

Latest news – Update at 10am 23/3/20

Thank you for listening to the Government advice and choosing only to send your child to school if you are a keyworker and it is essential. If you are using this service, we will assume you will need the Easter provision excluding Good Friday and Bank Holiday Monday. Please alert us as soon as possible if you do not require this service via admin@edwinstree.herts.sch.uk

- Please be patient with our website, on Friday we purchased 'Show my Homework' for the year and staff will undergo training on Wednesday
- Post Easter, 'Show my Homework' will be the vehicle we use to post all your child's learning
- If your child is attending school they must arrive via the main school entrance
- As from Tuesday 24/3/20, the school will be operating a skeletal staff of teachers and minimum Admin and Support staff
- Attached with this Parent Bulletin is the Student Timetable for this week

How will the school operate for the foreseeable future?

I thought that you might like to see the Action Plan we are implementing to support a very new and different type of schooling for your child. In the space of two working days, we have moved to two different types of schooling; one for students of Keyworker parents at school and another for students at home, to enable everyone to continue their learning. Below are our aims for our new school:

- To create a plan for home and school learning, to allow students to progress on the same learning pathways. Unless something dramatically changes, schools are beginning to prepare for social distancing to continue into Term 3.
- To prepare an 'enrichment' programme for students of key workers during the Easter holidays.
- To answer the question, what will home learning involve after Easter? We are clear that learning will have the following elements:
 - To follow the Schemes of Work already in place for the Summer Term.
 - To find new ways of delivering this learning through "Show my Homework", video links, and Powerpoints, for those learning at home.
 - To continue to teach students of keyworkers and the vulnerable in school, but condense a week's learning into days – ie a Maths on one day, English on one day etc.
 - To find a set time and method to allow students and parents to speak to a subject experts about advice any problems they may have with their learning
- If Child Protection and Safeguarding rules permit, to provide a graduated contact at least once during a half term, or for our most vulnerable, once a week.

As an employer I also have a duty of care to all my staff so we are aiming to:

- Support staff to maximise their opportunity for social isolation. This will see us move to a skeletal number of staff in school on a rota basis, with most staff operating from home. While at home, staff will be preparing work for students.

Our aims in supporting you as a Parents or Carers are:

- To provide you with meaningful learning that would have been covered in school.
- Create a set of resources that are differentiated, to support your child to learn independently, wherever possible.
- To guide you to prioritise the work in the following order; Maths, English, Science. All other work is a bonus.
- To minimise your stress and anxiety in delivering this learning after Easter we will:
 - Create student friendly, two weekly guides for the learning of each subject, written in student speak. These will be created using the same format, in order to make life simpler for your child and you and posted using “Show my homework”.
 - Increasing our use of video to teach students at home
- Providing hard copy for those Parents who do not have the luxury of accessing the work via ICT.

If I have a problem that I need help with, what do I do?

For the moment please use the admin email to alert us to your concern admin@edwinstree.herts.sch.uk . As we get better at this new way of working, we will have methods of diverting problems to the correct people but not yet.

I have included with this update to Parents the Staff Action Plan that we will be working on from this week, to give you a full picture of what and how my team are working, and to guide you to who currently has responsibility.

Staff	Questions to answer
JG Headteacher	<ul style="list-style-type: none"> • How do we operate a ‘home and in school’ service that supports students to continue to learn, meets all safeguarding requirements and gives our staff the opportunity to social distance wherever possible? • How do we support the support staff to social distance as soon as possible? What will their rota look like? • How does the SEND and Learning Zone Team support the significant numbers of vulnerable at home? Should they? ‘One to one’? • How do we safeguard all in this new world of working? • Can we get everyone trained on ‘Show my Homework and the systems set up to go? • How can we recruit quality members of staff for next year and when? • How do we maintain calm and trust from and within our Parent community and regularly inform them of our thinking and process?
SLT	<ul style="list-style-type: none"> • Does our current service in school work? How can we manage the back up cover so that we have a plan in place for, if and when, someone gets ill? • How do we man resolve in the short term but is this the appropriate answer in our new scenario?

	<ul style="list-style-type: none"> • How do we timetable support staff in and out? What about DSP? • What will our Easter provision look like and what back up plan will we have? MR • How can we timetable subject support time for students to communicate with teachers? Should staff be assigned a subject and or year group to look after? Can we use students to support with this? • Is it possible to have a graduated by need tutor slot for staff to contact home and check their learning progress? • Is it possible to assess work that is completed at home, how and when, could it be timetabled?
SLT	<ul style="list-style-type: none"> • What formats will we put in place to support students to access home learning? • What are the basic expectations of home learning that we prepare? • What is the best means of providing students with a weekly opportunity to ask for help in an area they are struggling in, plus provide a planned time for an adult to respond with help? • How do we ensure there is a basic hard copy for those without ICT? • Can we ask Year 7 and 8 students to get involved in supporting younger students learning? • Should there be any element of the learning that is daily? Spirituality, relaxation, mindfulness, physical exercise. • What key areas will we want to continue to assess next term i.e. English writing – we need to move Year 6 forward?
School Business Manager	<ul style="list-style-type: none"> • Where do we get vouchers for food from, we already have zero hours single Mum's desperate for them? • What are our end of year' figures and how can we set new ones? When can we meet JB in the holidays to discuss? • What savings will we automatically experience from this lock down? How can we capitalise on this and account for them in the budget i.e. supply staff, photocopying budget reduction, exercise books etc. • How do we operate a skeletal support staff for our ancillary services i.e., front of house, caretaking, catering etc? • What work can be completed from home? • How do we manage the developmental work that was taking place over the holidays i.e. boiler and cabling?
SENCO and Learning Zone Team	<ul style="list-style-type: none"> • How do we support the students who are in school but give our staff time to self-distance? How do we distribute this fairly whilst recognising student need? • What support do our most vulnerable need, consider long time at home and how could we go about offering a service remotely? What could we offer?

	<ul style="list-style-type: none"> • What are the new Safeguarding Procedures now the Hub Team is down? Who is our CPSLO and do we have their contact number? What other advice lines can we use? • Can we DSP remotely, what would this look like? How would we make sure this was GDPR safe? • Can we find out who does have access to a computer at home? KA can you lead this search FSM and Ever 6 first phone calls and or emails.
Assessment & Data Manager	<ul style="list-style-type: none"> • How do we work with make sure registers are accurate and completed each day, without asking another member of staff to be in each day? How can the skeletal staff support this process? • How do we get staff up and running with 'Show my Homework' and how, when and with who will we carry out mop up training? • What might data and assessment look like next term?
Network Manager and IT Support	<ul style="list-style-type: none"> • How do we get ready for "Show my Homework"? • How can we provide safe access to advice from teachers for students at home? This would be at agreed slots in the week? • Is there a way to contact pupils to check on individual learning? • What works are going on during the Easter holiday and which parts of the school will be accessible and which won't. How can we minimise the disruption? Can we bring any of the works forward?
Site Team	<ul style="list-style-type: none"> • How do keep the school as clean as possible and limit the risk of contamination? • How do we make sure the upgrade work can continue and alert staff to where these are taking place over the holidays? • Can we bring any of the work forward?
Middle Leaders (subject)	<ul style="list-style-type: none"> • Prepare your enrichment work for the holidays check with CM and KD that we can resource and support this? • Once "Show my Homework" training has taken place and you have clear guidance from CM and KD on how to format the work, what are the essentials you need to provide? Start to work on this by adapting your schemes for home learning. Prepare the work for in school, where we are working in days, not individual lessons and post half term. • Divide the work up so you use your teams to produce this. • When asked to, designated lead teachers will correspond, provide help for students struggling with work at home. Please note; there will be published set times for this.
Staff	<ul style="list-style-type: none"> • Contact your Line Manager via email. Clarify the work they would like you to do to support, either the Easter enrichment or the learning post Easter. • Make sure you attend the Wednesday training sessions. Please note this is for all staff including support LSAs.

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Staff self- isolating but currently well – short and long term	<ul style="list-style-type: none">• Please email your Line Manager to alert them if you are well and able to help. Agree the work you will carry out and contribute.• We will contact you early next week to trial, answering questions and supporting students via email and or a blog service, so we can trial what this might be like.• Provide RH, JG and MR with one day's notice as a minimum in advance that you are ready to return.
Ill staff	<ul style="list-style-type: none">• Get well, this is your priority. When well and out of isolation, contact your Line Manager, JG, RH and MR to inform that you are fit to start work. We can then define your 'working from home' arrangements and when you will be required for your 'one day a week' in school.