoing support at what we understand

may be a concerning time for you.

Yours sincerely

Headteacher

You can find more information about COVID-19 on

- NHS guidance
- NHS Frequently Asked Questions
- Advice for people travelling
- Guidance for non-clinical settings (education, employers and businesses, social, community care and residential settings)

The Department for Education has also launched a new 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

APPENDIX 7

LETTER 2 TO PARENTS (SECONDARY)

Dear

Following the announcement made by the Government today XXX, XXX School will be closed from tomorrow XXX until XXX.

With this in mind, we have prepared a bank of work for your child to complete at home to ensure that student education can still continue. We are well-prepared for the situation, with excellent IT systems in place. For some time, we have been developing our use of Google Drive: a cloud based drive where we can share resources. With Google Classroom, we will distribute work, grade and send feedback, and see everything in one place.

It is the responsibility of parents to ensure the safe education of their children by encouraging them to complete the work set for them online. Their teachers will send work to [NAME] directly, either on google classrooms or via their school e-mail address. Teachers have had guidance on the various methods of setting work remotely, and in most cases this relies on the teachers and students using online resources in some way. Given that the majority of students, or families, have some access to internet enabled phones, we believe this to be the best method of communication.

There may be instances where access to the internet or IT facilities are limited in the home: in these cases, please inform staff where possible, and we will try and accommodate that in any work we set. We may well be able to support with loaning IT facilities during this time in some instances. We ask that you ensure your child completes the work to the best of their ability. Students in examination years will receive further guidance should there be any potential disruption to exams, or additional procedures related to coursework needs.

The school are keeping abreast of the situation daily, and hope that we will not face too much disruption to learning. Presently, reminding your child of the need to follow the advice regards regular and thorough hand washing would be appreciated, along with informing the school of any health concerns related to your children. In order to reduce the spread of any infection, students have also been given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
- Washing hands frequently, particularly after using public transport, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food and before leaving school.
- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately. We will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website.

Thanks for your continued support in these uncharted circumstances.

Yours sincerely

You can find more information about COVID-19 on

- NHS guidance
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- Advice for people travelling
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APPENDIX 8

LETTER 3 TO PARENTS (SECONDARY)

Dear

Following the announcement made by the Government today XXX, XXX School will be closed from XXX

In the meantime, the Trust has also increased the cleaning of schools by ensuring that high traffic areas and touch surfaces are cleaned during the day more frequently. We are making provision for additional hand sanitiser to be available in dining areas and to ensure our hand washing areas remain well stocked. Next week I plan to talk to the children about how to wash their hands effectively and to remind them to maintain good hygiene at all times. If you are aware that your child has any allergies relating to an alcohol-based sanitiser, please ensure that you contact the school and let us know immediately.

The precautions we are taking will assist the school in responding to any further government advice quickly and will enable us to pass on any guidance to affected families where necessary.

There is no reason why your child should not continue to attend school as normal: good attendance is essential for your child's education. As you will be aware from news bulletins, current guidance in the UK is to carry on our daily activities as normal but be extra careful in terms of personal hygiene and take further precautions if travelling to one of the named more at risk countries.

In readiness for school closure on the XXX, we have prepared a bank of work for your child to complete at home to ensure that student education can still continue. We are well-prepared for the situation, with excellent IT systems in place. For some time, we have been developing our use of Google Drive: a cloud based drive where we can share resources. With Google Classroom, we will distribute work, grade and send feedback, and see everything in one place.

It is the responsibility of parents to ensure the safe education of their children by encouraging them to complete the work set for them online. Their teachers will send work to [NAME] directly, either on google classrooms or via their school e-mail address. Teachers have had guidance on the various methods of setting work remotely, and in most cases this relies on the teachers and students using online resources in some way. Given that the majority of students, or families, have some access to internet enabled phones, we believe this to be the best method of communication.

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The school are keeping abreast of the situation daily, and hope that we will not face too much disruption to learning. Presently, reminding your child of the need to follow the advice regards regular and thorough hand washing would be appreciated, along with informing the school of any health concerns related to your children. In order to reduce the spread of any infection, students have also been given guidance by staff about good hygiene, which includes:

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- Use an alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately. We will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website.

As always, should you have any questions please do not hesitate to contact us via email, MyEd

Thanks for your continued support in these uncharted circumstances.

Yours sincerely

You can find more information about COVID-19 on

- NHS guidance
- NHS Frequently Asked Questions
- Advice for people travelling
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Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

APPENDIX 9

LETTER - CONFIRMED CASE (PARENT)

Dear

We are aware that a parent of a child in school has tested positive for the Coronavirus. As a precautionary measure the family, following advice, are going to stay at home (self-isolate) for the next 7 days.

This is understandably a very worrying time, in particular for the parents/students who have had contact with the family, but Public Health England has confirmed that they are low risk.

We have been in regular contact with Public Health England, they are advising schools to remain open and their most up to date advice is to continue business as normal. There is no reason why your child should not continue to attend school as normal: good attendance is essential for your child's education. As you will be aware from news bulletins, current guidance in the UK is to carry on our daily activities as normal but be extra careful in terms of personal hygiene and take further precautions if travelling to one of the named more at risk countries.

For the sake of clarity, according to government guidance, based upon current evidence coronavirus presents with flu-like symptoms - a high temperature, a new continuous cough, or difficulty breathing. Advice is anyone displaying the symptoms stated above should self-isolate.

You can also use the 111 online coronavirus service (<https://111.nhs.uk/covid-19>) to check if you need further assistance or advice.

You need to isolate yourself and stay indoors for 7 days. You should:

- stay at home, try to stay at least 2metres (3steps) from other people in your home.
- not go to work, school or public areas
- not use public transport or taxis
- ask friends, family members or delivery services to carry out errands for you, but avoid contact with them
- sleep alone if possible
- drink plenty of water and take everyday pain killers i.e. paracetamol and/or ibuprofen

Call 111 if you start to develop symptoms of:

- shortness of breath
- you feel unable to cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

The school are keeping abreast of the situation daily, and hope that we will not face too much disruption to learning. Presently, reminding your child of the need to follow the advice regards regular and thorough hand washing would be appreciated, along with informing the school of any health concerns related to your children. In order to reduce the spread of any infection, students have also been given guidance by staff about good hygiene, which includes:

- Use of tissues to catch a cough or sneeze, then binning the tissue and washing hands.
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We will continue to monitor the situation closely and should we get any new advice from Public Health England, the Department for Education or Rotherham Local Authority, we will inform you immediately. We will communicate with you through our official local media stations, parent text service and keep you updated through social media and the school website.

Please be aware that this is fast evolving situation and we do not under estimate the anxieties that families are facing, the most up-to-date advice to the public is available from www.gov.uk/coronavirus and we will continue to share any new information and advice specific to the school with you at the earliest opportunity.

I would like to take this opportunity to thank you for all your ongoing support. As always, should you have any questions please don't hesitate to contact us via email or phone school number.

Kind regards

You can find more information about COVID-19 on

- [NHS guidance](#)
- [NHS Frequently Asked Questions](#)
- [Advice for people travelling](#)
- [Guidance for non-clinical settings \(education, employers and businesses, social, community care and residential settings\)](#)

The Department for Education has also launched a new 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

APPENDIX 10

USEFUL TELEPHONE NUMBERS

WICKERSLEY PARTNERSHIP TRUST

| DEPARTMENT | CONTACT | TELEPHONE NUMBER |
|-------------------------------|--|------------------|
| CEO | Helen O' Brien hobrien@wickersleypt.org | 07506 702407 |
| Executive Leader | Ann Marie Lee alee@wickersleypt.org | 07714 164881 |
| Executive Leader | Andy Jessop ajessop@wickerlsegypt.org | 07827 420424 |
| PA to CEO | Kath Lee klee@wickerlsegypt.org | 07973 408867 |
| Trust IT Manager | Michael Ward mward@wickersleypt.org | 07701 388306 |
| Trust Websites / Social Media | Scott Gunn sgunn@wickersleypt.org | 07814 095943 |
| Trust Transport | Martin Oxborough Transport Manager moxborough@cliftonschoo.org | 07483 960605 |
| Trust Building Manager | Lee Rushforth lrushforth@wickersleypt.org | 07701388256 |

ROTHERHAM / SHEFFIELD

| DEPARTMENT | CONTACT | TELEPHONE NUMBER |
|---|--|------------------|
| RMBC Switch board | | 01709 382121 |
| Radio Sheffield | | 0114 2675440 |
| Radio Hallam | Trust to contact, no password required, provide a list of schools closing, leave a message if before 9 am. | 0114 2091010 |
| Rother FM | Trust to contact, use password sent to Trust only or use schools DFE numbers OR contact via www.rotherfm.co.uk | 01302 341166 |
| Access To Education (Head of Service) | Dean Fenton Dean.fenton@rotherham.gov.uk | 01709 254821 |
| Access To Education (Risk Management) | Andrew Guest Andrew.guest@rotherham.gov.uk | 01709 255220 |
| Access To Education (School Organisation) | Christopher Stones Christopher.stones@rotherham.gov.uk | 01709 254831 |
| Access To Education (School Organisation) | Elaine Maltby Elaine.Maltby@rotherham.gov.uk | 01709 254847 |

| DEPARTMENT | CONTACT | TELEPHONE NUMBER |
|---|--|---|
| RMBC Emergency and Safety (Health and Safety / Emergency Planning Team) | HealthandSafety@rotherham.gov.uk EPSharedService@rotherham.gov.uk | 01709 823720 823876 822190 822131 255358 823861 |
| RMBC Communications | Corporate.Comms@rotherham.gov.uk via CEO of Trust Rob Shirley Communication and marketing manager Rachel Ellis Communication and marketing assistant manager | 01709 822754 01709 822754 07528445884 01709 822733 07887 352823 |
| RMBC School Meals | | 01709 254025 822301 254024 |
| Mellors Catering | Mellors Catering Services 04 Park Square Thorncliffe Park Newton Chambers Road Chapelton Sheffield S35 2PH | 01142 203693 |
| Corporate Transport | R&E-PassengerTransport@rotherham.gov.uk Education.Transport@rotherham.gov.uk | 01709 334718 822649 |
| Police (non-Emergency) | | 0114 220 2020 |
| Fire Service (non-Emergency) | | 0114 2727202 |
| Flood line | enquiries@environment-agency.gov.uk | 0845 9881188 |
| Yorkshire Water | | 08451 242424 |
| National Grid Gas Electricity (Power Cuts) | | 0800 111999 105 |
| RMBC CYPS Asset Manager | Rob Holsey robert.holsey@rotherham.gov.uk | 01709 823723 07747 006245 |
| Engie General Manager | Elliott Heward elliott.heward@engie.com | 07896 003996 |

GAINSBOROUGH

| DEPARTMENT | CONTACT | TELEPHONE NUMBER |
|---|--|--|
| North Lincs. Switch board | Use link schoolclosures@lincolnshire.gov.uk | 01522 782155 |
| BBC Radio Lincolnshire | schoolclosure.lincolnshire@bbc.co.uk Trust to contact, use password sent to Trust only (password banana19) or use schools DFE numbers | 01522 549900 |
| Lincs FM | Trust to contact, use password sent to Trust only or use schools DFE numbers OR contact via www.lincsfm.co.uk | 01522 549900 |
| Mellors Head Office School Meals | Head Office Mellors Catering Service Skelmersdale. WN8 9TN | 01695 737280 |
| Corporate Transport | Star Coaches Stage coach PC Coaches JK Cabs Direct Cars | 01427 615131 01522 663500 01522 533605 01427 810613 01522 567567 |
| Police (non-Emergency) | Gainsborough Local Policing Team | 01522 532222 |
| Fire Service (non-Emergency) | Gainsborough Fire station | 01427 612222 |
| Severn Water | | 0800 783 4444 |
| Anglan Water | | 0800 771881 |
| Flood line | enquiries@environment-agency.gov.uk | 0845 9881188 |
| National Grid Gas Electricity (Power Cuts) | | 0800 111999 105 |

APPENDIX 11

DFE NUMBERS

| SCHOOL | DFE |
|--------------------------------------|----------|
| Wickersley School and Sports College | 372 4018 |
| Rawmarsh Community School | 372 4002 |
| Clifton Community School | 372 4005 |
| Thrybergh Academy | 372 4020 |
| The Gainsborough Academy | 925 4043 |
| Aston Hall Junior & Infant School | 372 2133 |
| Aston Lodge Primary | 372 2087 |
| Brinsworth Whitehill Primary | 372 2108 |
| Rawmarsh Ashwood Primary | 372 2067 |
| Monkwood Primary School | 372 2030 |
| Rawmarsh Sandhill School | 372 2028 |
| Thrybergh Primary | 372 2014 |
| Dalton Foljambe Primary | 372 4020 |