



St. Michael's CE Primary School

Behaviour policy

COVID-19 Addendum

Date: 10th June 2020

Next review due by: 18th July 2020

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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

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.

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 Lorna Anderton, Headteacher, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

Altered routines for arriving and leaving the school

Arrival at school:

- Parents should not gather at the school gates.
- Only 1 parent or carer should drop off or collect a child at the beginning and end of the school day and all parents should maintain a 2m distance from other families.
- Families who have 1 or more members in the home unit displaying symptoms of Covid 19 or who are in a period of isolation, should not send their children into school.
- Parents are requested to avoid entering the school unless it is urgent that they do so and they have been given permission by a member of staff.
- Children do not use the same entrances and exits to school as previously used.
- Children in Reception will be admitted to the site via the main gate. They should line up, at a safe distance (2 metres apart), with their parents along School Rd, facing the school, to the left of the gate. They will be escorted by a member of their class teaching team to their classroom/allocated teaching area. They will be asked to use sanitising hand gel on entry to the site.
- Children in Year 1, will be admitted to the site via the High Street gate. They should line up, at a safe distance (2 metres apart) with their parents along the High St. They will be escorted by a member of their class teaching team to their classroom/allocated teaching area. They will be asked to use sanitising hand gel on entry to the site.
- Children in Year 6 should line up, 2 metres apart, facing the school, to the right of the gate on School Rd. They will be met by a member of the Year 6 teaching team and asked to sanitise their hands before entering the building. IT IS THE RESPONSIBILITY OF THE PARENTS/CARERS TO ENSURE THEIR CHILDREN FOLLOW SAFEDISTANCING RULES WHILST WAITING TO ENTER THE SITE.

- Parents who need to speak to a member of staff should phone the office. If this isn't appropriate please phone to make an arrangement to meet a member of the office team at a safe distance.

Dismissal of children:

- Reception children will be dismissed to parents/carers from the Reception/KS1 garden gate. Parents should remain at a safe distance until the gate is opened. Once admitted, parents/carers should continue to queue, at a safe distance, to collect their children.
- Children in Year 1 will form a line, at a safe distance, to be collected individually, from the gate on the High Street. Parents are not to enter the school site without permission and are expected to queue at a safe distance.

Hygiene, such as handwashing and sanitising and social distancing

- Reception, pupils will stay at their desks, away from each other, for as much of the school day as possible; ideally 2 metres apart.
- Pupils will be reminded of how to wash their hands according to NHS standards, throughout the day.
- Pupils will use hand sanitiser before entering the classroom.
- Pupils will be directed to wash their hands (20 second rule) after sneezing, coughing and using the toilet.
- Pupils will wash their hands before and after snack.
- Pupils will use hand sanitiser before leaving the school to go home.
- Pupils will be encouraged not to touch their faces.
- Tissues will be available in all rooms and areas of the school being used. Pupils will be advised to catch sneezes and coughs in these and bin them afterwards. If a tissue isn't at hand, an elbow must suffice.
- Windows and doors will be open to increase air flow and ventilation.
- Hard surfaces, for example tables and chairs, will be cleaned between sessions.
- Children will have their own sets of pencils and resources.
- Pupils will use the same desks during their allocated 'pod' time. Deep cleaning will take place on the Wednesday before the next pod are in.
- Breaks will be taken in areas designated to each class to avoid the risk of contact between 'pods'.
- Children will be encouraged to use a one-way system when travelling through school and to the toilet.
- Soft toys and furnishings will be removed/unavailable for use.
- Pupils will only socialise with their pod.
- Children will be supervised in a designated area that avoids pupils coming into contact with another class.
- A maximum of 15 children at any one time, will use the area allocated to them.
- Children will be encouraged and reminded to keep a safe distance between them and their peers while outside.
- During inclement weather, breaks will happen in the classroom. Pupils will need to remain at their desks. Activities for 'wet play' could include, watching a DVD, listening to a story or working with construction kits.
- All breaks will be supervised by adults.

Moving around the school (e.g. one-way systems, out of bounds areas, queuing)

- Children are brought into school by an adult at all transition points (before school, before and after break time, before and after lunchtime and at the end of the school day).

Sharing any equipment or other items, including drinking bottles

- Parents are to supply a water bottle for their child for school. This will need to be filled prior to the child arriving at school. The water bottle will be kept on their individual desk for the duration of the day.
- Children will only use equipment that is solely for their use. Any shared equipment will be cleaned by adults after use.

Use of toilets

- Hand sanitiser is available in all pupil toilets
- Posters in all toilets with instructions for 20 second handwashing.
- Children practise safe distancing when using the toilets- 1 child at a time.
- Children will use hand sanitiser when returning to the classroom.

Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands

- Children will follow the 'catch it, bin it, kill it' routine when sneezing and coughing.
- Tissues are available in all classrooms
- Children will not cough or spit at or towards any other person

2.2 Sanctions for not following rules

If pupils fail to follow these rules, we will:

- 1) Provide verbal warnings and reminders
- 2) Make a phone call home to parents/carers to remind them of the rules and the home-school agreement that they signed with regards to their child returning to school.

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

- Attendance for parents not wishing to return their child to school will not be taken into consideration at present.
- Uniform expectations have been relaxed to accommodate the possibility of pupils having outgrown their uniform and their parents can't currently replace it; clothes not drying in time from being washed.

3. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection policy
- Health and Safety policy
- Information for parents COVID return to school document – includes the home-school agreement
- Health and safety check for returning to school