

# Headteachers Report - Autumn 2020

## 16th November 2020

Dear Governors

Due to the ongoing implications of COVID19 I am going to continue to restrict my report to only the essential items as agreed in lockdown #1.

1. Headteachers Update re: response to COVID 19
    - a. School Organisation for Autumn Term
    - b. Lockdown #2 Updates
  2. Staffing Updates: Leavers, New Starters and Staffing Structure
  3. Finance & Budget Updates
  4. Policy Updates
  5. School Development Planning
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### **1. a School Organisation for Autumn Term 2020**

As you can imagine, school organisation for our full reopening in September and throughout this term leading up to the current lockdown has been somewhat complicated.

#### **Impact of COVID Positive Cases**

To date, we have had one member of staff test positive. This was during half term break so did not require the closure of any year groups. We have not had a confirmed case of a pupil testing positive. However, a number of children have been required to self isolate due to close contact. We have had one cleaning contractor test positive, but she had not been in close contact with anyone at school so it only required the deep cleaning of her area prior to reopening.

We did close Y1 for two days following a suspected outbreak amongst three adults within the year group bubble in September. They all had suspected symptoms over a weekend. All were tested on the Monday morning, and all tests came back negative so the bubble reopened on the Wednesday.

#### **School Risk Assessments and COVID19 Response Strategy**

Detailed planning has been created to achieve the following aims:

- To ensure staff, pupils and parents are as safe as possible and that the school maintain the highest standards of COVID security
- To support pupil and staff well-being when school opens fully
- To maintain continuity of learning

This has been achieved by:

- Ensuring staff are restricted to working in one year group
- Retaining class teaching staff in the same year groups where possible facilitating immediate familiarity with the curriculum
- Allocating each year group a senior teacher to provide integrated support and inbuilt cover release

Staff and governors carried out a series of risk assessments and associated planning based on government guidance to ensure the school's safe opening in September. These documents are shared below

- [Woodcroft Primary School September Full Opening Risk Assessment.](#)
  - [September 2020 Full Opening Plan – Coronavirus \(COVID-19\) Response Strategy](#)
  - Latest Government Guidance:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
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## **Staffing: Class Teacher Allocations**

Staff were retained in their current year groups to ensure familiarity with the curriculum and expectations.

Nursery: Mrs Glass

Reception – RB: Mrs Brown and RP: Mrs Powell

Year 1 – 1A: Mrs Patel / Mrs Seth Smith and 1S: Miss Stewart

Year 2 – 2L: Miss Lloyd and 2M: Mr Mansour

Year 3 – 3H: Mr Hughes and 3J: Miss Hargreaves

Year 4 – 4B: Miss Bux and 4T: Mr Taylor

Year 5 – 5M: Miss Maynard and 5R: Mr Rees

Year 6 – 6G: Mr Guest and Mrs Gignac and 6J: Miss Jackson

## **Year Group Allocated Teaching Support**

To maintain year group bubbles for COVID19 security and provide support and teacher cover we have allocated a senior teacher to each year group.

Year 6 – Mrs Federman

Year 5 – Mr Tallon

Year 4 – Mrs Valoti

Year 3 – Mr Russell

Year 2 – Mrs Caplan

Year 1 – Miss Blyth

Foundation Stage is supported by our experienced qualified Nursery Nurses: Miss Finnegan, Miss Tolone and Miss Baker

## School Timetable

### Staggered entry 8.30am – 9.00am

Pupils now arrive at school between 8.30am and 8.55am and go directly into class. Families follow the current one way system for drop off.

### Lessons start at 9.00am

**Breaktimes:** Pupils have staggered break times within their year groups. They do not mix with other pupils.

**Lunchtime** To begin with in September, pupils ate a packed lunch in their classrooms. Either provided from home or by the school. From Monday 21st September 2020 we introduced a phased return of hot meals in our dining room; starting with Reception, Year 1 and Year 2. This was very successful, we are able to maintain social distancing during the service and so we subsequently rolled it out to the older children in subsequent weeks.

### Key lunchtime information:

- We are providing a streamlined menu
- Lunchtimes are staggered
- Children will eat together sitting with their year group bubbles
- Tables are disinfected between year group sittings

### End of the Day Collection between 3.00pm to 3.15pm

Lessons finish at 3.00pm. Children who walk home from school will be dismissed at 3.00pm. Parents are able to collect children between 3.00pm and 3.15pm. We have a marked queuing area at the front and back of school. We then operate a one way system. A video is available to watch here:

[https://drive.google.com/file/d/11bcc2-2nQ5Jh\\_D4hC75XOZorXGDoe2uC/view?usp=sharing](https://drive.google.com/file/d/11bcc2-2nQ5Jh_D4hC75XOZorXGDoe2uC/view?usp=sharing)

Teachers have been asked not to talk at length with parents at the end of the day to avoid hold ups. We also ask that parents and carers leave the school promptly after pick-up to avoid congestion. It is stressed that we expect all adults to maintain the social distance rule while on site.

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## The Woodcroft Learning Continuity Plan

We expect that there might be times when individuals, classes or even the whole school is asked to self-isolate. To overcome further disruption to learning we have developed a comprehensive learning continuity plan.

### Aims:

1. Enable seamless transition to online learning if a bubble or the school is required to self isolate.
2. Provide a consistent school offer for individual pupils who are required to self isolate.
3. Enable teachers to maintain 'remote' class teaching responsibility if they are required to self isolate.
4. Integrating the Google Platform into regular teaching practice.
5. Pupils become more independent with online learning.
6. All Families obtain appropriate technology (ideally a Chromebook) because it will be used weekly to support learning

## **What to expect online:**

- Weekly learning schedules published online in the class Google Classroom. This will contain a minimum of three daily tasks linked to the learning resources being used in class.
  - Brain Builder activities will be published via Google Classroom and will include:
    - Online learning app expectations e.g. Khan Academy / Prodigy / Time Tables etc
    - Topic based research linked to directed digital content and learning websites
  - Termly topics published online in the new Tree House including essential knowledge, vocabulary lists, writing checklists, spellings, stories and videos
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## **Other Important Information**

### **Uniform**

We returned to wearing full uniform in September. This includes a full PE Kit

### **PE/Games**

Our coaches have continued to provide a minimum 1 hour of PE per class. This will be mainly outside or in the main hall. The coaches remain socially distant from the pupils and thoroughly clean equipment between use.

We have introduced PE kit days. Pupils can now wear their PE Kits to school on their class PE Day instead of the normal school uniform. Due to COVID19 restrictions we have found that changing clothes for physical education is proving difficult to manage safely in terms of space, social distancing and also curriculum time.

### **Library Organisation**

No staff or pupils are able to visit the library this term. Each class now has a Library Book Box delivered each half term.

### **Breakfast Club**

We resumed the 8.00am Breakfast Club from 21st September. Children are seated within year group areas to maintain their bubbles.

### **Acorns After School Club**

We begin to run Acorns from 28th September. Strict social distancing between pupils from different year groups is maintained. Uptake has been low and its medium term sustainability is in question.

### **Extra Curricular Clubs**

We are not currently planning on restarting any teacher run extra curricular clubs. However, we had begun to restart clubs run by external coaches in a restricted way. However, this is not on hold due to Lockdown #2.

### **Attendance**

Attendance is becoming more consistent. The attendance average from September 2020 to date is 91.6%. However, the weekly average for w/b 6th November is 94.6%.



## Getting used to a new normal type of school

We are endeavouring to retain the features of a normal school year, whilst at the same time ensuring full COVID security. This is exemplified by the events detailed in the school's Weekly Newsletter:

<https://www.woodcroft.barnet.sch.uk/newsletters/>

Traditional events are being enjoyed, but in a restricted manner: Take a look at the list below for a flavour of how we are retaining elements of school life but making them safe.

This year's whole school **AIM@Theme** is **STEM (Science, Technology, Engineering and Mathematics)** - lots of our whole school projects will be based around this area of study.

### Parent Consultation Evenings w/b 5th October

Parents booked an online consultation with their child's class teacher. (see feedback in Appendix 2)

### Harvest Time 'Food Baskets' w/b 12th October

We were not able to have our usual assembly and coin pictures, but we still collected food donations for Barnet Age UK.

### International Week w/b 19th October

Our International Colours Day was a success when pupils came dressed in traditional outfits or the colours of their home nations flag (see photo page)

**This term's Visual Arts Week w/b 9th November** has the theme '**From STEM to STEAM**' we are looking at the Art of Science, Technology, Engineering and Maths. We will produce art for our Gallery Corridor and videos for everyone to watch at home.

### Infant Music Festival Y1 during November

Year 1 will be taking part in an Online Music Festival led by our borough Music Service 'BEAT'. They will learn a range of percussion and instrumental pieces to perform during the festival as well as creating their own performance.

### BBC Children in Need Friday 13th November 'TOGETHER WE CAN MAKE A DIFFERENCE'

Children will come to school dressed in yellow. With donations to be made online via the BBC.

### Anti-Bullying Week this year takes place from 16th – 20th November

The theme is '**United Against Bullying**' and classes will contribute to a whole school project. As part of Anti-Bullying Week we shall again be taking part in **Odd Socks Day** on Monday 16th November.



## 1.b. Updated COVID19 DfE Guidance For Schools for Lockdown #2



As we embark on a second national lockdown, The Department for Education updated the guidance for schools (very late the preceding day on Wednesday 4th). Again, this gave schools only a short amount of time to plan. To read the full guidance at the link here [Education settings: New National Restrictions from 5 November 2020](#)

### The significant updates for schools are as follows:

- Schools should continue to remain open and all lessons can be undertaken in so long as safety precautions are undertaken
- Staff should wear face coverings (masks or visors) in communal areas
- Parents are advised to wear face coverings when coming onto school sites to pick up or drop off from Monday 9th. However, the DfE Guidance states '*Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.*'
- Children whose doctors have confirmed in writing they are still clinically extremely vulnerable are advised not to attend. Remote learning will be provided for these pupils.
- Children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable continue to attend
- No extra-curricular after school clubs are allowed during lockdown apart from those supporting parents going to work,
- This means that Acorns and Breakfast Club will still continue to run during lockdown. DfE Guidance states, '*before and after school clubs should only do so where it is necessary to support parents to work*'
- All visitors to the schools will be restricted to those that are essential



## International Day 2020

On Friday 23rd October it was INTERNATIONAL DAY at Woodcroft. We celebrated the fantastic diversity of people that make up our wonderful school community. Children and staff came to school dressed in traditional clothes from their home countries or in the colours of a national flag.

Here are just a few images from our colourful day ...



## 2. Staffing Updates: Leavers, New Starters and Staffing Structure Consultation

### 1. Congratulations to Mr and Mrs Baldwyn

We had some special news to announce after half term after Miss Blyth became Mrs Baldwyn, following her marriage to Harry. I am sure you will join us all in wishing Mr and Mrs Baldwyn all the happiness for their future together.



### 2. Congratulations to Mrs Harris and Mrs Mohamed

Charlotte Harris (Y1) and Nimera Mohamed (MTS) are now both enjoying maternity leave and looking their new additions to their families.

### 3. Upsetting News

Two members of staff are unfortunately suffering from serious medical conditions.

Mrs Gignac, Assistant Head for Assessment and Y6, has been diagnosed with cancer and is off work for the remainder this academic year as she is undergoing treatment.

Mrs Jackson, our School Business Manager, has suffered a second detached retina and has not been able to return to work since September.

### 4. New appointments

Our NQT appointments, Jade Hargeaves, Rebecca Stewart, Ben Taylor have settled in well and are doing a fantastic job in very unusual circumstances. Each teacher has got a dedicated NQT mentor.

Benjamin Mansour joined us also with 4 Years Experience and is doing some wonderful work.

We have made 3 new MTS appointments

### 5. Staffing Structure

The staffing structure for 2020-21 was finished and published. A copy is available here:

<https://s3-eu-west-1.amazonaws.com/smartfile/25c98ca8121dcecef8a222e01ee12a53/uploads/2020/11/11131103/Staffing-Structure-2020.pdf>

Key responsibility changes:

- a. Craig Tallon - Curriculum and Assessment
- b. Mark Russell - Behaviour and Attendance
- c. Kay Vanner - SEND and DSL (Child Protection)
- d. Rhiannon Blyth - Awarded Music and Arts TLR

Note, Craig Tallon is maintaining the areas of PE and Science. Assessment is being shared between Mark Russell and Craig Tallon.

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## Term Dates

Term Dates for 2021-22 have been provisionally published for formal ratification - see appendix #1.



### 3. Finance & Budget Updates

The capacity of the school to process its financial accountability and premises management functions has been significantly affected by the absence Louise Jackson. The LA have provided a name Finance Officer for on call support, however this was an interim arrangement. The named officer has now be changed and authorisations have be set up to enable access to Budget and HR Portals.

I hope to be able to be in a position to report more fully to both Premises and Finance Committees in the latter part of this term.

Two key pieces of work have been completed:

- Budget Forecast
- Pay Policy

(Please note all invoices, salary payments and banking reconciliations are unaffected.)

#### 1. Budget Forecast.

As you can see from the table below we are currently in deficit by £14,700. This is after all pay awards have been applied so it is an accurate forecast in what is an unusual year.

We still await the final Government calculation of our COVID19 reimbursement for additional cost incurred during lockdown. We have currently received £1800 out of a £7600 bid. The unpaid elements pertain to staffing the costs incurred during the extended Easter and ½ Term opening i.e. what we were asked to do.

A copy of the full CFR report can accessed here:

<https://s3-eu-west-1.amazonaws.com/smartfile/25c98ca8121dcecef8a222e01ee12a53/uploads/2020/11/11173448/Budget-Position-Autumn-2020-1.pdf>

Budget Forecast Autumn 2020-21	
In Year Surplus/Deficit	(70,747)
Surplus/Deficit B/Fwds	56,047
Cumulative C/Fwds	(14,700)

#### 2. Pay Policy

The pay policy has been updated to reflect the changes in teacher pay and conditions including the 2.75% pay award. The Policy is distributed along with this report for the purpose of consultation. It will be formally ratified after any questions are addressed at the next Finance Committee.

- [Woodcroft Pay Policy 2020](#)

## **4. Policy Updates**

The following policies are presented to the Governing Body for ratification. Please click on the hyperlink to view:

[\*\*Visitors Policy \(during COVID19 Period\)\*\*](#)

[\*\*Complaints Policy\*\*](#)

[\*\*Child Protection Policy\*\*](#)

[\*\*COVID19 Safeguarding Addendum\*\*](#)

[\*\*Staff Code of Conduct\*\*](#)

[\*\*Whistleblowing Policy\*\*](#)

[\*\*Educational Visits Policy\*\*](#)

[\*\*Safer Recruitment Policy\*\*](#)

The policies will be reviewed at forthcoming committee meetings any any questions will be addressed at that point..

## **5. School Development Planning**

Please Note: we have not drafted an updated development plan. This is due to the uncertain nature of school at the moment and an inability to guarantee certain functions. What we have embarked on is a major overhaul of curriculum and learning. This was a plan initiated in November 2019 under the banner 'Curriculum 2020'. Implementation was paused between March and September 2020. However, the school is now proceeding at a rapid pace, along a number of initiatives.

It is difficult to describe the size and scope of the work that has been undertaken this term (and the preceding preparatory work to enable it to occur). It should also be noted that this is occurring both during, and in partial response to, the implications of COVID19.

My attempt at brevity will not do the developmental changes that we have embarked of any sense of justice. However I would firstly like to give due recognition to the staff who have seized upon the initiatives with a fervour and positivity that is testament to their professionalism and desire to achieve the best outcomes for our pupils.

That said, one positive aspect of the pandemic has been an opportunity to hit the reset button and move forward.

### **Key Development Themes for Autumn 2020**

- Implementing a new school curriculum framework called [The Essentials Curriculum](#)
- Re mapping the entire curriculum content (topics) in a document called the [Curriculum Scope Map](#)
- Establishing a basis for Powerful Knowledge & Cultural Mobility
- Implementing agreed models of [Knowledge Learning and Memory](#) and implications for how we teach
- Designing Curriculum Progression Assessments
  - [Curriculum Map](#)
  - [Progress Assessments](#)
- Establishing Effective [Whole Class Feedback](#) (and Marking)
- Creating Continuity Curriculum and [The New Treehouse \(VLE\)](#) for blended learning e.g. [Y6 Art Week](#)
- Developing a new [Behaviour Curriculum](#)
- Updating our [reading Policy and Principles](#)

### **Current Development ACTION PLAN**

Based on the above themes. The following is a list of tasks that are currently being undertaken.

1. Behaviour Management:
  - a. Implementing the Arbor behaviour Tracking module
  - b. Developing a revised set of school behaviour 'Norms'
2. Implementing Memorable Teaching and Learning techniques based on updated CPD guidance and WalkThrus materials
3. Trialing 'Whole Class Feedback Sheets' following updated Marking & Feedback Guidance
4. Curriculum Design and Mapping - Curriculum Scope
  - a. Implementing new subject units Geography, History, PE and Art
  - b. Establishing Threshold Concepts and Milestone Phase Objectives
  - c. Designing Assessment POP Task activities ( linked to Exemplar Model outcomes for backwards planned learning sequences)
  - d. Mapping Year Group's English Units on the Curriculum Scope (Map)
5. Continuity Curriculum
  - a. Develop Year Group Treehouse pages
  - b. Embedding weekly Learning Schedule on the Google Classroom
6. PSHE: Implementing the new assembly programme via weekly posters
7. Music: Using the new [Music Planning Posters for lessons](#)
8. Science: Trialing the Developing Expert Materials
9. Revising the whole school reading programme to facilitate increased whole class reading opportunities

# WOODCROFT PRIMARY SCHOOL

## London Borough of Barnet

### School Term and Holiday Dates

#### AUTUMN 2021

**AUTUMN TERM 1** Wednesday 1 September - Friday 22 October

**STAFF TRAINING** Wednesday 1, Thursday 2, Friday 3 (School Closed)

**PUPILS RETURN Monday 6 September 2021**

Half Term School Holiday Monday 25 October - Friday 29 October

**AUTUMN TERM 2** Monday 1 November - Friday 17 December (35 days)

**Last Day of Term** Friday 17 December (*Nursery Finishes Thursday 16 December*)

Christmas School Holiday Monday 20 December - Monday 3 January

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#### SPRING 2022

**SPRING TERM 1** Tuesday 4 January - Friday 11 February

**STAFF TRAINING** Tuesday 4 January (School Closed)

**PUPILS RETURN Wednesday 5 January 2022**

Half Term School Holiday Monday 14 February - Friday 18 February

**SPRING TERM 2** Monday 21 February - Friday 1 April

**Last Day of Term** Friday 1 April (*Nursery Finishes Thursday 31 March*)

Easter School Holiday Monday 4 April - Monday 18 April

(Easter weekend 15 - 18 April)

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#### SUMMER 2022

**SUMMER TERM 1** Tuesday 19 April - Friday 27 May

**STAFF TRAINING** Tuesday 19 April (School Closed)

**PUPILS RETURN Wednesday 20 April 2022**

May Day Bank Holiday will be taken on 2 May

Half Term School holiday Monday 30 May - Friday 3 June

(Spring Bank Holiday will be taken on 30 May)

**SUMMER TERM 2** Monday 6 June - Friday 22 July

**PUPILS RETURN Monday 6 June**

**Last Day of Term** Friday 22 July (*Nursery Finishes Thursday 21*)

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***Pupil Return to school Monday 5th September 2022 (Staff Training from 1/9/2022)***

### **Parents Evening Feedback Summary**

This term we held our first virtual parents evening. Thank you to everyone who contributed and made it successfully to their online appointments! Despite concerns about moving consultations online we were pleased with its initial success. General feedback was positive, however we are always looking to improve our offer.

#### **Data summary**

Average Sign-up = 20 per class

An average of 2 parents per class have requested alternative appointments

#### **What went well?**

Most people commented about the easy organisation, technology worked well, better for sibling bookings

#### **Main issues**

Confidence using Google Meet technology - some parents had not pre installed the app

Some parents expected a phone call

Some families struggled to get connected on time and ran out of time in their time slots

#### **Lessons for next time**

Space out pupils appointments

Send out reminders to be ready on the link ahead of the time slot

Parents requested that we create a parent guide to help with access

Parents to think about getting help with younger siblings to avoid disruption to the meeting

#### **Other comments**

Could we offer a phone or video meets as options?

Could we offer longer time slots for online consultations?

Parents missed the in person face to face consultations





Children in Need Day - Friday 13th November

## TOGETHER, WE CAN CHANGE YOUNG LIVES



It is a Woodcroft tradition to support Children in Need Day, and we were not going to let COVID19 dampen our spirits!

**We turned the school YELLOW to show support for pudsey!**

Families are encouraged to donate directly online at ...

<https://donate.bbcchildreninneed.co.uk/>











**Anti-Bullying Week 2020 started today with Odd Sock Day!**

