##

## St. Luke’s CE Primary School Behaviour and Expectation Policy 2020 Covid-19

## We would like to warmly welcome pupils and parents back to St. Luke’s CE Primary. We aim to maintain a secure, caring and stimulating environment for all our pupils. To make our school environment as safe as possible during this period, the government have requested that schools devise a temporary set of behaviour expectations for pupils, parents and staff to adhere to. Please follow these procedures as set out below.

## Messages for all parents:

## Whilst every effort is being made to secure school for all children, we have to be clear with you that it is impossible to guarantee that pupils will be socially distanced at all times.

* When pupils do return on the week beginning 22.06.2020 it will be in groups of no more than 10 (2 days per week each). We will assess and evaluate safety throughout.

## We will inform parents of any changes to the year groups that can attend at any given time.

## Children of key workers and those classed as vulnerable in all year groups will continue to have places in school until the end of the Summer Term. We will not be open in the Summer holidays. The Summer Term will end on Friday 17th July.

## No school places can be offered to siblings during phased returns to school.

## We will inform parents via email or phone call on which days their child can attend and their starting date.

## Online learning will continue for those pupils unable to attend school.

## Arrangements for the purchase of new uniform for September will be communicated to parents via ParentMail.

## We will continue regular up-dates for parents/carers through via ParentMail email. Our office will be staffed to take phone calls from parents as normal.

## Pupils not attending school will receive a welfare phone call once every 3 weeks.

## There will be no after school activities or clubs; breakfast club will remain for key workers pupils only.

## Messages for parents of children returning to school:

* **It is your choice whether you bring your child to school. For the remainder of the summer term there will be no penalty for not attending and no reporting of attendance percentages.**
* All areas of school have been ‘deep-cleaned’. Additional daily cleaning routines have been implemented.
* Our organisation of class groups and staffing is strictly led by health and safety. Children may not be with their teacher or with their best friends. We will not be able to alter groupings to suit parental preference. Children cannot cross to other groups for their own safety and that of others.
* Teaching and learning timetables will be very different from normal to ensure minimal movement around school or contact with other groups.

## Arrivals, Departures and Moving round the school

## Children will enter school through their designated entrance as shown in their year group transition booklets (these will be emailed to parents). Parents will not be allowed to come into school and children will enter individually and will go straight to their designated ‘bubble’

## Parents will not be allowed to come into school and children will enter individually and will go straight to their designated bubble keeping a 2m distance from any other individual. There will be markers on the floors to support children with social distancing. At their designated home time, children will leave the building from their designated exit. They will leave one at a time when their parent has come to collect them, again keeping their distance using the markers on the floors as a guide.

* Parents should avoid collecting pupils other than at designated times and from the allocated exits. Where this is unavoidable, parents must contact school to let them know the exact time they will be collecting the child. An adult from the child class will escort them to the front entrance to be collected by the parent.

## Movement around the school will be limited. When the children leave their bubble classroom to go outside for break, lunch or outdoor learning, they will follow the markers on the floor to ensure they stay 2m from peers and adults. Children will follow an adult from their bubble on their designated route.

## First Aid

* Qualified First-Aiders and a Designated Safeguarding Leader will be on site at all times. First-aiders will wear PPE when administrating first-aid.
* If a child has received First Aid we will send a slip home with the child (as we usually do) and their parent will be informed via phone call during the day.
* If a child is ill, they will be kept in supervised isolation until collected by their parent.
* We will not administer non-prescribed medication. Prescribed medication will be administered in the child’s allocated ‘bubble’ (if it is to be taken more than 3 times a day). Paperwork will be completed in the Front Porch, outside the main office, in the usual manner but medicine will be taken to the group to be administered by staff working in the class ‘bubble’. Parents will collect the medicine from class at the end of the school day.

## Equipment and Uniform

## We will welcome all children back, with or without uniform! However, a clean change of clothes every day is a key requirement for avoiding infection transmission. Hair must be tied back (infection risk). No make-up or jewellery as per school policy. All pupils should wear trainers to school so footwear does not need changing during the day and they can participate in outdoor activities.

* Children should NOT wear masks or bring their own hand sanitizers; items from home present an infection threat and all equipment for hygiene will be provided by school. All classroom resources have been reduced and customised to support hygiene and to reduce contamination risks. Children will not need to bring a school bag or any equipment into school. We will provide all children with their own individual equipment pack. We will not be sending home reading books during this time.

## Handwashing and Hygiene

## Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel upon arrival at school, before and after eating and at regular intervals during the day. We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school. Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

## Social Distancing

## Children who are old enough will be expected to socially distance from their peers and adults in school and on the playground/field at all times. Children will have their own table in the classroom spaced 2m apart. When children enter their bubble, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult’s support, they will not get out of their seats. Should a child refuse to follow social distancing measures, disciplinary procedures and sanctions will be used (see below).

## We understand socially distancing may be more difficult for younger children, they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

## Toilets

## Each ‘bubble’ will have their own toilets to use. These will be sign posted. Children will be encouraged to use the toilets one at a time and an adult will take them to their allocated toilets. When a child has finished in the toilet they must wash their hands.

## Break and Lunch times

## Children will have a designated place to play during break and lunch times. They will have their own equipment that will be cleaned after use. Children will be expected to remain socially distant from both peers and adults during play and break times. Children must stay in their designated area at all times.

## Lunch will be eaten in the classroom in their bubbles. Children will eat at their table or in their own space. They will not get out of their seats. Pupils will need to bring their own packed lunch in a labelled disposable paper bag or food caddy bag (that can be recycled by school). Drinks must also be in a labelled disposable container. Children can bring a snack into school.

## Rewards

## Our behaviour system ‘Stay on Green’ will continue to be used in the bubbles. Teachers and Teaching Assistants welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Above all praise and encouragement should be used as much as possible. Walking through school to show their work to the Headteacher or other adult for acknowledgement and praise during this time will not be permitted. Instead, each bubble will hold a mini-celebration assembly each week to acknowledge and celebrate positive attitudes and behaviour.

## However, as children cannot be sent to another classroom if they receive a red or a yellow they will be isolated within the classroom. If they repeat the red behaviour, parents will be contacted and asked to collect their child. If a child’s behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubble or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures could be used:

## Referral to Senior Leadership Team and Parents/Carers called to collect child from school immediately. Immediate swap from onsite education offer to online/virtual education offer.

## Fixed term Exclusion Permanent Exclusion Positive Handling & Restraint

## There can be times when a pupil’s behaviour requires staff physical support to ensure the pupils’ own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. At St Luke’s we use Team teach to do this. In the case of a child being at risk, putting others at risk or damaging property the child’s parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Headteacher and a decision of whether the onsite education offer will be withdrawn in favour of the online/virtual offer if this is deemed safer for all pupils and staff. Where a child may need very close contact it is imperative that parents know that the use of PPE where appropriate WILL be used to help avoid cross contamination or any potential virus spread.

## Pupils working from home

## If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful to staff. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a further action being taken. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

## Parental Behaviour Principles

## There are different expectations for parents during this period. There is a need to respond differently in order to maintain the safety of all. At times, the procedures may appear to be strict but we are doing this to protect your child, our staff and ultimately you the parent.

* Parents must meet our expectations for **respectful behaviour** on the school site, including social distancing expectations. Any deliberate infringement of the rules set out by the school that may endanger the safety of another person will result in the parent being immediately barred from entering the school site.
* Do not come to school if you or any members of your family have coronavirus symptoms – inform school of this immediately
* Follow any altered routines for arrival or departure as stated in your child’s transition booklet
* Only one adult to bring/collect their child/ren to school – inform school if the adult is not known to school staff and use the provided password
* Please do not enter the school building
* Communicate with school by telephone 01706 369443 or by email office@stlukesceprimary.co.uk
* Support school with these new temporary procedures

**Your continued support is vital, and much appreciated at this critical time.**