



**Top 10 priorities for Headteachers to consider whilst re-opening.**

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| Area of consideration |  |
| Ensuring it is safe for staff and pupils and supports wellbeing. | * Ensure it is safe to return by knowing ratios of pupils and staff returning to school.
* Send out questionnaires or speak to families/staff what are they looking forward to? how can we support you?
* Ensuring there is time to take time – turning off time
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| Know the number capacity per class and whole school. | * Know the numbers of pupils and staff for safe working operation.
* Know the school and class capacity.
* Are the number of ‘hub’ pupils inclusive to the school returning numbers?
* Isolation room included in plans.
* Who will be using facilities (school, Cylch, external providers of childcare) and when will rooms be used.
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| Distribution of Leadership and responsibilities – create Sub-committee groups. | * Workload for 1 is vast and needs to be shared.
* Develop security for HT – committees to include chair, parent governors.
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| Home school agreements to be agreed. | * Update current agreements in line with changes and outline expectations of social distancing.
* Clear guidance to parents not adhering to social distancing and steps for schools to take.
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| Timetabling | * Staff, cohorts/pupils
* Contingency plans if staff go off/caretakers.
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| Communication | * LA provide information to parents on changes to child care provision in own school to share one message and eliminate school to school comparison.
* Updates online to parents
* LA to schools, schools to parents.
* What the education offer will be should be shared. Wellbeing in the summer term.
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| Clarity and shared vision of how to deliver the ‘new’ curriculum. | * Resource guidance for FP of what is safe for pupils and what to avoid.
* Expectations of delivery in sessions inline with ‘Check in, catch up and prepare.’
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| Health & Safety | * Risk Assessments updated and signed off.
* Cleaning
* PPE
* Signs and systems in place for staff and pupils.
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| Working collaboratively with colleagues in other schools. | * Work with other HT’s
* Share good practice -curriculum, risk assessments, timetabling, surveys, communication letters.
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| Work realistically | * Set small steps at a time
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