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**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 |
| 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. |
| 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. |
| 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. |
| Timetabling | * Staff, cohorts/pupils * Contingency plans if staff go off/caretakers. |
| 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. |
| 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.’ |
| Health & Safety | * Risk Assessments updated and signed off. * Cleaning * PPE * Signs and systems in place for staff and pupils. |
| Working collaboratively with colleagues in other schools. | * Work with other HT’s * Share good practice -curriculum, risk assessments, timetabling, surveys, communication letters. |
| Work realistically | * Set small steps at a time |