

**Headteachers Draft Report - Spring 2020**  
**4th May 2020**

Dear Governors

As we end the 6th week of lockdown the purpose of this report is to provide an update on the current situation in school and discuss preparations for a return.

I must however stress that throughout all of the challenges the pupils have taken changes in their stride, parents have been understanding, staff have stepped up where needed and fellow heads and support services such as catering were there when we needed them.

I will restrict my report to four brief items:

1. COVID-19 Response
  2. Safeguarding Policy and Practice
  3. Budget Setting
  4. Recruitment Strategy September
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#### **1. COVID-19 Response**

See timeline below (with links) and attached survey.

#### **2. Safeguarding Policy and Practice**

A revised safeguarding policy has been drafted (see attached)

#### **3. Budget Setting**

A balanced budget has been set for 2020-21. See attached Income and Expenditure Spreadsheet

#### **4. Recruitment**

We will be saying goodbye to:

- Miss Sherring - Music Teacher of 10 years at Woodcroft!
- Mrs Harris on Maternity Leave
- Miss Versteaten returns home to Holland

We also have two teachers who are applying to extend visas. We currently have a national job advert in the press and online.

The recruitment strategy for September requires consideration given the need to appoint staff without interview.

## 1. COVID-19 Response

### Updated (and abridged) COVID-19 Diary

- 4/2/2020 First Guidance Newsletter Issued [Extra Issue 372 - Coronavirus Advice](#)
    - DfE Advice Received
    - Public Health England recommendations shared
    - NHS posters published and displayed
    - Implementation of initial hygiene precautions
  - 5/2/20 First staff information briefing re: pupil concerns about coronavirus
  - 14/2/20 Updated [Public health Advice](#) distributed and implemented
- Half Term Week**
- 25/20 Government Updated Revised Advice re: Returning from Italy.
    - 2 staff affected. Calls to PHE resulted in instruction for them to self isolate. Sent home at lunchtime. (staff subsequently returned the following day following NHS111 advice)
  - 26/4/20 [Extra Issue 375 Coronavirus COVID 19 Advice](#)
    - Updated PHE advice re: returning travellers
    - Issue of Advice Poster for Schools
  - 26/2/20 All stock of hand wash / sanitisers / towels replenished + cleaning regimes increased
  - 28/2/20 Increased school protocols and response to coronavirus discussions document circulated
  - 4/3/20 [Extra Issue 377 - Coronavirus Advice](#) Phase 1 Coronavirus Response Actions outlined
  - 13/3/20 [Newsletter 379](#)
    - [Woodcroft Phased Response Strategy Published - school moves to Phase 2](#)
  - 16/3/20 63 Pupils absent and 16 families & 4 staff report self isolation
  - 16/3/20 [Virtual School Planning INSET](#)
  - 16/3/20 [Issue 2 Woodcroft Response Strategy](#) published to Parents
  - 17/3/20 School moves to Phase 3
    - High level hygiene
    - Restricted pupil and adult movement
    - Staggered lunch and breaktimes
    - No sharing of equipment
    - All non essential activities cancelled
    - Stay at home guidance enforced for people with displayed symptoms
  - 17/3/20 - 150 pupils and 17 staff absent
  - 18/3/20 - 195 pupils absent
  - 18/3/20 [Issue 3 Coronavirus – Woodcroft Phased Response Strategy](#)
  - 19/3/20 - 242 pupils absent
- 19/3/20 National Announcement at 5.00pm re: School Closures from Monday**
- 20/3/20 Staff briefing inc. Staff Survey re: capacity to work: Teams set up. Key Worker Provision Rota Created and Operating Procedures drafted
  - 20/3/20 Free School Meal Arrangements Negotiated - parents contacted to book lunches + request delivery
  - 20/3/20 [Covid 19 – Update about school closures and plans for next week](#)
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- 23/3/30 [Woodcroft Goes Online](#)
    - Woodcroft Online - [virtual Google Classrooms go live](#)
    - Parent and Pupil Guides Created
  - 25/3/20 Weekly Free School Meal Parcel Service started
  - 26/3/20 [Issue 380 Weekly News](#) (in lockdown)
    - Woodcroft Facebook Group
  - 27/3/20 Vulnerable Child Contact and Concerns Log created
  - 30/3/20 Free School Meals delivery and collection service in operation

- 2/4/20 [Issue 381 Weekly News](#) (in lockdown part 2)
  - Woodcroft Online Expectations formalised. Easter provision arranged.
  - School Meal Voucher System Introduction!
- 2/4/20 First Free School Meal Voucher Order (after confirming 120 parent emails!)  
(NOTE: No voucher has been received to date 15/4/20)
- 5/4/20 Child Protection Policy Consultation started - [School Closure Addendum](#)
- **Easter Holiday (School remains OPEN)**
  - Key Worker Activity Camp set up with Foundation Sports
- 6/4/20 Pupil Welfare Tracking - begins (calls and home visits)
- 7/4/20 Lunch Parcel Home Delivery Begins
- 8/4/20 Easter Egg-stravaganza - distribution of 200 Easter Eggs donated by Morrisons
- 14/4/20 [Woodcroft Online Review initiated](#)
- 15/4/20 Still NO meal vouchers have been delivered. The DfE voucher service has effectively collapsed.
- 17/4/20 [Woodcroft Online Parent Information](#) published
- 24/4/20 - Home Learning Report submitted to LA (attached)