**Extraordinary Report to Governors during Covid19 School Closure**

**April 2020**

Along with the FGB meeting scheduled for 26th March, the Resources Meeting scheduled for 24th April has also been cancelled. As there is a considerable amount of work to be done assimilating current guidance about finances in these unprecedented times, further information will be made available to governors when it is available. There is still no business necessitating a virtual meeting at present. If there is essential business that cannot be done sensibly in correspondence, appropriate arrangements will be made.

At present, this second “extraordinary report” is for information. Please email me direct if you have any governance- related queries.

* There is a rota of staff in place should we need to open for the children of key workers. While there have been a few enquiries, parents are not currently taking up the provision. This would seem sensible as the vast majority of secondary-aged pupil are safe to be at home and taking up school provision would necessitate taking a number of staff out of quarantine to provide supervision.
* Staff are working from home. Work is being set on Go4Schools and refreshed regularly. The new PREP newsletter was published before the Easter holiday. We included extra advice and FAQs, as well as links to websites and resources in support of working from home. Staff are available in working hours to answer queries from students and parents, and departmental emails have been made available. This was reiterated at the beginning of this week – the start of the Summer Term. Fun challenges have also been provided on our Twitter page. In addition, the DfE, BBC and Oak National Academy have also sent resources and these have already been made available to parents and students and provide a further supplement to the work we are setting.

**Home Learning Resources:**

<https://www.thenational.academy/>

<https://www.bbc.co.uk/teach/live-lessons>

[https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources/coronavirus-covid-19-list-of-online-education-resources-for-home-educationhttps://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources/coronavirus-covid-19-list-of-online-education-resources-for-home-education](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources/coronavirus-covid-19-list-of-online-education-resources-for-home-education)

* We upholding the view that work set will be largely consolidation and revision of content already delivered, although there are plenty of opportunities provided for students to take their own learning further if they wish. We have no control over the level of engagement of students at home and we will make appropriate arrangements when the school opens again. We emphasised the importance of wellbeing and support and sent out a great deal of information both on the newsletter, which can be accessed on the school website, and as separately emailed messages. One example is also attached with gives comprehensive information about support.
* The school will not be using live platforms such as Zoom to facilitate lessons.  The safeguarding concerns around the use of this and other platforms are much greater than any potential gain to student learning.  There are also other issues around disadvantaged students being left behind if they do not have access to computer facilities. Zoom is being used extensively for virtual staff meetings and for an information-giving session for the EPQ. .
* The first stages of the Extended Project Qualification (EPQ) have taken place for Y11 and Y12, led by Andy Cooke, Head of Sixth Form, and supported by Jono Sands, Deputy Head and Mr Jon Pead, Lead Practitioner, Maths. We currently have 40 Y11s and 24 Y12s who have signed up to attempt this demanding qualification. Pre-recorded videos and webinars are being provided to ensure a step by step process and so that all students recognise that this is a level 3 qualification. A number of staff are acting as supervisors taking 2 or 3 students each.
* We have received detailed guidance on the generation of Centre Assessed Grades now and we have put in place a 10-stage process for GCSE and A Levels with the intention to report the process to governors on 22nd May. Further guidance about BTECs is currently awaited. A number of virtual meetings have already taken place with departments as part of the first stage – overview schedule document attached.
* Weekly contact continues to be made with vulnerable students’ families and all calls are logged and action taken as necessary. This has now been extended so that in the first fortnight of the Summer Term, tutors will make contact with all their tutees. This has been warmly received so far.
* Transition arrangements are being planned as we will not be able to adopt our usual procedures. This will include:
* A pre-arranged family phone call from a senior member of staff, reflecting our usual initial family meeting process
* The usual Year 6 Welcome Evening presentation, prepared remotely.
* Parental Handbook –this is issued every year and details all key aspects of school life
* FAQs
* Student handbook – Information on the key issues Year 7 students wish to know
* A video tour – Featuring the Year team and Assistant Head covering all the crucial areas they like to know about and potentially issuing some fun creative departmental tasks.
* A light student work pack – Fun activities based on being a Shenfield student and knowing what to expect
* A welcome email/letter from their form tutor
* The opportunity to attend Summer Camps (if able to run)where key staff, including tutors, will be in school to meet them
* Use of Social Media over summer to provide updates and key info snippets.
* Continued support in September, where our first day (always Y7 only) will be an induction-like atmosphere and structure, supported by the tutors and other staff all day.

As the school in the area once again managing the transition of the majority of EHCP students in Brentwood, Tony Taylor (SENCo) will be working alongside Jamie, and has already prepared a number of documents/videos that will go to specific students to support their transition anxieties and ensure they are ‘Secondary ready’.

As a minimum, these are our hopes for easing the stress and burden of the process. Naturally, there will be some who struggle, as there are every year, but we are hoping to alleviate as much of this as possible.

* The national scheme for providing vouchers for free school meals has been slow and cumbersome but seems to be improving. We have also provided a number of Foodbank vouchers to families in real need.
* The government has launched a scheme to get laptops to students who are leaving care, have a social worker or who are in Y10 and do not have computer access. I have received further information about this process this afternoon (24th April) and we will engage in this to support our most vulnerable students.
* Stuart has recommended some temporary amendments to our Financial Regulations to accommodate remote working. This document Stuart has prepared has been distributed to the Resources Committee and we are awaiting approval from the members of that committee.
* There was an announcement yesterday about essential workers and members of their households who are showing COVID19 symptoms will now be able to get tested. The procedure for accessing tests has been published and this may become important when we know when and by what means schools will re-open. We are ensuring that we are fully abreast of al developments.
* For an uplifting yet poignant window into just one of the Twitter projects that students have been invited to take part in, please follow this link: [youtube.com/watch?v=fxY9Dg…](https://t.co/xstQ2lqvH6)

Carole Herman

24th April 2020