

**St Peter’s CE Primary School**

Recovery Action Plan

2020-2021

# Action Plan- Autumn Term

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| 1. **Welfare/ Well-being**
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| **Priorities for Improvement** | * Ensuring a COVID safe school
* Mental health support for staff and pupils
* Managing children’s different experiences during lockdown
* Communication between all staff, children, families and governors
* Use of our Christian distinctiveness to support and protect
* Consistency of approach using policy and procedure
* Training and development
* Safeguarding
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| **Actions for Autumn Term** | **TIMESCALE** | **LEAD/ responsibility** | **RAG RATING**  | **Comments** |
| **Well-being of staff and pupils**  |
| Maintain up to date risk assessment for school with review following any changes to government guidance for school opening | **Ongoing** | **VW****VC/SP** |  | Updated as per government guidance. |
| Communicate all changes to routines, policy and procedure to ALL staff | **Ongoing** | **VW****SLT** |  | Staff kept up to date weekly in meetings or emailed. |
| Communicate all changes to routines, policy and procedure to parents and children | **Ongoing** | **VW****SLT** |  | Information is sent by text message, email and using the school website, teachers explain any change to children during class time. |
| Maintain website with up to date information- changes to be communicated via text service | **Ongoing** | **SLT/TK** |  | Website is updated accordingly, easy to navigate and find new information. |
| All absence to be recorded and followed up daily | **Daily** | **BM/JK****SLT?** |  | Phone calls home for absentees, recorded on CPOMS. |
| COVID related illness to be recorded and sent to Education response team with daily updates | **Ongoing** | **VW****JK** |  | This only needs to be sent to LA when there is a positive test result.Office keep a log every day so that we keep note of any child awaiting a test result and follow up each day.To date- 1 staff member tested positive resulting in one class bubble closure- 28th Sept. |
| Share government and school information via the school website | **Ongoing** | **SLT****TK** |  | Website clear and parents informed of new information via text message.Data shows parents respond to text alerts to look at website letters.Virtual tour uploaded to website Oct 9th for prospective parents. |
| All staff to be aware of coaching and well-being resources in school for use by staff and pupils |  | **SLT****MB** |  | Well-being staff and support staff meetings held mid Sept to give it a higher profile and explain support available.ELSA interventions started wc 21.9.20 for children.2 members of staff are currently having coaching with MB- outside of their working hours. |
| Bi-weekly well-being/SEND meetings to review and organise intervention for children |  | **BU****SLT** |  | 15.9.20, 29/9/20, 13/10/20 |
| All classes to have feelings boards and worry boxes |  |  |  | Feelings boards audited 20/10/20- all present and being used.Worry boxes not as prevalent. |
| All classes to deliver Jigsaw unit post lockdown and additional PSHE/circle time for at least 1 hour each week |  |  |  | Timetables show evidence of this.Floorbooks also show evidence of completed sessions. |
| Class worship every day- use of variety of resources |  |  |  | Walks through school show evidence that this is happening. Evaluation to be completed each half term to plan further. |
| Classteachers to establish class and school rules during first week |  |  |  | All displayed in classrooms |
| Classteachers to use outdoor spaces as much as possible during good weather |  |  |  | Some evidence of outdoor space being used for teaching.Forest school to be timetabled in Aut 2 for LKS2. Rec and Y1 continue to deliver their own forest school sessions weekly. |
| Merit worship each Friday via Zoom delivered by HT |  | **HT** |  | Feedback so far is that the children are loving these zoom calls. End of week prayers, good to be green also now included. |
| Use of CPOMS to communicate concerns | **Ongoing** | **All staff** |  | CPOMS used effectively. |
| Attendance and well-being to be reported on termly at governor meetings | **13.10.20** |  |  | Staffing committee meeting 13th Oct.Weekly and cumulative attendance of children recorded.Differential between TY and LY is narrowing.All absence is followed up daily to ascertain whether covid related. |
| School Christian values to be introduced through worship | **19.10.20** |  |  | Planned onto Aut 1 schedule.Evidence of values being used to discuss behaviour incidents. |
| Values VIP award to be given weekly in each class- added to merit worship awards | **19.10.20** |  |  | From wc 19.10.20 |
| Staff/children interactions improved on playgrounds | **Ongoing** | **All staff** |  | Need to monitor this over a period of time. Staff are aware of the importance and have been informed in staff meeting – 9.9.20.Sports coach to work on infant playgrounds to develop use of games at playtimes. |
| High expectations of ALL children to achieve and develop dreams and aspirations | **Ongoing** | **All staff** |  | Aspirational targets set for all children at end of Aut 1.Predictions for all statutory tests completed Oct 20. |
| Breakfast club available to all families every morning in phase bubbles | **Ongoing** |  |  | Increasing numbers in Y3 and 4 resulted in that bubble moving to the hall for breakfast club.All classes kept separate in their room.Between 30 and 50 children most days in 4 groups- Y3 and 4 is the largest group with around 20 children.Approx. 25% of children are free as they are PP. |
| Regular review of Behaviour policy | **Ongoing** | **SLT** |  | Last updated 20.7.20Behaviour has been excellent since start of term- only 1 red card for swearing.Staff believe this is due to classes playing out separately- no confrontation or opportunity!Children responding v well to new rules- good understanding. |
| **Training and development/Safeguarding** |
| All staff to complete mandatory safeguarding training – safeguarding level 1 and 2, KCSIE | **1.9.20** | **VW** |  | Evidence in training log in HT officeAll staff complete |
| All staff to complete data protection training  | **25.9.20** | **VW** |  | Evidence in training log in HT officeMajority of staff complete |
| All staff to complete prevent Covid training | **1.9.20** | **VW** |  | All staff completed- evidence in training file |
| CSR to be kept up to date at all times | **Ongoing** | **JK** |  |  |
| DSLs to have up to date training (every two years) |  | **VW/MB****VC/SP** |  | VW/VC/MB- due for renewal Feb 21SP attended in July 2020. |
| Staff appraisal reviews for 19/20 | **Sept 21st-25th**  | **Teaching Staff** |  | Teaching staff complete wc 21.9.20 |
| Appraisal target setting for 20/21 | **October** | **Teaching Staff** |  | Dates set for meetings- completed 18.10.20 |
| Governors to complete safeguarding level 1 and 2, KCSIE and data protection training | **October 13th** | **Governors** |  | Governors informed of training requirements on 4/9/20. Awaiting govs certificates- 2 completedReminders will be given at every gov meeting. |
| Bi-weekly well-being/SEND meetings to review and organise intervention for children and review any staff training needs | **Ongoing** | **BU** |  | 15.9.20, 29/9/20, 13/10/20 |
| Safeguarding to be agenda item on building committee termly with governors |  |  |  | Buildings meeting 13th October 20. Unfortunately safeguarding gov was not in attendance.All safeguarding incidents are recorded on CPOMs and discussed by DSLs. |
| **Health and safety** |
| All H and S concerns to be reported via Tim’s book outside office | **Ongoing** | **All staff** |  | All staff are aware to use the book to report concerns- and do! All reports are actioned that day. Major concerns reported to HT for action.  |
| Building committee meeting termly with governors |  |  |  | Aut meeting 13.10.20 attended by 5 govs |
| Site supervisor to complete daily and weekly checks of the building and grounds |  | **TW** |  | Jobs marked as complete in Tim’s log- used daily.Daily updates re H and S to HT.New flooring in Oak class ordered as a result. |
| HT/site supervisor to maintain expectations of social distancing etc outside school at drop off and pick up times |  | **VW****TW** |  | Notices around school gates and walk ways, text reminders sent to parents, SLT presence at start and end of day. |
| Staff meetings to monitor effectiveness of school risk assessment each week and adapt when necessary |  |  |  | Meetings scheduled weekly.Responses requested weekly in regard to safety around school and any issues with organisation, etc.Some adaptations made to lunchtime organisation due to children crossing in corridors and toilets- now using fire doors to enter and exit building. |
| Risk assessment to be followed in the event of a Covid case/outbreak and reported to LA | **Ongoing** | **VW****All staff** |  | 1 positive case in a member of staff 28.9.20 resulting in a class bubble closure. |
| 1. **Curriculum and assessment**
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| **Priorities for Improvement** | * Baseline assessment for all year groups
* Timetabling
* Mini topic catch up/transition for foundation subjects
* Catch up objectives for reading, writing and maths
* Phonics assessment and tracking
* Jigsaw post lockdown units for PSHE
* Rules, routines and procedures in class bubbles
* Communication with parents
* Robust assessment recording and monitoring
* Progress for ALL
* Quality of teaching
* Subject leadership
* Consistency across all year groups
* Intervention and use of support staff
* Use of outdoors
* Remote learning and homework
* Christian values/distinctiveness to be evident in all areas of curriculum and school
* Policies
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| **Actions for Autumn Term** | **TIMESCALE** | **LEAD/ responsibility** | **RAG RATING**  | **Comments** |
| **Curriculum**  |
| All phases to deliver mini topic to address catch up of foundation subjects | **Autumn 1** | **SLT/Subject leaders** |  | Mini topics planned, some teachers have adapted these plans – subject leaders/SLT to ensure coverage.Evaluation of progress at each half term to plan further.Monitoring during week 5 showed slow progress to completing these topics in Y5 particularly. Follow up in week 7. |
| Reading, writing and maths catch up planning to follow given objectives from previous year group | **Aut 1** | **SLT/Subject leaders** |  | SLT monitoring shows evidence of this.Data analysis required at end of Aut 1 to track progress.Pupil progress meetings Nov to discuss further intervention/planning necessary. |
| Infant classes to deliver daily phonics catch up | **Ongoing** | **Phonics leader** |  | Phonics tests completed by 21.9.20 for all infant children.Groupings to reflect assessment.Trackers completed half termly.Predictions completed for both Y1 and 2.Tracking of Y3 and 4 children still needing phonics delivery/intervention. |
| English to be planned through engaging text | **Always** | **English leader** |  | Teachers to list book being read as class reader and the book being used for English lessons on their classroom door.Reference on action plan- appropriate and challenging texts to be used across year groups to show progression. |
| Maths teaching to focus on use of concrete resources | **Always** | **Maths leader** |  | Planning and observations show increased use of and understanding of benefits of concrete resources to support learning.Y6 teachers report that test data shows children achieving higher in applying maths skills than in previous years.Action plan- need to check on resourcing in each class. |
| Additional PSHE/circle time to be timetabled | **Autumn term** | **Subject leader/SLT** |  | Evident on timetables and in floorbooks/displays |
| Science, RE to be delivered weekly for at least 1 hour | **Autumn term** | **Subject leaders/SLT** |  | Evident on timetables, floorbooks, work books, displays |
| Music and French to be reduced to ½ hour lessons | **Autumn term** | **Subject leaders/SLT** |  | Evident on timetables |
| PE delivered as whole morning or whole afternoon using outside. Only 15 children allowed in the hall at any one time. | **Ongoing** | **Subject leader/SLT** |  | Children arrive in their outdoor kits on their PE day. Reminder given to parents on Newsletter 11.9.20. Teachers feedback that this saves time during the day, not having to get changed.ALL children are now doing PE as they come prepared and kits do not get lost. |
| No singing inside | **Ongoing** | **All staff** |  | All staff made aware, it is recorded in the staff handbook. Birthdays to be celebrated in Friday worship, through sign language. |
| High expectations of ALL children to achieve and develop dreams and aspirations |  |  |  | SLT devising a project for UPS teachers to develop this across school through curriculum, meetings, open sessions, visitors etc. |
| Classteachers to share planning with support staff weekly |  |  |  | Support staff meetingSupport staff appraisalsGood way to gauge how this is working – are support staff asking for information or to see plans? |
| Remote learning platform to be kept live for use in the event of a year group isolation | **During periods of isolation- regularly monitored by SLT** |  |  | Seesaw to be used for isolating children. Staff made aware in staff meeting 9.9.20. Weekly homework also to be set using Seesaw. Monitoring shows this is NOT consistent. Staff meeting 14.10.20 to reiterate to staff.Policy needs to be reviewed- homework and remote learning- SP.All staff have invited VW onto group/class. This has been shared with SLT for access to all pages.All isolating children have been set work on Seesaw. Those not engaging are being phoned by teachers.Monitored by SLT.New resources purchased: Oxford Owls reading and Learning By Questions. These can be used both in class and for remote learning. |
| Weekly maths and English homework to be set on Seesaw and responded to by teacher | **Ongoing****To be monitored regularly by SLT** |  |  | Inconsistent across school. Oak class embracing it! GC has also delivered phonics sessions for parents through Zoom to support their learning at home.Homework and remote learning policy to be reviewed by Nov 4th- SP. |
| **Assessment** |
| All children to be assessed in reading, writing and maths | **September** | **Teaching staff** |  | NFER tests administered first week back. Results to be recorded on Target Tracker to act as a baseline for the year.Aspirational targets set for ALL children on TT.Predictions for end of KS and phonics tests presented to HT and govs- Oct.  |
| New reception children to be assessed on a baseline assessment designed by FS staff | **By 21.9.20** | **FS** |  | Used to plot on TT.Predicted GLD reported to HT/govs- Oct. |
| Reception children to be assessed using BPVS | **By 14.9.20** | **FS/Y1** |  | Completed- intervention started with both reception and Y1 children identified as being a year behind their chronological age. |
| All Y1 and 2 children to be assessed on phonics | **By 21.9.20** | **Teachers/Phonics lead** |  | Intervention organised in response.To be tracked by phonics lead.Action plan completed 14.10.20 |
| Robust data to be input on Target Tracker half termly | **By 23.10.20****By 11.12.20** | **Teachers/SP** |  | Starting points to be agreed by teachers and SLT- completed Oct 21st.Ch with SEND to be assessed using PIVATS and then transferred to relevant age on TT.Working with BU (SEN SLE)- completed by end of Aut 1 |
| New assessment lead to establish expectations and uses of Target Tracker and disseminate to teachers/users | **Staff meeting 30.9.20** | **SP** |  | SP appointed Assessment lead for Autumn term.SP researching use of TT for daily assessment in class and where to start in Aut 1. |
| Interventions to be planned after analysis of test data | **To start wc 21.9.20** | **SJT/VW** |  | Intervention for SEND children organised to start 22.9.20.Recording sheets provided to all staff to track progress.Reviews every 6 weeks to organise new interventions.Intervention timetable shared with all staff and displayed in HT office. |
| Test data to be recorded on school network | **By 14.9.20** | **Teaching staff** |  | Presented at governors meeting 1.10.20 and to staff at staff meeting 30.9.20.Information to be used to plan intervention. |
| Senior and subject leaders to analyse test/assessment data and respond | **Each half term** | **Subject leaders/SLT** |  | Action plans to be completed by 1.10.20 by English and maths leads.Discussed at SLT on 1.10.20.Final docs delivered 14.10.20.Presented to govs for FGB- Nov 9th. |
| Report data etc termly to governors at Curriculum committee meeting | **1.10.20** | **HT/Subject leaders** |  | T and L committee attended by 6 govs 1.10.20Further data to be presented at FGB 9.11.20 |
| Children with SEND to be assessed on appropriate age group in order to achieve | **By 26.10.20** | **SJT/BU/SEN TAs** |  | PIVATs training for SEN TAs completed and all assessments complete- Oct 17th.Data transferred to TT for baseline. |
| **Quality of teaching** |
| Monitoring timetable set by SLT and shared with staff to include book looks and planning discussions | **By Half term** | **VW** |  | Complete and shared with staff 21.10.20 |
| Collection dates for action plans of individual subjects to be shared with staff | **Ongoing** | **VC** |  | Complete and shared with staff 15.10.20 |
| Marking policy and expectations to be reviewed regularly | **Ongoing** | **Staff** |  | Reviewed in staff meetings: 9.9.20, 16.9.20 |
| Regular review of school organisation affecting teaching time | **Ongoing** | **Staff** |  | Reviewed in staff meetings every week- adaptions made to lunch times and some breaks. |
| Appraisal review of 19/20 for all teaching staff and SLT | **September** | **Teaching staff/****SLT** |  | Meetings completed by end of Sept. |
| Appraisal targets set for 20/21 for all teaching staff and SLT | **October** | **Teaching staff/****SLT** |  |  Completed 16.10.20 |
| NQT support and monitoring | **Ongoing** | **(MC)****MH/****SP** |  | When in school, SP regularly touches base with MC to support/advise.Initial observation complete.Second term form to be completed- Nov |
| Phase meetings half termly at least | **Ongoing** |  |  | 14.10.20- Aut 1 |

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| **3. SEND provision** |
| **Priorities for Improvement** | * Use of PIVATs as an assessment tool
* Progress of children with SEND
* Communication with parents
* Use of SEN TAs
* Intervention
* Management of SENDCo role through pregnancy/mat leave
* Delegation of responsibilities
* Well-being of children with SEND
* Target Tracker
* Accountability
* Well-being of children post lockdown
* Christian ethos to permeate through all SEND policy and procedure
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| **Actions for Autumn Term** | **TIMESCALE** | **LEAD/ responsibility** | **RAG RATING**  | **Comments** |
| **Assessment and tracking** |
| All children with SEND to be assessed on PIVATs | **By Oct 23rd** | **SJT/BU** |  | DG trained in use of PIVATs as assessment tool. DG meet with BU 23.9.20 to assess priority children.Other SEN TAs to be trained.All training completed and data recorded by Oct 22nd. |
| Children working below AGE to be given starting point on target Tracker | **By Oct 23rd** | **SJT/BU/SP** |  | PIVATs to be used to place children with SEND on correct age on TT- All completed 22.10.20 |
| Classteachers to know where every child is on Target Tracker and their end of year target | **By Oct 23rd** | **SP/teachers** |  | Baseline test data set on TT.Teacher assessment recorded for Aut 1. Aspirational end of year targets set on TT for all children. |
| Assessment policy update | **By Oct 23rd** | **SP** |  |  |
| Review of roles and responsibilities |  | **VW** |  | School roles and responsibilities re-organised in SLT 8.10.20.Shared with staff thereafter.Displayed in staff room. |
| New Assessment leader to review use of target Tracker for SEND children | **By Oct 23rd** | **SJT/BU/SP** |  | All targets set for ch with SEND using PIVATS and TT- shared with teachers |
| **Staffing** |
| Review of roles and responsibilities |  | **VW/SJT/BU** |  | School roles and responsibilities re-organised in SLT 8.10.20.Shared with staff thereafter.Displayed in staff room. |
| Weekly communication with SEN TAs from SENDCo | **Ongoing** | **SJT/BU** |  | Within school restrictions this is mainly being done via e-mail and CPOMs.SEN TAs know BU’s timetable of days.In absence of BU or SJT, TAs to report to MB/VW. |
| At least weekly entries on CPOMs from SEN TAs  | **Ongoing from 21.9.20** | **SEN TAs/SJT/BU** |  | Evidence so far shows good response from most SEN TAs. Those not making entries, to be followed up by SJT/BU. |
| Bi weekly SEN/well-being meetings to organise and review interventions | **Through Autumn term** | **VW/MB/BU/SJT** |  | 15.9.20, 29/9/20, 13/10/20 |
| Use of intervention rooms to be reviewed at least every two weeks | **From Sept 21st** | **SEN TAs/SJT/BU** |  | Timetables displayed from 21.9.20.Review dates given to staff.Timetable displayed in PPA room, HT office and e-mailed to all staff. |
| At least weekly communication with parents of EHCP children | **From Sept 21st** | **SEN TAs** |  | TAs are e-mailing parents whilst restrictions prevent face to face contact.Contact also made via phone calls from SJT and recorded on CPOMs. |
| Permission from parents for all intervention prior to starting | **From Sept 21st** | **SEN TAs** |  | SEN TAs given procedure for running an intervention to follow- this includes template letters etc.Intervention review forms to be completed by staff and reviewed by VW/BU/MB every 8 weeks. |
| Baseline assessment completed at start of every intervention | **From Sept 21st** | **SEN TAs** |  | All interventions have been audited and a list compiled of intention, assessment and resources available to use.Displayed in SEN room and shared with all relevant staff wc 28.10.20All data recorded individually on CPOMS Spreadsheet updated by SJT/MB |
| Introduction of seconded SENDCo to staff and parents | **During Oct**  | **BU** |  | BU chairing all review meetings during Autumn term.Introduced herself via e-mail and phone calls to all EHCP parents. |
| Nomination of SENDCA to cover SJT mat leave | **Sept** | **BU/SJT/HT** |  | Govs agreed the handover to MB for the duration of mat leave.SJT to return after Easter I day a week using KIT days. |
| **Training** |
| PIVATs training for all SEN TAs | **By Oct 23rd** | **SJT/BU/DG** |  | Completed 21.10.20 and all assessments recorded |
| Additional training for MB who is acting as SENDCA whilst SJT is on mat leave |  | **SJT/BU** |  | Handover complete 16.10.20 |