



OUR LADY CATHOLIC PRIMARY SCHOOL

School Recovery Plan 2020 – 2021

We learn to love and love to learn with Jesus



School Recovery Plan – Priority Areas

Our School Recovery Plan sits alongside our School Development Plan (SDP). The objectives and actions that are set out in this plan set out our school's response to the Covid-19 pandemic and the subsequent impact on the education of our children. This document, together with the risk assessment and the SDP, provides a suite of materials detailing our approach to school improvement.

The School Recovery Plan is organised into 5 sections as detailed in the Government guidance document, the link to which is found below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Area 1	Mitigating Risk
Area 2	School Operations
Area 3	Curriculum, Behaviour and Pastoral Support
Area 4	Assessment and Accountability
Area 5	Contingency for outbreaks



SCHOOL RECOVERY PLAN – 2020/2021

Ongoing **Achieved** **Not achieved** **Partly achieved**

Mitigating Risk							
Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
To ensure safe working practices for all staff and pupils in accordance with DfE guidance; To minimise contact between individuals.	Risk Assessment developed and held as Appendix to recovery plan.	Headteacher and Chair of Governors	To be completed prior to 1 st September and reviewed on a weekly basis.	Risk Assessment SDP Recovery Plan	SLT GB	Risk Assessment is completed, based on DfE and PHE guidance and has been approved by the GB.	Autumn Review 2020:
	Risk Assessment shared with all stakeholders.	HT	September 2020	Risk Assessment	SLT GB	Risk Assessment is shared and is understood by all staff in September INSET. Risk Assessment is approved by the Chair of Governors in September. Risk Assessment Shared with all governors in first GB meeting of the year.	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
<p>To ensure safe working practices for all staff and pupils in accordance with DfE guidance;</p> <p>To minimise contact between individuals.</p>	Risk Assessment to be reviewed and updated as and where necessary after continual review and evaluation from all staff (weekly, moving to fortnightly).	HT SLT	Ongoing	Risk Assessment	SLT GB	Risk Assessment reviews by all staff on a regular basis: <ul style="list-style-type: none"> Weekly review by SLT Weekly evaluations by all staff in staff meeting (rolling agenda item in staff meetings, TA and MSA meetings). 	Autumn Review 2020:
	Control measures in place as identified in DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	All staff	Ongoing	DfE guidance	SLT GB	All control measures specified in DfE guidance are in place and this is regularly reviewed by SLT and the H/S Governor.	Autumn Review 2020:
	Children and staff are to remain in consistent groups - EY, KS1, lower KS2, and Upper KS2.	All staff	Ongoing		SLT	Bubbles are maintained at all times throughout the school day – with special attention paid to times of transit (i.e. walking to hall, playtimes, lunchtimes, etc).	Autumn Review 2020:
	Limit assembly groups to their bubbles - no whole school assemblies for at least the first half term	All staff	Ongoing		SLT	No whole school assemblies take place in the autumn term. Online assemblies ensure bubbles are maintained. 'Bubble' assemblies take place in hall/classrooms.	Autumn Review 2020:
	Stagger drop off and pick up times during school day.	All staff	Ongoing		SLT	Drop off and pick up times are followed at all times.	Autumn Review 2020:
	Classrooms to be open from 8.40am - teachers ready to greet. Soft start from 8.40am/8.50am for classes (depending on arrival time).	All staff	Ongoing		SLT	Soft start allows children in all classes to enter the classrooms so that they are not standing in the playground during the winter.	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
To ensure safe working practices for all staff and pupils in accordance with DfE guidance; To minimise contact between individuals.	Stagger lunch/playtimes - Zone areas for different classes.	MSAs	Ongoing	Staffing deployment	SLT	Bubbles are maintained throughout lunch times and there is no cross-contamination between bubbles at any point.	Autumn Review 2020:
	Limit number of people in the staff room and provide alternative space in the school hall/library.	All staff	Ongoing	Available space	SLT	Furniture is arranged in the staffroom and the hall/library at a safe distance apart so that social distancing can be maintained at all times.	Autumn Review 2020:
	Ensure new routines of handwashing are in place.	All staff	Ongoing	Time allocated for washing hands	SLT	Handwashing takes place at all designated key times (in addition to normal practice): <ul style="list-style-type: none"> • Entering school • Before/After break and lunchtime; • Before children go home. 	Autumn Review 2020:
	Visual illustrations to be put around the school.	SLT SK	Ongoing	Posters	SLT SK	Posters clearly demonstrate importance of maintaining hygiene to all members of the school community.	Autumn Review 2020:
	Local outbreak plan to be shared with all staff: https://www.hertfordshire.gov.uk/media-library/documents/coronavirus/summary-hertfordshire-local-outbreak-plan-covid-19.pdf	HT	September 2020	Copy of Herts' Outbreak Plan.	SLT	Risk Assessment is shared and is understood by all staff in September INSET.	Autumn Review 2020:

School Operations							
Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure that staff return to work in accordance with contract of employment	Contact to be made with all staff to ensure that they will return in September.	HT	August 2020	Designated time to make contact	HT	The HT is aware of any issues regarding staff attendance prior to the start of the new school year.	Autumn Review 2020:
	Induction programme developed for new staff to adhere to Covid-19 guidance, including for NQTs, identifying required support programme	SLT	September 2020	Leadership time to develop induction programme and deliver to LA	HT GB	Effective induction provided to LA, which leads to improved staff satisfaction and well-being, as well as greater efficiency and performance. Induction enables LA to feel secure and settled and gives existing staff an opportunity to communicate the vision of the school, thus ensuring the smooth transition of values and expectations, whilst maintaining team-work and a sense of togetherness.	Autumn Review 2020:
	Agreed working practices developed for extremely clinically vulnerable staff through liaison with HR and union reps. To contact HR immediately where any issues arise.	HT	September 2020	Leadership time	GB	In consultation with HR, working practices for extremely clinically vulnerable staff are agreed and shared.	Autumn Review 2020:
	To identify a programme of mental health support for all staff and to implement this to in day school practice.	HT SLT MHL	Autumn term	Leadership time	SLT GB	An agreed programme of mental health support is offered to any staff member who needs it.	Autumn Review 2020:
	Class teachers are permitted to take their PPA time at home each week (to support positive mental wellbeing and work-life balance).	HT	Ongoing	PPA time for CTs	GB	Staff wellbeing is prioritised by allowing PPA to be taken at home. Feedback from staff regarding this new initiative is overwhelmingly positive (<i>see staff wellbeing questionnaires</i>).	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure all pupils are in attendance where they are not shielding	Review school attendance policy and procedures in response to Covid-19.	HT	September 2020	Attendance policy Leadership time	GB	Attendance Policy is updated and approved by the GB in the autumn term meeting.	Autumn Review 2020:
	Letter sent to parents clarifying attendance expectation and disseminating school policy and procedures for non-attendance.	HT	September 2020	Leadership time	GB	Key information regarding attendance is shared with parents/carers via website and social media platforms.	Autumn Review 2020:
	Liaise with families directly where there are concerns about attendance due to anxieties and agree actions to improve attendance.	Family support worker	Ongoing	Funding for Family Support Worker	HT SLT	FSW works in partnership with parents to support them in improving their attendance. Meetings take place to reassure parents/carers of the school's risk assessment and planned strategies for reducing the risk of infection.	Autumn Review 2020:
	Develop programme of pastoral support for reluctant attendees to address key issues and to develop programme to support mental health.	Family support worker HT	Ongoing	Programme of pastoral support	HT	Programme of pastoral support is delivered to targeted children (if and when required) which has a positive impact on their mental health.	Autumn Review 2020:
Ensure effective deployment of staff	Identify key areas of need and ensure that support staff are deployed to help accelerate the progress of key groups of children (including SEND pupils and 'catch-up' arrangements for targeted children).	SLT TAs	Ongoing	Programme of interventions Provision Map	HT GB	Baseline assessments are carried out and groups of focus children are targeted for additional support. TAs are trained in a number of interventions, which impact positively on pupil progress.	Autumn Review 2020:
	Designated safeguarding lead/Deputy Safeguarding lead to have increased/additional release time to address potential increase in incidents requiring referrals and to support staff when incidents occur.	DSLs	Ongoing	Designated time	HT GB	Staff feel reassured and well supported by involvement of DSLs in key incidents.	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure effective deployment of staff	Risk assessment, practices and protocols to be shared with visiting teachers (e.g. peripatetic music, SIS, SE team, supply teachers) prior to visit.	All staff	Ongoing	Risk assessment	SLT	All visitors to the school are clear on the approach the school has taken with regards to keeping our school community safe (see <i>action plan and risk assessment</i>).	Autumn Review 2020:
	Develop clear guidelines for volunteers and share schools risk assessment to ensure adherence to government guidance and ensure safe working practices.	SLT	September 2020	Risk assessment	HT	All visitors to the school are clear on the approach the school has taken with regards to keeping our school community safe (see <i>action plan and risk assessment</i>).	Autumn Review 2020:
	Resume breakfast club and full range of afterschool clubs, referring to guidance produced by DfE: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak	SLT	By October 2020	Resources for clubs	HT SLT	Extended school provision is offered to all parents and carers. All clubs strictly adhere to social distancing guidelines and security of bubbles are maintained throughout.	Autumn Review 2020:
Provision is made for effective home learning	Prepare and implement an educational plan for children who are shielding/self-isolating at home. Prepare and implement a longer term plan for the education of all pupils in the event of a local or national lockdown (using Google classrooms). and share with parents policy for extra-curricular provision and develop action plan to identify implementation of provision and adherence to Risk assessment.	All staff	Autumn 2020	Designated time for planning Reviewing online platforms	HT GB	Home learning packs to be prepared by all staff for children who are self-isolating at home due to coronavirus symptoms. Platforms are prepared for home learning in case of another local or national lockdown. Information for how to use these platforms is shared with parents/carers.	Autumn Review 2020:

Curriculum, Behaviour and Pastoral Support

Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Identify educational needs of pupils and respond accordingly	Appoint lead with responsibility for Covid catch-up fund.	HT	September 2020	Catch-Up fund	SLT GB	Planned expenditure of catch up funding detailed and shared with the GB.	Autumn Review 2020:
	Baseline pupils and most effective programmes to close gaps: 1-1 sessions, boosters etc.	All staff	September 202 and ongoing	Completed assessments	SLT	School has a clear baseline with which to address any gaps in education and measure progress from (with the end of term assessments).	Autumn Review 2020:
	Develop Catch up plan identifying targeted pupils, actions taken and the cost of programmes implemented funding is being used and the impact of this.	Eng & Maths SL	September 2020	Catch up English and Catch up Maths programmes	SLT	Catch Up plan is implemented, which includes the restructuring of the curriculum so that it incorporates the Back on Track programmes for English and Maths. TAs are trained on delivering key interventions and bespoke interventions help children to make accelerated progress.	Autumn Review 2020:
	In EYFS, develop a curriculum to focus on prime areas and addressing gaps in language, early reading and mathematics with focus on developing phonic knowledge and extending vocabulary.	EYFS Lead	Prior to September 2020	EYFS curriculum	SLT	EYFS is focused on developing children's progress in the prime areas. Impact of additional support provided helps to address gaps in language, early reading and mathematics for targeted pupils (<i>see records of support provided and assessment data</i>).	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Identify educational needs of pupils and respond accordingly	In KS1, teachers to identify gaps and to ensure opportunities to read widely, develop vocabulary and knowledge are identified.	Eng SL /SLT	Autumn term	Completed assessments	SLT	<p>Timetables demonstrate ample opportunities are provided or all classes to develop reading (<i>see timetables</i>).</p> <p>Gap analysis takes place after baseline assessments in autumn term.</p> <p>Impact of additional support provided helps to address gaps in phonics development for targeted pupils (<i>see records of support provided and assessment data</i>).</p>	Autumn Review 2020:
Ensure the continuing delivery of a broad and balanced curriculum	<p>Review PSHE curriculum to ensure opportunities for the development and discussion of mental health and well-being are included;</p> <p>Ensure PSHE is taught to focus on mental health and well-being, team work, building relationships.</p> <p>Implement and Develop plan for implementation of RHE Curriculum for summer term.</p>	PSHE Lead	Autumn term	<p>PSHE curriculum map</p> <p>Designated leadership time</p>	<p>SLT</p> <p>Curriculum Committee</p>	<p>Mental health lead supports teachers with the delivery of work if necessary.</p> <p>Individual risk assessments are in place for necessary children.</p> <p>Children supported by class teacher and TA each morning. Bespoke support for targeted children is provided in the afternoons by the TA.</p>	Autumn Review 2020:
	For all subjects, Identify curriculum priorities – what do we need to teach now? Where necessary and appropriate, subject leads to identify key concepts to address gaps in knowledge and to share these with all staff.	SLs	October 2020	Designated leadership time	<p>SLT</p> <p>Curriculum Committee</p>	<p>Substantial modification to the curriculum may be needed at the start of the year, so teaching time is prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. Thrive curriculum is delivered to support children's well-being – slowly increasing the cognitive load. Our curriculum remains broad and ambitious: all pupils are taught a wide range of subjects.</p>	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure the continuing delivery of a broad and balanced curriculum	Review curriculum development to date. Where are we currently? Where do we want to be? Develop clear action plan for curriculum development.	HT SLT SLs	December 2020	Designated leadership time	SLT Curriculum Committee	Curriculum planning is informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment.	Autumn Review 2020:
	Develop Action plan for phonics catch up identifying actions for all pupils and any additional vulnerable pupils.	Eng SL	September 2020	Designated leadership time	SLT Curriculum Committee	Phonics action plan in place, which clearly identifies actions set out to help children 'catch up' with any lost learning due to the school closures.	Autumn Review 2020:
	PE lead to develop guidance for all staff on the teaching of P.E to mitigate risk of spread and to ensure systems of control. Reference to be made to sport England guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation	PE lead	Ongoing	Designated leadership time	SLT Curriculum Committee	Guidance on how to teach P.E to mitigate risk of spread and to ensure systems of control are shared to all staff by PE SL. Guidance is understood and implemented by all staff.	Autumn Review 2020:
	To continue to develop the remote learning offer to pupils unable to attend schools. Prepare and implement a longer term plan for the education of all pupils in the event of a local or national lockdown (using Google classrooms). and share with parents policy for extra-curricular provision and develop action plan to identify implementation of provision and adherence to Risk assessment.	CTs	Ongoing	Subscription to Google Classrooms	SLT GB	Home learning packs to be prepared by all staff for children who are self-isolating at home due to coronavirus symptoms. Platforms are prepared for home learning in case of another local or national lockdown. Information for how to use these platforms is shared with parents/carers.	Autumn Review 2020:

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Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
To review school's Behaviour Policy; To ensure there is consistency in approach to behaviour management.	To review behaviour policy and amend to address behaviours seen on re-entry to school, sharing with all staff to ensure consistency of approach	HT/SLT	December 2020	Designated leadership time	SLT Curriculum Committee	Behaviour Policy is reviewed and adapted to suit the changing needs of the school.	Autumn Review 2020:
	Staff to review practical strategies and develop a consistent approach on dealing with low-level disruption in the classroom.	All staff	Autumn 2020	Designated staff training time	SLT GB CTs	Reduction and maintenance in reducing incidents of low-level disruption.	Autumn Review 2020:
	Staff focus on consistent conversations for resolution.	All staff	Autumn 2020	Leadership time/admin		All members of staff aware of and correctly applying behaviour policy and procedures.	Autumn Review 2020:
	Behaviour leaflet to be sent out to parents explaining our approach to behaviour. Class letters also reinforce key messages.	HT/SLT	January 2021	Letter to parents	GB	Questionnaires show 90%+ pupils and parents agreeing with the statement 'Children behave well' (see questionnaires).	Autumn Review 2020:
	Identify those children who are vulnerable and likely to struggle to reintegrate to school easily and plan additional pastoral support for these.	HT SLT Senco	Prior to September	Designated time to support children's emotional wellbeing.	SLT	SLT aware of key causes of inappropriate behaviour and make adjustments to reduce.	Autumn Review 2020:

Assessment and Accountability							
Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure that staff and pupils are prepared for Statutory Assessments	Staff to re-familiarise themselves with assessment expectations, timetabling and material including: <ul style="list-style-type: none"> • KS1 phonic screening checks; • KS1 formal assessments; • Year 4 multiplication tables check; • KS2 tests. 	All staff	Ongoing	Assessment materials	GB SLT	All staff are aware of the statutory assessment timetable for 2020/21. All statutory assessments are completed and submitted.	Autumn Review 2020:
To be aware of accountability measures for academic year 2020/21	Data analysis from 2019 to be readily available and referred to, as a starting point, in conversation with outside agencies	HT SLT SLs GB	Ongoing	Data analyses from 2019	HT	Headlines from 2019 assessments are prepared and readily available to all staff. Headlines are used as a basis for the starting point of discussions about pupil progress with outside agencies.	Autumn Review 2020:

Contingency for Outbreaks							
Key Objective	Actions	Who	Time	Resources	Monitoring	Success Criteria	Evaluation
Ensure continued Educational provision in the event of an outbreak	<p>To develop an action plan detailing how high quality remote learning can be delivered immediately should pupils be required to self-isolate or if there is a local lockdown. Details of considerations and what should be contained within the contingency action plan are contained within DfE guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	SLT CTs	Autumn 2020	Designated leadership time	GB	<p>Action plan developed detailing school's approach to remote learning is completed.</p> <p>Platforms for remote learning are explored and evaluated by the SLT.</p> <p>Remote learning platform is set up and ready to go if there is an imminent closure of the school due to either a case of Covid 19 or a national lockdown.</p> <p>Teachers and parents are fully aware of how to use the online platform.</p> <p>DfE guidance is followed at all times.</p>	Autumn Review 2020: