

Summer School Action and Logistics Plan

1. Aims

- a) To develop pupils' Literacy and Numeracy skills
- b) To ensure pupils feel safe and are prepared emotionally and socially for life at St. Monica's.
- c) To develop positive working relationships with parents/ carers

Aims	Actions	Lead	Timescale	RAG	Impact
a/b/c	<p>Identify pupils appropriate for Summer school invitations</p> <p>Send letters to parents to outline Summer school plans</p> <p>Ask parents' to confirm place by 7th July</p>	TD/EC/JMc	26 th June		Selecting vulnerable/pp/ SEND students will ensure impact is maximised as a focussed and targeted intervention
C	<p>Contact parents who have not confirmed/ responded</p> <p>Invite pupils from 'waiting list'</p>	TD/EC	9 th July		Guidance indicates that reasonable steps should be taken to ensure attendance at Summer school is at the maximum places that bid has been put in for. Establishing expectations for good attendance will maximise impact
A/B	<p>Consider appropriate staffing structures to ensure all aims of the course are met and statutory requirements in terms of Health and Safety and Safeguarding are met</p>	TD/EC	9 th July		<p>Having a variety of enrichment activities will ensure pupils remain engaged throughout the summer school which will maximise impact</p> <p>Ensuring staff are prepared well ahead of the time they will be required will minimise risk of staff not being able to attend</p>
A	<p>Ensure appropriate Literacy and Numeracy interventions take place, considering:</p> <ul style="list-style-type: none"> • Access to technology to utilise 'reading plus' software for literacy 	TD	16 th July		Guidance indicates that pupils should have access to a range of academic activities to ensure their starting points are closer to that of their peers by the end of the summer school

	<ul style="list-style-type: none"> • Liaise with Primary schools to gain clearer insight into the academic profile of students and areas for development • Liaise with Maths department to consider effective numeracy intervention support • Assessment data – baseline pupils and ensure this is returned to at the end of the summer school 				<p>Improving Literacy and Numeracy skills will ensure pupils can access more of the curriculum when they start school in September</p> <p>Covid has had an impact on pupils' literacy skills in particular, these interventions need to demonstrate evidence that gaps are being closed.</p>
B	Put in place a variety of enrichment tasks led by staff on each day ensuring that staff have prepared a session and all necessary resources are in place	EC	16 th July		Having a range of activities will ensure pupils remain engaged and have the opportunity to form relationships with both staff and students alike, making them feel more secure in September, mitigating risks of barriers to learning for pastoral reasons.
	Ensure resources are in place in central location (OneDrive)	EC	23 rd July		
	Ensure appropriate catering requirements are in place	EC	16 th July		Guidance compliance
	Ensure appropriate COVID risk assessments are in place	TD/EC	16 th July		Guidance compliance
	Contact parents for additional information such as whether pupils can get to and from the Summer school	EC	16 th July		Guidance compliance
	Seek consent for photographs for Twitter	EC	16 th July		Guidance compliance
	Request list of PP students for lunches	EC	16 th July		Guidance compliance
	Send information to HC for funding for FSM students	TD	16 th July		Guidance compliance

Logistics, Timetable and Staffing

- Pupils can arrive from 8:45 each morning and will be registered on arrival
- They will enter via the gate at the side of the Sports Hall and greeted by a member of staff
- Any absent pupils should be checked by a member of staff
- Pupils will go straight to room 59 and sit in their seating plan seats

Day to Day Timetable Structure

Time	Activity	Location	Lead	Other information
1. 8:45-9:10	Arrival and registration	Room 59	TD/EC	Activity in place for when pupils arrive
2. 9:10 - 10:00	Reading session	Room 59	TD	
3. 10:10-10:15	Snack/ transition break	Room 59	TD/EC	
4. 10:15 – 11:00	Writing session	Room 59	TD	
5. 11:00 - 11:15	Break	Room 59/ Senior Yard	Duty Rota	Toilet duty?
6. 11:15-12:00	Maths session	Room 59	TBC	
7. 12:00-13:00	Lunch	Room 59/ Senior Yard	Duty Rota	Activities in place for students
8. 13:00-14:45	Afternoon activity	English block/ senior yard	From day to day	Ensure appropriate health and safety/ safeguarding requirements are met
9. 14:45-15:00	End of day routines/ pack up/ home time	Room 59	Duty rota	Pupils should be escorted to the front of school and collected by adult/ as necessary

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Theme	Space	Our Hopes and Dreams	Food and Drink	Keeping Healthy	Spain
1	Welcome and registration				
2	Reading	Reading	Reading	Reading	Reading
3	Toilet/ snack break				
4	Describing space	In five years' time...	Restaurant Review	Instructional writing	Travel Writing
5	Break				
6	Graphs	Measuring shape	Costings	Timing	% conversions
7	Lunch				
8	'It's not rocket science'	Dream catchers	Pasta bake	Sports day	Spanish culture
9	End of Day Routines				
STAFF	<i>EC</i> <i>TD</i> <i>DW</i> <i>DD</i> <i>BM*</i> <i>JMc**</i>	<i>EC</i> <i>TD</i> <i>AG</i> <i>DD</i> <i>BM*</i> <i>JMc**</i>	<i>EC</i> <i>TD</i> <i>PF</i> <i>DD</i> <i>BM*</i> <i>JMc**</i>	<i>EC</i> <i>TD</i> <i>JMc*</i> <i>DD</i> <i>BM*</i>	<i>EC</i> <i>TD</i> <i>SH</i> <i>DD</i> <i>BM*</i> <i>EK**</i>

*First Aid

**DSL

Covid Response Protocols

1. If a child has Covid symptoms before coming to the summer school, they should not attend
2. If a child gets Covid symptoms while at the summer school they will be placed in Room 58 with a member of staff
3. Member of staff in Room 58 will then contact home for parent/ carer/ emergency contact to collect
4. The pupil is then sent home for PCR test
5. Summer school will continue as normal until return of test
6. If result negative, pupil returns when feeling well
7. If positive seek further guidance