



Fairfield School

Embracing Uniqueness

Recovery Action Plan

September 2020

Priorities

Keeping Safe & Welfare for All	<ul style="list-style-type: none">• Protection of staff and pupils on return to school• Safeguarding e.g. managing a spike in child protection referrals• Mental health support for staff and pupils e.g. bereavement support and counselling• Children's different experiences during Lockdown• Detailed Risk Assessments• Government guidance – 'System of Controls'
Transition	<ul style="list-style-type: none">• Share plans with staff• Transition to the next stage of education e.g. leavers arrangements• Reviews and SENACT communication• Managing a phased return to school for classes and the impact on timetabling• Transition arrangements for new pupils• Transitioning all pupils back into working at school rather than home
People & Resources	<ul style="list-style-type: none">▪ Premises, first aid and hygiene guidance e.g. site-specific safety needs▪ Leadership capacity and managing staff absence & expertise▪ Impact on Governor communication, support and roles▪ Financial management▪ Recruitment and retention e.g. review staffing needs and recruit as a result of COVID-19▪ Website updated weekly and all communications available▪ Parent communication and support to feel reassured with plans for return
Curriculum & Assessment	<ul style="list-style-type: none">• Summer provision• Routines and expectations• Evaluation of gaps• Planning interventions• Evaluation of remote learning e.g. what is the right curriculum/pedagogical response for our students• Timetabling• Maintaining relevant provision and supporting priority of needs at this time of transition• Management of teacher assessments• Assessment and reporting to parents e.g. missed assessment points and parents' consultation events

Action Plan

1. Keeping Safe & Welfare for All

Key Lines of Enquiry:	<p>How are we safeguarding the well-being of our staff and how do we reassure our staff that school is a 'safe' place to be and alleviate anxieties regarding a return to work?</p> <p>How are we safeguarding the well-being of our pupils?</p> <p>Have we considered children's different experiences during lockdown and how will they be re-integrated and be supported effectively?</p> <p>What measures are we taking to re-establish routines?</p> <p>What measures are we taking to re-establish expectations?</p> <p>How do we re-integrate pupils back in to engaging in school life?</p> <p>How do we manage CP referrals over this period?</p>		
Actions achieved/in progress	TIMESCALE Term Week Number/Date	SLT LEAD and/or Key Staff	
Well-being of staff and pupils			
Staff well-being guidance sent to all staff i.e. Ed Psych material, hub coordinator etc..	May/June 2020	HT/SLT Key staff	
On-line training signposted to all staff re: mental health and well-being	On-going from March 2020	HT/SLT	
Maintaining of staff networks on-line during lockdown to ensure continued interaction and participation to on-going developments and projects e.g. Zoom meetings	From March 2020 – on-going	SLT All staff	
Re-integration of staff back into school from half term 2 – supportive measures in place to re-assure and settle staff back into school	May 11 th onwards	HT/SLT	
Daily briefings and de-brief sessions for all staff in school to maintain updates and address any immediate issues regarding transition	May 11 th onwards to July 17 th 2020	HT/SLT	
Staff questionnaire sent to staff to gauge level of any further support	August 2020	HT	
On- going telephone calls and communication with parents through teachers and key leaders to reassure families regarding health and well-being anxieties	During summer term and holiday	Teachers/HLTA and DSL	
Complete class spreadsheets with notes from well-being phone calls to parents.	During summer term and holiday	SLT	

Well-being meetings/phone calls with staff to discuss their health, their feelings, their personal circumstances etc.	March 2020 on-going	SLT	
Home visits made to vulnerable families to ensure support and safeguarding during lockdown period	From March – Sept 2020	SLT DSLs	
Allocation and distribution of food parcels to families in need as required	March – Sept 2020	TI	
Ensure all staff aware of ‘recovery’ curriculum focus in pupils returning to school and feeling comfortable and safe	Prior to Sept start	SLT	
‘Flu’ jabs date to be confirmed for staff	Autumn 2020	DE	
All SLT received MHFA Adult training	Completed 23 rd July (remotely)	SLT	
Re-establishing Routines			
Confirm arrangements for classroom routines for specific groups i.e. start and end of day; breaks, lunch	July 2020	SLT	
Clarify staggered start and finish times around confirmed School Transport arrangements	July 2020	SLT	
Maintain classroom routines appropriate to class groups ensuring parents aware of RAs in place and day to day arrangements	September 2020	All	
Ensure hygiene routines are adhered to in class bases regularly in line with generic risk assessment guidance	May 2020 and on-going	All	
Parents aware of current arrangements of attendance considering safety measures	July 2020	SLT Teachers	
Safeguarding			
Home visits to identified vulnerable families	March -September	DSL SLT	
Ongoing liaising with school nursing team to provide support for families	March-September	TI/Debbie H	
Termly MDT Meetings maintained	July 2020 August 2020	TI – chair Locala/HT	
Highlighted families to social care who need additional vigilance/support over summer holidays	July 2020	DSL	
Ongoing attendance to CP/CIN Meetings	March/ September 2020	TI	
‘Let June Make a Difference’ charity – funding for vulnerable children – on-going support	July/ August 2020	SB/TI	

Holiday Summer Club - Vulnerable families – Kirklees funded Summer programmes	July/ September 2020	JP/TI Support Staff	
FSM Vouchers for vulnerable families home visits	July/ September 2020	DSL SLT	
KYA Activity Packs to be delivered to whole school families	July/ September 2020	Kirklees Volunteers	
KYA Activity Packs to be home delivered to vulnerable families	July/ September 2020	TI	
Share new pupil information on updated pupils	July/ September 2020	TI Teachers	
Medical information/health plans completed, shared and scanned on pupil files	September 2020	TI Teachers	

2. Transition

Key Lines of Enquiry:	<ul style="list-style-type: none"> - How can we ensure that new pupils and their families feel supported in a safe transition into their new educational setting? - How can we support current student transitions back into full time education ensuring that their health and well-being needs are identified and met? - To identify individual students' gaps in learning and holistic development
------------------------------	---

Actions achieved/in progress	TIMESCALE Term Week No	SLT LEAD and/or Key Staff	
Confirmation of all new referrals and all relevant documentation received /confirmed via SENDACT	July 2020	SLT Admin	
Contact transition schools to discuss pupils and receive any outstanding documentation.	June/July 2020	TI	
Initial home transition visits/communication to ensure all required documentation and forms in place / received/distributed – home visits made	July 2020	TI Teachers	
Class teachers to update all Individual Pupil Profiles for new classes from home visit information	July 2020	Teachers	
All new pupils to be given interactive transition booklet with staff information	July 2020	TI Teacher	
Class teachers to liaise with new teachers to ensure all individual 'plans' are in place and up to date	July 2020	Teachers	
Transport documentation shared with all new pupils	July/Aug 2020	TI	
All student information packs completed and returned to school for new pupils	July 2020	TI	
All Health Care Plans in place for new pupils (where required)	Sept 2020	TI Debbie Harris	
All common transfer files requested from previous settings	Sept 2020	Admin TI	
All CPOMS/Safeguarding files request from previous settings	Sept 2020	TI	
Parents made aware of key policies regarding attendance/safeguarding and privacy notice as part of induction meetings	July 2020	TI	
Introduction telephone call made by class teachers	July 2020	All teachers	

Any required updating to be made available on the school website for parent/carer access	Sept 2020	SLT	
Individual learning plans for the term in place considering priority of needs in well-being	Sept 2020	Teachers	
Overview of staff expectations for the Autumn term to all staff	Sept 2020	SLT All	
Confirm reviewed leadership structure and responsibilities alongside re-establishing Provision Teams	Sept 2020	SLT Provision leads TLR staff	
New schedule for on-going meetings established for teachers and support staff	Sept 2020	SLT	

3. People and Resources

- Key Lines of Enquiry:**
- How are we communicating plans with all stakeholders?
 - Keeping all staff safe, physically and mentally

Actions achieved/in progress	TIMESCALE Term Week No	SLT LEAD and/or Key Staff	
Site, safety and hygiene needs			
Risk Assessment updated, shared with all staff, Governors, Pinnacle, Kirklees Catering, trade unions	July 2020	SW	
Site entry points reviewed to achieve hands free thermometer scanning and hands-free door exit switch	July 2020	SW	
Social distancing external signage ordered with Pinnacle	July 2020	JP / SW	
Staggered start times for pupils planned for September to minimise congestion at entrance	July 2020	SLT	
Staffing & Governance			
Governors meetings implemented on Microsoft Teams from May onwards for foreseeable future	May 2020	JP	
SLT to attend SLT meetings remotely if unable to attend site	May 2020	JP	
Governors informed of updated COVID-19 arrangements regularly via e-mail/informed of recovery plan (Sept 2020)	March 2020 on-going		
Finance			
Final B3 Budget presented to Governors with adjustments in expenditure and income related to the impact of Covid-19	May 2020	SW	
Submit Covid-19 expenditure claims to DFE deadline 21 st July and Oct date TBC	Oct 2020	SW	
Fixed term contracts for additional hours terminated (personal care, swimming)	June 2020	SLT	
Review of fixed term contracts once pupil numbers are confirmed for September and the impact of the Teacher Pay rise is confirmed by the Government	Sept 2020	SLT	
Create action plan to spend Government universal catch up premium	Sept 2020	SLT	
Recruitment & Retention			
Substantive Teacher vacancies put on hold, interviews for interim fixed term positions	Sept 2020	SLT	
Recruitment of 2 substantive Assistant Headteachers	July 2020	JP / BB	
Internal recruitment of TLR for PSHE	July	SLT	
External recruitment of support staff vacancies put on hold	Mar	SW	

4. Curriculum and Assessment

Key Lines of Enquiry:	Out of school/home learning opportunities What support do staff need to maintain updates of progress and achievement? Review of students' needs and priorities in missed learning and development Individual plans reviewed for monitoring progress within Evidence for Learning Ensuring an appropriate 'recovery' curriculum for students		
Actions achieved/in progress	TIMESCALE Term Week No	SLT LEAD And/or Key staff	
Pupils' Personalised Recovery Plans			
Finalise each pupils' personalised plan – focusing on: <ul style="list-style-type: none"> • providing pupils with appropriate opportunities to re-establish relationships and a sense of community • supporting all pupils to enjoy and achieve • supporting pupil's physical health and well-being 	7 th Sept 2020	All teachers	
SLT quality assure personalised plans	September 2020	SLT	
Class timetable, staff and pupils to be displayed on classroom doors	September 2020	All teachers	
Identifying the gaps and assessing individual need			
Carry out baselines on Evidence for Learning App for each student in class against their PLG's on weeks 1 and 2 September 2020	18 th Sept 2020	Class teacher	
Carry out baselines on Evidence for Learning App for each student in class against other frameworks (Footsteps, Stepping Out, Pacers etc.) on weeks 3 and 4 September/October 2020	2 nd October 2020	Class teacher	
Class teacher to have looked at last known data to understand where student was before lockdown	8 th Sept 2020	Class teacher	
Class teacher to ensure all ETAs are fully engaged in using Evidence for Learning in class and actively use the iPad to capture relevant evidence.	18 th Sept 2020	Class teacher & ETA's	
Class teachers and ETAs work together in updating PLGs and individual students' targets	18 th Sept 2020	Class teacher & ETA's	

Curriculum Opportunities

<p>Support to re-establish positive relationships in school and manage feelings and behaviour. This will include:</p> <ul style="list-style-type: none"> • therapeutic approaches to support behaviour • self-regulation activities and resources, space and opportunities to rediscover self and developing sense of routines • encourage various communication opportunities to promote pupil voice • invested in and restoring children / and staff back into school, providing time to talk about feelings and emotions 	September 2020	All teachers	
<p>Supporting pupils to reconnect with school, and to enjoy and achieve. This will include:</p> <ul style="list-style-type: none"> • rebuilding daily structures – use of social stories • Metacognition – to develop learning opportunities, to reskill and rebuild their confidence as learners • visual timetables • ACC • relaxation time • therapeutic play opportunities • outdoor play • understand the needs of our pupils, engaging them in the transitioning of learning back in school 	September 2020	All teachers	
<p>Learning to support physical health and well-being will focus on managing with new processes linked to keeping safe. This will include:</p> <ul style="list-style-type: none"> • hand washing hygiene measures • supporting social distancing and new routines in school e.g. eating lunch in classrooms • 'Catch it, kill it, bin it' messages • health and hygiene sessions which focus on washing, developing independence and looking after themselves • understanding what is different about school, and how to navigate their environment • supporting pupils to be physically well through activities outdoors • planning time for pupils to reinvestigate their school environment / new class setting, become familiar with social distance markings, some rooms being closed, or limited spaces 	September 2020	All teachers	
<p>Build well-being activities into the school day, and be flexible in planning structure into the daily timetable</p>	September 2020	All teachers	
<p>Pupils to feel happy, safe and able to establish / rebuild their confidence to engage in their learning</p>	September 2020	All teacher	

Lockdown/Summer Learning			
Weekly home delivery of Activity Packs from KYA throughout the Summer break supporting families with learning opportunities	July/August 2020	TI	
Continued virtual Learning Platform on school website accessible to families	May 2020 On-going	LR	
Consider parental 'feedback form' of school curriculum and well-being calls / support during lockdown	March 2020 On-going	SLT Teachers	
Timetables and curriculum allocations			
Support staff are fully informed regarding the pastoral classes they are working with	July 2020	Teachers Support Staff	
Class teacher to ensure all support staff are aware of any new pupils needs – share information / EHCP on pupil documentation	September 2020	All teachers	
All staff are briefed about changes to daily routines e.g. arriving at school, timings, lunch time etc. Give time for pupils to adapt to structures and routines	September 2020	SLT All staff	
SLT support lead provision staff in devising and implementing timetables of provision for pupils (linked to targets on PEPs / EHCPs)	September 2020	SLT All staff	
Communicate with parents regarding any change to routines. Teacher to contact parents during the first week to share and reassure parents how their child has settled back into school. Daily messages to parents in home school book	September 2020	All teachers	
Teacher Assessment			
Provision Team leaders and Assessment Co-ordinator to support class teachers in identifying gaps in learning and the needs of personalised learning and holistic development (interventions to be included in pupil's time tables)	18 th Sept 2020	Provision Team Leads & RH	
Class teachers to work with ETAs to identify holistic and academic gaps	18th Sept 2020	Class teacher & ETA's	
Class teachers, and support staff to monitor and assess any aspect of pupils needs and achievements	September 2020 On-going	Teachers Support Staff	
Class teachers, and support staff to baseline the development and needs of new pupils transitioning to Fairfield	September 2020 On-going	Teachers Support Staff	