



Behaviour Policy Addendum Primary
Addendum for Covid-19 (in line with DfE guidelines)

(This Addendum does not replace St Margaret Clitherow Behaviour Policy
September 2019)



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Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

Placing the life and teachings of Jesus Christ at the centre of all that we do.

Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents.

Working together so that we can all achieve our full potential, deepen our faith and know that God loves us.

Being an example of healing, compassion and support for the most vulnerable in our society.

Galatians 5:22-23: "God's Spirit makes us loving, happy, peaceful, patient, kind, good, faithful, gentle, and self-controlled. There is no law against behaving in any of these ways."



Context

In light of the need for children to behave differently when they return to school, and the new systems St Margaret Clitherow have put in place to support that, this Addendum supplements the schools Behaviour policy in line with the following government guidelines as pupils begin to return to school following the lifting of Coronavirus lockdown measures.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters>

Pupils' Behaviour both in and out of school is expected to be in line with St Margaret Clitherow current Behaviour policy. This Addendum relates specifically to the current government guidelines for pupils returning to school as Coronavirus restrictions are lifted and may change as Government guidance changes. Failure to follow the measures set out in the Addendum could potentially led to sanctions being imposed in line with (insert school name) Behaviour Policy. We accept that our younger children will need additional help and support from staff to follow these guidelines and, as ever, our staff will be very positive in how they remind younger children of how they can stay safe.

1. Altered routines for arrival or departure:

Year 6 – 8.30am-2.30pm

Key Workers – 8.45am – 3pm

Year 1 – 9am – 2.45pm

EYFS – 9.15pm – 2.15pm

<u>EYFS Foundation Unit – Drop Off</u> <ul style="list-style-type: none"> Parents and chn to use the one way system: Going on to the field using the double gates from the car park; around the back of the trim trail and onto the playground through the double gates. Children to line up in their designated line on the playground using social distancing markings. 	<u>EYFS Foundation Unit – Pick Up</u> <ul style="list-style-type: none"> Parents to use the one way system: Going on to the field using the double gates from the car park; around the back of the trim trail and onto the playground through the double gates. Parent to line up in their designated line on the playground using social distancing markings.
<u>EYFS – Year 3 – Drop Off</u> <ul style="list-style-type: none"> Parents to go no further than the school field. Any queries need to be communicated through email or telephone. Parents and children to use the one way system onto the field through the double gates in the car park and onto the field to the designated line. Children to line up on social distancing markings on the field, opposite the Year 1 and 2 classrooms. 	<u>EYFS – Year 3 – Pick Up</u> <ul style="list-style-type: none"> Parents to stay on the field. Parents to follow the one way system – onto the field through the double gates on the car park and to the designated line. Parents to line up on social distancing markings on the field opposite Y1 & 2.
<u>Year 1 – Drop Off</u> <ul style="list-style-type: none"> Parents and children to use the one way system onto the field through the double gates in the car park and onto the field to the designated line. Children to line up on social distancing markings on the field, opposite the Year 1 and 2 classrooms. 	<u>Year 1 – Pick Up</u> <ul style="list-style-type: none"> Parents to follow the one way system – onto the field through the double gates and to the designated line. Parents to line up on social distancing markings on the field opposite Y1 & 2 classrooms.



<p>Keyworkers – Drop off</p> <ul style="list-style-type: none"> • Parents and children to use the one way system onto the field through the double gates in the car park and onto the field to the designated line. • Children to line up on the social distancing markings on the field, opposite the Year 1 and 2 classrooms. 	<p>Keyworkers – Pick Up</p> <ul style="list-style-type: none"> • Parents to follow the one way system – onto the field through the double gates in the car park and to the designated line. • Parents to line up on social distancing markings on the field opposite the Year 1 & 2 Classrooms.
<p>Year 6 – Drop Off</p> <ul style="list-style-type: none"> • Parents to come no further than the school gate. Any queries need to be communicated through email or telephone. • Chn to use the one way system: Going on to the field using the double gates from the car park; around the back of the trim trail and onto the playground through the double gates. • Children to line up in their designated line on the playground using social distancing markings. 	<p>Year 6 – Pick Up</p> <ul style="list-style-type: none"> • Follow the one way system – onto the field through the double gates in the car park. • Parents to line up 2m apart in designated line on the school field opposite Y1 and 2 classrooms, using social distancing. • Children who usually walk to the gate to be led by their teacher.

2. Instructions on hygiene, such as handwashing and sanitising (see Annex A):

- Pupils will wash their hands on arrival and departure from school.
- Pupils will be taught the appropriate technique for hand washing (see poster Annex A)
- Pupils will be expected to wash their hands before and after going to the toilet.
- Pupils will be instructed to not touch door handles/handrails but use elbows to open doors.
- Hand sanitiser will be provided in all classrooms.
- Soap will be available in all washrooms.

3. Instructions on who pupils can socialise with at school;

- Pupils must stay within their own 'social bubble' both in the classroom and at break and lunchtimes.
- Staff will aim to keep pupils 2m apart from other pupils and staff within their bubble and will issue reminders as necessary.
- DfE guidance recognises that: ***unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff.*** The full DfE guidance on Social Distancing in EYFS can be found through the following weblink: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings#Section8>

4. Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)

One Way Systems

Outdoor one-way system – Enter via the field, exit via the path

Indoor one-way system – Through the hall towards classrooms, outside past EYFS towards the staffroom.

Maintain social distancing at all times.

Remember, there are lessons taking place in the hall.

Avoid any child moving around school unaccompanied by an adult.

In practical areas, use the tables to manage the one-way system. Keep to the left.



5. Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands (Annex B)

- Pupils must follow 'Catch it, Bin it, Kill it' protocol when sneezing/blowing nose.
- Pupils must bin any used tissues immediately; bins will be provided in classrooms and around the school to dispose of tissues.
- Pupils must wash their hands after blowing their nose.
- Pupils will have tissues at their desks but are advised to bring their own where possible.
- Pupils must not sneeze in the face of another person; any pupil deliberately sneezing in the face of another pupil or member of staff will encounter sanctions as per the Behaviour policy.

'Catch it Bin it Kill it' posters to be displayed in classrooms/toilets/staffrooms/outdoors where possible

6. Tell an adult if you are experiencing symptoms of coronavirus (Annex C; Flow chart if pupils/staff become unwell)

- Pupils must tell an adult immediately if they have any of the following symptoms:

Common Symptoms of coronavirus

- Fever/high temperature
- New continuous cough
- Loss of taste or smell

Other less common symptoms of coronavirus include:

- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- Persistent runny nose

Parents must inform school immediately if there are any changes to home/mobile telephone numbers.

7. Sharing any equipment or other items including drinking bottles

Each person to use their own equipment and stationery. Equipment may not be shared.

- School has provided each child with a named equipment pack including: - pencils, pens, a ruler, rubber, glue stick, pencil sharpener and pencil crayons. (Age appropriate).
- School has provided each child with a named plastic wallet to keep their own exercise books in.
- Children should keep their own equipment and books on their desks at all times.
- Children should not bring pencil cases from home.
- Children should not bring equipment to and from home. Only water bottles and sun cream.
- Book bags should stay at home. Reading books or homework books will not be sent home.
- P.E kits should stay at home. Children will only change shoes for sport.

Books will be kept in named plastic wallet kept on table which has been allocated to that pupil.



Cloakrooms should not be used - pupils to place any bags on spare chair / coats on the backs of chairs

- Teachers will not mark books – pupils to self-mark. Pupils must not share water bottles or food.

8. Expectations about breaks or play times, including where children may or may not play;

Staggered Playtimes		
<u>EYFS</u>	EYFS – F Unit 10.30am-10.45am On the bottom playground (next to the Y5 and 6 classrooms) and the field next to the bottom playground (through the double gates). No further than the trim trail.	EYFS – Year 3 10.30am-10.45am (On the field opposite Y1/2 classroom (No further than the Trim Trail) and/or Football Pitch.
<u>Year 1</u>	10.15pm-10.30pm (On the field opposite Y1/2 (No further than the Trim Trail) And/or the football Pitch	
<u>Key Workers</u>	10am-10.15am On the bottom playground (next to the Y5 and 6 classrooms) and the field next to the bottom playground (through the double gates). No further than the trim trail.	
<u>Year 6</u>	10..50am-11.05am (On the field opposite Y1/2 (No further than the Trim Trail) and/or the Football Pitch	
Children to wash their hands after playtime		
Staggered Lunch Times		
Ensure good hand hygiene prior to eating: hand washing (hand sanitiser as a second option)		
Staff to prepare the classroom before and after eating: cleaning the tables		
Food will be delivered to the classroom in “Grab Bags”		
EYFS Foundation: 11.45am – CR to deliver lunch to the classroom EYFS Year 3: 11.45am – SS to deliver lunch to the classroom Year 1: 12.15pm – CR to deliver lunch to the classroom Keyworkers: 12. 45pm – SS to deliver lunch to the hall Year 6: 1pm – CR to deliver lunch to the classroom		
Children should bring and manage their own drinks, cutlery (spoons for yoghurt) and equipment.		
If you have helped a child with their lunch (i.e. opened their drink) wash your hands immediately.		
Staggered Lunch Playtimes		
<u>EYFS</u>	EYFS – Foundation Unit 12-12.30pm On the bottom playground (next to the Y5 and 6 classrooms) and the field next to the bottom playground (through the double gates). (No further than the trim trail)	EYFS – Year 3 12-12.30pm (On the field opposite Y1/2 classroom (No further than the Trim Trail) and/or Football Pitch.
<u>Year 1</u>	12.30pm-1pm (On the field opposite Y1/2 (No further than the Trim Trail) And/or the football Pitch	



<u>Key Workers</u>	1pm-1.30pm On the bottom playground (next to the Y5 and 6 classrooms) and the field next to the bottom playground (through the double gates). (No further than the trim trail)
<u>Year 6</u>	1.15pm-1.30pm (On the field opposite Y1/2 (No further than the Trim Trail) and/or the Football Pitch)
Dinner staff will stay on the field and staff will lead the children out to them and collect them from designated line at the end of lunch playtime.	
Children to wash their hands after lunch playtime	

9. Use of toilet

Only 1 child to use the toilet at once.

Each class in the main school has been given regular “Toilet Time” Slots to manage movement around the school. Children needing the toilet at other times will have to join the queue.

Staff will manage social distancing during “Toilet Time” if children are queuing.

- Ensure that pupils wash hands before and after they visit the toilet.

10. Rules about coughing or spitting at or towards any other person

- Pupils must not cough or spit in the face of another person; any pupil deliberately coughing/spitting in the face of another pupil or member of staff will encounter sanctions as per the Behaviour policy.

11. Rules for pupils at home about conduct in relation to remote education

Pupils are expected to:

- Complete work provided.
- Work will be online or packs can be collected.
- Staff will continue to stay in touch and expect feedback.

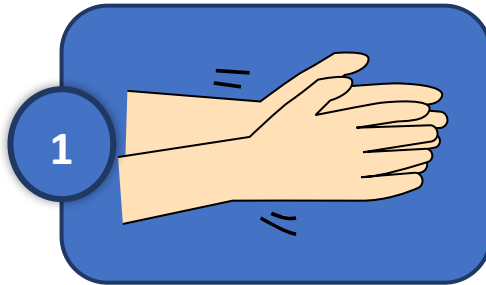
12. Rewards and sanction system where appropriate:

- See the St Margaret Clitherow Behaviour policy

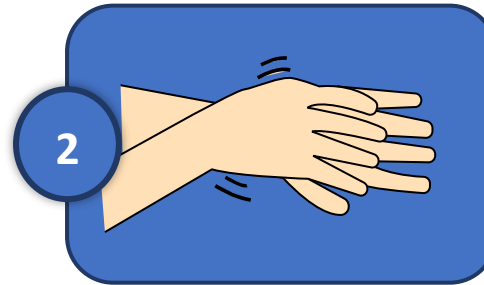
Any changes to the above will be communicated to parents.



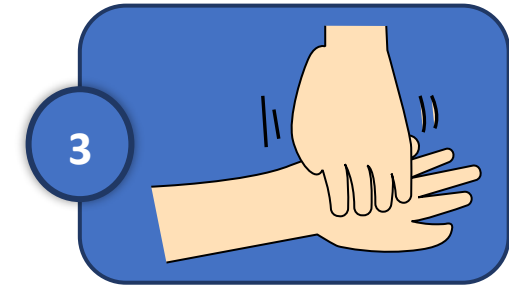
Annex A: Hand washing Poster



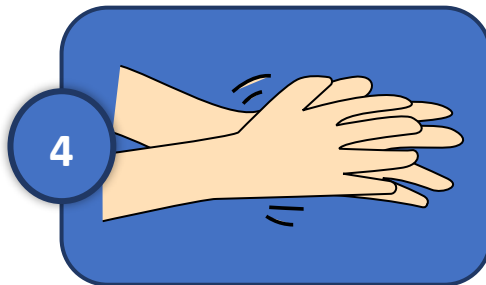
Wet hands with water,
apply soap and rub hands
palm-to-palm



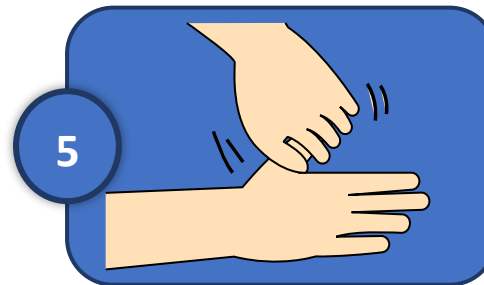
Rub back of each hand
with opposite palm



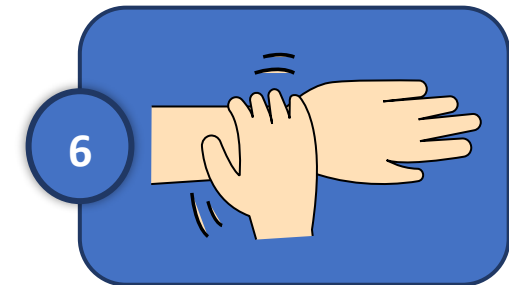
Rub fingertips on opposite
palms to wash under nails



Rub between fingers



Rub each finger, thumb
clasped in opposite hand



Rub Wrists



Annex B: Catch it, Bin it, Kill it Poster:

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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Covid-19: Signs and Symptoms and Flow Chart for Head teachers and Staff members



The most common symptoms of coronavirus are:

- Fever/high temperature
- New continuous cough
- Loss of taste or smell

Use the Flow Chart on the following page

Please note: Only when the child/young person or staff member **tests positive**, should the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-from-1-june>



Annex C: Flow Chart if pupils or staff become unwell

