

September 21, 2020

COVID Behaviour Policy Addendum

This addendum applies until further notice.

It sets out changes and exceptions to our normal Behavior Policy and Statement of Behavior Principles. Pupils, parents and staff should continue to follow our normal Behavior Policy with respect to anything not covered in this addendum.

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/watch the communications sent out and ensure that their children follow the new procedures that have been put in place. Parents should contact the class teacher, in the first instance, 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 and support them to integrate back into school life.

Making St Mary's COVID Secure: adaptations in the light of our risk assessment:

Drop off and Pick up: There are now 4 points of entry and exit for pupils and each family should only use one. There is a rolling drop-off between 8.30 – 8.45am and a rolling pick up between 3.10 – 3.30pm to reduce congregation of parents outside the school. Parents should inform staff as to which pick-up zone their child should leave from. All adults including staff members will be asked to wear a face covering during pick up.

Hygiene All aspects of hand and respiratory hygiene must be adhered to. Class teachers are encouraged to read and discuss the current 'Pupil Code of Conduct' in light of the current pandemic. Coughing or spitting at or towards any other person will result in sanctions and a phone call to parents/carers.

Handwashing will take place as outlined below:

- As soon as children enter the school building.
- After break
- Just before lunch
- After lunch
- After afternoon break

Children are discouraged from touching their mouth, nose and eyes with their hands. Where possible sneezing and/or coughing should be into a tissue ('catch it, bin it, kill it') which is then disposed of into the blue bin. Children will then be asked to wash their hands. If children are feeling unwell, they will tell a member of staff. Staff will follow the medical procedures.

Medical Room: the medical room has been relocated to a room with greater space and ventilation and direct access to an external gate for parental pick up. New systems of alerting the office for medical needs have been established to allow staff time to put on PPE. These include contacting the medical room via phone or walkie-talkie (channel 9)

The School is split into 'Bubbles' EYFS, Year 1 and 2 are one 'bubble'. Each subsequent bubble consists of a single year group. Children are taught in class groups of 30, and mix with their bubble group outside. Breaks and lunchtimes are staggered, and the outside spaces zoned so that bubbles do not mix on site. Staff work largely in the same bubbles as the children. Where staff work across bubbles strict social distancing applies.

Sharing of equipment: Sharing of equipment is kept to a minimum. Where items are shared within the classroom, or taken home and returned, they are quarantined for 72 hours before reuse.

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Staff rooms: We now have 3 main staffroom and 3 over flow spaces for staff to use – to allow for proper access to refreshments during break and lunchtime without over-crowding.

School lunches: The caterers now provide a packed-lunch option and all children eat in their classrooms.

Cleaning: cleaning of toilets, door handles, and classroom tables takes place in the middle of each day, in addition to our regular cleaning routines.

Toilets: Classes/year groups will use the toilets they have been allocated. Addition cleaning takes place

Communication: communication between senior leaders, staff, parents and governors is open and supportive – to build trust and engagement to support the implementation of these, and any future changes required to maintain our COVID-secure status

HANDS FACE SPABE All members of the school community will washing their hands regularly, maintain social distancing, and covering their faces where this is not possible (adults only).

2.2 Rewards and sanctions for following rules

See Appendix 5 of Behaviour policy. Spitting and deliberately coughing at other people would be medium/high behaviour.

2.3 Changed rules

Until further notice, we will alter the following school rules:

From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out on the website. However, on the days children have PE or Games they may come into school in their St. Mary's PE kit.

Expectations relating to attendance remain the same. Parents should inform the school office if their child is isolating or is required to quarantine.

3. Expectations for pupils at home

3.1 Remote learning rules

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

Parents should also read the expectations and ensure their children follows them. Parents should contact the class teacher if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them with their learning.

• Our pupils/students will be expected to:

- **Log on and complete weekly homework (with adult support if necessary) to retain skill of accessing online platforms**
- Log on to the appropriate learning sessions each morning and complete the registration task
- Watch any learning videos/join remote live learning sessions, and take a full and active part in them
- Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video
- Use proper online conduct, such as using appropriate language in messages
- Take advantage of opportunities to meet and talk with peers on Google Meet

• Parents are responsible for:

- **Reading all communications that come out from the school to ensure they are fully aware and up to date with news via email, class Dojo and Google classroom**
- **Ensuring they have signed up to Class Dojo**
- **Ensuring they have logins for each child at home – and practice using them for homework**
- **Informing the school as a matter of urgency if there are limitations to their access to online learning**
- **Setting a clear routine with each child using the timetable and the daily learning set**

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- Supporting their children to complete all of the learning set – including by accessing support materials on the school website
- Liaising with school staff and seek support on behalf of their child when needed, with class teacher via email
- Ensuring courtesy and politeness to any member of staff within any communication
- Providing access to the learning offered for their children
- Supporting their children by emailing the teacher pictures of completed work for assessment and feedback

3.2 Dealing with problems

If there are any problems with pupils adhering to the expectations around remote learning, including if they don't engage with the remote learning set for them, we will get in touch with parents and see if there's any issues we can help them address.

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 during term time by the SLT. 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
- Behaviour policy
- Health and safety policy

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