

Robin Hood Primary School



Fortnightly Report to the Chair of Governors during COVID 19 pandemic

Week Beginning: 13.04.2020

Written by: N Bridges

Attendance at the setting by total: ALL KEYWORKER CHN* NO EHCP / NO SOCIAL CARE CHN

Mon 23 rd March 27	Tues 24 th March 14	Wed 25 th March 14	Thurs 26 th March 17	Fri 27 th March 13	
Mon 30 th March 11	Tues 31 st March 10	Wed 1 st April 15	Thurs 2 nd April 14	Fri 3 rd April 10	
Mon 6 th April 9	Tues 7 th April 13	Wed 8 th April 14	Thurs 9 th April 17	Fri 10 th April 3	
Mon 13 th April 2	Tues 14 th April 10	Wed 15 th April 14	Thurs 16 th April	Fri 17 th April	

General Update:

- Planned staffing rota sent out till beginning of June 2020 (1 week on / 2 or 3 off)
- Staff wellbeing
- Respite week for chn with HLN / EHCP planned WB 27.04.2020 (x4 chn invited)
- Risk Assessments (Lucy Juby = LA contact) Complete and sent – see below.
- **Safeguarding Addendum** (Covid-19, Online Safety and Bereavement) * **On Governor Hub. Can you approve pls Suzette?**
- Safeguarding in practice – weekly visits / contact made with all families
- FSM – Edenred digital vouchers (141 FSM chn in school). Pam and I hope to complete this week.
- TRIPS – all been cancelled for the remainder of this academic year. Parents reimbursed for any monies.
- **SFVS** has been checked and submitted.
- **BUDGET:** Can not do much on this. SAAF (Our Finance support) are switching the finance software we are using from PS Financials to IRIS. This is in process currently. I can't give you an accurate outturn or budget plan currently. I will update when I know more. LA deadline for submitting budget plan has been pushed back to 22nd May or even will allow 17th July.
- **STAFFING:** Too soon to look at staffing for 2020-21. In progress and on my list.
- **Bereavement Policy and In Service Death Policy** being personalised for RHPS this week. Model letters to communicate any deaths which may occur in school community.

Staff and pupil welfare, including learning at home:

- NCC Staff wellbeing document emailed on and all staff encouraged to stay in touch / support each other via remote links e.g. phase team zoom meetings. All staff have received a wellbeing call from NB WB 13.04.2020 to check in verbally with them. **(Document on Governor Hub)**
- Weekly remote "achievement" letter sent out to pupils / posted on website to give a sense of community and share positive messages with each other re learning happening in the home
(<https://www.robinhoodprimary.co.uk/excellence/>)

- Staff sending x2 weekly emails to parents (model email was sent out back in March for them to follow to ensure consistency) directing home learning tasks. Not too overwhelming and trying to ensure tasks are practical where possible. Teachers uploading lessons / stories onto school website. <https://robin-hood-primary-school.primarysite.media/>. Staff are doing an excellent job of this.
- F1 – Y3 and Y6: learning delivered via emails / website video tutorials etc.
- Y4 and Y5 – ipads. Learning via Showbie
- Staff have received NST pack of home learning links and DfE recommended E-learning resources to refer to if necessary to support remote teaching planning.
- Certain chn in need of ipads been supplied with these. (ipad chargers*)
- Certain chn who we know have no access to ipad been loaned them. (x4)
- Certain chn who we know have no access to internet been supplied with additional physical resources, books / paper / crafting materials etc.
- Whole School learning activities e.g. Creative tasks posted by Mrs Whiting / PE tasks posted by Mr Gray
- Mike Gray overseeing school website – keeps this updated with any letters / messages
- ParentPay and email / texts being used to communicate key information to ALL parents.

Provision for Vulnerable pupils (EHCP/ SOCIAL CARE INVOLVEMENT/LAC):

X1 LAC (Monitored by Helen C)

X2 EHCP (HA / RS) monitored by Paulette C

X8 Social Care involvement (LG / LG / TS / TS / JP / EN / LS / MB) monitored by HO / NB and AH

Safeguarding addendum sent out to all staff. Reiteration of Acceptable Use Policy and Online Safety to be aware of.

Henry liaising with DB and AH re Online Safety information for parents so they stay vigilant as chn will be online for much greater lengths of time currently.

Head teacher well-being:

OK! Outdoors and occasional prosecco supportive!

NST supportive

Local group of Aspire Heads supportive

SMLT and staff supportive in school.

Safeguarding:

CLEANING: Cleaners were reduced WB 23.03.2020. From 20.04.2020 – we will have available cleaners on site (2 – 5) to deep clean shut down areas of school.

Anything governors can do to support:

Email of support from Governors to all staff would be good. I have passed on thanks to staff from LA.

Letter of thanks specifically to cleaning staff.

Letter of thanks specifically to kitchen staff.

Staff:

X30 Full Time staff who are all still available for work (+ Site Manager)

X18 Part Time staff who are all still available for work

X11 staff who are unavailable to work due to underlying health conditions / shielding etc

X10 MDS who we are not currently using (due mainly to their own childcare commitments)

All staff being paid as usual – no one is “losing out” due to school closure.