

## FEDERATION OF St. ELPHEGE'S and REGINA COELI CATHOLIC SCHOOLS

### COVID-19 RISK ASSESSMENT

**School:- Regina Coeli**

#### 11. COMMUNICATION - PARENTS/CARERS

Consider:	Phase I: Actions needed (if any):Risk/support required /additional considerations	Phase II	Phase III	Phase IV
How will leaders communicate with parents during the various phases of re-opening? Could this be through video link/email/school social media/newsletter?	<b>Phone calls</b> <b>Emails</b> <b>Website</b> <b>Google Classroom</b> <b>Google Forms</b> <b>Face-to-Face (2m) at hometime</b>	<b>Phone calls</b> <b>Emails</b> <b>Website</b> <b>Google Classroom</b> <b>Google Forms</b>	As phase 2	<b>Strategy email to every parent.</b> <b>Summary of the RA on the school website (LA summary)</b> <b>Phone calls</b> <b>Emails</b> <b>Website</b> <b>Google Classroom</b> <b>Google Forms</b> <b>Face-to-Face (2m) at hometime</b>
How will leaders manage the different perspectives of parents feeling fearful of sending their child to school and those who are worried about their child falling behind?	<b>Share Phase 1 strategy. Parents to make decision if whether they want to send children into school.</b>	<b>Share Phase 2 strategy. Parents to make decision if whether they want to send children into school.</b>	As phase 2	<b>School to utilise materials from Public Health Croydon and Croydon SEN to share with parents.</b> <b>School to articulate the statutory requirement for all children to return in September.</b>
What will leaders do to effectively communicate the balance of thought between pupils' learning and their well-being and safety with parents so parents' views are considered and a phased	<b>Regular contact with the key worker and vulnerable children's parents.</b>	<b>Google Forms</b> <b>Share strategy, behaviour policy and social distancing strategy with parents on Google Forms.</b> <b>Parents to read</b>	As phase 2	<b>Strategy email to every parent.</b> <b>Summary of the RA on the school website (LA summary)</b> <b>Face-to-Face (2m) at hometime</b>

<p>approach with an emphasis on safety and well-being is established based on trusting leaders to keep their children safe?</p>		<p><b>strategy and fully understand how safety and social distancing will be adhered to (to the best of our ability). Parents to select an 'I have understood and agree' button on Google Forms (virtual signature) Google Form will include questions on well-being, safety and lockdown experience to ensure best provision for pupils upon return to school. collect emails to enable</b></p>		
<p>What on-going weekly/regular communication could be used to ensure parents are kept well-informed?</p>	<p><b>Google Classroom</b></p>	<p><b>Google Classroom Newsletter on website phone calls (where/when appropriate) emails collected from Google Form will enable for further ease of communication</b></p>	<p><b>As phase 2</b></p>	<p><b>Weekly Newsletter on website Phone calls home when appropriate i.e. following Test and Trace.</b></p>
<p>How could a parent group support the school's work with communication?</p>	<p><b>Parents are choosing to contact one another through class/year group WhatsApp groups with updates from the school. This is something some have</b></p>	<p><b>PTA could help to share information</b></p>	<p><b>As phase 2</b></p>	<p><b>New staff member appointed as a school representative on the PAF and attend virtual meetings.</b></p>

	<b>decided to do of their own accord.</b>			
Have leaders considered their current means of communication and the strengths of these to use as the school plans and implements re-opening over phases?	<b>Google Drive Google Classroom Google Forms</b>	<b>Google Drive was rolled out on 23rd March 2020 and pupils and parents having some teething problems but an IT support email and telephone contact set up. Gradual transition to Google Classroom has been smooth again with IT support. Communication is good between teachers, pupils and parents. Continue to share information on Google Classroom with parents during Phase 2</b>	<b>As phase 2</b>	<b>The school has obtained email contact information for each family and this has been added to each child's SIMs profile.</b>  <b>Communication on a number of platforms i.e. letter on the website together with a text.</b>  <b>The office directing parents to the school website for further information.</b>
Have leaders considered reasonable expectations of parents sending their children to school?	<b>Key Worker and vulnerable children have been attending during 'school closures'</b>	<b>Parents will have the opportunity to see full strategy before sending children back to school. The Government has outlined that it is parental choice whether to send their children to school.</b>	<b>As phase 2</b>	<b>Parents will have the opportunity to see full strategy before sending children back to school. The Government has outlined that it is now statutory for all children to return.</b>
How will leaders communicate the messages about safety for children	<b>Regular communication with parents of key worker</b>	<b>Through initial Google Form which will collect email addresses and</b>	<b>As phase 2</b>	<b>Strategy email to every parent. Summary of the RA on the school website (LA summary)</b>

and manage the anxiety parents will have?	<b>children and vulnerable groups.</b>	<b>then individual emails to parents.</b>		<b>Face-to-Face (2m) at hometime</b>
Have leaders considered parental choice re sending their children into school – what might this guidance and advice look like and be for parents?	<b>All key worker and vulnerable children selected and given a place. Only a small percentage of parents wanted to send their children in.</b>	<b>School leaders will share entire strategy with parents and understand it is the parents’ right to decide whether to send their child back to school.</b>	<b>As phase 2</b>	<b>N/A</b>
How will communication alleviate the anxiety parents have?	<b>Honest, open discussion</b>	<b>Putting minds at ease answering individual questions</b>	<b>As phase 2</b>	<b>SLT will call any parents who require further information regarding the strategies in attempt to alleviate their anxieties.</b>
How will leaders manage attendance with parents considering the various phases of attendance as the re-opening extends further and more pupils are regularly attending school? How can the attendance of pupils be supported during the early stages to alleviate parental anxiety and still share expectations for the future?	<b>Speak to key worker and vulnerable groups parents. Parents have outlined when provision will be needed.</b>	<b>Attendance will be managed whereby parents who choose to return their child to school, will do so fulltime.</b>	<b>As phase 2</b>	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> day of absence calls home to be reinstated for all children.</b></li> <li>• <b>TA to call after register.</b></li> <li>• <b>Office to call then text.</b></li> <li>• <b>DSL to visit family home if no contact.</b></li> </ul> <p><b>Home visits by SLT for pupils who do not return to school.</b></p> <p><b>Follow Croydon LA guidance for CME</b></p>
How will leaders share expectations of home learning which will not pressurise parents but equally reiterate set expectations that are realistic, doable and can be transferred seamlessly when	<b>Home learning is shared with pupils through Google Classroom - work is set daily Mon-Fri.</b>	<b>Homework will be uploaded to Google Classroom. Daily lessons will be uploaded to Google Classroom for children who have not come back to school in key</b>	<b>As phase 2</b>	<p><b>Children isolating due to Test and Trace.</b></p> <p><b>Day 1 – protocol shared with family, provide home learning</b></p> <p><b>Day 3/4 – CT wellbeing phone call and feedback to SLT who will log it</b></p>

pupils attend school more regularly?		year groups. One member of staff from each year group will be responsible for ensuring home learning continues by uploading each day to the GC		Day 6 – CT/TA second phone call  Day 10 – Office staff establish and discuss pupil’s return to school
Reports to parents for the academic year 2019-2020 to be completed and include home learning access.	<b>End of Spring PAR forms completed with extended General Comments</b>	Teachers are completing the Annual Report including how children have engaged with online learning from home. Reports will not cover the whole curriculum as some areas have not been taught due to school closures.	Reports will assess attainment for Autumn and Spring. Summer Virtual learning will be judged on engagement	<b>Completed July 2020</b>
Information for new parents to EYFS. How will this be communicated, by whom, when and where?	n/a	Teachers will share a virtual presentation with parents (usually in school hall) Parents will have the opportunity to ask questions through Google Forms which can be answered electronically.	As phase 2	On the website Google form Virtual Home visits July 2020
Communication with parents for leavers – end of year mass, celebration/other.	<b>Google Classroom Google Forms (hoodies) Letters on Google Classroom for cancelled events</b>	Google Classroom Google Forms Phone calls Individual teachers phoning their pupils	As phase 2	Virtual Liturgy on the website Support parent plans for year group video

<b>Additional considerations:</b>				
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