

# Head Teachers Report to Trustees

## Summer 2021 Second Half Term

### Report format

Following discussion with Susan about the format of the Head's report I have added two new features – for key items I have added a next steps comment in case Trustees get the sense that the report is an attempt just to focus on the positives and not clearly identify further action required AND a new grid which draws together the information that comes out of the various committee report but that you may find useful to have repeated and drawn together every term.

### Introduction

This final term is always enjoyable but always busy with report writing, which dominates staff time. The second main theme to this half term continues to be Covid.

We had all hoped we might be able to relax our Covid risk assessment and return to some normality but sadly that has not been possible. Prior to the break we surveyed staff about the key measures and restrictions we had in place and we were agreed that most could be removed if the government lifted restrictions on 21/6. Of course that did not transpire but our concerns have been compounded by an increase in cases amongst children not only nationally but locally. Whilst I am not sure it is valid to quote statistics from the press at the time of completing my report I note in the Times the number of children self-isolating at home quadrupled in a fortnight to 375,000. One in 20 children at school were self-isolating last week (28/6/ 21)

Just as we were looking forward to returning in June to an improved situation we had a number of reports over half term from Cleves families reporting positive cases or whole families who had to self-isolate. Our last case had been in December so we had almost gone six months without incident.

We then received news of a positive pupil case on 31/5 which did result in having to instruct a year 4 class to self-isolate over the half term (Class 4A) Whilst further pupil cases did follow, they presented later in the half term week so did not affect classmates. In some cases the child was in a household that was already isolating due to a family member testing positive.

- Since 31/5 we have reported 6 positive pupil cases
- 34 pupils self-isolating due to contact outside of school or holiday
- A further 30 children self-isolated from 31/5 due to contact in school ( 1 class)
- Staff - 0 positives
- 10 Staff self-isolating for short periods due to contact or having to get test for own children.

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Through this year (Sept 20 - June 21) that brings numbers to –

- Positive cases 13
- 160 self isolating due to being contact outside of school
- 240 self isolated due to contact in school ( 8 classes )
- Staff 4 positives
- 35 staff self-isolated for a period ( not necessarily 10 days )

The increase in cases and risk therefore meant we could not relax our measures and we actually felt it was necessary to tighten up. After discussion with staff and Susan, we reluctantly took the decision to cancel all on site events that we had hoped parents could attend. This includes sports day, summer fete and the year 6 leavers' production.

Not only did we feel parents coming on to site in large numbers would bring in unnecessary risk to staff and pupils, we were also conscious of the risk we were exposing parents to. With many adults now inoculated, the risk of contracting Covid or suffering with serious health issues may be reducing but the risk of being instructed to self-isolate and therefore disruption to lives is not.

Based on our recent experience, PHE are being very stringent in demanding anyone with any potential contact with a case must self-isolate, even if the contact was outside. We had a very helpful decision at the Children's Achievement and Well-being committee where Pete suggested another lockdown or enforced self-isolation may be the most difficult to date for families and pupils to cope with, especially as we try to end the year together. To miss the last few weeks of school and time with classmates would be a very unfortunate end to the year.

Whilst we cannot guarantee a smooth end to term and no cases, we certainly did not want to increase risks but holding large events with large numbers on site. Whilst parents may have been disappointed by this news and the cancellations I have not received any comment, complaints or pressure and hope our parents understand our decision.

We still need to ensure that our pupils can enjoy these final events though and are not disappointed so we have adapted our plans. Although parents cannot attend, each year group will still complete their sports day activities. Year 6 may not be able to perform their leavers' production to a live audience but we now plan to film their performances. The film company that created our promotional video (available on the website) are booked to film and edit the production and this will be shared with parents and premiered at school so other classes can still watch it. This has been achieved with the kind support of the PTA who are part funding the filming.

Our biggest concern was the impact on our induction programme for the new year 3 pupils but we have offered reasonable alternatives to ensure they can still have smooth transition. See extract from letter to parents -

- Your child's new class teacher will receive a thorough handover of information from their current Year 2 teacher. Indeed, this has already begun and will continue over the next couple of weeks.
- Your child's new class teacher will prepare a welcome video which will be shared with you before the end of term.
- Mrs Harrison, the year 3 year leader, will prepare a digital presentation that will provide parents and carers with everything they need to know about starting at Cleves.
- Year 3 pupils are currently writing letters to the Year 2 children at Manby and Oatlands about what life is like at Cleves.
- We will open the school on Saturday 26th June and Saturday 17th July to give you the opportunity to come and have a look round with your child. This will be much safer as there won't be any other adults or pupils on site. Tours will take place at 9am,

10am, 11am, 12pm, 1pm, and 2pm on each of these days and you can book onto these by calling the school reception - 01932 224300.

- Before the end of term, assuming guidance allows, your child's new class teacher will visit your child at their infant setting. Currently these visits are planned for Wednesday 14th and Thursday 15th July 2021 and will take place outside.
- Finally, your child's first day of school in the autumn term will now be Wednesday 1st September and not Thursday 2nd September as previously stated. On this day, only our new Year 3 children will be attending, allowing staff to settle them, give them a tour of the school and completely familiarise them with their new surroundings.

All Cleves staff were asked and agreed to return to work a day early on Tuesday 31<sup>st</sup> Aug for an INSET day, allowing the planned INSET day on Wednesday to be the first day at school for year 3 pupils. We did the same thing at the start of this academic year when year 3 came in first and had the site to themselves and I have to say it worked very well.

I completed the first Saturday tours last week and parents all seemed very positive and appreciative of the changes. 90 parents came with their children for a talk and tour and many in fact said they found Saturday an easier day to manage than the normal after school meetings and tours we offer. All adults wore face masks and strictly observed social distancing as we requested.

### **Next steps**

1. To closely adhere to our risk assessment
2. To successfully and safely deliver the planned events
3. To make a final decision on end of year disco and assembly for year 6 leavers
4. To offer a high quality home learning offer should a bubble have to self-isolate, but to recognise it is also the end of the year for each class so higher levels of daily contact with teacher and peers will be necessary and some end of year virtual celebration should be included
5. For SLT to consult and plan for September return with options for continued Covid measures / relaxed measures /no measures
6. To update parents about our plans for return nearer the time and following changes in government and DfE guidance

### **Covid Recovery Programme**

Aside from the risk assessment and practicalities presented by Covid, we continue to focus on our recovery programme to plug any gaps caused by the disruption and home learning blocks children have faced over two academic consecutive years now.

In addition to the school day boosters and interventions in reading, writing and maths that are running we have a significant after school offer in place to extend learning and support. We have 18 interventions running after school targeting 166 pupils thanks to commitment and efforts of our staff.

Year 3  
40 pupils are receiving additional support

Year 4  
45 pupils are receiving additional support

Year 5  
42 pupils are receiving additional support

Year 6  
39 pupils are receiving additional support

### Next steps –

1. Given approval from the Resources committee we hope to offer a summer school for the second year in a row to boost outcomes. Our plans would allow for 240 pupils to be invited to attend. Following our end of year GL assessments (taking place week beginning 28/6) and teacher end of year judgements being submitted we will target and invite pupils to attend in 2-week blocks.
2. For school provision map to record all pupils attending as evidence of our provision.
3. For learning objectives and activity plans to be agreed for summer school.
4. Complete a risk assessment and agree procedures for summer school.
5. To consider guidance, work or activities pupils not attending summer school could access and complete to extend our offer and encourage all pupils to continue with some activity over the six week break.
6. To identify a member of staff to lead on continued Covid catch programmes next academic year and oversee learning recovery.
7. To create staffing structure for Sept where floating staff and HLTAs are well deployed and ready to recommence with boosters and interventions on our return in September.

Once again Covid has dominated our term and this report but despite this continued priority we have of course continued as best we can with school improvement work and there are a number of other activities to report in brief.

### Monitoring

We continue to sample work to gauge standards, outcomes and consistency across the year teams. In general across the whole school -

- Excellent presentation in all books.
- Handwriting is joined and neatly formed in all books.
- Children taking care with sticking in sheets.
- Pupils clearly taking pride in their work.

- Very impressive across all classes.
- Identical taught units across all classes within year teams.
- Strong consistency in both the content and the quality of writing.
- Excellent writing scaffolds clearly support writing.
- Nice range of activities.
- Consistent expectations in the content and length of extended writing.
- Outcomes impressive in all books sampled - at least age expected, often higher.
- Strong consistency in outcomes demonstrates a good understanding of the required standard.
- Quantity of work is high in all books, children are achieving a lot.
- Appropriate level of challenge - some evidence where children got stuck or were clearly challenged in most books.
- Good evidence of reasoning, problem solving and fluency in all maths books.
- Clear evidence of science being taught weekly.

### **Next steps**

#### **1. Capture samples as exemplars of work and standards**

All interventions groups and boosters have been observed by our phase leaders and in summary –

- Interventions well planned and lessons well structured
- Pace appropriate, lively and engaging
- Additional resources or scaffolds well selected
- Pupils learning behaviours impressive
- Lots of opportunities for paired talk and peer to peer support
- Lots of collaboration
- Lots of use of praise and positive reinforcement to build pupil self esteem
- Teacher feedback constructive and having impact
- Pupil feedback about groups positive. They enjoy the sessions

### **Next steps**

- 1. Impact reports written at the end of the term with reference to pupil data and outcomes to gauge the impact of the boosters /interventions.**
- 2. Reports shared with Year Leaders.**
- 3. Best practice shared.**

Observations took place in summer 1 and are booked with all teachers for summer 2.

Gemma Clarke has updated our provision pyramid showing the number of pupils receiving counselling and pastoral support.

### **Assessment and record keeping**

We shared GL assessment data captured at the end of the spring term (in lieu of a teacher judgement) at the Children's Achievement and Wellbeing committee. This was used to identify pupils who would benefit from interventions and after school boosters.

Further GL assessments are being completed week beginning 28/6 using end of year, age appropriate tests.

Following a review of our record keeping system, Classroom Monitor, we concluded that following changes they made to the software and functionality the system no longer meets our requirements. We listed the requirements we wanted out of a system and over this term we have researched a range of alternatives, attending presentations and speaking to schools that use them. We have selected a package called INSIGHT as the software we will employ from September.

### **Next steps**

1. Objective lists in reading, writing and maths agreed with each Year Leader.
2. Liaise with INSIGHT team to set up our system.
3. Book training sessions for early autumn term.
4. Support staff with the implementation of the new system.
5. Timetable increased regular work moderations in PPA for autumn onwards.
6. Gather any missing exemplars so each writing module has examples for reference linked to our overview.

### **Curriculum**

Internet safety week was a great success and Craig has produced a report for your information. That said we have more work to do around the upper school children in particular and their use of WhatsApp in particular.

Year groups have been enjoying their outdoor learning days.

Lunchtime and after school clubs continue, providing a good extra curricula offer.

Whole class reading is rolling out successfully and observations continue to show the positive impact of the strategy.

Michaela has amended our science plans to add more detail.

Linda Tao has completed our RE knowledge planners.

Sarah Miller has now completed the RSE training.

### **Safeguarding**

Mr Thomas has completed our annual safeguarding audit and is reporting back to Emma Bird on 2/7/21.

He has reviewed Surrey's vulnerability factors, which have recently been updated. We share these with staff as part of our safeguarding training so they better understand the signs and behaviours pupils may display if they are having issues

All staff have completed Prevent training refresher.

## CPD

Four further staff are currently completing the six week Sounds Write spelling programme

5 further staff are now using the whole class reading model and have all been observed to ensure they are following the strategy and working consistently across the school.

Two staff have signed up for the new middle management training programme starting in September.

Whole staff training is booked for INSIGHT.

## Staffing

As is typical at this time of year we have a number of staff changes with three support staff and two teachers leaving to move on to new opportunities.

We have recruited successfully and have in fact taken on three NQTs since we also have a maternity cover to factor in. Mrs Philips now Miss Hall and Miss Newman are both leaving and we welcome Miss Christian, Miss Grant and Miss Childs.

### Year teams September 2021

<b>Yr 3</b>	Kelly Harrison 3H (Year Leader)	Sarah Miller 3M	Michaela Pugh 3P	Kirsty Hamilton & Alex Batchelor 3MB	Charlie Jerrard 3J	Kirsty Marsh 3K	Polly Tope
<b>Yr 4</b>	Matt Woods 4W (Year Leader)	Debs Flaxman 4F (Phase Leader)	Andrew Skinner 4A	Rebecca Simmons 4S	Bairbre Munnis 4M	Olivia Christian 4C	Elaine Cole (4 days)
<b>Yr 5</b>	Miss Bye 5B (Year Leader)	Beccy Flaherty 5F (Phase Leader)	Mr Thomas 5T	Alex Mulea 5M	Sophie Grant 5G	Loron Childs 5C	Gemma Smith (3 days)
<b>Yr 6</b>	Mr Nelson 6N (Year Leader)	Scarlett Forbes 6F	Jess Arpesella 6A	Karen Lintin & Kate Glennon 6LG	Florence Robjohn 6R	Alice Pisano 6P	Elizabeth Earl

<b>Floating Release</b>	Sophie Matthews and Jenni Herriot	Linda Tao (PPA and Phase Leader)	Sarah Gaywood	Alison Dabell		
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## Events

Since we had to cancel our residential trip again this year we were conscious that our year 6 cohort had missed their final opportunity for a residential and decided to put on a residential week at school. Please see digital photo album created by Alistair.

<https://read.bookcreator.com/hKBwZLePLWPeEx3FDPf1uHmuXUh1/WFCJJXYJRqG3bFRkwTAZsQ>

Alistair and Linda Cassidy worked incredibly hard to pull together an activity week with very little notice. I have included just some of the feedback we received from parents.

*Thank you so much for putting on such a great week for year 6 this week. Elena enjoyed everything so much and said on Friday that the teachers must have had to work very hard to organise it all! Such a lovely experience for them all and a real feat to have organised so much! She slept very well Friday night!!*

*I wanted to say a proper thank you for organising such a wonderful week for Year 6. Poppy has had the time of her life, and she has loved every single day. It will give her some amazing memories to finish her time at Cleves, and I am so grateful (and amazed!) for the amount of activities you managed to pack in! Brilliant to have such a mix of challenge and creativity. It must have been a huge undertaking to put together, so thank you so much. And the ice creams and cakes on Friday were really thoughtful. Thanks to all the staff who made it happen. I hope that you have had a restful weekend to recover!!*

*I just wanted to say thank you for an amazing week. I can't believe you managed to fit so much in. James has had a lovely week; he has come home each day so excited to tell me what they got up too. He has tried things he has never done before, and probably wouldn't have had the chance too. Definitely a week he will remember!*

*This is just a quick email to say thank you for this week. Ethan came out of school every single day smiling...possibly the most today. Missing year 5 and 6 school trips has been eclipsed by his favourite school week ever so thank you so much. The ice cream today was a massive bonus extra!!*

*Please let all involved arranging know of our gratitude for their thoughtfulness that went into planning an amazing week.*

*I just wanted to say thank you to you both and the wider year 6 team for a fantastic week! Josh has loved it and came out of school beaming today!! I think the ice cream van absolutely topped it off! Well done to the whole team for the organisation, that can't have been easy.*

*We wanted to send our congratulations to you all and significant appreciation for your efforts for the year 6 children last week. The time, effort and magic that you created was just wonderful. It goes without saying that like many households there was sadness that the trip wasn't able to go ahead for*



*the children, but quite honestly I haven't seen Darcy as buoyant since before lockdown.*

*Every day we waited with baited breath and excited anticipation to hear what the everyone did each day and Darcy talked endlessly about the fun and interesting things they had all got up to. She had the 'best' week, made it quite hard to be as excited this morning in the rain to get back.*

### Cleves' Board's Monitoring Dashboard – updated termly

*To note also the Key Facts summary and the HT's reports against strategic objectives*

**Complete list to be presented to the second Board meeting of each term: these data to be a standing item on committee agendas as indicated**

Indicator	Term to date	Terms 2021-22		Yearly Totals		
		A u t u m n	Spring	Summer	2020-21	2021-22
(a) at/above/below ARE for attainment, and (b) making expected/better than expected/less than expected progress	<b>AUT 20 TEACHER ASSESSMENTS</b>					
	<b>Year 3</b>	<b>Below ARE</b>	<b>At ARE</b>	<b>Above ARE</b>		
	<b>Maths</b>	15 (8%)	102 (57%)	63 (35%)		
	<b>Reading</b>	12 (7%)	74 (41%)	94 (52%)		
	<b>Writing</b>	16 (9%)	89 (49%)	75 (42%)		
	<b>Year 4</b>	<b>Below ARE</b>	<b>At ARE</b>	<b>Above ARE</b>		
	<b>Maths</b>	21 (12%)	90 (50%)	69 (38%)		
	<b>Reading</b>	24 (13%)	84 (47%)	72 (40%)		
	<b>Writing</b>	42 (23%)	84 (47%)	54 (30%)		

Year 5	Below ARE	At ARE	Above ARE
<b>Maths</b>	15 (8%)	72 (40%)	93 (52%)
<b>Reading</b>	13 (7%)	73 (41%)	94 (52%)
<b>Writing</b>	11 (6%)	84 (47%)	85 (47%)

Year 6	Below ARE	At ARE	Above ARE
<b>Maths</b>	11 (6%)	109 (61%)	60 (33%)
<b>Reading</b>	8 (4%)	107 (59%)	65 (36%)
<b>Writing</b>	8 (4%)	120 (67%)	52 (29%)

On the SEN register			70 with further 295 on monitoring			
With EHCPs			14			
Numbers of children representing the school (in sport etc.)	<p>Numbers of children representing the school (in sport etc.)</p> <p>a )in last normal full year so that was maybe 2018-19 - 87% (625 pupils) represented the school and 43% (308 pupils) did this more than once</p> <p>b) last academic year 19-20 - By end of February 2020 and before lockdown, 381 pupils had represented the school but we had mapped it out that by the end of the school year all children would have done so</p> <p>c) this academic year - 41 actually physically representing the school in competition but this did only start in May 2021, nothing before. During the recent lockdown, I organised two virtual cross country competitions across the borough which saw 303 of our children take part.</p>					
<b>Attendance</b>						
Attendance %				97.06%		

Authorised				2.4%		
unauthorised				0.5%		
persistent				38 pupils under 90%		
<b>Safeguarding</b>						
Number of child protection cases			1			
CIN			2			
TAF			2			
Contacts with early help			0			
Information requests from SSS			0			
Referrals to SSS			0			
<b>Complaints and incidents</b>						
Number of formal complaints			0			
Bullying			1			
Harassment			0			
racial			1			
peer on peer sexual abuse			0			
other incidents			0			
Numbers of children leaving the school in-year				19 5 left country 4 to independent 1 to home learning 9 moved out of area		
<b>Resources</b>						
				7:1		

Solvency ratio (to be at least 2:1)						
Projected net surplus/deficit at academic year end				-£81,849		
Reserves as a% of school income				21%		
Expenditure against profile				Period 9 72%		
Cash balance (to be at least one month's expenditure excluding fixed assets)				1,020,000		
Staffing as % of GAG				88%		
Number of health and safety issues				2		
Expenditure on pupil and staff well-being?				?		
<b>Admissions committee</b>						
Number of applicants						
Numbers on waiting lists				154		
<b>PPP</b>						
Numbers of outstanding/good/inadequate lesson observations				100% good or better 90% outstanding 10% good	99% good or better 79% outstanding 20 % good 1% inadequate	

Numbers of staff leaving in the school year				6		
Staff to pupil ratio						
<b>1. Higher Standards, Broader Offer</b>						
<b>Autumn 2020</b>	Retrieval approach embedded Art knowledge planners added Cleves Active Award relaunched over Christmas break Eco schools gold award achieved Music mark achieved Curriculum delivery remains broad and balanced despite Covid Recovery plan in place Intervention s and boosters in place to support any required catch up					
<b>Spring 2021</b>	Home learning					

	<p>offer adapted to provide daily google meets for the whole class with their teacher and feedback on tasks every night</p> <p>Additional optional activities included for pupils / parents who wanted more</p> <p>Workbooks , text books , reading materials and maths kits collected or set home to extend range</p> <p>Alternative differentiated materials for low prior attainers and optional extension activities</p> <p>Increased number of pupils invited in to on site provision ( 195 pupils )</p> <p>Completed remote learning audit to</p>
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	consider and gaps in our provision or areas for improvement
<b>Summer 2021</b>	<p>Summer knowledge planners in RE and Art completed Lost learning assessed with GL materials and boosters offered Outdoor learning plans reviewed Cleves values agreed for roll out Whole class reading in place this term ready for Sept 21 Sounds Write training for lower school staff All subject leader files and evidence in place</p> <p>Covid recovery programme continued with each bubble having a</p>

	<p>floating teacher or HLTA to safely still run interventions without mixing bubbles</p> <p>Whole class reading rolled out</p> <p>Sounds write spelling rolled out</p> <p>Science plans updated</p> <p>RE knowledge planners created</p> <p>After school boosters to a further 160 pupils</p> <p>Summer school 2021 planned and approved</p>
<b>2. Local Leadership</b>	
<b>Autumn 2020</b>	<p>Distanced support offered to West Ashtead primary and Riverview primary</p>
<b>Spring 2021</b>	<p>Regular discussions with Infant feeder schools and local colleagues on home</p>



	learning provision and best practice
<b>Summer 2021</b>	<p>Regular discussions with Infant feeder schools and local colleagues on home learning provision and best practice</p> <p>Meeting with Heads and chairs of Infant feeders</p> <p>Discuss Gavin Williamsons announcement on MATs</p> <p>Visiting other schools (to arrange with Penny)</p> <p>Discussed record keeping with schools</p> <p>Agreed to support West Ashtead primary from Sept if they require assistance (following an approach from their Head)</p>

	Unfortunat ly meeting with feeder schools on 29/6 cancelled
<b>3. Staff and Pupil Well Being</b>	
<b>Autumn 2020</b>	Anna Wright commission ed to survey staff wellbeing and report to Trustees Well-being surveys cre ated by Gemma Clarke completed by staff , parents and pupils Well- being Award application submitted with assessment at the end of term Two staff completing drawing and talking training All staff consulted about Covid risk assessments  Support offered to vulnerable pupils

	required to self-isolate
<b>Spring 2021</b>	<p>Well-being newsletter sent out to staff during lockdown</p> <p>Parents and pupils signposted to activities and useful sites</p> <p>Year leader feedback and input on provision and staff morale</p> <p>All counselling session offered by phone call or zoom for pupils home learning to ensure provision</p>
<b>Summer 2021</b>	<p>Well-being news letters to continue</p> <p>Pet therapy project to begin</p> <p>After school and lunchtime clubs on offer</p> <p>Covid risk assessment reviewed regularly</p> <p>All staff consulted about relaxation of</p>

	<p>measures ( before increase in cases )</p> <p>School self-evaluation questionnaire to gauge staff views and concerns</p>
<p><b>4. Provide a Head Start For the Disadvantaged</b></p>	
<p><b>Autumn 2020</b></p>	<p>Conferences for pupil premium children to continue Record keeping systems merged to make record keeping easier and more efficient</p> <p>Data study of attainment and progress</p> <p>Support or a specific intervention for every pupil who was identified as a cause for concern</p> <p>Additional staff employed using catch up funds</p>

<p><b>Spring 2021</b></p>	<p>Many disadvantaged pupils invited to on site provision Chromebooks and other learning resources sent home on loan or collected Regular ( up to 3 x a week ) calls from support staff to assist with and monitor home learning Weekly cause for concern log by teachers followed up with follow up calls to parent Differentiated activities and screencastify teaching input</p>
<p><b>Summer 2021</b></p>	<p>Pupil premium conferences to be carried out this term PPG data analysis SLT to check provision map to ensure all PPG pupils</p>

	<p>have additional support where required</p> <p>Ensure all PPG pupils offered lunch or after school clubs and encourage participation in at least 1</p> <p>Free half term holiday club places to be offered to targeted pupils</p> <p>Summer school considered and PPG pupils to be offered places if we proceed</p> <p>Consider our screencastify lessons being used for tuition</p> <p>Consider a new September offer where all PPG pupils are offered a new chrome book for use at home and funded music tuition.</p>
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	<p>PPG pupils offered funded half term and summer holiday club places</p> <p>Range of funded and subsidised summer holiday camps shared with parents</p> <p>PPG pupils considered first for after school boosters</p> <p>PPG pupils will be considered first for summer school</p> <p>Enhanced offer planned for Sept with a new y3 PPG pupils offered a new chrome book on loan and either a funded club place or funded music tuition</p>
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