



<u>Tasks / action</u>	<u>RAG of progress</u>			<u>Who is responsible?</u>	<u>Timescales</u>	<u>Partners / LA Links</u>	<u>Resources / CLPL</u>
<p>HEALTH AND WELLBEING OF ALL Continue to provide support to ensure all staff put pupils' H&W at the forefront:</p> <ul style="list-style-type: none"> • The 6 principles of nurture • ACES awareness • Bereavement – change/loss • Pupil Voice • Boxall profiling <p>Continue to support all our families in partnership with Barnardos/Social Work/Ed Psy – with a focus on our identified vulnerable families that have pupils attending the hub.</p> <p>Collaborate with Action for Children in order improve our ability to support Pupil's Mental Health (if still available during remote learning)</p> <p>Continue to support ALL staff personally and professionally through regular meetings / emails / referrals (OT / Counselling services)</p> <p>Continue TACs /Bereavement support meetings in order to meet the needs of our families and pupils (via web ex / phone calls)</p> <p>HT to complete Leadership Coaching with West Partnership</p>	<u>J/</u> <u>F</u>	<u>M</u> <u>/A</u>	<u>M</u> <u>/J</u>	HT DHT SLT Staff Support Staff Clerical staff Pupils Parents Miss Hutcheson Mrs McKechnie	January - June 2021 January 2021 January 2021 – June 2021 April 2021	Educational Psychologist Attainment Challenge ICOS Action for Children	Education Scotland Seasons for growth Inverclyde Bereavement and Loss Policy Boxall Profiling



<p>Continue Art and drawing therapy for targeted pupils who attend the hub</p>						
<p>RISK ASSESSMENTS Continue to keep risk assessments up to date, in line with Government Guidance and Authority guidelines</p> <p>Communicate all risk assessments / amendments and changes with all staff and parents when and where appropriate</p> <p>Continue to carry out Covid risk assessments for pregnant and vulnerable staff who may be in the building at any point.</p>			<p>SLT/All staff/Janitor</p>	<p>Daily</p>	<p>Health & Safety Team HQ – daily briefings</p>	<p>Health & Safety guidance</p>
<p>COVID/HEALTH AND SAFETY PROCEDURES</p> <ol style="list-style-type: none"> 1. Ensure all staff, pupils and parents are following Covid Health & Safety procedures and are following protocols for the hub bubbles: 2. Toileting 3. Hand washing 4. Sanitising 5. Use of resources in the classroom 6. PE and tier 4 guidance around this 7. Outdoor play <p>Ensure spreadsheets and letters are accessible and to hand if there was a positive case in the hub bubbles and/or class bubbles if we return to school</p> <p>Ensure all lockdown procedures continue and in place and packs can be distributed effectively to parents.</p>			<p>HT/DHT/SLT Office Staff Janitor Cleaning staff Mrs Mackenzie Mrs Boyd Mrs Deering</p>	<p>Daily checks Weekly checks</p>	<p>Health & Safety Team HQ – daily briefings</p>	<p>Risk assessments Protocols Daily briefings</p>



<p>TRANSITIONS Online registration for P1 pupils Familiarise with new systems and process in collaboration with Caroline McGachy /Office Staff</p> <p>Nursery – P1 transition In collaboration with Glenpark Early Learning Centre, further improve/amend last year’s systems and processes to ensure a very smooth and effective transition</p> <p>Put together a ‘lockdown contingency plan’ for a transitions process to ensure the pre-schoolers are getting the best possible transition if lockdown continues beyond April.</p> <p>Timetable an enhanced transitions process from January to June including TACs</p> <p>P7 – S1 In collaboration with Clydeview Academy, further improve/amend last year’s systems and processes to ensure a very smooth and effective transition</p> <p>Arrange a programme of team teaching days from Jan to June with Clydeview Academy staff (literacy and numeracy) which can be done via TEAMS (remote learning)</p> <p>Put together a ‘lockdown contingency plan’ for a transitions process to ensure the P7s are getting the best possible transition if lockdown continues beyond April.</p>			SLT All Staff Pupils Parents Lauren Moore	Jan to June	Caroline McGachy (HQ) Glenpark Clydeview ICOS Ed Psy team	
--	--	--	---	-------------	---	--



<p>Timetable an enhanced transitions process from January to June including TACs</p> <p>ICOS Work collaboratively (remotely) with ICOS to ensure a smooth and effective transition period for pupils with ASD and pupils who may be going to alternative provisions.</p>						
<p>COMMUNICATION Continue the high levels of home/school communication via all available platforms:</p> <p>Weekly Sway newsletter Twitter Website Group call Policies Emails TEAMs YouTube channel</p> <p>Continue to provide pupils with a virtual assembly (via YouTube channel)</p>			<p>SLT/Teaching staff Lynne Cowan Catriona Anderson</p>	<p>Continuous</p>		
<p>PARENTAL ENGAGEMENT Continue to be creative in order to develop new ways to improve parental engagement (Sway / YouTube channel/assemblies)</p> <p>Family tasks via newsletter</p> <p>Propose 3 focus groups for our parent council:</p>			<p>SLT All Staff Pupils Parents</p>	<p>On going</p> <p>January 2021</p>	<p>Parent Council</p>	



<p>School improvement Improving Parental Engagement Fund Raising</p> <p>Report to parents via phone calls (term 3) Report to parents (TBC) (term 4)</p>				<p>March 2021 June 2021</p>		
<p>DIGITAL LITERACY Continue to update list of families with barriers to accessing IT/internet at home and continue to support them through lockdown / blended learning approach</p> <p>Work in partnership with Creative Inverclyde to reduce the poverty related 'digital technology' gap</p> <p>Ensure all staff and pupils have access to Teams</p> <p>To continue to provide quality training to allow staff to utilise, implement and embed ClickView as part of our daily planning and practice</p> <p>All teachers will use Clickview to support their learning and teaching on-line All teachers will provide the pupils with 'live' check-ins per day (via Teams channels/Teams meetings).</p> <p>All teachers will provide the pupils with 'live' lessons through a variety of digital resources.</p> <p>PT to work on Digital Literacy Strategy Group with Norman Greenshields (Authority)</p>			<p>SLT – Lynne Cowan as the lead</p> <p>All staff</p> <p>DHT</p> <p>HT</p>	<p>January 2021</p>	<p>Creative Inverclyde Digital Literacy CMO Norman Greenshields – lead officer of DLSG</p>	<p>Click view license Gateway training In house CPD</p>



<p>Continue to engage the whole school in virtual assemblies</p> <p>Complete the Digital Literacy Schools Award (if possible due to remote learning)</p>						
<p>CURRICULUM / DEVELOPMENT</p> <p>Create an attendance statement for parents, revising our procedures and protocols and expectations from SG during lockdown / remote learning</p> <p>Create a remote learning policy for Ardgowan Primary</p> <p>Continue to make Literacy, numeracy , Health and Wellbeing (planning / learning and teaching) the focus as well as whole school IDLs</p> <p>Continue to encourage and motivate staff/support staff to complete CPD offered by the CMOs / Education Scotland</p> <p>Create and encourage an in-house CPD programme to support remote learning</p> <p>Continue to give the staff opportunities to share good practice at stage / level meetings</p> <p>Share the new Sexual Health programme with parents</p> <p>Provide pupils with a revised Sexual Health programme designed for remote learning</p>			<p>SMT/ SLT</p> <p>All staff</p>	<p>January 2021</p> <p>On going</p> <p>February 2021</p> <p>February in-service</p> <p>February In-service</p> <p>February 2021</p> <p>February In-service</p>	<p>CMOs Education Scotland Liz Sommerville Authority Guidance</p>	



<p>Provide high quality training on differentiation</p> <p>Revise a remit for a full time PEF PT to enable her to work from home (Feb to May) due to pregnancy / Covid guidelines</p> <p>Revise a remit for a 0.6 PT to enable her to work from home</p>				<p>January 2021/April 2021</p> <p>February 2021</p>		
<p>ATTAINMENT</p> <p>Share data pack with the whole staff and its analysis</p> <p>Share current data with staff including tracking / attainment gaps/ SIMD/ASN/attendance/SNSAs</p> <p>Complete training on Data dash board</p> <p>Use Data Dashboard to further interrogate attainment data in order to make effective interventions</p> <p>Continue TAC meetings throughout Term 3 and Term 4</p> <p>Track attainment through 'engagement' meetings</p> <p>CATCH UP INTERVENTIONS</p> <p>Revisit Catch up interventions depending on data analysis in January 2021 and allocate support for learning/catch up through remote learning (TEAMs) and in the learning hub.</p>			<p>SMT</p> <p>SLT</p> <p>All Staff</p> <p>Pupils</p> <p>Parents</p>	<p>January 2021</p> <p>January 2021</p> <p>January / February 2021</p>	<p>Ross Scullion</p> <p>Liz Sommerville</p> <p>Elaine McLoughlin</p>	



Continue to work with Belville Gardens to develop our outdoor area where possible			SMT SLT			
<p>QUALITY ASSURANCE</p> <p>Continue high quality NQT (x3) mentoring programme</p> <p>Revisit and amend quality assurance calendar for 2021/2022</p> <p>Carry out learning conversations with focus groups of pupils (via TEAMS)</p> <p>2 x engagement meetings with teaching staff Weekly plans sent to SMT on a Friday</p> <p>Regular monitoring of activity on TEAMS / in the hubs</p> <p>Ensure that the learning hubs mirror the learning posted/available on TEAMS</p>			<p>Mentors Mrs Boyd Mr McGowan Miss Morris</p> <p>HT</p> <p>HT/ DHT</p> <p>All teaching staff</p>	<p>On going</p> <p>May 2021</p> <p>January – June 2021</p> <p>February / may 2021</p>		