Appendix to Behaviour Policy- Updated for September 2020

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| **Expectations for all users of Tutshill C of E Primary school.** |
| * If you have any symptoms of Covid 19 you must stay away from school. If symptoms develop during the day you must leave the premises immediately. Anyone with symptoms must access a Covid 19 test immediately.
* Wash hands on arrival at school, regularly through the day, especially before eating and after going to the toilet and before leaving the premises.
* If it is not possible to wash hands, alcohol based sanitisers must be used.
* Adhere to social distancing rules especially when speaking with others
* Wear clean clothes each day.
* Follow the one way systems around the school.
* Coughs and sneezes should be ‘caught’ in a tissue and put in a lidded bin. Hands must then be washed.
* Avoid touching any part of your face, particularly mouth, eyes, nose.
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| **Expectations for and of children.** |
| Children* Will remain in their designated class group at all times during the school day. These groupings will not change.
* Will arrive and leave school at the designated time for their group.
* Will use the designated entrance and exit point for their group.
* Whilst in the classroom, will sit at a desk facing forward, side by side with peers.
* Will eat lunch at their designated place.
* Will not bring any items to school other than a hard, easily wipe able lunch box, named water bottle, book bag, PE kit and coat.
* Will work, wherever possible, independently, under the supervision and guidance of the adult within class. This applies to their work, personal hygiene and first aid.
* Will remain in their class group for the whole of the school day and not mix with children from other class groups.
* Will wear school uniform.
* Will not share food, water or resources with other children.
* Will tell an adult if they have any symptoms of Covid 19, or are feeling unwell.
* Will use the designated toilet for their class group and will go to the toilet by themselves and flush afterwards.
* Children must always thoroughly wash their hands after going to the toilet.
* Will stay within their designated play area at all times during break and lunchtime.
* Will ask permission before leaving the play area to go to the toilet.
* Will not be permitted to enter the school without permission and/or supervision from an adult.
* Will not be allowed to walk home unsupervised.
* Will adhere to the rules and routines for their class group. Breaking of rules will result in consequences, including, reminders, conversations with adults, time out, a conversation with the Headteacher. Persistent breeches of the rules will result in parents being contacted and further consequences discussed, if necessary.

Any incidences of spitting or biting by pupils towards others will be taken seriously. Children who have demonstrated these behaviours before will be spoken to when they arrive at school and reminded about expected behaviour. Parents of any child who bites or spits, or outs any other child at increased risk will be called to discuss the incident and consequences of it happening again will be clearly explained.  A risk assessment will be carried out and safety measures put in place to ensure the safety of all members of the school community. |
| **Expectations for and of Staff.** |
| Administrative Staff will* Keep a record of attendance and follow up absence of children who are expected in school.
* Maintain welfare checks for vulnerable children, who are not expected in school, in line with the Safeguarding policy.
* Communicate with parents, preferably by telephone or email. If visitors come to the school, office staff will talk to them through the closed glass hatch.
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| Teaching staff will * Open the gate to welcome children in to school each morning.
* Encourage children to maintain distance whilst waiting in line/walking to classroom.
* Lead the children into class through external doors, where possible.
* Ensure that each child in the class group has a designated space to work, distanced from others.
* Provide each child with a stationery pack containing a pencil, ruler, eraser, sharpener, exercise book, white board and pen and any learning prompts deemed appropriate.
* Ensure that the class group adheres to the correct times for playtime and lunch time break.
* Ensure that tables have been cleaned before and after eating.
* Ensure that whilst working in a shared space, children and adults from different class groups adhere to distancing rules.
* Take children to the designated exit point at the agreed end of day time.
* Supervise any ‘uncollected’ children until called by office staff.
* Ensure that the classroom is clean with surfaces wiped down, if necessary, in between scheduled cleaning slots.
* Ensure that the resources used by children are wipe able not shared and are kept clean.
* Minimise physical contact with children, other than in emergencies when PPE will be worn.
* Ensure surfaces are wiped down immediately after anyone has coughed or sneezed in the vicinity.
* Limit the number of children who are allowed to use the toilet at any one time to one from each class group.
* Alert Headteacher or line manager if any member of the class group shows any symptom of Covid 19
* Modify teaching approaches to maintain distance. Avoid calling children to the front of the class or working alongside them at their desk.
* Ensure windows and doors are kept open to maintain airflow.
* Not congregate with others in shared space and maintain distance at all times, where possible.
* Personal items should be left at home. Anything that is deemed necessary, for instance a lap top, should be carried in a wipe able bag.
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| Cleaning staff will * Clean all surfaces at the end of each day.
* Wash or disinfect resources at the end of each day.
* Regularly wipe down ‘touch point’ surfaces throughout the day.
* Ensure that soap, hand towels, tissues and hand sanitiser are available.
* Empty bins at regular intervals during the day.
* Wear gloves whilst cleaning.
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| Caretaker will* Conduct daily site walk alongside Headteacher
* Perform additional cleaning duties
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| Parents/ Carers will * All children will be dropped off and collected by an adult. Children will not be permitted to walk home alone.
* Only one adult should drop off and collect their child. Siblings should not come to the school gates.
* Bring their child to school at the designated time but must not arrive earlier than is absolutely necessary. If, for any reason, you miss the drop off time entry to school will only be granted, through the school office at 9.25am
* Collect their child from school at the designated time. If you are late for collection the children will stay with their teacher until the school day has finished for all children in the school. You will not be able to collect your child from the office until after 3.25pm.
* Move away from the school site immediately after drop off or collection.
* Maintain distance and adhere to markings on the pavement outside school.
* Stand close to the railings to allow others to walk by at a safe distance.
* Adhere to social distancing rules when communicating with a member of the school staff.
* Ensure sun cream is applied before children come to school.
* Keep their children at home if they show any signs of Covid-19. Parents must not send a child to school who has or is suspected to have any illness.
* Be easily contactable and be available to quickly collect a child, if necessary.
* Parents will ensure up to date contact details are in the School Office.
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