



Avondale Primary School

Recovery Action Plan

2020-2021

Action Plan- Autumn Term

1. Welfare/ Well-being				
Priorities for Improvement	<ul style="list-style-type: none"> • Ensuring a COVID safe school • Mental health support for staff and pupils • Managing children's different experiences during lockdown • Communication between all staff, children, families and governors • Use of our family and community values to support and protect our children and families • Consistency of approach using policy and procedure • Training and development • Safeguarding 			
Actions for Autumn Term	TIMESCALE	LEAD/ responsibility	RAG RATING	Comments
Well-being of staff and pupils				
Maintain up to date risk assessment for school with review following any changes to government guidance for school opening	Ongoing	VB JT		Updated as per government guidance.
Communicate all changes to routines, policy and procedure to ALL staff	Ongoing	VB		Staff kept up to date weekly in meetings or emailed.
Communicate all changes to routines, policy and procedure to parents and children	Ongoing	VB JS		Information is sent by text message, email and using the school website, teachers explain any change to children during class time.
Maintain website with up to date information- changes to be communicated via text service	Ongoing	SS VB SD		Website is updated accordingly, easy to navigate and find new information.
All absence to be recorded and followed up daily	Daily	BW, MS, DW VB SD		Phone calls home for absentees, recorded on spreadsheet and/or CPOMS.

COVID related illness to be recorded and sent to Education response team with daily updates	Ongoing	VB BW		This only needs to be sent to LA when there is a positive test result. Office keep a log every day so that we keep note of any child awaiting a test result and follow up each day. To date- 1 staff member tested positive resulting in one class bubble closure- 28 th Sept.
Share government and school information via the school website and via the school text message service	Ongoing	SLT SS		Website clear and parents informed of new information via text message. Data shows parents respond to text alerts to look at website letters. Virtual tour uploaded to website for prospective parents.
All staff to be aware of PSCHE and well-being resources in school for use by staff and pupils		SLT DW		Staff meetings held at the start of term to give it a higher profile and explain support available. ELSA interventions started for identified children.
All classes to have feelings boards and worry boxes		Teachers		Worry boxes evident as part of monitoring the classroom environment
All classes to deliver additional Jigsaw unit during the phased return to school and from September ensure there is a weekly lesson		SD LB		Timetables show evidence of this. Floor books also show evidence of completed sessions.
Assembly themes to focus on the 'Avondale Adventure' school values		VB SD JT		Walks through school show evidence that this is happening. Evaluation to be completed each half term to plan further.
Class teachers to establish class and school rules during first week		SD CT		All displayed in classrooms
Class teachers to use outdoor spaces as much as possible during good weather		CT		Some evidence of outdoor space being used for teaching.

Star assembly to be celebrated each Friday morning via Zoom delivered by HT/AHT		HT AHT		Feedback so far is that the children are loving these zoom calls. Good to be green text also now included.
Use of CPOMS to communicate concerns	Ongoing	All staff		CPOMS used effectively.
Attendance and well-being to be reported on termly at governor meetings	Termly from Oct 20			Weekly and cumulative attendance of children recorded. All absence is followed up daily to ascertain whether covid related.
Staff/children interactions improved on playgrounds	Ongoing	All staff		Need to monitor this over a period of time. Sports coach to work on infant playgrounds to develop use of games at playtimes.
Breakfast club available to all families every morning in phase bubbles	Ongoing	DM JT		EYFS/KS1 bubble and a Year3/4, 5/6 bubble. Hall and gym to be used. Numbers have steadily increased from Sept up to 40
Regular review of Behaviour policy	Ongoing	SLT		Behaviour has been excellent since start of term. Staff believe this is due to classes playing out separately- no confrontation or opportunity! Children responding v well to new rules- good understanding.
Training and development/Safeguarding				
All staff to complete mandatory safeguarding training – safeguarding level 1 and 2, KCSIE	1.9.20	VB DW KM		Evidence in training log in school office, quiz completed too to ensure understanding. All staff completed
All staff to complete data protection training	October 20	VB		Evidence in training log in HT office Majority of staff complete
All staff to complete prevent training	30-11-20	VB		Prevent training completed
CSR to be kept up to date at all times	Ongoing	JS		

DSLs to have up to date training (every two years)		VB, DW,KM		VB/DW/KM- due for renewal JULY 2021 SD completed training Oct 2020
Staff appraisal reviews for 19/20 to be reviewed and new targets set	Oct 20 Nov 20	Teaching Staff		Teaching staff complete by 23-10-20 and support staff November 2020
Governors to receive KCSIE information (inc a quiz to ensure understanding) and data protection training	Oct 20 Nov 20	VB Gov		KCSIE information shared, gov requested a copy of the quiz Nov 2020
A safeguarding report to be issued at every curriculum committee meeting in addition to a information with the termly HT report to FGB		VB		All safeguarding incidents are recorded on CPOMs and discussed by DSLs.
Health and safety				
All H and S concerns to be reported via the new slip method and handed in at the office. MM to liaise with JS.	Ongoing	All staff		All staff are aware how to report concerns. All reports are actioned. Major concerns reported to HT for action.
Building committee meeting termly with governors	Oct 2020	SJ		Aut meeting reviewed H & S concerns
Class teachers and other staff with a room in school to complete the teachers classroom checklist as provide by the HSE	Sept 2020	VB		Checklists completed and actions shared with site supervisor.
Site supervisor to complete daily and weekly checks of the building and grounds	Ongoing	MM		Jobs marked as complete in Tim's log- used daily. Daily updates re H and S to HT. New flooring in Oak class ordered as a result.
HT, PWB and AHT to maintain expectations of social distancing etc. outside school at drop off and pick up times	Sept 20	VB, JT, SD, DW		Notices around school gates and walk ways, text reminders sent to parents, SLT presence at start and end of day.
Staff meetings to monitor effectiveness of school risk assessment each week and adapt when necessary	Sept 20 & ongoing	VB		Meetings scheduled weekly. Responses requested weekly in regard to safety around school and any issues with organisation, etc.
Risk assessment to be followed in the event of a Covid case/outbreak and reported to LA	Ongoing	VB JS		To ensure VB and JS keep up to date with PHE guidance from the ERT.
Staffing & Governance				
Create plan for possible absence of member of SLT	Sept 20	VB		Plan in place and all SLT to ensure they work socially distant so that in the event of a

				positive case there is little impact on other SLT members.
Year group leaders to liaise regularly with SLT re health and well-being of their teams	Sept 20	SLT		Covid practice, attendance and well-being discussed weekly at SLT
Speak with supply agencies re capacity to support absenteeism				
Speak with staff to gauge appetite for taking on tutor roles.				
Speak with Chair of LGB re carrying out welfare checks with governors. Important that meetings are quorate				
Consider continuing with LGB meetings via Zoom for at least the next two terms.				
Finance				
Meet with finance lead to look at budget monitoring reports	Sept	VB,JS and PL		Review of budget completed and shared with SLT and governors.
Carrying out risk assessment in regard to finance in case of further lockdowns		PL		Finance reports shared with HT and Governors
Calculate any savings as a result of lockdown		PL		
Submit claim to DfE for exceptional costs	Deadline 21 st July	JS		Claim submitted and monies received.
To claim additional monies during the December exceptional cost window	22 nd Dec	JS		No claim to be sent in
To ensure there are enough resources for teaching staff to have remote access during their PPA time	Nov 20	SS		One laptop per year group issued to use with Anydesk
Review of hardware to ensure that we have the appropriate devices to loan out to pupils as the need arises				School isn't entitled to any devices as of Dec 20. Jan 21 42 devices received and some donated. Devices loaned out to families
Review afterschool and breakfast fees	Dec 20	Gov, DM, SR		Prices reviewed as part of the FGB meeting. Prices, refunds etc. implemented Dec 2020
Recruitment & Retention				
Advertise and appoint a new teaching assistant to support Year 1 with individual children and recovery curriculum	Oct 20	VB, JS, SS		Member of staff appointed and in post.
To explore the possibility of providing additional tutoring support for identified pupils	Aut 2	VB		School staff have shown interest in providing tutoring for our own Avondale pupils.

2. Curriculum and assessment

To provide the children of Avondale School with an appropriately adapted recovery curriculum that supports the wellbeing of children whilst ensuring rapid progress in English & Maths

Priorities for Improvement	<ul style="list-style-type: none"> • Baseline assessment for all year groups • Timetabling • Catch up for foundation subjects • Catch up objectives for reading, writing and maths • Phonics assessment and tracking • Jigsaw post lockdown units for PSHE • Rules, routines and procedures in class bubbles • Communication with parents • Robust assessment recording and monitoring • Progress for ALL • Quality of teaching • Subject leadership • Consistency across all year groups • Intervention and use of support staff • Use of outdoors • Remote learning and homework • School values to be evident in all areas of curriculum and school • Policies
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Actions	TIMESCALE	LEAD/ responsibility	RAG RATING	Comments
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Curriculum				
Reading, writing and maths catch up planning to follow given objectives from previous year group	Aut 1	SLT/Subject leaders		SLT monitoring shows evidence of this. Data analysis required at end of Aut 1 to track progress. Pupil progress meetings Nov to discuss further intervention/planning necessary.

Staff from previous year to review objectives for ALL subject areas and identify what wasn't taught. SL to identify if any of these skills were progressive into other units further up the school.	Ongoing	CT		
Each year group to complete an action plan which will clearly articulate how each class plans to address the gaps in learning for children in their class.				Actions plans in place and action plans are reviewed monthly
Teachers to review their timetables to ensure that timetables meets the needs of the children	Ongoing	CT		Timetables are pertinent for each class
Infant classes to deliver 2x daily phonics sessions	Ongoing	KN		Phonics assessments completed for EYFS & KS1 Groupings to reflect assessment. Trackers completed half termly. Predictions completed for both Y1 and 2. Tracking of Y3 and 4 children who didn't pass the phonics in Year 1 is in place and support has been given by KN
English to be planned through engaging texts	Always	English leader		English curriculum to be mapped so staff use a key text as a class novel and texts for Tfw to link with class novel and topic area. English Subject lead to oversee this and monitor correct use of texts.
Maths teaching to focus on use of concrete resources, teaching to focus on combining objectives missed from last year and this year to ensure learning is linked and deep.	Always	Maths leader		Planning and observations show increased use of and understanding of benefits of concrete resources to support learning.
Additional PSHE/circle time to be timetabled	Autumn term	Subject leader/SL T		Evident on timetables and in floor books/displays
Music (exception Y3 WOPS programme) and French to be removed from the curriculum this term. Science to be taught for an hour, RE ½ an hour, History/Geog an hour, Art/DT an hour Review Spring Term	Autumn term	Subject leaders/SLT		Evident on timetables

One lesson a week to be allocated to PE and this to be supported by the sports coach so that children can be taught in smaller groups either in the gym or outside.	Ongoing	Subject leader/SLT		Children arrive in their outdoor kits on their PE day. Reminder given to parents on several Newsletters. Teachers feedback that this saves time during the day, not having to get changed. ALL children are now doing PE as they come prepared and kits do not get lost.
No singing inside	Ongoing	All staff		All staff made aware, it is recorded in the staff handbook.
High expectations of ALL children to fulfil the Avondale Adventure and develop dreams and aspirations	Ongoing	All staff		The school values to be shared more across school, provide the focus for our assemblies and also celebrated during celebration assembly on a Friday.
Class teachers to share planning with support staff weekly	Ongoing	All staff		TAs paid 10mins before and after school in addition to TAs attending staff meetings. EYFS staff have a specific EYFS planning meeting Support staff appraisals
Remote learning platform to be kept live for use in the event of a year group isolation	During periods of isolation-regularly monitored by SLT			Home learning pack has been shared with parents and governors and is Learning to be provided via learning packs for children awaiting test results or who are self-isolating. If a class bubble has to self-isolate then work will be set online using Purple Mash and Google Classrooms.
Weekly maths and English homework to be set online and responded to by teacher	Ongoing To be monitored regularly by SLT			Need to review homework set online to ensure standard is consistent.
Assessment				
All staff to use previous teacher's assessments and predictions for the end of year as a baseline for September	September	Teaching staff		Summative data for each year groups collated and shared with SLT, ML and governors

New reception children to be assessed on a baseline assessment designed by FS staff	By 21.9.20	FS		Targets to plot on TT. Summary report of the different areas to be shared with SLT and Gov Predicted GLD reported to HT/govs- Oct.
Reception children to be assessed using Wellcomm and any other children who had been previously receiving a wellcomm intervention	By 14.9.20	FS/Y1		Completed- intervention started with both reception and Y1 children identified as being a year behind their chronological age.
All Y1 and 2 children to be assessed on phonics in addition to the children in Y3 and 4 who didn't pass the phonics screener	By 21.9.20	Teachers & KN		Intervention organised in response. To be tracked by phonics lead. Action plan completed
End of previous years assessments to be completed at the end of Autumn 1 and summative data to be used to show current attainment				Data analysed timetables and action plans amended as necessary
Robust data to be input on Target Tracker half termly up until Christmas and termly thereafter	By 23.10.20 By 16.12.20	Teachers VB		Starting points to be agreed by teachers and SLT- completed Oct 21st. Ch with SEND to be assessed using PIVATS
Interventions to be planned after analysis of test data	To start 2/11/20	SLT		Language groups to continue last session daily. TA used to support identified children during Maths and English.
Test data to be recorded on school network	Ongoing	Teaching staff		Presented at governors meeting 1.10.20 and to staff at staff meeting 30.9.20. Information to be used to plan intervention.
Senior and subject leaders to analyse test/assessment data and respond	Each half term	Subject leaders/S LT		Class action plans to a working document and fit for purpose English and Maths subject leaders action plans to reflect the data in place and how as SL they are working to improve attainment and support catch up
Report data etc. termly to governors at SEC committee meeting	1.10.20	HT/Subject leaders		Data shared at SEC meeting Further data presented at FGB Autumn data and predictions shared in Jan 21
Children with SEND to be assessed on appropriate age group in order to achieve	By 26.10.20	SJT/BU/SEN TAs		PIVATs training for SEN TAs who may require it. All assessments complete- Data transferred to TT for baseline.

Quality of teaching				
Monitoring timetable set by SLT and shared with staff to include book looks and planning discussions	By Half term	SD		Complete and shared with staff 21.10.20
Collection dates for action plans of individual classes to be shared with staff	Ongoing	SLT		Complete and reviewed
Subject action plans to be in place for 20-21	Ongoing	SL		Subject action plans need sharing with JT as curriculum lead
Marking policy and expectations to be reviewed regularly	Ongoing	Staff		Reviewed in staff meetings and via book looks
Regular review of school organisation affecting teaching time	Ongoing	Staff		Reviewed in staff meetings every week- adaptations made to lunch times and some breaks.
Appraisal review of 19/20 for all teaching staff and SLT	September	Teaching staff/ SLT		Meetings completed by end of Oct
Appraisal targets set for 20/21 for all teaching staff and SLT	October	Teaching staff/ SLT		Completed 23.10.20
Phase meetings half termly at least	Ongoing			Scheduled as part of staff meeting time
Transition				
Reception lead to contact pre-school providers to discuss pupils and receive any documentation				All completed and transitions from one class to another went well. EYFS transition was great and practice from this year we will be using going forward.
Two stay and play sessions to be organised for the first week in September for new reception pupils				
Tour of school and induction activities for EYFS to be shared with parents via the school website				
All class based staff to record a video of themselves to go on the school website so the children can place a picture with a name.				
Class teachers to create transition documents for 'receiving' class teacher				
Transition meetings to take place before end of summer term v				
Year 6 teachers to plan and deliver transition activities for pupils during summer term ready for transfer to high school				
All baseline data to be collated and transferred to spreadsheets by teachers				

SLT to moderate baseline data			
SENDCo to develop social stories or appropriate work as advised by EP service, for each year group to support SEND pupils with transition to next year group			

3. SEND provision

Priorities for Improvement	<ul style="list-style-type: none"> • Use of PIVATs as an assessment tool • Progress of children with SEND • Communication with parents • Use of SEN TAs • Intervention • Management of SENDCo role through pregnancy/mat leave • Delegation of responsibilities • Well-being of children with SEND • Target Tracker • Accountability • Well-being of children post lockdown • Christian ethos to permeate through all SEND policy and procedure 			
Actions for Autumn Term	TIMESCALE	LEAD/ responsibility	RAG RATING	Comments
Assessment and tracking				
All children with SEND who are not working within year group expectations to be assessed on PIVATs	By Oct 23rd	SS		Staff to be trained in use of PIVATs as assessment tool. SS meet with JG to assess priority children. Other SEN TAs to be trained.

Children working below AGE to be given starting point on target Tracker	By Oct 23rd	SS		PIVATs to be used to place children with SEND on correct age on TT- All completed 22.10.20
Class teachers to know where every child is on Target Tracker and their end of year target	By Oct 23rd	VB CT		Baseline test data set on TT. Summative teacher assessment recorded for Aut 1. Aspirational end of year targets set on TT for all children based on previous attainment
Assessment policy update	By Oct 23rd	VB		In light of the more recent closing of school this will need reviewing again
SENDCo to review use of target Tracker for SEND children	By Oct 23rd	SS		All targets set for ch with SEND using PIVATS and TT- shared with teachers
Staffing				
Review of roles and responsibilities		VB SS		School roles and responsibilities re-organised in SLT to ensure children are supported accordingly. Shared with staff thereafter.
Weekly communication with SEN TAs from SENDCo	Ongoing	SJT/BU		Within school restrictions this is mainly being done via e-mail and CPOMs. SEN TAs know BU's timetable of days. In absence of BU or SJT, TAs to report to MB/VW.
Bi weekly SEN/well-being meetings to organise and review interventions	Through Autumn term	SD, DW and SS		
Use of intervention rooms to be reviewed and timetables organised.	From Sept	SS SD		Timetable displayed on room doors in staffroom and e-mailed to all staff.
At least twice weekly communication with parents of EHCP children	Jan 2021	SEN TAs		TAs are to zoom with children whilst restrictions prevent face to face contact. Contact also made via phone calls from SS and recorded on safeguarding spreadsheet

Baseline assessment completed at start of every intervention	From Sept 21st	SEN TAs		All interventions have been audited and a list compiled of intention, assessment and resources available to use. All data recorded individually Spreadsheet updated by JG SS
All staff with a child who has an EHC to produce a timetable to show when identified lessons are taking place as well as specific interventions				
During school closure all children with an EHC to have a weekly timetable including objectives taught additional zooms, and any interventions uploaded to a shred folder on the one drive	From 18th Jan	VB SS		Timetables in place. Interventions linked with targets from IEP
Training				
Training on what makes an effective teaching assistant	Jan 21	SD SS		Training completed for KS1 training this week for KS2
Training for the assistant SENDCo provided by the LA and an update for SENDCo	Jan 2021	SS KF		Training in the process of being completed