

Post lockdown - regular calendar of events

**(not logistics for day to day)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Summer Term** | **Autumn Term** | **Additional notes** |
| **Appraisals teachers** | Teachers – appraisals continue in line with the Trust policy - current situation taken into account when assessing a teacher performance  UPS – applications as normal – applications can be submitted between June and October | Final review with pay recommendations made. New targets set linked to school improvement priorities |  |
| **Appraisals support staff** | Appraisals to continue as per school timetable but not to backdate any missed during shutdown. | To continue as usual. |  |
| **Assemblies** | Cancelled | Review in line with DfE Guidance |  |
| **Attendance – Pupil** | Attendance not a priority until pandemic is over. Previous persistent absentees will be supported alongside safeguarding and other vulnerable cases. EWO must not attend the school site. | Review in line with DfE Guidance |  |
| **Attendance - Staff** | Trigger meetings cancelled. COVID-19 does not affect attendance. Follow HR advice on individual cases. | Review in line with DfE Guidance |  |
| **Book fairs, Parent Events etc** | Cancelled | To review and continue where DfE guidance allows |  |
| **Data Collections** | Basic Teacher assessment collected (below, expected, above) – linked to school reports so data track until the end of the spring term 2020 | “Baseline” for reading writing and maths within first few weeks for diagnostic reasons. Use baseline to assess what has happened since the spring term assessments. Consider when this is appropriate to ensure there is no pressure on pupils. |  |
| **DSL/ Key Worker Meetings** | To continue as normal – consider zoom if not all staff can attend | To continue as normal – consider zoom if not all staff can attend |  |
| **Extended school –**  **Breakfast and After School clubs** | To continue where DfE guidance allows |  |  |
| **External CPD already booked** | Depends on circumstances, e.g. venue, number of people, whether it can be done remotely. Considered on case by case basis | Depends on circumstances, e.g. venue, number of people, whether it can be done remotely. Considered on case by case basis |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **External assessment**  **e.g. SATs, baseline..etc** | None taking place  Report predictions to Trustees based on:  Spring 1 year 6 assessment 2020  Phonics tests Feb 2020  Teacher assessments year 2 and reception Spring 2020. | Follow DfE guidance |  |
| **Extra curricular clubs** | No clubs to be planned for this term | Review in line with DfE Guidance |  |
| **EYFS learning journeys sent home** | Learning journals to continue to be used in Year 1 |  |
| **Teacher**  **assessment data sent home** | None to be sent home as assessments did not take place  Year 6 predictions sent to secondary schools | N/A |  |
| **Handover meetings to**  **new teachers** | Consider using zoom for these meetings | Use part of September INSET for handover meetings |  |
| **INSET days end of**  **Summer Term** | Cancelled |  |  |
| **Leaver’s assembly and Production** | Cancelled | To plan Year 6 leavers event in the autumn term |  |
| **Lettings** | All lettings cancelled for the summer term | Risk assessments in place for those who wish to resume. |  |
| **Pupil Progress Meeting** | None | Part of monitoring and evaluation schedule |  |
| **Mental Health - Staff** | CPD programme online to prepare staff for returning to work.  Agencies to support staff communicated through staff  briefings | Continue with support |  |
| **Mental Health - Children** | PHSE Programme focused on 11 key themes. Focus on  resilience and hope | PHSE Programme – Hope and resilience focus |  |
| **Mental Health - Families** | Support continues for parents – referrals via EP service or  through school counselling service |  |  |
| **Moderation (county)** | Cancelled | Wait for LA notification |  |
| **Monitoring of teaching**  **(dev revs, SEND & subject monitoring)** | Leaders monitoring online teaching for each year group  No formal monitoring to take place | Monitoring and evaluation schedule in place |  |
| **Music concert** | Parent concert cancelled |  |  |
| **Parents’ open evening** | Dependent on DfE guidance and possibly in a different format | Dependent on DfE guidance and possibly in a different format |  |
| **Phonics workshop**  **(EYFS)** | None planned for summer term | Review in line with DfE Guidance |  |
| **PPA** | As usual | No PPA first week – consider ½ closure to manage PPA cover |  |
| **Progress reports to parents** | End of year reports emailed to parents | Review depending on Government advice along with parent evenings. Consider emails and individual phone calls |  |
| **Residential trip Y6** | None to go ahead – look at claiming back deposits through  RPA insurance | Await guidance from DfE and review accordingly. Consider that parents may not be able to afford or be comfortable letting children go |  |
| **School Improvement Plan** | As normal - explanation of why some things did not or may not happen | New SIP in place and shared with LAABs and Trustees |  |
| **Self-Evaluation annual review** | Trust document – Actions for extending opening of our schools records what schools are doing to support pupils, staff and parents – Team around the school meeting continue | Review SEF at the end of Autumn 1 |  |
| **SEND pupil reviews** | As normal although timings may be different. Consider via online platform if necessary |  |  |
| **SENDCo meetings with new class**  **teachers** | As usual consider using online platform as necessary |  |  |
| **Single central Record**  **monitoring** | SCR continues to be updated | Continue to update SCR |  |
| **Sports day** | Cancelled |  |  |
| **Staff leaving** | No social gatherings |  |  |
| **Summer fair & other**  **Fundraising Events** | Cancelled | Review in line with DfE guidance |  |
| **Swimming lessons** | Cancelled | Review in line with DfE guidance |  |
| **Transition Y2 →Y3** | Produce transition booklets for parents – plan for all pupils to  be on school site before the end of term as part of transition  programme  Phase/leaders to prepare videos for parents  Information on school website |  |  |
| **Transition →EYFS** | Plan in place to support EYFS leads to manage new  intake    Dedicated webpage to include virtual tour video  New parents’ afternoon to be done remotely (zoom or similar)    Office to complete admissions paperwork – send via email | Review in line with DfE guidance |  |
| **Transition Y6→Y7** | Inclusion leads to liaise with secondary school. Transfer safeguarding files – electronic/paper  Year 6 transition |  |  |
| **Educational visits and visitors** | All suspended until further notice | Review in line with DfE guidance |  |
| **Twilights/INSET days** | Staff training on ‘Actions to extend opening of our schools’ | INSET days  Thursday 3rd September, Friday 4th September 2020 (safeguarding online training)  INSET day  Friday 27th November 2020 |  |
| **Weekly staff training** | Online training planned before school opening is extended Staff CPD – new curriculum – training on the progression maps  SLT to continue to meet via online platforms | Review this at the start of the autumn term |  |