

Appendix 6

Behaviour Expectations during COVID-19 Pandemic

Safety Measures and Procedures

All the measure and procedures put into place for the school to remain open and to work towards a phased reopening have been implemented to ensure the safety for all.

It is important to understand that through the Behaviour Policy all our normal behaviour management strategies still apply. However, during this COVID-19 Pandemic, Appendix 6 lays out the key aspects of the Safety Measures and Systems that must be adhered to by Staff, Parents and Children. The Hierarchy and Langford Behaviour System will now take into account the listed measures in relation to behaviour within the school grounds.

All staff parents have already signed the 'Safety Measures and Procedures' agreement and children have been informed in an age appropriate and at an ability level for their understanding, through the PSHCE lessons.

Parents will need to provide:

- Children will need to bring a lunchbox, water bottle, PE kit, their own pencil bag/case (2 pencils, rubber, pencil sharpener, ruler, coloured pencils), sun hat and sun-cream applied before school.
- Equipment to be provided in a zip lock bag for any children that cannot provide their own resources.
- No other items are to be sent into school.

Classrooms

- Y1 – 6 to prepare tables with best endeavours with a distance of 2m between children with only one child per table.
- Children will use their table space to keep all their equipment and belongings with them, not in cloakrooms.
- Laptops will not be used in the classroom bubbles, all computer work to be completed by class bubbles at home.
- Children will now be in a social bubble and not mix with any other social bubble in school. There will be no changes within the given social bubble and we will not be moving any children, even by request.
- Toilets will be labelled so that only one class can use one specific toilet and only one child at a time may go to the toilet, therefore unisex with one boy toilet, one girl toilet per class.

- Staff will be asked to prepare classrooms including the removal of soft furnishing, spare chairs, tables and equipment not required (shared areas and conservatories may be the space to store resources in the short term but these spaces will be needed for isolation purposes.)
- Displays may remain in place but staff/children must not use shared resources including books.
- Children can be given their exercise books on their table on their first day and place in their tray after their two days in school. These are not to be handled by staff.
- Staff marking will be verbal, giving detailed feedback.
- Phones in classrooms to be used by one member of staff in that bubble only or wiped in between.

School Day

Arrival

- School will be open from 8.40-3.15 for the children (This may vary as we bring back further year groups).
- One parent/responsible adult will be asked to drop off and collect their children; no child should arrive on their own.
- Queue with social distancing of 2m outside the lower playground gate, notice on the gates to remind parents.
- Parents will be allowed to bring their child onto the school playground, no more than 5 parents at a time inside the gate.
- Children will line up with their teacher, spaced out as much as possible on the playground as soon as they arrive, markings will be in place for lining up and the one-way system (no mixing between any social bubbles in school).
- Parents will leave by the carpark gate at the top of the playground.
- One member of SLT/Staff on each gate, teachers wait for their class and one other member of staff ushering parents straight through on the one-way system.
- Children arriving will wait in the school car park, contact the office and only when class registers are complete and the class in which they are going into are settled, then a member of staff from that bubble can go and collect the child from the car park playground gate, using the key safe to access the key.

End of day

- All classes to line up on the playground, distanced, at their given times
- Gates opened by SLT/staff at the given times.
- Parents allowed in the same way as the morning, five at a time in through the lower playground gate, collect child and leave by the carpark gate.
- Parents encouraged to work closely with school to ensure timings are adhered to for safety purposes and an agreement for all details and information sharing to be signed by parents.

Lunchtimes

- Children will eat in their allocated classroom table space.
- Teacher and TA to stagger their lunch hour so that one adult is overseeing the children.

- Staff are not to leave school site for any reason during the school day.
- All staff to stay in social bubble areas during their lunch break, may be needed or called upon within their bubble for support during lunchtime/class time.
- Playtimes - no mixing with the other year group staff/children bubble.
- There will be no use of the staffroom to stop cross contamination, no use of any fridge in school, please in the first instance bring in a thermos of hot drinks, food and snacks. (SLT will look to facilitate kettles for future use in areas).

Key Worker Children only

- Arrive and collected from the school hall side entrance with all their belongings.
- Children will need all the same resources as listed above.
- All other safety Measures and Procedures are the same for all social bubbles including the Key Worker groups.

Staff Car Park

- Due to the staff car park gates being used as an exit from the playground, there will be no parking after 8.30am. This ensure the safety of staff, parents and children.

Procedure for unwell children

- The normal absence procedures apply for children absent from school – parent calls school to report absence and reason for absence.
- Parents will be asked to sign an agreement to reporting symptoms or positive cases within their family network or another sibling's school.
- Child becoming unwell in classroom area – must be removed to shared area for one class or conservatory for the parallel class in KS2 and areas will be designated within the other year groups as we reopen to them.
- PPE for staff of children with COVID-19 symptoms will be available in class areas.
- Staff contact the office, the child's parent is called and asked to wait at the car park playground gate and ring the school office on arrival.
- Sick child is then seen out to the parent by a member of staff in that bubble, where there is a key safe and the key can be accessed to open the gate.

COVID-19 Symptoms

- A family or child reporting to school with COVID-19 symptoms will need to be tested as a family and immediately self-isolate.
- Children and staff within the A and B bubble will be asked to self-isolate at home until a negative test result.
- Positive test – all staff and children in the A and B bubble will be asked to self-isolate for 14 days and take a test if symptomatic.

- All other medical procedures/first aid to be completed in bubble areas and children needing to be sent home will follow the above procedures. First aid kit will be provided to each class and not shared across classes.
- All first aid procedures are carried out in the safest possible way, as distanced as possible, gloves worn at all times.

Registers

- Completed by class teachers on SIMS, you will be given a code for the children not in that bubble and for the children that parents have chosen not to send back to school.
- Registers for Key Worker Groups will be done on entry to the school hall.
- No paper registers will be available. If SIMS does not work, please phone your register through to the office.

Photocopying – Library not office

- All photocopying preferably to be emailed to the school office and this will be prepared for staff.
- Any photocopying on sheets can be left on the black table outside the office on arrival to school and will be prepared and placed back on the same table.
- No one should enter the office area for any reason.
- Printing – one in and one out system to the photocopier, with hand gel used before and after use. No children will be allowed in the photocopying room – please do not ask them to collect printing.

School Office

- The office will be manned on a skeleton staff from 8.30 – 4pm
- It is a no entry zone and no one other than the permitted admin team and SLT can enter the office.
- Any post or photocopying will be left for staff at the beginning and end of each day on the black table outside the office; nothing will be put in pigeonholes, as the staffroom is a no entry zone for all staff other than admin / SLT.
- No non-essential visitors will be allowed on site, including parents, S&L, C&I and other SEND support. All possible means of virtual meetings must be encouraged.

Staff

- Teachers to be in school 8.15-3.45pm and must adhere to the strict guidelines. All staff to stay on site during these hours.
- Support staff to be in school 8.45 – 3.15 or within the normal hours worked, this will be clarified for individual staff.
- On arrival, staff must go straight to the area of their working bubble, not into the staffroom or mixing in other classrooms. We have to ensure no cross contamination.
- There will be no morning briefing; all staff will be contacted by email, School Life and/or phone.

- All staff must sign in on In-V-entry and hand gel/spray available and must be used.
- Staff toilets – can still be used on a one in and one out system, please check before entering.
- Any staff working across two settings or other jobs MUST have a full change of clothes before, wash hands thoroughly before entering school site.

Safeguarding

- All day-to-day procedures continue as they would do normally in terms of planning and reporting but with the above systems in place.

Staff

- All staff will remain in their social bubble and there will be no mixing of staff or use of the staffroom except by the allocated staff bubble.
- Staff to remain on site all day, including lunch hour.
- Please adhere to all of these measures for everyone's safety.