



Academi Genedlaethol ar gyfer
Arweinyddiaeth Addysgol Cymru
National Academy for
Educational Leadership Wales

Supporting Our Community Through Covid-19



Meet our Associates

Christine Jackson is the Headteacher at Glasllwch Primary School in Newport. Christine has nearly 20 years' experience as an effective and successful leader. She is a partner challenge advisor within EAS while also being part of a Learning network school. Christine has demonstrated that she has a keen interest in leadership and enjoys the opportunity to work with other leaders.

Christine is also a mentor to a number of newly appointed and acting headteachers across the Local Authority and the EAS, as well as a Peer Inspector for Estyn.

We are a one form entry school on the North side of the city of Newport. We have set up a childcare provision Hub to support our key worker families through this unprecedented time. If you're about to set up a Hub, the following steps may help:

- Set the criteria for entrance to the Hub and share with families through your usual systems. This should be the criteria set by Welsh Government or a staged approach set by your LA
- Design / set up an application proforma / system. Include: the criteria; applicants name; both key worker occupations; names of children and DOB; dates and times required; next steps; how parents will be contacted / notified
- A two - week application system will enable families self isolating to apply as and when they are able
- Collate applications and contact families to discuss /ensure they meet the criteria; check their circumstances haven't changed since they made the application; check days and times they need the provision (needs to be done every two weeks
- Draw up clear protocols of how the Hub will run; protocols for parents and for staff. Include expectations of social distancing; handover; hygiene
- Inform families you will be following up your call with an email outlining the protocol for the Hub provision. This communication will give you an idea of staff needed as well as areas in school that will need to be used

- Organise a staff rota ensuring appropriate ratios, first aid and taking into account staff circumstances and well-being
- Set up areas in school according to the age of children attending the provision
- Carry out necessary risk assessments including safeguarding; safety; security; cleaning; hygiene
- Ensure the highest levels of hygiene throughout the day: regular hand washing; wiping surfaces and door handles
- Develop a timetable for each day and a basic activities log to ensure consistency / continuity to support staff change over
- Ensure resources used remain in the Hub and are not transferred to other areas of the building
- Ensure necessary cleaning resources are readily available and cleaners have necessary PPE
- Ensure effective communication at all levels is maintained: Staff Covid 19 WhatsApp; email for parents; regular news updates.
- Be clear with parents that this is childcare provision with a focus on well-being. it is not about teaching and learning

Regular communication and ongoing support amongst Headteacher colleagues via our WhatsApp group has been invaluable. We have been able to seek clarification on developing systems and processes as well as checking in for support.

Starting with our own school childcare provision has meant we have been able to keep numbers small, with families we know, whilst we adapt to our new way of living, our new 'normal'. Moving forwards we are looking to pair up with other cluster schools to support staff rotas.

I hope this has been useful. For further information, feel free to contact us at glasllwch.primary@newport.gov.uk

Further information and resources can be found at
www.nael.cymru