

# Rosslyn Park Primary and Nursery School



## COVID-19 Behaviour Policy Addendum

Effective from 1<sup>st</sup> June 2020

**KEEP  
2m APART**



**STAY  
IN YOUR BUBBLE**



**WASH  
YOUR HANDS**

## Context

From 1<sup>st</sup> June 2020, school will begin to plan for a phased reopening of the school. This phased reopening of schools will begin with the following year groups:

- 8.6.2020 Year 6
- 15.6.2020 Year 1 (decision pending)
- 22.6.2020 Reception (decision pending)
- 29.6.2020 Nursery (decision pending)

The school is following the guidance provided from the Department of Education and further advice from the Transform Trust on how the school can be reopened safely.

Comprehensive guidance can be found on the Department for Education Website:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-d-list-of-things-to-consider-acquiring>

This guidance was first published on 14<sup>th</sup> May 2020 and updated on the 25<sup>th</sup> May 2020.

As such, it will be appropriate for schools to make alterations to their Behaviour Policy and associated practices. This addendum to **Rosslyn Park Primary School's Behaviour Policy** sets out such changes in relation to Annex A of the aforementioned DfE Guidance, namely:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where Pupils may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

## Foreword

For many of our Pupils, school is a safe haven; a place where they can come to feel safe, secure, loved and cared for.

On 20<sup>th</sup> March 2020, school life for many young people changed. Both Pupils and parents found themselves working in unprecedented circumstances where Pupils were learning from home and parents were teaching their Pupils from home.

For many, this situation compounded an already difficult home-life.

We must bear in mind when applying this Addendum that our Pupils have had no formal education for upwards of 8 weeks at the time of writing this document. This, in turn, could mean a breakdown of routines, a lack of structure and heightened anxiety for many Pupils and families.

It is crucial that, for these Pupils, time has been spent before their return, planning their provision carefully. The school will reference the Transform Trust Provision document with regards to planning provision.

**However, behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of pupils or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.**

### **General points of note**

- Breakfast Club provision will only be offered to key workers.
- There will be no afterschool provision until further notice.
- All Bubbles will have a walkie-talkie.
- All Senior Leaders will have a walkie-talkie.
- These should be switched on at all times during the school day and set to Channel 11.

### **Altered routines for arrival or departure**

Arrival and departure timings are as follows:

8:45 – 2:45	Vulnerable pupils and Key Workers (who will depart from the gate to the playground)
9:00 – 3	Year 6 (who will depart via the gate to the field)
9:10 – 3:05	Year 1 (decision pending)
9:30 – 2:45	Reception (decision pending)

- Pupils must make their way into the school building immediately.
- Upon entering the building, pupils should use the antibacterial hand gel at the first hygiene point they arrive at.
- At the end of the day – at the time indicated in the letter sent by the headteacher - pupils will be brought to the designated collection point.
- Adults must not enter the building.

### **Hygiene**

#### **Pupils must wash their hands regularly.**

- Upon entering the building, all persons must use the antibacterial hand gel provided.
- Pupils must wash their hands regularly for at least 20 seconds using soap and water.
- Pupils must use disposable paper towels to dry their hand and ensure these are placed directly into a lidded bin when they have finished.
- In areas where soap and water is not readily available, Pupils should use the antibacterial hand gel.
- All pupils and adults will follow the current PHE (Catch it, Kill it, Bin it) guidance on hygiene.
- Tissues are readily available in all Bubbles and Pupils should be encouraged to use them.
- Tissues should only be used once and should be immediately placed in the lidded bin provided.
- Where a pupil coughs or sneezes without a tissue (i.e. into their hand) they must be made to wash their hands with soap and water for at least 20 seconds.
- Pupils should be encouraged not touch their face, nose or eyes.
- Where a pupil is seen doing so, they should be encouraged to wash their hands for at least 20 seconds with soap and water.

## Socialisation

### **Pupils must remain in their bubble.**

- Pupils must remain with the other pupils and adults in their Bubble.
- There will be 9 or less pupils in each bubble and 1 additional adult.
- At lunchtime, pupils will be looked after by a midday supervisor.
- Pupils will have their lunch in their classroom on their designated table.
- The dinner hall will not be used.
- Assemblies will be held virtually.
- There will be an allocated zone at lunch for each Bubble.

## Movement around the school

### **Rosslyn Park Primary operates a clearly sign posted one-way system to move around school that promotes social distancing.**

- All Pupils and adults must adhere to the signage both on the floor and the walls.
- It is vital that pupils and adult adhere to the 2m social distancing rule and, as such, the floors are marked in 2 meter gaps.
- Adults will role-model the expectations around maintaining this distance.
- Moving around school should be kept to a minimum.
- When moving around school, one adult should go at the front of the line and one adult should remain at the back of the line.
- Should a pupil not maintain the 2m social distance, they should be reminded to use the markers on the floor to help them.
- When moving around school, pupils should be encouraged not to touch their surroundings and walk with their hand by their sides – unless this poses a health and safety risk (i.e. handrails).
- When coming in from outside, pupils should use the antibacterial hand gel at the hygiene stations.

## Equipment

### **School will provide all equipment needed.**

- Pupils should not bring any equipment to school with them. This includes drinks bottles, toys, pencil cases and mobile phones.
- If a pupil has specific equipment that is part of their provision, this should be disinfected upon arrival at the first hygiene station.
- New water bottles will be provided and drinking water will be provided on a daily basis.
- Pupils will be given their equipment tray.
- These trays should be labelled with the pupil's name and will be kept on their desk.
- Pupils must not swap equipment with each other.
- Pupils must not remove their tray from their allocated classroom.

## **Behaviour at Break and Lunchtime**

**Social distancing applies at all times.**

- Each Bubble will have allocated time on the playground, which is staggered to avoid the bubbles coming into contact with one another.
- Each Bubble will have their own equipment to use when outside. This should be wiped down and stored back in the container before coming back into the building.
- Pupils should remain in their allocated section of the playground with their Bubble.
- Should a pupil leave their allocated area, they should be reminded and asked to come back.
- Any pupil deliberately defying this rule should be recorded on Scholar Pack under the incident type "COVID19 – not staying in allocated playground area."
- At lunchtime, bubbles will eat their lunch in the allocated classroom with a Midday Supervisor managing the Pupils.
- The outdoor gym equipment and other outdoor equipment are out of bounds.
- The same principles apply for lunchtime as indicated above for play time with support from SLT.

## **Use of toilets**

- Usual toilet hygiene rule apply – wash your hand with soap and water thoroughly after going to the toilet.
- Pupils will be encouraged to use the toilet at the beginning and end of break and lunch.
- Each Cluster has a designated toilet area, which should be used when needed.
- Pupils must not travel to another area of school to go to the toilet.
- Pupils must be allowed to go to the toilet as needed, however, only one pupil from a Bubble should be allowed to go at any one time, regardless of gender.
- Adults should monitor this and if they notice more than 2 Pupils going to the toilet at any one time, should stop them and ask them to return to their classroom and wait.
- Upon re-entering the classroom, Pupils should use the antibacterial hand gel provided.

## **Coughing and Spitting**

**Coughing and Spitting will be treated as high level incidents and sanctioned accordingly.**

- Deliberately coughing or spitting towards any other person will not be tolerated.
- SLT should be informed if any pupil exhibits such behaviour.
- The pupil will be removed from class and parents will be called immediately to collect.
- SLT will make an informed decision on the length of a fixed term exclusion. A permanent exclusion may also be considered.

## Rewards and sanction system

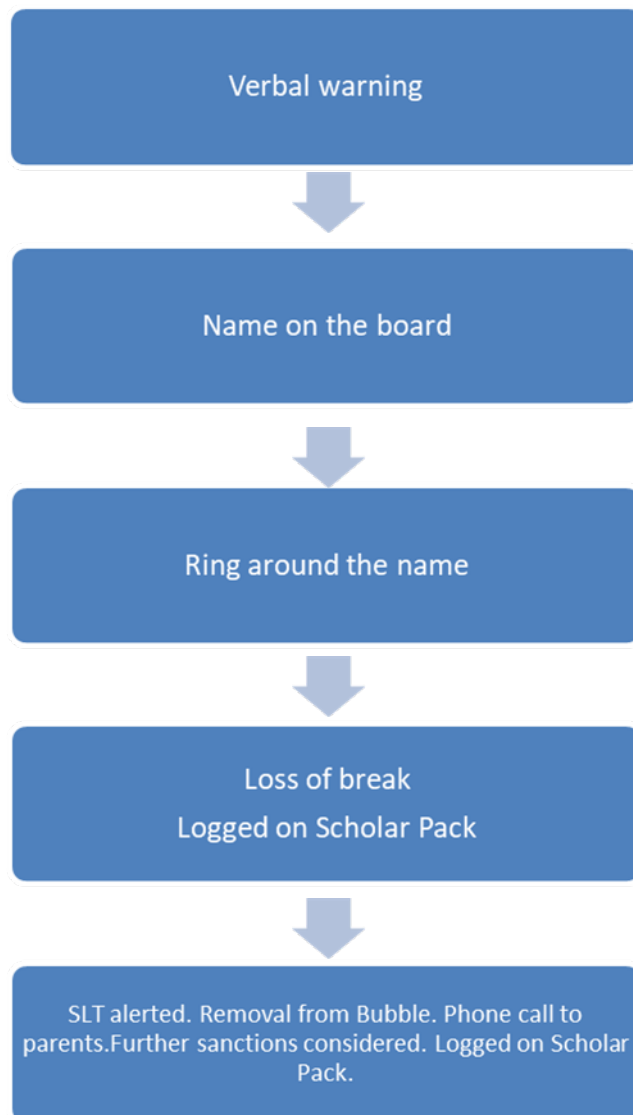
There are some changes to our Rewards and Sanctions.

### Rewards

- Golden Time of up to 15 minutes can be awarded per week.
- Class Dojo points should still be given out regularly and consistently. Dojo Charts will be displayed in all Bubbles.
- Class Dojo assemblies will still take place virtually on a Monday.
- Values certificates can still be awarded.
- House Points are suspended until further notice.

### Sanctions

The school sanctions for Classroom Behaviour have been amended:



- Scholar Pack should still be used to record all behaviour logs.
- Four new incidents have been created to monitor specific COVID19 related behaviours:
  1. COVID19 – DELIBERATE COUGHING
  2. COVID19 – DELIBERATE SPITTING
  3. COVID19 – NOT FOLLOWING SOCIAL DISTANCING
  4. COVID19 – NOT STAYING IN ALLOCATED AREA
  5. COVID 19 – NOT STAYING IN ALLOCATED BUBBLE
  6. COVID 19 – REFUSAL TO WASH HANDS

### **Use of RPI**

**If a pupil exhibits behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of themselves, other pupils or staff RPI may be used.**

- Staff trained in RPI will be called for via walkie talkie – location and initials of pupil will be stated.
- RPI will be conducted by 2 members of staff.
- Staff will take PPE with them and use if deemed necessary.
- Pupil will be taken to a member of SLT's office until calm where a further decision about next steps will be taken.



### The New School Rules during the period of partial school opening

In Class	Theme	Around the School
<p>We follow adult direction</p> <p>We stay at our table</p> <p>We do not move around the classroom without permission from the adult</p> <p>We keep a distance from others when we line up in the classroom</p>	<p><b>KEEP 2m APART</b></p>	<p>We follow adult direction</p> <p>We follow the signs</p> <p>We keep our hands and feet to ourselves</p> <p>We line up keeping 2 metres from our classmates</p> <p>We move calmly around the school with an adult</p> <p>We play socially distanced games at break and lunch</p>
<p>We never leave the classroom without permission</p> <p>We are not allowed to move around the school</p> <p>We have our lunch in our classroom and on our table</p>	<p><b>STAY IN YOUR BUBBLE</b></p>	<p>We are not allowed to move around the school without an adult</p> <p>We remain in our zone at break and lunch</p> <p>We play non-contact games within our bubble</p>
<p>We only use the equipment that has been provided</p> <p>We wash our hands regularly</p>	<p><b>WASH YOUR HANDS</b></p>	<p>We take off face masks before we enter school</p> <p>We wash our hands before entering school, after playtime, before eating and before we go home</p>

<p>We use hand sanitiser in the classroom whenever the adult asks</p>		<p>We keep our hands away from our mouth</p> <p>We use a tissue or an elbow to cover our mouths when we cough or sneeze</p> <p>We put our tissues in the bin (catch it, bin it, kill it)</p>
---	--	--