

Sample Staffing Rota

	w/c 23 rd March	w/c 30 th March	w/c 6 th April	w/c 13 th April	w/c 20 th April	w/c 27 th April	w/c 4 th May	w/c 11 th May
Team 1	In work	Holiday	Work from home (first reserve)	Work from home	In work	Holiday	Work from home (first reserve)	Work from home
Team 2	Work from home	In work	Holiday	Work from home (first reserve)	Work from home	In work	Holiday	Work from home (first reserve)
Team 3	Work from home (first reserve)	Work from home	In work	Holiday	Work from home (first reserve)	Work from home	In work	Holiday
Team 4	Holiday	Work from home (first reserve)	Work from home	In work	Holiday	Work from home (first reserve)	Work from home	In work



Education House, Spawd Bone Lane,
Knottingley, WF11 0EP
T: 0345 196 0033
E: info@deltatrust.org.uk
W: www.deltatrust.org.uk

...Changing lives

Ask staff to choose the holiday block which best suits them (we/they may need to be flexible)

Organise staff teams around preferred holiday block with a mixture of teachers and TAS. Learning Directors, Subject Directors and other Core staff will be deployed as required.

Teams to split into 2 groups:

Group 1 provide the childcare

Group 2 carry out the safe and well checks (phone calls) as follows – Children not attending school who are CP/ CIN or LAC **daily check**
Children at Early Help or on your vulnerable list **weekly check**

All welfare checks MUST be logged on CPOMs



Education House, Spawd Bone Lane,
Knottingley, WF11 0EP
T: 0345 196 0033
E: info@deltatrust.org.uk
W: www.deltatrust.org.uk

...Changing lives

Guidance & Recommendations

Once you have determined how many staff and pupils will be in on Monday, we recommend that you spilt your staff into categories:

- Senior Leaders
- Teachers
- TAs
- Admin
- Catering
- Cleaning
- Support – ie. Site supervisors

WE ARE NOT ASKING LUNCHTIME SUPERVISOR TO ATTEND WORK AT THIS MOMENT – PLEASE BUILD THIS INTO YOUR STAFF DAILY ROTA.

You should ensure that you have a representation of each category of staff to ensure continuity throughout the cycle so that we can offer appropriate childcare and a range of activities throughout this period.

Free School Meals – Day 1 each week you will be required to distribute e-vouchers to those who are eligible for free school meals via text message

IMPORTANT – CATERING WILL BE PROVIDED ONSITE FOR ALL STAFF AND CHILDREN ATTENDING SCHOOL.