



TCAT Guidance Document : Suggested schedule and keeping in touch

Commentary: Further to our meeting held on Wednesday 25th March 2020, please find suggested guidance and direction in order to maintain a supportive virtual presence within our respective school communities. This guidance is designed to complement and takes into consideration the excellent work already being delivered to pupils and families across the Trust.

We are mindful that pupils and parents may begin to quickly feel overloaded and may need further guidance or 'permission' from us to step back a little. There are constant updates and offers beyond what we are already giving, on social media and other outlets. Whilst this is great, some excellent resources may be missed amongst all this traffic. A suggested tool to support with this would be a gentle schedule that gives the pupils the opportunity to see staff, their teachers, from their respective schools.

Suggested key actions and schedule (to compliment school's current approach)

| Action | Detail | Who |
|--|--|---|
| All academies to have their own You Tube channel or an alternative | This will allow for regular communication and develop a reassuring presence for pupils. It would be a tool to promote well-being, good health, mindfulness beyond the learning offer on remote classroom learning. | All academies |
| Academies to ensure that there are activities linked to reading, lifestyle/creativity and fitness uploaded weekly onto their school You Tube channels/or alternative. | <ul style="list-style-type: none"> This will promote the wider support around personal development and good health. Activities should also directly promote to supporting with mental and emotional well-being of pupils. Videos uploaded should be promoted to the school community, link to a shared time of activity to develop the sense of all 'coming together' however, this can also be accessed when is suitable for individual pupils. It would allow academies to share ideas linked to their sector and appropriate for their students. Ideas could then be shared and pooled around the Trust as this develops. This will be reviewed regularly. Ensure there is a clear process and QA protocol for any videos being uploaded within your academy. | All academies |
| Weekly communication from school leaders to parents (this could be in the form of a newsletter or through your current tools of communication) update and key message linked to your school community needs) | Parents are used to receiving some sort of regular communication so this will support with some send of normality and a further opportunity to keep in touch with the community. It will also ensure academies are communicating key messages as well as capturing some of the online activity and celebrating good news. | All heads |
| Staff newsletter | Weekly bulletin to staff ensuring staff are informed, well-briefed and up to date with school arrangements, protocols, including expectations and CPD recommendations. Consider involving governors in some of this communication where relevant. | All academies (SLT) Post Easter – PD & Safeguarding hub to support |
| Well-being bulletin (linked to the latest Public Health advice, use well-being guidance and ideas) | Initially link this to your staff bulletin. It is important that we continue to support our workforce with clear messages and signposting to various resources promoting their own well-being | All academies (SLT) Post Easter – PD & Safeguarding hub to support |
| Trust good new sharing Trust challenge | Fortnightly share a page of good news from your academy to celebrate and collate good news across TCAT (audience will be RSC, Trustees initially. Where appropriate Warrington Guardian) | All academies to VB |

- Constant consideration needs to be made around those pupils for whom accessing online facilities is a challenge.