***Torfaen PRU: Key Actions for increasing pupil numbers***

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| **Date/Issue** | **Actions**  | **Who** | **comments**  |
| **WEEK 1****08.06.20-12.06.26** |  |  |  |
| Communication with Parents/carers and pupils | * Letter to be sent asap with ref to ministers announcement. Staff to reassure, explain via daily phone call contact what will happen over the next three week period
 | HT | Done |
| Communication with staff | Message to all staff re announcement to alleviate anxiety. Keep all staff informed of plans/decisions and canvass thoughts/ideas, etc.  | HT/SLT | Done |
|  | Share WG guidance docs with all staff as soon as they are published, also all communication from LA | HT | Done/ongoing |
| Communication with LA/other agencies | * Discuss initial thoughts/ideas/draft plans with LA officers. Raise concerns re restricted space, transport, catering, cleaning, ppe, etc.
 | HT | Meeting arranged for 12th |
| Staff well-being | * Talk to staff not currently attending a PRU base – identify and discuss health concerns, anxieties, fears etc. Speak to HR re support for individuals
 | HT/Pastoral lead | HR contacting four identified members of staff asap |
| Buildings | * Begin to complete detailed risk assessments relating to increased pupil numbers in both bases
 | SLT | On going |
|  | * Assess stock levels of cleaning products/sanitiser, etc
 | RM/DW |  |
|  | * Signage/tape, etc. for both bases – assess need, source
 | RM |  |
| Pupils | * Begin updating individual pupil RAs/PHPs in relation to C-19
 | All staff  |  |
|  | * Collect provisional data re anticipated attendance/take up and ask question relating to transporting pupils if transport not available
 | Staff via daily contact calls and LA letter to all parents/carers |  |
| Capacity | * Measure space in buildings in relation to distancing measures – individual room capacity (pupils + staff).
 | SLT |  |
|  | * Make initial decision re which classrooms to use from 29th.
 | SLT | Will use two classrooms with external doors (IT, Science) |
|  | * Make initial decision re pupil numbers, provision times to be offered, etc. Discuss with LA. Begin to consider cleaning regime
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 | SLT/consultation with Ed Phys  | Current thinking; Will offer half day provision – 12 pupils per day, x6 am, x6 pm ( 3 pupils per classroom + 2 staff) due to issues relating to all rooms accessed off a narrow corridor (1.02m) May change - dependent on pupil take upCreate Pupil/staff ‘bubbles’ – will remain fixed |
|  | * Consider designated staff only spaces, staff room only available to 2 people at a time because of need to distance
 | SLT |  |
| Learning | * Teachers begin to consider collaborative curriculum planning (blended learning approach based on four purposes) for four week period
 | DHT/teachers |  |
|  | * Tuition pupils – begin to further consider/develop ‘virtual’ offer on individual pupil basis
 | MT/J |  |
| **WEEK 2****15.06.20 - 19.06.20** |  |  |  |
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