



**embrace
challenge:
expect
excellence**

Springfield Primary School



Behaviour policy: coronavirus addendum

Version: CMAT Board approved – June 2020

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal relationship 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 the Claire Andrews (Head teacher) or Mel Treble (Deputy Head) 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.

	Group	Room	Time	Entrance
Year 6	Group 1	6AS	9.15-3.15	Main gate
	Group 2	6RG	9.15-3.15	Car park
	Group 3	6 Intervention	9.30-3.30	Main Gate
	Group 4	5HM	9.30-3.30	Car Park

	Group	Room	Time	Entrance
Year 1	Group A	1KR	8.45-2.45	Main Gate
	Group B	2HD	8.45-2.45	Car Park
	Group C	1KC	9.00-3.00	Main Gate
	Group D	2MJ	9.00-3.00	Car Park

	Group	Room	Time	Entrance
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Reception	Group 1	FAP	8.30-2.30	Main Gate
	Group 2	FCE	8.30-2.30	Car Park

	Group	Room	Time	Entrance
Keyworker children	Group 1	3RG	By booking only	Time dependent

Handwashing

Use soap and water or a hand sanitiser when you:

- Get home or into school
- Blow your nose, sneeze or cough
- Eat or handle food
- Wash your hands more often and for 20 seconds

Cleaning

- Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products provided within your bubble. Ensure you wear appropriate PPE (gloves and apron if required).
- When your bubble uses the toilet areas please ensure if in EYFS, Y1 and Upstairs Y6 that you clean down any surfaces that have been touched by children on entry and exit. Cleaning equipment is located in each of these areas.
- After using the staff toilets please ensure you wipe down surfaces you have touched as you exit to ensure it is ready for the next person, using the equipment provided.

Bins

- Ensure bins are emptied regularly within your bubble. Place black bags outside the door of your bubble for collection and disposal.
- In year 1/6 groups ensure you have a bin outside your classroom door and regularly empty for disposal of paper towels from toilet/hand washing visits.

Behaviour incidents

- There are two adults in every bubble. If the child is not complying to the guidance, the staff will radio or text Claire Andrews or Mel Treble. The child must not leave the bubble until SLT arrive.
- The rules and protocol will be explained to the child at a safe distance dependent of behaviour traits. If required we will follow School's Positive Handling Policy.
- If a child displays challenging behaviour and protocol is not followed Parents will be called to collect their child. This will be a booked time as to not interfere with drop offs and collections of other groups.
- All incidents will be emailed by the bubble members of staff to Claire Andrews or Mel Treble, which will then be recorded onto CPOMs.

Breaks and Lunches

- There are allocated play zones for each bubble (see map). Please ensure if this area is shared that the group before you is all off of the area before you leave your bubble by the external door.
- Children will be encouraged to socially distance during breaks and lunch. When lining up to go outside and come inside, children will be socially distanced.

- Any outdoor time will be staggered accordingly, see below. All children will remain with their bubbles and notify Claire Andrews or Mel Treble if there is a behaviour incident during this time. Contact will be made either by radio or phone call.
- Incidents will be emailed to SLT and this will then be logged on CPOMs.
- If the child does not comply and follow the protocol the parents will be called to collect their child by booking.

		Break Time	Zone	Lunchtime	Zone	PM Break Time
Year 6	Group 1	10.00-10.15	3	11.25-11.55	3	
	Group 2	10.40-10.55	3	12.35-13.05	3	
	Group 3	10.20-10.35	3	12.00-12.30	3	
	Group 4	11.00-11.15	3	13.10-13.40	3	
Year 1	Group A	9.45-10.00	2	11.30 -11.55	2	13.45-13.55
	Group B	10.05-10.20	2	12.00 -12.25	2	14.00-14.10
	Group C	10.45-11.00	2	12.30 -12.55	2	14.15-14.25
	Group D	10.25-10.40	2	13.00-13.25	2	14.30-14.40
Reception	Group 1	9.45-10.00	1	11.30-12.00	1	13.00-13.30
	Group 2	10.15-10.30	1	12.05-12.35	1	13.35-14.05
Key Worker	Group 1	11.05-11.20	2	13.30-14.00	2	Courtyard

Signs of illness in school

If a child presents during school hours with Covid-19 symptoms CA/MT must be informed **URGENTLY. CODE WORD 'BUMBLE BEE'**. They will take action as per the isolation risk assessment/guidance.

- An adult will be asked to escort the child to the isolation room (MT's office) by the most direct route.
- They must then return back to your bubble and clean all necessary surfaces and areas.
- You must avoid anyone leaving the bubble until further notice this includes toilet facilities and outside play time zones if at all possible. If a child needs the toilet urgently you must be extra vigilant to risks of cross infection of bubbles and clean appropriately to avoid.
- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell to avoid spreading infection to others.

Water bottles

- If children require water bottles to be refilled please contact AW/CA/MT who will arrange this safely. Once contact is made please place outside the door of the bubble, we will notify you once it is returned.
- Children must bring their own water bottles into school and be clearly labelled with their name.

Toilets

- **EYFS** toilets are divided to one side for group 1 and the other group 2, they will go into the toilet in their bubbles only. A wall divider will be placed in FCE to ensure the children do not mix. They will use allocated sinks and dryers.
- **Y1** toilets will have allocated cubicles for specific groups alongside the sink outside of the toilet. These will need to be wiped down regularly and bins emptied throughout the day.
- **Y6 upstairs** – The cubicles will be labelled A –staff, B- Girls, C-Boys and the sinks outside of the toilet will be allocated accordingly. No hand dryers will be used. All are to wash hands and use paper towels. These need to be placed in the bins labelled outside of the bubbles classroom as you enter.
- **Y6 downstairs** – Disabled toilet is for staff use only. The toilets will be labelled for the group so there will be a boys and girls cubicle on each side. Hand dryers can be used as it will just be your bubble using the area.
- Children will be escorted/monitored whilst using the toilet areas, as to not mix with the other bubble children.
- Children will NOT be able to see another bubble is using the area. Adults MUST ensure appropriate cleaning takes place after their bubble uses the area, including any communal areas they touch for example door handles.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Reward Dojos for exemplary behaviour and share this on class pages.
- Communicate with parents through the Dojo system
- A star pupil will be rewarded at the end of each week

However, if pupils fail to follow these rules, we will:

- All adults will follow the restorative justice regarding any behaviour incidents
- Restorative reflection forms will be completed by the children with adult supervision and emailed to Claire Andrews and Mel Treble
- Specific behaviour protocols will be followed using a time out space in their bubble
- All incidents will be recorded on CPOMs by Claire Andrews or Mel Treble

2.3 Changed rules

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

- Children from Reception, Year 1 and Year 6 are expected from the 8th, 9th, 10th of June. If children are unable to attend for any reason, Parents are to notify school via Parentmail or Call the office. They will need to explain the reasoning and it needs to be recorded if : **Illness, suspected or confirmed case of COVID-19, Shielding for self or other family member, Illness, not suspected or confirmed case of COVID-19 or household isolation.** Parents are to follow government guidance in regards to Covid as well as the recommended absence period to prevent the spread of infection.
- Children are expected to wear school uniform to school. Parents must follow government guidance in relation to washing clothes daily after being in school. Children must come into school in a freshly washed uniform each day.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact [Claire Andrews (Head teacher) or Mel Treble (Deputy) 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.

Rules, such as:

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

Monitor the usage of pupils, if this is not frequent teacher's will:

- Monitor the usage and notify teachers as to limited access
- Contact the parent on Class Dojo or call them if no there is no response
- Provide paper copies of work to be completed if online access is difficult

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum of every three weeks by Claire Andrews and Mel Treble. 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
- Relationship Policy V1
- Safeguarding
- Positive Handling
- Home School Agreement