

Staff Briefing- 21/12/16

1. Staff were informed that Louisa Hall has now handed in her resignation. Her contract will end in February. Parents have **not** yet been informed, so news to be kept internal for now. A letter will go out to parents of 1LH after Christmas when arrangements have been made for permanent cover.
2. Kat R has sent union meeting feedback to NUT members. There was discussion around scrutiny feedback. Maths scrutiny has now gone out- staff to see Jon/Sarah T if they have any questions.
3. Reading data/NAWKI targets- need to be clear that percentages are for age-related text for that yeargroup. If not secure at their yeargroup level, need to be using Ws.
4. Sarah, Jon and Helen doing writing review today (Weds) (on one top, one middle and one bottom). Helen W taking send books that she looked at last time. Will be checking against marking policy.
5. Child of the Term assemblies today (Weds).
6. Part day/end of term on Thursday. EYFS in hall at 10:10am, KS1 at 9:10am, Years 3-4 at 1:30pm and Years 5-6 at 2:15pm. Chris K will be setting up music. There will be an SEN space in the dance studio for children with sensory issues.
7. Secret Santa at 12:30pm Weds
8. Donna discussed safeguarding:
 - a. Phase meetings after Christmas will look at behaviour analysis with Donna and Lisa
 - b. We will be sharing attendance reports and behaviour analysis on a half termly basis
 - c. CPOMS use has been really good, and is particularly useful for Child Protection meetings
 - d. An overview crib sheet for CPOMS has been created and emailed out this week
 - e. Be aware of children who will not be looking forward to holidays due to issues at home. Please call all staff try to be available for children who feel they need to share their worries, as this is the time of year when we get a lot of disclosures.
9. Anybody who would like spare text books, please see Kerry in the office before Christmas. Any left at the end of term will be donated to Refugee Aid.