

**Park Lane School**

**Macclesfield**



**Head Teacher's Report to Governors**

**June 2020**

## HEAD TEACHER'S REPORT TO GOVERNORS

June 2020

**This report is a shortened version of the usual Head Teacher's Report to Governors due to the current COVID19 pandemic, which has affected the daily running of the school. Governors have been provided with a daily update on the management of school during the current crisis.**

### STAFFING AND PUPILS

#### Attendance

The school is not required to record daily attendance due to the COVID19 pandemic, however the Head Teacher is completing the daily Educational Setting Status form online for the Department of Education. This records the number of pupils and staff in school on a daily basis.

#### PUPILS

Number on roll                      85 pupils

New Admittance: There are 12 pending admissions for September 2020.

Leavers: We have 2 pupils leaving at the end of this academic year.

### ENGAGEMENT WITH PARENTS, STAFF AND PARTNERS.

#### School Staffing.

Lis Fleming has decided to retire at the end of this academic year. This is a sad loss to the school as Lis has been teaching children and young people with severe learning difficulties for most of her long teaching career.

#### Therapy Staff.

No changes to the therapy staff working in Park Lane School.

#### Parents.

Annual Reviews of Education, Health and Care Plans have continued in school despite the COVID19 pandemic, which has drastically reduced the number of pupils in school and has stopped all face-to-face meetings. Annual reviews have taken place on speakerphone with

class teachers and the head teacher present where possible. The annual review timetable is being followed closely and the school will complete all annual reviews by the end of the academic year.

Each class teacher has rung parents of their pupils each week to offer support, work and ensure all are well in the family.

### **School Partnerships.**

#### **CSSC. (Cheshire Special Schools Consortium).**

The CSSC has held a virtual meeting to discuss updates to the joint Behaviour Policy. This has been shared with Governors and the Behaviour Lead in school. It will be shared with staff from the 1<sup>st</sup> of June.

The Head Teacher is in virtual contact the members of the CSSC during this time to share information.

### **Quality of Education.**

#### **Accreditation**

##### **Accreditation/Supported Internships**

External accreditation for the Key Stage 4 awards and the Key Stage 5 qualifications have been postponed due to the COVID-19 situation. The date for the Key stage 5 external moderation has been cancelled by school, as it was due at the end of June and the Sixth Form teachers have not been able to get together to internally moderate the students' work in preparation for external moderation. There are also some aspects of one or two of the units, which haven't been completed by the students.

ASDAN have allowed school to request another external moderation date in the autumn term for the Personal Progress and Personal and Social Development qualifications. This will be booked for later in the autumn term, to allow the students and staff to complete the required work.

The Key Stage 4 accreditation can be completed internally as school still has the self-certification status for the Transition challenge and this has been extended by ASDAN until the end of August. It is planned to complete this accreditation before school resumes in September.

The delay in the students receiving their qualifications will not have any impact on their futures. One student has already secured funding for, and a place at a specialist college. The other student who is leaving school in July will be accessing social care.

The three students who had been working at the hospital on their Supported Internship will be able to resume their places on their Internships once the hospital deems it is safe for them to do so. Access to Work has frozen their funding, so they can finish their 39 weeks training when they are able to start back at the hospital. The hospital have been in contact to say they will be planning the return of the Interns within the next two or three months. Alongside this, Cheshire East has agreed to continue these three students' Education, Health and Care plans for an extra term. Allowing them to complete their qualifications alongside their Internships before Christmas. This is brilliant news and all three of the Interns' parents are pleased about this. There will be rigorous risk assessments carried out by both the hospital and school before the Interns return to the hospital. This will likely happen in a staggered manner, with one parent not wanting anything to resume until September at the earliest and another family self-isolating as one of their younger children is shielding. A Barnard.

### **Educational Residential Visits.**

There are 0 residential trips planned due to COVID19 pandemic.

### **Lesson observations.**

No lesson observations will be carried out this term due to COVID19 pandemic.

### **Curriculum**

All teachers planned and prepared schemes of work in their subgroups for the summer term, however these plans have not been fully implemented due to no summer term teaching time. Autumn planning is underway and the subject coordinators have started to create schemes of work for all classes.

The distance learning tab on the website has been in place since schools partially closed. The planning is updated fortnightly giving parents plenty of time to gather resources and carry out the activities. Teachers have also sent resources home for some pupils to support their learning. The planning prepared for 'home-schooling' is optional, some parents have really appreciated the work and feedback has been very supportive. Planning in this manner will continue for the time being. E Shaw.

### **Signalong**

Unfortunately, face-to-face training was cancelled and will need to be rescheduled.

We continue to post 'Sign of the Week' every Monday on Facebook, this is now signed by staff instead of students.

Staff have been creating Signalong stories for our Facebook page to share with students and parents. So far we have posted, The Very Hungry Caterpillar and Handa's Surprise; we have had positive feedback from parents and students asking for more. E Shaw.

### **Continuing Professional Development**

Staff have attended a variety of external courses this academic year. There is a full breakdown of which staff have attended which courses available for anyone who would like to see it. Park Lane uses a combination of external training, where information is disseminated to staff through handouts and twilight training sessions and training delivered by experienced staff. This means we can continue to deliver/access relevant professional development for staff whilst working within the constraints of the budget.

Since September 2019 staff have attended 18 externally run training/conferences/network meetings/moderation events (see attached). The training has covered a wide variety of subjects including: PE, behaviour management, Rights Respecting Schools, the curriculum, Autism, safeguarding, assessment & moderation, Supported Internships, the OFSTED Framework and first aid.

Linked to safeguarding pupils:

- 4 members of staff have attended the IABA training
- 1 member of staff has attended the IABA coordinator's update meetings

- 1 member of staff has updated their first aid certificate
- 1 member of staff has updated their safer recruitment training
- 1 member of staff has attending a safeguarding preparation of evidence course

Under the school's specialism of communication and interaction;

- 1 member of staff has attended an autism awareness course
- 2 staff have attended an ASC-dealing with meltdowns course
- 1 member of staff has attended an Autism Education Trust training event
- 2 staff have attended a sensory based behaviour training day

Under leadership & management:

- 1 member of staff has attended assessment and moderation courses/meetings
- 1 member of staff has attended EYFS assessment and moderation events
- 1 member of staff has attended a Rights Respecting Schools training day
- 1 member of staff has attended a curriculum – intent, implementation & impact training day
- 1 member of staff has attended a Supported Internships forum
- 2 staff have attended an OFSTED Special Schools Education inspection framework training event
- 1 member of staff has attended the special schools network PE coordinators meetings

Since the lockdown began, staff throughout school have been provided with a list of online CPD courses, with a request that they focus on completing two first aid refresher courses, three safeguarding courses, an introduction to sensory processing and the Rights Respecting Schools training first. Staff have been asked to do this training when they are in school, but not in the classroom, supporting pupils. Alongside these courses, staff were also given links for courses on Disability Matters, understanding autism, working in diverse teams, mental health: an introduction and Exploring Books for Children: words and pictures. Many staff have completed the first aid and safeguarding courses and these courses will continue to be available for staff to work on until the end of term. The school nurse, Cassie, has offered to update training for staff in areas such as, asthma, tube feeding, giving rescue medication and epilepsy, and some staff have been provided with the manual for Communication in Print, and have been working on developing their skills in using the programme to produce symbol resources for the pupils. A Barnard

### **Students & Volunteers**

All placements have been suspended at the moment. Manchester and Sheffield University have contacted school with regards to placements for 2021, provisional placements have been given. E Shaw

### **Personal Development**

#### **Rights Respecting School Journey**

We continue to work on our action plan towards the silver award, one of our action points is to promote students voice. Wendy McFadden has created 'Rights Respecting Certificates' for teachers and students to nominate and vote on a student of the month. This will be set up on our return to school. E Shaw

### **Behaviour and Attitudes.**

## **Effectiveness of Leadership and Management**

### **Safeguarding.**

Safeguarding continues to be a very high priority in school. All class teachers have made weekly phone calls to all parents to listen to parents and offer support if needed.

The DSL has been in school each day that school has been open and has been supported by the deputy DSL. Usual safeguarding procedures are being followed by staff in school and they are expected to complete documentation and raise concerns in the usual way.

### **School Development Plan.**

The School Development Plan is in place and is being worked on within current limitations. This will be revised following publication of the Ofsted Report.

### **School Improvement Partner**

No visit will take place this term.

### **Premises.**

Work will take place to refurbish the Ladies Toilet this term.

**I submit my Head Teacher's Report to Governors**

**Lorraine Warmer  
Head Teacher  
June 2020**