

Behaviour Policy: Coronavirus addendum

Elmgrove Primary School and Nursery



Approved by:	Governing Body	Date: 21.09.2020
Last reviewed:	September 2020	
Next review due by:	In line with Government guidance	

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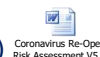
1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school (See also Coronavirus Re-Open Risk Assessment)



2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe. Our rules around being Ready, Respectful and Safe continue to apply too.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Ms Neary (Head teacher) if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements for them. For any exceptional circumstances, children would be given a separate risk assessment.

2.2 New arrival and departure arrangements for children

All parents are encouraged to walk to cycle to school, where possible. Please refer to government advice on safe travel for parents and carers. We are encouraging parents to wear face masks when entering and departing the site to drop off and/or collect.

Arrangements for children entering the school

- Sanitising stations are situated across the school building. Children will sanitise or wash their hands before/on entry to the classroom.
 - Children will be expected to wash their hands frequently throughout the day and this should be encouraged and supervised by a school adult where possible. Children will be reminded that hand washing is completed to a high standard – for at least 20
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seconds with soap and warm water. Children will be shown the correct way to wash their hands.

- All paper towels used to dry hands must be disposed of into the bins provided.

Arrival

- Nursery classes will arrive at 8:45am and 12:15pm. They will enter the school through the main school gate, nearest the park in the morning and through the 'out of hours' entrance in the afternoon. They will enter the building via their classroom door to the left hand side of the main school reception.
- Reception classes will arrive at 9:00am They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via their classroom door to the left hand side of the main school reception..
- Year 1 classes will arrive at 8:40am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via their classroom door.
- Year 2 classes will arrive at 8:40am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via the entrance to the right hand side of the main school reception.
- Year 3 classes will arrive at 8:50am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via the entrance to the left hand side of the main school reception.
- Year 4 classes will arrive at 8:50am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via the entrance to the left or right hand side of the main school reception. 4 Turner and 4 Holbein will enter the building with year 2 via the entrance to the right hand side of the main school reception. 4 Darji and Wiltshire will enter with year 3 via the entrance to the right hand side of the main school reception
- Year 5 classes will arrive at 9:00am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via their classroom door.
- Year 6 classes will arrive at 9:00am. They will enter the school through the main school gate, nearest the park and will walk across the playground and enter the building via the main door of Block E.
- Parents must adhere to social distancing guidelines whilst dropping off their child and must NOT congregate at or around the school entrance.

Where possible KS2 pupils are encouraged to come into school without an adult.

Parents will drop their children off at the gate nearest the park. The gate will be supervised by a school adult. The parents are encouraged to only visit the school office through a pre-arranged appointment made via e mail or phone call as access to the school office is limited.

Departure

- Nursery will leave school at 11:45am and 3:15pm. They will be collected from their classroom and will follow the one way system out via the gates nearest Daintry Close.
- Reception will leave school at 3:10pm. They will be collected from their classroom and will follow the one way system out via the gates nearest Daintry Close.
- Year 1 will leave school at 3:00pm. They will be collected from their classroom and will follow the one way system out via the gates nearest Daintry Close.
- Year 2 will leave school at 3:00pm. They will be collected from the back playground and will follow the one way system out via the gates nearest Daintry Close.
- Year 3 will leave school at 3:10pm. They will be collected from the back playground and will follow the one way system out via the gates nearest Daintry Close.
- Year 4 will leave school at 3:10pm. They will be collected from the back playground and will follow the one way system out via the gates nearest Daintry Close. 4 Turner and 4 Holbein will be collected from the playground area nearest the park and 4 Darji and 4 Wiltshire will be collected from the playground area nearest Daintry Close.
- Year 5 will leave school at 3:20pm. They will be collected from their classroom and will follow the one way system out via the gates nearest Daintry Close.
- Year 6 will leave school at 3:20pm. They will be collected from the front playground in front of the main school reception and will follow the one way system out via the gates nearest Daintry Close.
- Parents must adhere to social distancing guidelines whilst waiting to collect their child and must NOT congregate at or around the school entrance.

2.3 Hygiene expectations

- Children should be told that when they want to cough or sneeze they do so into a tissue. Tissues will be provided in each class/working space. The tissues will then be disposed of into a lidded bin. We will adopt the phrase 'catch it, bin it, kill it'.
- The same rules apply to adults with regard to coughing and sneezing.
- All children should be told to avoid touching their mouth, nose or eyes with their hands. The same rules again apply to adults.
- When children use the toilets they should go one at a time and should wash their hands thoroughly for 20 seconds.
- Children will be reminded that under no circumstances will spitting be permitted.
- Children will be reminded that under no circumstances will coughing at or towards anybody be permitted.

2.4 Pupil socialising and movement around the school

- Children are reminded that they must remain within their bubble as much as possible. They will work, play and have lunch with their bubble every day.
- Children will access classrooms directly from outside where possible.
- Physical activity to take place outside.
- Assemblies to be conducted via video conferencing.

Moving around the school

- One way circulation throughout the school where possible, All adults and children should keep to the left and exercise the utmost care so that when they are moving around the school a social distance is maintained.
- When passing others in the corridor / other spaces, social distancing must be adhered to.

Playtimes

- Children will be taken to the playground by their supervising adult and the children will only play with their allocated bubble within their allocated area.
- Staggered break times have been planned to ensure that corridors and playgrounds have a limited number of pupils accessing them at any time.
- Children will be encouraged to use toilets before and after playtimes.
- Children to wash/sanitise hands before and after use of play equipment
- Playground sectioned for particular bubbles of children.

Lunchtimes

- The children will be supervised at all times as they move from the Halls and into the playground/field or back to their classroom/working space.
- SMSAs will be on duty at lunchtimes so that staff can take a break.
- Staff should maintain a social distance when having their lunch and not congregate in large bubbles.
- Children will wash their hands beforehand and will have their lunch with their bubble.
- Hot lunches will be plated and delivered to Reception, Year 1 and Year 2 children to avoid queuing.
- Tables and chairs to be cleaned after each usage.
- Children to wash/sanitise hands before and after use of play equipment
- Playground sectioned for particular bubbles of children.
- Staff should maintain a social distance when having their lunch and not congregate in large bubbles.

2.5 Coronavirus symptoms

- If a child feels unwell, in particular with a temperature or a persistent cough, they must tell an adult immediately.
- The child must then be taken to the designated area for suspected coronavirus and they will be supervised by the first aider in PPE whilst we wait for their parents to collect them (see detailed guidance in risk assessments).
- When the child leaves the building, the first aider must dispose of all PPE appropriately – double bagged and into a lidded bin.
- Any adult with coronavirus symptoms must leave the building after informing an SLT member.

NB Tests will be available for school children and staff via the testing website. Please contact your doctor if you feel you have symptoms. If the test establishes that you do not have the virus you will be expected to return to work immediately. If you do have coronavirus you must inform the school and self-isolate for 7 days, anyone you live with must self-isolate for 14 days.

2.6 Arrangements in the classrooms/school working spaces

- The children will stay in their class bubbles with their teachers, except for during PPA or leader time. Cover will be restricted to a few people as possible.
- No equipment can be shared beyond the bubble – all personal belongings must be stored individually in pencil cases or pencil pots.
- Children should not touch each other's water bottles. The children should keep their water bottle on their individual table at all times.
- Any equipment that is used must be thoroughly sprayed with antibacterial spray (which will be provided) and wiped with paper towels by an adult. The paper towels must be disposed of into a bin.
- Lunch boxes will be stored by individual pupils beneath their work space.
- Coats and bags will be stored on class pegs. Pupils will collect their belongings ONLY at the same time as those in their bubble.

2.7 Rewards and sanctions

- We wish to make the transfer back into school as positive and stress free as possible for everyone. Please make sure that children are fully aware of the new behaviour rules and routines and are praised and rewarded for their appropriate behaviour. We will continue to award children for being Ready, Respectful and Safe.
- If any child deliberately breaks the new rules and routines, please refer to



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N.B. Children are expected to wear their school uniform which can be machine washed. They should wear PE kits to school on the days allocated by teachers for PE sessions, rather than bring kits to change into.

3. Expectations for pupils at home

If pupils are not in school, we expect them to complete the weekly home learning set by their teachers. The learning platforms include Purple Mash, Google Classroom, MyMaths, Bug Club and Times Table Rock Stars. The children should complete tasks and leave comments as requested by their teacher. Children should be contactable during the school day, although we understand and do not expect pupils to be in front of a device for the whole day. Parents have the email address for each year group, should they wish to speak to the teachers for advice. Parents and/or children should alert their teachers if they are unable to complete home learning. Children are expected to use appropriate online conduct at all times. Parents can collect a paper copy of the home learning, if they do not have access to a device and/or the internet.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks by Miss Wheeler/Mr Hewett, Assistant Head teachers. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Risk assessments related to Covid-19