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| **Staff Role** | **Before Re-Opening** | **First Week** | **First Month** | **First Term** | **End of First Year** |
| **Headteacher** | **Establish re-opening approaches/transition approach and inform parents of school opening arrangements****Establish rules/communication code with staff around communication with parents** | **Excellent communication is non negotiable****Meet and greet parents safely on the playground at least daily**Monitor Teachers interactions with parents**Be responsive and available**FSM arrangements to continueEnsure protocols are established for regular communications and updates to go out to parents:* Newsletters
* Parent mail
* Website updates
* Class newsletters

[Help Pack for Schools](https://www.cambslearntogether.co.uk/school-improvement/coronavirus-help-pack-for-schools/)[Help Pack for School’s: Wellbeing](https://www.cambslearntogether.co.uk/school-improvement/coronavirus-help-pack-for-schools/wellbeing)[Help Pack for Schools: Home Learning Opportunities](https://www.cambslearntogether.co.uk/school-improvement/coronavirus-help-pack-for-schools/home-learning-opportunities)[Home Learning](https://www.cambslearntogether.co.uk/home-learning)[Wellbeing](https://www.cambslearntogether.co.uk/home-learning/wellbeing)[Free Resources](https://www.cambslearntogether.co.uk/home-learning/challenges) [School Competition and Projects](https://www.cambslearntogether.co.uk/home-learning/projects)[Internet Safety](https://www.cambslearntogether.co.uk/home-learning/computing)**Review Critical Incident and Business Continuity Plan in relation to the pandemic and support for parents****Signposting to Education Psychologists in respect of Bereavement Support**  | **Secondary Transfer support and information – support and guidance****Review Critical Incident and Business Continuity Plan in relation to the pandemic and support for parents****Continue with signposting to Education Psychologists in respect of Bereavement** Support **Continue to engage with parents through the school website and newsletters;** * **Essential for any parents with children on a phased return where parents continue need access to information virtually**

**Ensure that there are increased opportunities to celebrate children and their achievements** | **Review Critical Incident and Business Continuity Plan in relation to the pandemic and support for parents****Communicate ‘where we are now’ to parents*** **Highlight the areas of the school community that have been re-established.**
* **Share any positive information**
* **Share examples of learning from school and home**
* **Inform parents of the next steps in re-building the school community**
 | **Critical review aims and approaches to working with parents including parental audit of communication and engagement with learning****Review and tailor parental communications to encourage positive dialogue about learning****Offer more sustained and intensive support where it is needed to help parents support learning.**[**https://educationendowmentfoundation.org.uk/tools/guidance-reports/working-with-parents-to-support-childrens-learning/**](https://educationendowmentfoundation.org.uk/tools/guidance-reports/working-with-parents-to-support-childrens-learning/)**Review Critical Incident and Business Continuity Plan in relation to the pandemic and support for parents****Communicate to parents the positive work that has happened within the school since re-opening****Share key information for future working that parents will need to know for the next academic year**  |
| **Governors****(see governance re-opening poster)** | **Continue with meetings and committees in yearly calendar of events with safe distancing**Check in and keep in touch with Headteacher and senior leaders, record visits to the school | **Check in and keep in touch with Headteacher and senior leaders, record visits to the school Governors present and visiting the school if not all- key Govs, CoGs** | **Governors present and visiting the school if not all- key Govs, CoGs****Review of policies in line with changes associated with COVID-19:*** **Behaviour Policy**
* **Attendance Policy**
* **Safeguarding Policy**
* **SEN Policy**
 | **Parent Representatives on the Governing Body – surgery, questionnaire, report issues raised to FGB** | **Review Critical Incident and Business Continuity Plan in relation to the pandemic and support for parents****Critical review aims and approaches to working with parents including parental audit of communication and engagement with learning****Review and tailor parental communications to encourage positive dialogue about learning** |
| **Designated Safeguarding Lead** | In reference to key workers and vulnerable pupils attending ensure vigilance around pupil attendance, presentation, conversation, health, social, emotional and physical well-being – using school reporting systems to log concerns with DSLs**Review of all vulnerable pupils returning****DSLs meet and report to HT** | **Vigilance around pupil attendance, presentation, conversation, health, social, emotional and physical well-being – using school reporting systems to log concerns with DSLs****Weekly Attendance/Register Checks in Relation to Specific Pupil Tracking – feedback to HT****Increased and establish weekly Checks on logs for First Aid, PREVENT, PRIDE, Behaviour, Bullying, Racism, etc****Re-establish relationships/meet with all vulnerable families** | **Monthly review of Vulnerable pupils noting actions and impact – shared with the HT** |  |  |
| **Senior Leaders** | **Consider establishing Parent Surgery where parents can speak to someone without an appointment****Establish protocols for dealing with bereavement** | **Excellent communication is non negotiable** **Begin to embed protocols for dealing with bereavement****Review and update parents in classrooms/parent helpers or adopt a transition approach from Home Learning****Re-establish links with PTA****Role of assembly/collective worship in terms of rebuilding the school community****Celebration Assembly with parents invited in accordance with government social distancing guidelines** | **Parents working in classrooms to support pupils during re-settling (volunteer safeguarding measures applied)**Out of Hours Clubs, Breakfast and After School Clubs – fully up and running to support working parents | Pupil Progress Meetings to include focus on Disadvantaged and Vulnerable pupils**Develop effective and regular workshops for parents****Links to EEF – 13 projects to consider relating to improved parental engagement in learning:** [**https://educationendowmentfoundation.org.uk/projects-and-evaluation/projects/**](https://educationendowmentfoundation.org.uk/projects-and-evaluation/projects/) |  |
| **Middle Leaders inc SENCo** | Signpost Parents requiring support to any of the multi-agencies as required, as well as:[Cambridgeshire & Peterborough Domestic Abuse and Sexual Violence Partnership](https://www.cambsdasv.org.uk/website/support__help/84011)[Cambridgeshire & Peterborough Safeguarding Board](http://www.safeguardingcambspeterborough.org.uk/children-board/parents-carers/)[Gingerbread – Single Parents, Equal Families](https://www.gingerbread.org.uk/coronavirus/)[Keeping Children Safe in Education 2019](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)[Keep Your Head](https://www.keep-your-head.com/cyp)[NSPCC](https://www.nspcc.org.uk/)[Parent Zone & NCA-CEOP - Parent Info](https://parentinfo.org/)[Stay at Home: Guidance for households with possible Coronavirus (COVID-19 Infection)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)[Stop It Now! - Preventing Child Sex Abuse](https://www.stopitnow.org.uk/)[Think U Know](https://www.thinkuknow.co.uk/parents/)[Women’s Aid](https://www.womensaid.org.uk)Signposting to Countywide and District Hubs, Early Help District TeamsLinks for parents to the Cambridgeshire SEND Local Offers To access the Local Offer SEND Coronavirus (COVID 19) Information – click [HERE](https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-send-services-coronavirus-information)Hotlines for parents/carers - Family Voice – click [HERE](https://fis.peterborough.gov.uk/kb5/peterborough/directory/site.page?id=z7PlQFTSsas) **Cambridgeshire** Pinpoint - click [HERE](https://www.pinpoint-cambs.org.uk/) SENDIASS – click [HERE](https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-care-and-family-support/send-information-advice-and-support-service-sendiass) **SENCO to contact parents of children with EHCP’s to discuss their provision for re-starting school** | **Excellent communication is non negotiable****SENCO to communicate with parents of EHCP children to discuss how they are managing and any issues arising during the first week** | **EHCP, Health Care Plan, etc., reviews and updates where necessary in line with scheduled dates – communicating changes to all who need to know****Maintain protocols for regular communications and updates to go out to parents:*** **Newsletters**
* **Parent mail**
* **Website updates**
* **Class newsletters**
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| **Class teachers** | **Class teacher to contact parents prior to reopening. Discussions to include:*** **Identification of key parental concerns**
* **Knowledge of change of family circumstances such as financial situation/bereavement/**

**new baby etc*** **Identify parent level of anxiety about returning to school**
* **Understanding of how home schooling has been implemented and any difficulties that parents have had with this**
 | Weekly attendance check for class – reporting concerns to HT or Attendance Officer **Regular PSHE and SMSC references throughout teaching and in assemblies****Class teacher to contact any parents of children who have had a difficult week and discuss strategies for moving forwards****Learning Links advised so families can continue to support pupils remaining at home****For Schools:****For Families and Schools:** [**Home Learning**](https://www.cambslearntogether.co.uk/home-learning)[**Wellbeing**](https://www.cambslearntogether.co.uk/home-learning/wellbeing)[**Free Resources**](https://www.cambslearntogether.co.uk/home-learning/challenges)[**School Competition and Projects**](https://www.cambslearntogether.co.uk/home-learning/projects)[**Internet Safety**](https://www.cambslearntogether.co.uk/home-learning/computing) | **Parent Voice focusing on health and wellbeing****Continue the Home Learning opportunities where they had impact****Continue to ensure that Home Learning opportunities are provided where children continue to be working virtually****Learning Cafes programme/ Learn with your child established re established****Teachers continue to make themselves available to parents more regularly than before closure****Teachers to begin to provide advice to parents on aspects of the curriculum which will require teaching/re-teaching/consolidation before the end of this school year** | **Continue the Home Learning opportunities where they had impact and where they are required****Additional Learning materials for use at home to ‘fill gaps’****Teachers continue to make themselves available to parents****Teachers continue to advise parents on areas of the curriculum which their children need further teaching/consolidation****When report writing, send a letter to parents advising on the unprecedented circumstances and that, as a result, teachers are unable to make fully-informed achievement judgments due to lack of curriculum coverage and assessment/testing opportunities** | Teachers communicate transition arrangements to parents clearly and make themselves available for discussion as needed |
| **Teaching Assistants** | **Teaching Assistants working 1:1 with EHCP pupils use information gathered from parents to ensure that they are prepared to re-establish relationships with pupils** | **Teaching Assistants working 1:1 with EHCP pupils liaise with teachers to ensure that parents are updated on how well the children are managing with reintegration** |  |  |  |
| **Other roles****Inc. Admin,****PTA** |  | **Re-establish committee and links with the school** |  | **PTA – projects and fundraising initiatives to buy specialist wellbeing resources to support parents/families with pupil anxiety**[**https://educationendowmentfoundation.org.uk/tools/guidance-reports/working-with-parents-to-support-childrens-learning/**](https://educationendowmentfoundation.org.uk/tools/guidance-reports/working-with-parents-to-support-childrens-learning/) |  |
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* Knowledge Hub The Advisory Team [www.khub.net/group/educationadvisoryteam](http://www.khub.net/group/educationadvisoryteam)
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