



**Edith Cavell Primary School**

**Addendum to Behaviour Policy**

Signed: G. Bishop Chair of Governors

Signed: H. L. Cooke, Headteacher

Date: 1<sup>st</sup> September 2020

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## 1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour 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 Miss Cooke – Head teacher 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.

### Arriving and leaving school

- Parents and pupils informed and encouraged to not use public transport.
- Parents/pupils encouraged to walk/cycle to school
- One-way system introduced around the outside of the school – See appendix 1
- Planned staggered arrival and leaving times for different groups of children
- Each class is allocated a time of arrival and collection and this is communicated to parents and they line up in their specified area of playground.
- Classes access classrooms straight from outside rather than coming through an entrance and corridor
- Only one parent/carer per child to arrive and collect children.
- No parent/carer standing at the gate (creating a bottle neck)
- No parent to come into classroom.
- Bikes and scooters stored safely apart not thrown on floor (pupils only use their own scooter/bike)

### One-way system

Pupils must observe the one-way system inside and outside the school. They must maintain social distancing while moving around the school.

### Sharing resources

Pupils should not share resources without them being sanitised between use.

### Social and break times

- Stagger breaks lunches and breaks to keep groups separate.
- Pupils to wash hands thoroughly before going out for break/lunch.
- No contact activities to be undertaken.
- Zone playground (provide markers to keep groups away from each other)
- Pupils will be encouraged to stand 2 meters away from each other and from staff in their own group.
- No ball throwing that involves pupils passing balls to each other.

**In the Dining hall** chairs are set out so there is a 2-metre gap between students when eating.

- Pupils stand apart. Marks on floor to indicate 2 M gap when queuing for food.
- No sharing of cutlery
- Pupils to sit with their own “group” and not mix with other groups
- Pupils to clear away own plates and cutlery.
- Staff working in dining hall to wear gloves
- Staff supervising to stand 2 meters away from pupils and other staff.

### Hygiene standards

Pupils and staff to wash hands regularly. Changes to timetabling to provide extra time in the school day every day for handwashing. This will be staggered in line with group breaks and lunches to avoid bottle necks in toilets.

Pupils and staff wash hands -

- before leaving home
- on arrival at school
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving school

Pupils should use tissues if they are coughing or sneezing and then throw the tissue away in the lidded bin.

Pupils should wear school uniform,

Pupils should not attend school if they are displaying signs of Covid 19

## **2.2 Sanctions for not following rules**

If pupils fail to follow these rules, we will:

- Remind them of the rule
- Remind them of why the rule is important
- If a child repeatedly fails to observe the rules, they will be given time out
- If a child continues to repeatedly fail to observe the rules, they will be spoken to by a member of the Senior Leadership Team

- If a child still fails to observe expected standards of behaviour, parents will be contacted to discuss the situation.
- If a child still continues to deliberately not observe the expected standards of behaviour, it may be necessary to consider and enforce a fixed term temporary exclusion

## **2.3 Changed rules**

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

- School starts at 8.55am and any child arriving after this time will be considered late
- Pupils not collected by 3.40pm will be sent to After school club and parents will be charged

## **3. Expectations for pupils at home**

### **3.1 Remote learning rules**

If required to self-isolate, or due to a local or further national lockdown and 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 Miss Cooke – Head Teacher 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.

- Complete home learning tasks set each day and week. To the best of their ability
- Seek help if they need it, from teachers via class email address
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated.

## **5. Links with other policies**

This policy links to the following policies and procedures:

Child protection and safeguarding policy

Health and safety policy

School based risk assessment