



East Dunbartonshire Council

School Recovery Plan – Information for Parents/Carers



Thomas Muir Primary School

Head Teacher: Annamarie McIntosh

The Council's Phased Local Delivery Plan has informed the development of the School Recovery Plan. It takes account of the current guidance from Scottish Government and Public Health. It is important to recognise the need for flexibility as the situation, due to COVID, will necessitate changes and the provision will require to be flexible and will evolve.

These key principles inform planning at authority and school level:

Key Principles

- Health, safety and wellbeing of staff and children will be at the heart of decision making; taking into account the scientific and medical advice from Scottish Government and Health;
- Flexible approach to meet the changing context;
- Working in partnership with parents and staff to deliver learning and support for children and families;
- Continuing to work to ensure equity and excellence.

A number of measures will be in place informed by the risk assessment for each school. These are detailed in the school's organisation and operational procedures. A *Back to School Information Pack* has been provided for pupils and parents.

Priorities for Session 2020/21

- Health and Wellbeing, particularly nurture;
- Family engagement;
- Transitions;
- Continuing to ensure equity and excellence including educational continuity:

Learning loss;

Continuing to raise attainment and achievement;

The blended digital learning model: In school and home learning provision. This provision will support the further development of digital learning and will support contingency planning should there be any disruption to learning due to the COVID virus. The full time in-school provision will be supported by home digital learning.

Priority	Health and Wellbeing Recovery Planning will be informed by “ <i>Coronavirus (COVID-19) Guidance on Preparing for the start of the new school term in August 2020</i> ”, “ <i>EDC Risk Assessment Guidance Pack and Requirements</i> ” and “ <i>Nurture and Wellbeing Support in East Dunbartonshire Council</i> ” policy documents.		
Target	Actions	Timescales	Responsible
Complete education establishment and Individual COVID risk assessments	Use Scottish Government and EDC guidelines to create all risk assessments.	July/August 2020	Leadership Team
	Complete education establishment COVID risk assessment.	Complete by August and review regularly	Head Teacher Local Trade Union Consultation Group TMPS Health & Safety Representative
	Create individual risk assessments for staff and pupils, as required.	Completed by 10 th August 2020	Actions shared across TMPS Senior Leadership Team
	Create risk assessments for outdoor areas.	10 th August 2020	Principal Teachers
	Training for all staff – EDC Health and Safety and Risk Assessment Guidance overview (Aug 2020)	Inset Day 1 *All Staff to sign training register	Head Teacher
Create and implement COVID school systems and processes in line with Government and EDC Guidelines Implement <i>Plan, Do, Review</i> model to ensure that systems and processes are dynamic	Create School Systems and Processes for: Staggered entry and exit; Staggered intervals and lunches; Lunch procedures; Managing resources; Hand and respiratory hygiene procedures; Cleaning protocols; First aid protocols;	Ongoing Session 2020/21	Leadership Team Will be updated in line with updated guidance from the Scottish Government and EDC

	Procedure for suspected COVID case; School transport procedures; and Protocols for staff meetings and communication.		
	Create and share staff handbook	July/August 2020 Update throughout the session	Head Teacher
	Teacher Working Party to plan and review class base procedures using Teams	June - August 2020	Teacher Working Party
	Create a Communications Strategy for information sharing with children, parents/carers and staff.	On-going throughout Session 20/21	TMPS Leadership Team
Support learners to reconnect, build resilience and engage in learning.	Whole School Approach to support recovery and re-engagement of learners: Class wellbeing profile; Class environment; Class organisation; Social routines of school life; Health & Safety; Relationships and Behaviour; Engaging learners; Curriculum design; and Stage planning for Literacy, Numeracy and Health & Wellbeing.	Week 1 – 4 Term 1 20/21	HT and DHT
	Update Health Care Plans for identified children.	10 th August 2020	Senior Leadership Team
	Create an Action Plan for Wellbeing and Inclusion priority.	November 2020	Head Teacher and PT
	Action Wellbeing and Inclusion priority.	November 2020-March 2021	All Staff

	Update TMPS Relationships, Behaviour and Learning Policy to reflect COVID themes.	10 th August 2020	Head Teacher
	Wellbeing Tracking Meetings with Link SLT for all classes.	Wellbeing Meeting 1 – Sep 2020 Wellbeing Meeting 2 – Jan 2021 Wellbeing Meeting 3 – Mar 2021	P1-P3 – Jennifer Law P4-P6 – Maria McAllister P7 – Annamarie McIntosh
	Review mechanisms for implementing EDC Including Every Learner Policy in line with COVID guidelines (organisation of PSG, TAC Meetings, Multi-Agency collaboration).	On-going	DHT
	Implement Health and Wellbeing Curriculum developed in SIP 19/20.	On-going during Session 20/21	Class Teachers
	Implement Whole School Wellbeing focus week – Social Interaction Skills. Key themes – relationships, emotions and dealing with conflict.	Week Beginning 28 September	Class Teachers
	Implement PATHS and Compassionate and Connected Classroom curriculum programmes of study.	On-going during 20/21	PATHS – Primary 1 – P6 Compassionate and Connected Classroom P6 – P7
	Support children and young people through emotion coaching strategies, restorative practices and self-regulation planning.	On-going during 20/21	All Staff (New staff to be trained)
Establish communication systems for staff to access advice and support	Provide support to staff through the Autism Adviser model and Inclusion Adviser model.	On-going during 20/21	Autism Advisers (A McIntosh, J Law and N Anderson) Inclusion Adviser (A McIntosh)
Support Health & Wellbeing of staff	Implement effective mechanisms to connect, communicate and consult with staff.	On-going	Senior Leadership Team

	<p>Support the mental health and wellbeing of all staff (Teacher Wellbeing Index 2019)</p> <p>Support staff wellbeing through the PRD and PDR processes</p> <p>Ensure that staff are included and involved in creating procedures and routines.</p> <p>Ensure that staff know how to access supports through the EDC Wellbeing at Work policy.</p> <p>Establish staff wellbeing support group.</p>		
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Priority	Family Engagement Recovery Planning will be informed by ' <i>Families Together: Supporting Family Learning and Parenting across East Dunbartonshire Council</i> ' policy document		
Target	Actions	Timescales	Responsible
Support families to feel happy, safe and secure returning to school Update families regularly on the life and work of the school.	Share communication re: procedures for returning to school, learning and teaching, digital learning and home learning. Create child friendly communication for learners. Introduce Microsoft Sway for termly newsletters.	On-going	Leadership Team
	Parents/carers know how to contact the school and share their views.	August 2020	Senior Leadership Team and Parent Council
	Actively support families who face financial barriers linked to the cost of the school day (uniform, clothing for outdoor learning and school supplies).	Ongoing	Leadership Team and Family Learning Assistant
Utilise Family Learning Assistant to develop and deliver targeted projects linked to equity for children and families	Update Parent Council and create information leaflet for all families about the role of the Family Learning Assistant in terms of: role, how parents can request support and how this service will be managed in the school to comply with COVID guidance.	October/November 2020	Head Teacher
	Issue a Glow Form to parents to gather their views about how they could best be supported by the Family Learning Assistant.	January 2021	Head Teacher
	Promote parental involvement and engagement by building strong relationships with parents and families through the use of family learning.	Ongoing	Family Learning Assistant

	Provide a range of practical, personal and emotional supports to children and families.	Ongoing	Family Learning Assistant
	Assist parents to access community based supports to promote learning and wellbeing	Ongoing	Family Learning Assistant
Approaches are in place to engage families in digital learning at home	See Digital Learning section below.		
	Create and share how to guides for access MS Teams and OneNote	September 2020	PT – Digital Leader
	Create information PowerPoints and documents for Literacy and Numeracy to be shared with parents to help them support their children at home.	Ongoing	Leadership Team
Mechanisms are in place to ensure that families know what learning and teaching looks like at TMPS	All classes to create a 'Story of our learning' each term to be shared with parents/carers	Termly	Teaching Staff
	Twitter Champion to be identified for each stage	September 2020	Leadership Team
	Regular updates to be posted on the school Twitter page	Ongoing	Twitter Champions, P1 – P7
	Announcements to be made via class Teams pages	Ongoing	Leadership Team and Teaching Staff
Arrangements are in place for reporting to parents/carers on progress and achievement	Arrangements/procedures to be agreed and shared by EDC Working Party	October 2020	EDC Working Party
	Integrate EDC procedures at TMPS Consult with Parent Council and Teachers Create Reporting Strategy and Pro Formas for Session 2020/21	October 2020	Leadership Team and Teaching Staff

Priority	Transitions Recovery Planning will be supported by "Transition Guidance for East Dunbartonshire Schools" document		
Target	Actions	Timescales	Responsible
Identify learners who require an enhanced transition: Early Years to Primary 1 Stage to Stage Primary 7 to S1	Arrange enhanced transition for identified children transitioning to P1, including opportunity to meet the teacher and visit class base (in line with COVID guidance). Create GLOW form to hear views of new families. Create Transition booklet for all new families, Powerpoint presentation and YouTube school tour video.	June 2020 11 th /12 th August Inset Day Visits	DHT Primary 1 Teaching Team
	Primary 7 Transitions to High School – arrange enhanced transition visits to Bishopbriggs Academy and other receiving Secondary Schools.	June 2020	Senior Leadership Team Primary 7 Class Teachers
	Senior Leadership Team and Primary 7 teachers to complete transition documents/participate in Teams meetings with staff from Bishopbriggs Academy.	June 2020	All Class Teachers
Support all children and young people to return to school in August 2020	Class teachers to complete stage to stage transition/wellbeing document. Whole School Approach (4 weeks) to support recovery and re-engagement of learners. Wellbeing tracking meetings – Link SLT and Class Teachers.	June 2020 Week 1 – 4 Term 1 20/21 (Review with staff on Inset Day 2)	Leadership Team All Class Teachers

Priority	<p align="center">Continuing to ensure Equity, Excellence and Educational Continuity</p> <p align="center">Recovery Planning will be informed by "Guidance for Digital Learning in Schools" and "Digital Action Plan" documents. It will also be supported by EDC's "Pedagogy of Play and Enquiry through Outdoor and Indoor Learning"</p>		
Target	Actions	Timescales	Responsible
Implement EDC Digital Learning Strategy	Implement EDC Digital Action Plan for Remote Digital Learning and EDC Guidance for Digital Learning in Schools.	By November 2020	Head Teacher PT/Digital Leader
	Create TMPS Digital Strategy. This will include operational planning for: Integrating the use of Microsoft Teams in the classroom; Integrating the use of Microsoft Teams to support home learning; Class collapse; and Implementing a blended learning model.	To be created by 30 th September 2020	PT/Digital Leader
Ensure equity of access to devices for all learners	Implement Devices for Pupils Policy – Phases 1 and 2.	Phase 1 to be completed by June 2020 Phase 2 to be completed by October 2020	PT/Digital Leader
	Engage with parents and pupils re: connectivity and access to devices. Create and send GLOW form to all families. Submit request to EDC and allocate devices as per EDC policy.	Data to be collated by 4 th September 2020 Phase 2 return to be sent by Friday 8 th September 2020	PT/Digital Leader
	Audit devices in school, identify gaps and submit business case to Chief Education Officer for approval. <i>*Seek advice from Business and Digital Change Team</i>	To be submitted by 9 th October 2020	PT/Digital Leader

Professional Learning to ensure continuity of education for all	EDC CLPL calendar issued to all staff	To be issued by 31 st August 2020	PT
	Audit of staff training needs to support digital learning through GLOW form	Data to be collate by 18 th September 2020	PT/Digital Leader
	Create in house training calendar for TMPS and issue to all staff	Issue to staff by 2 nd October 2020 - training ongoing	PT/Digital Leader
	Create and share TEAMS training videos and guides with all staff	To be shared by 31 August 2020	PT/Digital Leader
	Attend EDC Digital Learning Community Training opportunities	Ongoing throughout session 2020/2021	PT/Digital Leader
	Identify members of staff across each stage in the school to support with TMPS Digital Strategy.	Identify staff by October 2020	PT/Digital Leader
Create school strategy and planning for class collapse	Develop TMPS strategy for class collapse	Create by 24 th September 2020	Head Teacher and Digital Leader
	Create new class TEAMS Pages	Create by 31 st August 2020	PT/Digital Leader
	Create template for planning for class collapse and exemplification of planning	Create and share by 24 September 2020	PT/Digital Leader
	Create home learning plans. Collate resources for class collapse.	To be uploaded to staff TEAMS pages by 9 October 2020	Class Teachers
	Invest in online digital learning platforms to support remote learning, teaching and assessment (Bug Club in Literacy and Sumdog in Numeracy)	To be organised by 9 October 2020	DHT/PT
	Parent TEAMS guide to be updated and reissued	To be shared with parents by Friday 2 nd October 2020	PT/Digital Leader
	Pupils to be assigned Glow and Bug Club passwords for home learning	To be issued by 24 September 2020	Class Teachers
	Resource implications – see below		
	Review and update TMPS blended learning strategy	By end of October 2020	Head Teacher and Digital Leader

Create school strategy and planning for blended learning model	Create template for planning for blended learning and exemplification of planning	By end of October 2020	PT/Digital Leader and Stage Supporters
	Ensure there are hard copy versions of resources in the event of a blended learning model being implemented– feedback from parents/carers that they want that balance.	Ongoing session 2020/21	Class Teachers
Deliver high quality Learning, Teaching and Assessment for all Ensure equity of access to the curriculum for all learners	Adopt a flexible, adaptable approach to learning, teaching and assessment based on operational model of full time in school or blended learning model	Ongoing throughout session 2020/21	Teaching Staff
	Review home learning strategy to build capacity for the use of TEAMS for learners, staff and parents.	To be completed by 9 October 2020	Head Teacher and Parent/Teacher Home Learning Working Party
	Update arrangements forward planning to reflect new working practices. Create guidelines for teachers.	To be created by 10 August 2020	Head Teacher
	Integrate the use of digital learning in the classroom – focus on TEAMS and opportunity for collaborative learning	Ongoing session 2020/21	Class Teachers
	Integrate outdoor learning approaches to support school recovery – develop outdoor areas with children. Plan and deliver meaningful experiences in Literacy, Numeracy and HWB. Implement EDC guidance on Play2Learn during recovery	Ongoing, session 2020/21	Outdoor Learning Champions Play2Learn Champion
Deliver high quality Learning, Teaching and Assessment for all in Literacy	Literacy Create model 3 and 5-day Reading programmes, with a focus on learning loss (Literacy Champions and Head Teacher) Create YouTube videos to explain how children learn to read and to model the use of comprehension and analysis skills (Head Teacher)	Ongoing, session 2020/21	Literacy Champions Play2Learn Champion

	<p>Create Powerpoint presentations with voiceover to model developmental stages in Writing (Leadership Team)</p> <p>Integrate Play2Learn pedagogy across Literacy, in line with COVID guidance (Play2Learn Champion)</p>		
<p>Deliver high quality Learning, Teaching and Assessment for all in Numeracy</p>	<p>Numeracy</p> <p>Create model 3 and 5-day Numeracy programmes, with a focus on learning loss (Numeracy Champions)</p> <p>Support staff to implement new Numeracy planning arrangements (Numeracy Champions)</p> <p>Create YouTube videos to model the Number Talks pedagogy (Numeracy Champions)</p> <p>Lead whole school focus for Maths Week Scotland (Numeracy Champions)</p> <p>Integrate Play2Learn pedagogy in Numeracy, in line with COVID guidance (Play2Learn Champion)</p>	<p>Ongoing, session 2020/21</p>	<p>Numeracy Champions</p> <p>Play2Learn Champion</p>