

**Williamwood High School
Recovery Action Plan**

Phases 2 and 3	School Reopens in August 2020 and Incrementally Increases In School Learning Time					
	Actions	Responsible	Timescale (Week Beg.)		Comments	Date Complete
Staffing	1. Make contact with staff currently self-isolating but not shielding to ascertain need for risk assessment for return in August.	Head Teacher with support from HR	From 1.6.20		All staff contacted. All expect to be able to return to work in August.	19.06.20
	2. Maximise availability of staff for teaching and identify any shortfall in staffing for August.	Head Teacher	From 1.6.20		Timetable completed and fully staffed. Sufficient staff available to deliver blended learning model of 0.5 in school and 0.5 learning at home. Sufficient flexibility in staffing to allow a reasonable level of cover in the event of staff absence.	18.06.20
	3. Determine which staff will take on particular roles – for example those shielding to support out of school learning.	Head Teacher Principal Teachers	From 1.6.20		All PTsC have been asked to allocate roles of teaching, preparing work for learning at home and preparing online learning for pupils who may be shielding. (NB – no teaching staff expect to be shielding in August)	15.06.20
	4. Staff return in small groups to: a) Consult on recovery plan b) Redesign classrooms c) Prepare in school and out of school learning for August d) Rebuild staff teams	Head Teacher Principal Teachers	From 8.6.20		Individual meetings of principal teachers with SMT to consult on plans and discuss priorities for blended learning. Meetings of SMT and PTsC to discuss emergency timetabling requirements. Departmental meetings to consult on plans and rebuild teams.	Ongoing to 26.06.20

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	<p>5. Consider Business Continuity Plans and availability of staff due to need to isolate, either as a result of being symptomatic or TTIS. Consider use of E-Sgoil and ERC Video Vault as online resources.</p>	Head Teacher	From 1.6.20	<p>Staffing levels are good and the timetable has been created to be as efficient as possible. Recently retired staff have been asked to help with cover if required. Management time to be utilised if required. Online learning resources will continue to be available for pupils who are shielding and can be used for larger cohorts in emergency circumstances.</p>	15.06.20
	<p>6. Design and deliver training for all staff on: a) Contents of risk assessment; b) Use of PPE; c) Working with children and young people</p>	Ed. Dept.	10.8.20	<p>Risk Assessments have been prepared in collaboration with ERC and have been shared with all staff. Consultation with Parent Council 28.05.20 on strategies to mitigate risk. Summarised details will be included in parental newsletter 22.06.20.</p>	

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	Actions	Responsible	Timescale (Week Beg.)		Comments	Date Complete
Pupil Attendance	1. Key worker and vulnerable children continue to be provided with childcare.	Head Teacher	From 12.8.20		Summer provision sign up issued to parents. August provision letter emailed to parents 17.06.20. Suitable locations and staffing arrangements to be identified once numbers are known. The library and A&D7 will be used in the first instance. PE halls may be required if numbers exceed 30.	
	2. Schools / ELC settings calculate the number of pupils they can accommodate at any one time based on SG guidance : a) on the basis of the need for 2m physical distancing or b) on the basis of half class size (with relaxation of 2m physical distancing) c) increasing hours children and young people have face-to-face learning (continuing with half class sizes) d) all children and young people attend full time in own setting.	Head Teacher with support from Ed Dept.	From 1.6.20 12.8.20 (Phase 2a) TBC (Phase 2b) TBC (Phase 3) TBC (Phase 4)		All classrooms and spaces working to 2m social distancing in June. P7 transitions visits restricted to small groups of 40 pupils, maintaining 2m social distancing at all times. August timetable and classrooms prepared for half class sizes in August. Contingency in place should guidance not be relaxed. All young people will be offered 50% in school learning in August (half class sizes). Some young people will continue to be offered additional in school learning through ASN and CSS provision, as well as hub provision.	08.06.20 18.06.20

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	<p>3. Schools / ELC settings determine patterns of attendance in context of consistency of groups and plan to increase as accommodation and staffing allows.</p>	<p>Head Teacher</p>	<p>From 1.6.20</p>	<p>Increased hub provision with increased numbers of disengaged S4 learners in June. Extended transitions group of P7 pupils invited to visit 15.06.20 and all P7 pupils invited to attend a transitions visit over the following 8 days.</p> <p>From August pupils will attend each day for a half day. Most pupils will attend either in the morning or the afternoon. For some there will be a mix of both.</p>	<p>25.06.20</p>
	<p>4. Secondary schools develop alternative timetabling models which reflect scenarios above and available accommodation/staffing.</p>	<p>Sec HTs with Ed. Dept.</p>	<p>From 1.6.20</p>	<p>Timetabling model completed and ready for half class sizes. All young people to attend every day for either morning or afternoon in school learning. Room allocation completed. Hub accommodation provisionally identified but will be confirmed once childcare numbers are known. Timetables to be shared with pupils and families 22.06.20. Consultation with Parent Council, pupils and staff completed 19.06.20</p>	<p>18.06.20</p>
	<p>5. Carry out risk assessments, where necessary, for pupils with ASN to determine control measures and mitigation which will meet the needs of children and staff.</p>	<p>ASN Co-ordinator</p>	<p>8.6.20</p>	<p>Relevant PTsPS have contacted the parents of individual ASN pupils (and carried our support meetings with parents of P7 pupils) to discuss needs and put in place support strategies and risk assessments.</p>	<p>25.06.20</p>

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Learning	Actions	Responsible	Timescale (Week Beg.)	Comments	Date Complete	
	1. Plan for a blended learning approach at all stages. Consider flipped learning approach.	Principal teachers Class teachers	From 8.6.20		Presentation and support provided by HT to principal teachers and shared with all teaching staff to ensure effective pedagogy for blended learning and consistency in learning and teaching. CLPL planned for both August in-service days and all WSCAs. Equipment such as visualisers, tablets, tripods etc. purchased to assist with recording of lessons. Materials purchased for practical subjects to enable safe learning. Licences and software purchased to support out of school learning.	26.06.20 and on-going CLPL
	2. Consider a recovery curriculum to re-establish routines, social interaction, etc.	All staff	Plan 8.6.20 Deliver 12.8.20		Principles for recovery curriculum are reflected in SIP/recovery plan. Focus on literacy, numeracy and a holistic approach to wellbeing. PSHE time prioritised in S1-S4.	26.06.20
	3. Consider a temporary timetabling model which maximises teaching and learning and minimises opportunities for pupil movement.	Secondary HTs Ed. Dept.	From 26.5.20		A timetable requiring no pupil movement has been completed and consultation with stakeholders has taken place. Timetables ready to issue to pupils and parents 22.06.20.	22.06.20

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Phases 2 and 3	School Reopens in August 2020 and Incrementally Increases In School Learning Time					
	Actions	Responsible	Timescale (Week Beg.)		Comments	Date Complete
Building and Outdoors	1. School to reopen to SMT and facilities management staff.	Ed. Dept; Fac. Man.	1.6.20		SMT returned 01.06.20. Office cover reinstated. Facilities Management in place.	01.06.20
	2. Risk assessments are completed for all school buildings following SG guidance .	Ed. Dept. CHSU Head Teachers Class teachers Support staff	By 5.6.20		All risk assessments completed and shared with all stakeholders.	08.06.20
	3. Remaining available staff to return to school building in small groups as appropriate and necessary.	All available staff	8.6.20		School reopened to staff to prepare for blended learning approach. Physical meetings of staff in departments resume. Teaching staff and PSAs providing cover in Hub. Teaching staff and PSAs provide supervision and teaching for groups of new S1 pupils from 15.06.20	08.06.20
	4. Review risk assessments.	SMT BSM	26.6.20		All risk assessments to be reviewed and updated during summer period in light of lessons learned in June / policy changes.	
	5. Ensure appropriate pupil supervision.	SMT Support Staff	12.8.20 8.6.20		Timetable provides for no formal intervals and no lunch break. Staff and pupils will take short breaks in classrooms as appropriate to the learning activities. SMT and pupil support staff will supervise arrival and departure times in line with risk assessments. Support staff will monitor toilet access arrangements in line with risk assessment.	

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	6. Ensure resources, staffing and training to provide enhanced cleaning regimes.	Ed. Dept.	By 12.8.20	Hand sanitisers are provided at each entrance and wipes in all teaching spaces and staff working areas in line with risk assessments. Notices clearly displayed around building reminding of hygiene requirements and social distancing. All staff and pupils to be made aware of the need to wipe down learning areas before and after use. Additional cleaning of frequently used areas throughout the school day. August newsletter to remind families and young people of safety routines. Day 1 briefings for all young people delivered by SMT.	
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Phases 2 and 3	Schools and Early Years Facilities Reopen in August 2020 and Incrementally Increase In School Learning Time				
	Actions	Responsible	Timescale (Week Beg.)	Comments	Date Complete
Safety	1. Complete risk assessment for each school building following all SG guidance .	Head Teachers	26.5.20	All risk assessments completed and shared with all stakeholders.	08.06.20
	2. Apply national guidance on use of PPE in an education setting.	All staff	From 12.8.20	Risk assessments should be used to identify the need for PPE in an education setting. Face coverings to be made available to staff who wish them. PPE including fluid resistant masks provided for emergency medical and first aid situations. Training to be provided to relevant staff in in-service day 1.	10.08.20
	3. Schools to rigorously follow hand hygiene and 'catch it, kill it, bin it' guidance with all staff and pupils. Hand sanitisers to be available at all entrances.	All staff	Ongoing	Posters and sanitisers in place.	19.06.20
	4. Cleaning: a) Ensure all areas are cleaned prior to reopening. b) Cleaning throughout school day with focus on door handles, etc. Regular clean before start of school day and weekly enhanced cleaning. c) Pupil desks to be wiped thoroughly at end of each session. Wipes to be available in all classrooms as required.	Fac. Man. Cleaning staff Pupils; cleaning staff	By 8.6.20 Ongoing From 12.8.20 Ongoing	Deep clean completed 15.06.20 Day cleaning staff identified. Wipes provided for all classrooms and staff working areas. All pupils will sanitise learning areas at the start and end of morning or afternoon session. Additional cleaning arranged for home economics rooms.	

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	5. Schools to ensure no mass gatherings such as assemblies.	Head Teacher	From 12.8.20	Assembly information will be delivered in classrooms. Clubs and other extra-curricular activities temporarily suspended. School calendar adjusted to remove mass gatherings in first term (concerts, awards ceremonies, information events for parents etc.).	26.06.20
	6. School meal service to be redesigned.	Fac. Man. with Secondary Head Teachers	By 12.8.20	As there is no pupil attendance over lunchtime, the school meal service will be temporarily suspended. ERC will make arrangements for pupils entitled to free school meals.	19.06.20
	7. Free school meals for those not attending school will continue to be made available.	Fac. Man.	Ongoing	ERC will make arrangements for pupils entitled to free school meals. This has been communicated to parents.	19.06.20
	8. School transport to be available for those who need it.	Ed. Dept.	From 12.8.20	No school transport is provided for pupils at WHS. Pupils will be discouraged from using public transport where possible.	

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Communications	1. Communicate with all parents and consult through PC Chairs meeting	Ed. Dept.	8.6.20		Positive feedback from PC Chair.	15.06.20
	2. Consult with pupils, staff and parents on recovery plans.	Head Teachers	Prior to 26.6.20		Completed through staff meetings, meeting with Parent Council chair and vice chair and pupil consultations.	19.06.20
	3. Share recovery plan with elected members at Education Committee.	Director of Education	11.6.20			
	4. Communicate visually re access to and movement around school building.	Head Teachers	By 12.8.20		Posters and signage in place. August newsletter will confirm Day 1 arrangements and details of movement around the building.	
	5. Communicate key timelines with stakeholders.	Head Teachers	By 26.6.20		Revised school year dates will be communicated to parents through the school calendar and parent newsletter.	
	6. Share recovery plans with key stakeholders and adjust as necessary. When finalised, publicise using normal channels.	Director of Ed.	From 22.5.20 and ongoing		Director's letter has been shared with all parents. Parent Council meeting to discuss plans.	01.06.20
	7. Continue to meet with staff, pupil and parent groups to communicate and ascertain success of recovery plan implementation.	Director of Education Head Teachers	From 12.8.20 Ongoing		Stakeholder consultations on-going from August, including Parent Council meetings reinstated from August, regular meetings of staff, pupil focus groups.	
	8. Seek co-operation of parents in restricting contact with schools, e.g. making appointments, dropping off and picking children up timeously, active travel etc	Comms Head Teacher	Prior to 12.8.20 Ongoing		Discussion with Parent Council 28.05.20 To be included in parent newsletter 22.06.20 with further reminder in August newsletter.	