

Message

From: [Name Redacted] /O=TSE/OU=TSEEXCHSITE01/CN=RECIPIENTS/CN=U204991
on behalf of ZZZFirst Minister 2016 to 2021 [/O=TSE/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ZZZZ NEW FIRST MINISTERBF2]
Sent: 14/03/2020 16:13:13
To: Drought A (Andrew) [andrew.drought@gov.scot]; ZZZFirst Minister 2016 to 2021 [zzzfirstminister2016to2021@gov.scot]; Lloyd E (Elizabeth) [elizabeth.lloyd@gov.scot]; Deputy First Minister and Cabinet Secretary for Education and Skills [dfmcse@gov.scot]
CC: Minister for Further Education, Higher Education and Science [ministerfehes@gov.scot]; zzzMinister for Children and Young People [zzzministercyp@gov.scot]; DG Education, Communities & Justice [dgecj@gov.scot]; McAllister C (Colin) [colin.mcallister@gov.scot]; Director of Learning [directoroflearning@gov.scot]; Cumming A (Alison) Early Learning & Childcare [alison.cumming@gov.scot]; Head SFIO [heads fio@gov.scot]; Robb SJ (Stuart) [stuart.robb@gov.scot]; [Name Redacted] @gov.scot; DG Education, Communities & Justice [dgecj@gov.scot]; Director of Learning [directoroflearning@gov.scot]; Director of Advanced Learning and Science [directorofadvancedlearningandscience@gov.scot]; Director for Children and Families [directorforchildrenandfamilies@gov.scot]; zzzDirector for Early Learning and Childcare Programme [zzzdirectorforearlylearningandchildcareprogramme@gov.scot]; Anson S (Sam) [sam.anson@gov.scot]; Pentland MK (Malcolm) [malcolm.pentland@gov.scot]; Grieve DA (Derek) [derek.grieve@gov.scot]; SG Corona Virus Learning and Children [sgcoronaviruselearningandchildren@gov.scot]; [Name Redacted] @gov.scot; [NR] [Name Redacted] @gov.scot; Head SFIO [heads fio@gov.scot]; ZZZMinister for Local Government, Housing and Planning [zzzministerlghp@gov.scot]; Campbell B (Brenda) [brenda.campbell@gov.scot]; SGoRR Major Events [sgormajorevents@gov.scot]; Slorance AR (Andrew) [andrew.slorange@gov.scot]; Baird J (Jim) [jim.baird@gov.scot]; [Name Redacted] @gov.scot; Pooley L (Linda) Dr [linda.pooley@gov.scot]; [Name Redacted] @gov.scot; Henderson D (Donald) [donald.henderson@gov.scot]; Cumming A (Alison) Early Learning & Childcare [alison.cumming@gov.scot]; [NR] [Name Redacted] @gov.scot; Robb SJ (Stuart) [stuart.robb@gov.scot]; [Name Redacted] [NR] @gov.scot; Gorman G (Gayle) [gayle.gorman@educationscotland.gov.scot]; [Name Redacted] [NR] @educationscotland.gov.scot; Sewell J (Jonathan) (ECON) [jonathan.sewell@gov.scot]
Subject: RE: OFF SEN: First Minister: Covid-19: Information on planning for disruption to ELC/schools

Andrew,

The First Minister noted and commented that this was very helpful. FM said we need to encourage COSLA to accelerate this planning (FM appreciates the recent email about SNCT guidance is relevant) and consequently gain assurance for us that plans are in place in the event we get to a situation where the general advice to schools is to close, potentially for a quite lengthy period. FM is particularly keen to know that plans are in place for remote learning, and also for facilities/staff cover that may allow kids of eg healthcare workers to be looked after.

Regards

[Name Redacted]

DPS/First Minister of Scotland

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: Drought A (Andrew) <Andrew.Drought@gov.scot>

Sent: 13 March 2020 16:11

To: First Minister <firstminister@gov.scot>; Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>; Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>

Cc: Minister for Further Education, Higher Education and Science <MinisterFEHES@gov.scot>; Minister for Children and Young People <MinisterCYP@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Cumming A (Alison) <Alison.Cumming@gov.scot>; Head SFIO <HeadSFIO@gov.scot>; Robb SJ (Stuart) <Stuart.Robb@gov.scot>; **NR**

Name Redacted @gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Early Learning and Childcare Programme <DirectorForEarlyLearningAndChildcareProgramme@gov.scot>; Anson S (Sam) <Sam.Anon@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; Grieve DA (Derek) <Derek.Grieve@gov.scot>; SG CoronaVirus Education <SGCoronavirusEducation@gov.scot>; **Name Redacted** @gov.scot> **Name Redacted** **NR** @gov.scot>; Head SFIO <HeadSFIO@gov.scot>; Minister for Local Government, Housing and Planning <MinisterLGHP@gov.scot>; Campbell B (Brenda) <Brenda.Campbell@gov.scot>; SGoRR Major Events <sgormmajorevents@gov.scot>; Slorance AR (Andrew) <Andrew.Slorance@gov.scot>; Baird J (Jim) <jim.baird@gov.scot>; **Name Redacted** @gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; **Name Redacted** **NR** @gov.scot>; Henderson D (Donald) <Donald.Henderson@gov.scot>; Cumming A (Alison) <Alison.Cumming@gov.scot> **Name Redacted** @gov.scot>; Robb SJ (Stuart) <Stuart.Robb@gov.scot>; **Name Redacted** @gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot> **Name Redacted** @educationscotland.gov.scot>; Sewell J (Jonathan) (ECON) <Jonathan.Sewell@gov.scot>

Subject: OFF SEN: First Minister: Covid-19: Information on planning for disruption to ELC/schools

First Minister,

You asked for advice on what steps we have asked local authorities to put in place for schools resilience during the Covid-19 outbreak and what assurance we have that this is being done. This note summarises the current position.

Engagement to date with local authorities on ELC/schools resilience (Covid-19/non Covid-19)

1. As part of regular resilience and business continuity planning processes, local authorities will have a range of measures in place to deal with the immediate impact of school closures. These may include, for example, "snow packs" (packs of take home learning material) which many local authorities make ready to issue when extreme weather is expected. Many local authorities also have strong channels of communication out to parents in the event of school closures, making use of social media and technology such as Groupcall.
2. With regard to Covid-19-specific planning, we wrote to all local authority Directors of Education on 4th March, copying in Chief Executives and teaching unions. In addition to providing guidance on managing Covid-19 in educational settings, we asked that local authorities ensure they have considered contingency planning in relation to Covid-19. In that letter, we highlighted the potential use of technology to mitigate the impacts of school/ELC closures on educational continuity, and provided some practical information to support this. An excerpt follows:

You will want to ensure you are making appropriate contingency plans locally. Part of this may include Glow, Scotland's nationally available digital learning platform. Learners and teachers can access all the tools and features at any time, on any device with an internet connection. This can help learning to continue outside the classroom in a variety of ways when pupils or staff are unable to

attend school or during events such as school closures. A username and password is needed to access Glow so schools should ensure learners and teachers know their username and password so they are ready to use Glow at any time. Your initial point of contact for further information regarding Glow accounts or the Glow service available to your local authority is your local Glow Key Contact (<https://glowconnect.org.uk/glow-contacts/>). Should you need further support you can contact Education Scotland at enquiries@glow.gov.uk. General information about the Glow service can also be found at www.glowconnect.org.uk.

3. To ensure flexibilities are in place in teacher contracts – for example, to allow relaxations in maximum class sizes or maximum teacher contact hours – the Scottish Negotiating Committee for Teachers (SNCT – made up of Cosla, Teaching Unions and SG) is working to update previously agreed guidance on swine ‘flu to make it relevant to the current circumstances.

4. With regard to monitoring and intelligence on the impact of Covid-19 on our ELC/schools system, the SG operates a school closures database that allows us to keep track of the extent of school/ELC closures across the country (previously used in events such as extreme weather). We are considering at what point to initiate this process as part of our response to Covid-19. Linked to this, we are working closely with local authorities to develop absence/attendance codes specific to Covid-19, to ensure we have data about the extent of impact on pupils in schools. A dedicated mailbox has been established for local authorities to provide intelligence about the impacts of Covid-19 on schools/ELC.

Next steps

5. We have had regular discussions over the past fortnight with Cosla, SOLACE and ADES (the Association of Directors of Education in Scotland) about contingency planning for Covid-19. Cosla’s view is that many local authorities will already have well-developed plans in place similar to those seen in Shetland, to help cope with the impacts of the outbreak.

6. However, to gain greater assurance, we have been working to secure agreement from Cosla and the Scottish Resilience Partnership to (a) issue some key potential impact scenarios to local authorities, to ensure appropriate consistency in their planning processes (b) seek confirmation that they have plans in place, and a description of what those are, and (c) ask what further support they may require. A draft communication for these purposes (still subject to possible changes) is attached for information. The main potential impacts identified to date in the communication are:

- Localised school closures (which are likely to increase as a result of self-isolation measures)
- Knock-on impacts on parents/carers unable to work, with particular implications for key workers and low income workers
- Educational continuity (including exam preparedness), with a particular focus on senior phase pupils
- Vulnerable children (free school meals, underlying health conditions)

7. We are currently awaiting final Cosla, ADES and SOLACE clearance for this communication. Subject to securing agreement from partners, we aim to issue this communication today. Responses are being requested by close of play next Tuesday, subject to Cosla agreeing this is deliverable under the current circumstances.

Please let me know if you require further information.

Andy.