**WORKING TOWARDS RECOVERY/RESET-DEVELOPING YOUR LOCAL STRATEGY WITHIN WIDER TRUST PRINCIPALS**

**Special schools, special post-16 institutions and hospital schools should work towards welcoming back as many children and young people as can be safely catered for in their setting. They may want to prioritise attendance based on key transitions and the impact on life chances and development, and to consider creating part-time attendance rotas so that as many children as possible can benefit from attending their setting. Special settings should work with local authorities and families to ensure that decisions about attendance are informed by existing risk assessments for their children and young people, which should be kept up to date.**

**From the week commencing 1 June 2020 at the earliest.**

**To be read in conjunction with GOV.UK documents:**

* Actions for Wider Re-Opening in June 20
* Planning Framework for Opening
* Implementing Framework for Opening.

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| **THEME** | **CONSIDERATIONS** | **ACTIONS** | **PLANS** |
| Priority of pupil access | **Working towards welcoming back as many children can be safely catered for in their setting**. **Prioritise attendance based on key transitions and the impact on life chances and development, and to consider creating part-time attendance rotas so that as many children as possible can benefit from attending their setting.** | Determine how you can still provide for the most vulnerable and key worker children and still provide access for greater numbers of children.**To plan towards all children accessing a return to school on an appropriate time-line**.Have an idea as to when you will be able to accommodate all children in some capacity or other.This should be a graduated response towards re- establishing learning routines. | Safe and well checks continue to feed into risk assessment- still providing places as and when they are neededPlans in place to accommodate approx. one third of school population per dayPhased re-opening over at least a three-week timelineAspiration to provide at least one/two days a week access for all before end of July |
| Environmental risk assessments | How many pupils can be safely managed on the school site? What is your capacity adhering to bubbling principals? | Equation to be determined by social distancing measures, staff availability and pupil risk assessments. | Classroom bubbles to be maximum of 4 pupils and 2 adults depending on Risk Assessment Up to 15 classrooms available at The MeadowsUp to 6 classrooms available at SpringfieldStaff will be added to the rota as of 25th May to begin preparing classroom bubblesSpringfield School to be deep cleaned 21st/22nd May and building re-opened for preparations on 25th May |
| Staff availability to work | How many staff are available for work? | Determine how many are Shielding under the new guidance.Ascertain the maximum number of staff available for work.Try to ascertain staff’s reaction to union advice. | LS recording staff absences throughout school closurePlanning on all staff currently on the rota being available for 5 days a week from 29th JuneStaff to be reminded to check position of their UnionStaff to be asked of intentions to return to work before publicising wide opening |
| Pupils requiring places | How many pupils want places and are going to be sent in by parents/carers? | Before you design the weekly intake ascertain exactly what children are being sent into school by their parents/carers. | Parents/Carers will be contacted only after we have completed RAs and consulted with staff- Ideally this will be by week of 8th June TBCInformation from other special schools in Staffordshire indicates between 30%-50% initial uptake |
| Provision for pupils staying at home | How are you continuing to provide home schooling resources, FSM, and safe and well checks? | Ensure those who still need home learning resources, FSM, and safe and well checks are still being supported. | These measures remain in place- managed by teachers, admin and family work team |
| Consultation with staffcommunication with parents/pupils/stakeholders | How are you consulting with staff to sustain their confidence?How are you communicating with parents to ensure they are hearing and understanding the right messages?How are you communicating with pupils so they know the new rules and expectations? | Consult with staff on health and safety risk-assessments and operational procedures relating to transmission measures.Provide training and awareness sessions for COVID-19 procedures and practices.Establish a COVID-19 response group with representative from all staff teams.Ensure parents/carers are clear of your plans so they can make theirs.Devise a home/school contract identifying expectations.Devise a pupil charter/contract.Adapt your Behaviour/Relationship policy with an appendix reflecting COVID-19 arrangements.Update risk-assessments for pupils that you are not providing access to or providing diluted access. | Broad aims will be shared in week beginning 1st June- ideally giving a fortnight notice before wider-opening beginsOnline training has been researched and will be shared with staff before wider-openingTwo RESET days minimum planned- to provide time for updating individual pupils risk assessmentsBehaviour policy will be amended once RA completed in the week beginning the 1st JuneParents to be given ideally 7 days notice of re-opening |
| Communication with governors | How are you involving Local Advisory Board members in decision making? | Speak to Chairs regularly, ensure other governors are in the loop. Seek Chairs approval. Report any difficulties to CEO | Chair and Vice Chair have been updated as and when events have made this necessary- approx. fortnightlyAll LAB members have been made aware of letters to parents/staff and updates on websiteNon staff LAB members to be consulted about plans for wider opening and control measures. LAB to sign off on wider opening plan in the week beginning 1st June.  |
| Timelines for implementation | Have you a clear picture of your graduated response to the recovery? Union responses and actions will influence decisions.Time to set up the environment- RESET.Small steps- over-striding could result in reputational damageIt is vital that we get this timing right. Reputational damage is a real risk if we have to back-track damaging confidence in our plans from parents/carers, staff and stakeholders, undermining a number of our principles.We need to be fully prepared across the board and confident in what effects any Union action will have on our strategy towards recovery.**From the week commencing 1 June 2020 at the earliest** | The Trust will provide guidance about releasing final plans to staff and parents, in consultation with Schools. | See aboveAspiration is to begin phased wider-opening by week of 15th JuneOne day in week 1 ie two classes at Springfield and one key stage at The meadowsThree days in week 2 ie. Four classes at springfield and two key stages at The MeadowsFive days in week 3- all classes at Springfield and all key stages at The Meadows |
| Testing your strategy | How are you going to avoid going backwards and the perceived impression that you are not delivering what you have committed too by parents and carers. | Build contingences into your planning.Maintain high staff/pupil ratios early doors to support pupil and staff wellbeing and flexibility to provide 1:1 for children struggling to cope.Perhaps the use of a 4-day week providing space for planning and re-set?Try to ensure that movement is forward not backwards. | Growth in numbers will be reviewed each week by ELT and informed by Covid Response Team review. Growth could be paused at any point if risk increases or significant amendments need to bemade  |