



# St Wystan's

A REPTON SCHOOL

Headteacher: Mrs Karan Hopkinson, MA

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## ADDENDUM TO BEHAVIOUR MANAGEMENT POLICY DURING COVID-19

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NURTURE  INSPIRE  PREPARE  ACHIEVE

Last revised: **June 2020**

Next review: **September 2020**

**This policy includes the Early Years Foundation Stage (EYFS)**



This policy is relevant to all staff and applies to all pupils at St Wystan's School.

The principles as set out in St. Wystan's School Behaviour, Management and Discipline including EYFS Policy remain and should continue to be followed. This addendum should not be used as a stand-alone document and should be read in conjunction with the existing policy. It sets out the expectations of St. Wystan's School in light of the Covid-19 pandemic and the need for children to behave differently when they return to school. It describes the new systems in place and how pupils will be supported to adhere to them.

This addendum follows the advice and guidelines provided by the DFE.

This policy is intended to support effective teaching, learning and personal development during this period of remote learning. This happens in a variety of ways, including:

- the recognition, appreciation and celebration of pupils' achievements in all aspects of their remote schooling
- a comprehensive, multi-layered and co-ordinated pastoral care system continuing to operate throughout the school
- a robust and wide-ranging programme for Personal, Social, Health, Citizenship and Economic Education, to promote self-knowledge and enable pupils to make appropriate and informed decisions about their lifestyle and conduct
- a strong emphasis on individuals' moral and spiritual development through the role of whole-school and pastoral assemblies
- a fair and consistent system of sanctions which takes into account both the needs of individuals and the community as a whole
- clear policies and codes of conduct which promote responsible behaviour, both in general conduct (eg; the Staff Code of Conduct and the Anti-Bullying policy) and in specific areas (eg Acceptable Use of IT and Portable Electronic devices).

## Aims

At St. Wystan's School, we aim:

To create a happy, caring environment in which children develop self-confidence and independence and are encouraged to be considerate and show respect for others, while reaching their true potential.

To create an environment in which children feel safe and valued and that makes a positive contribution to their personal and social skills.

To ensure that all pupils have the right to access space allowing them to achieve their potential within the current WHO, DfE, Public Health England, ISC, and ISA guidance.

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Staff must be mindful of the School's responsibilities under the Equality Act 2010. Where behavioural concerns involve a pupil with significant SEN, a disability as defined under the Act, or with significant and identified social, mental or emotional needs, the School will make reasonable adjustments to the procedures and sanctions listed here which it considers are appropriate in relation to that individual pupil's disability or needs.

## Procedures

Whilst it is not possible to follow our usual system of sanctions in school, it is necessary for the school community to understand that good behaviour is expected at all times and when a pupil demonstrates behaviour that gives cause for concern it may be necessary to contact parents or issue a sanction as detailed below.

We recognise that this period of remote learning will present challenges not previously experienced by our children. Daily access to technology will inevitably result in mistakes being made on-line and whilst using social media.

We will ensure that we continue to educate our children in safe use of technology but in the event of a misdemeanour occurring it will be necessary to follow the following procedure:

- In the first instance the member of staff identifying the concern will speak to the pupil themselves through Teams chat, via email, or in person if in school.
- If the poor behaviour continues; the Form teacher or Pastoral Assistant Head will contact the parents.
- It is hoped that both school and parents can work together to resolve the issue without need for further action.
- If the poor behaviour continues it may be necessary to impose a sanction that will prevent such behaviour being repeated. For example; a child using Teams chat inappropriately may be asked to refrain from using Teams for a specified time. A child using email inappropriately will have their account suspended.
- In extreme circumstances and when all other support options have been tested it may be necessary to suspend remote learning for the child.
- This will be at the discretion of the Headteacher and may ultimately lead to a temporary or permanent exclusion from school.

## Expectations of staff

Staff have both a duty of care and a responsibility for promoting high standards of behaviour amongst the pupils. This is not easy during this period of remote learning, but every effort will be made to promote a positive behaviour culture.



The first instinct should be to provide encouragement and to highlight and praise achievement, of the potential of the individual. In addition to providing praise informally, staff are encouraged to use the house systems available within the School for commending effort and achievement. Any sanctions employed must be applied fairly, consistently and in accordance with the School's policies and procedures.

## Code of Behaviour

The school and all members of the school community follow our simple philosophy: Treat others as you would wish to be treated.

The School has developed a set of additional New School Rules that all children need to follow:

1. Wash hands for 20 seconds (sing Happy Birthday twice) and dry them, or use hand sanitiser if access to hand washing not available:
  - ✓ When you get to school and before you leave school
  - ✓ On leaving one room or area to go to another
  - ✓ Before and after using the toilet
  - ✓ Before eating or handling food
  - ✓ After touching your face, blowing your nose, sneezing or coughing
2. Use a tissue and put it in a bin – Catch it, bin it, kill it!
3. Wait your turn - don't go to an area if someone else is there.
4. Do not touch or use other people's things.
5. Do not hug or touch people.
6. Stay 2m away from people, where possible (and definitely from others who are not in your bubble).
7. Try not to touch your face.
8. Only mix with people from your new bubble.
9. Ask if you need the toilet.
10. Tell the teacher if you feel unwell.
11. Do not cough at people. (If you need to cough or sneeze and haven't got a tissue, cough /sneeze into the crook of your elbow).

We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer.



## Health

Pupils and staff must not attend school if they show any symptoms of illness and must be symptom free for 48 hours before returning. This applies to all infections and illnesses including COVID-19, sickness and diarrhoea, sore throat, headache, etc. We will take daily checks on children for high temperatures and we will take a pupil's temperature should they feel unwell during the school day as is our current practice already.

Where a pupil or staff member with symptoms tests negative, they can return to School and their household members can end their self-isolation. Where a pupil or staff member test positive, the rest of their class 'bubble' will be sent home and advised to self-isolate for 14 days. The other household members of the class 'bubble' do not need to self-isolate unless the person they live with subsequently develops symptoms. If there is a confirmed case of coronavirus at our School, where a pupil or staff member test positive the rest of their class 'bubble' will be sent home and advised to self-isolate for 14 days. The other household members of the class 'bubble' do not need to self-isolate unless the person they live with from the class subsequently develops symptoms. As part of the National Test Trace and Track programme, if cases are detected at our School, Public Health England's Local Health Protection team will conduct a rapid investigation and will advise our School as the most appropriate action to take. In some cases, a larger group of people may be asked to self-isolate as a precautionary measure.

## Arrival and Dismissal

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met, as far as possible. There will be no Pre School Care, lunchtime clubs or sport fixtures, After School Care or clubs. Swimming, Music and Sport have currently been paused for all pupils. Pupils will only be able to enter the School buildings at their allocated arrival time and will be asked not to gather in a group at the entry or exit points around this time and wherever possible, that only one parent / carer should accompany the child / ren to school during the allocated drop off time. Markings will be placed on site to show social distancing of 2 metres apart and where Nursery and School pupils should wait 2 metres apart, by their entry point. Parents / carers will not be able to access the school site during the day at any other time. Keyworker staff will liaise directly with the parent if a child is only booked in for morning, regarding collection. If parents arrive early, they are advised to stay in their car and if late, to call the School Office. If a child becomes unwell or has an accident Mrs Hopkinson will make contact with the parents.

We remain well within the guidelines for ratios for staff to children in, all age groups.

Staff in Nursery will liaise directly with parents if a child is only booked to do a morning or an afternoon session regarding drop off and collection. However, a full day will be encouraged for ease.

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Some of our younger boys and girls may be a little bit worried about returning to school and leaving their parent/carer for the first time in a while. We will not be able to pick them up and cuddle them as we normally would and whilst we will endeavour to coax them in, they should not be forced. If they do find it difficult, parents will be requested to take their child home and the school will discuss strategies with the parents.

The pupils should bring in their own water bottles to drink throughout the school day.

Children will be unable to bring in toys, teddies or comforters from home.

## Classes

We will facilitate 'bubbles' as specified by the DfE Guidance, in which pupils stay with the same group of children and adults throughout the day.

Pupils will remain with their class for the day and this will include lesson times, break times and lunchtime.

Break times and lunchtimes will be staggered so that pupils will only have contact only with the children in their 'bubble'.

Parents will be made aware that the DfE requirement and our School approach, is to manage 'safe distancing'. The creation of 'bubbles' within the School, as described earlier, will help to restrict the number of interactions between different groups of pupils and staff. The staff will also not mix with each other.

Children in EYFS will have a named chair and place for table activities if they are part of the Key Worker group; in the Nursery group, table activities will only take place with very small groups of children. The tables will be reconfigured to ensure pupils are not sitting too close to each other. The nature of the age of our youngest children, may make it difficult to maintain 'safe' distancing all the time but we will maintain a strict hygiene and cleaning routine and some of the equipment such as sand and dressing up will not be available as it usually would. Pupils in the Computing Room will have the same work area each day which will be named, and each pupil will have sole use of a set of headphones which will also be named. Pupils will sit in rows, with one pupil to a table and the emphasis is very much on 'safe' rather than 'social' distancing, as recognised by the DfE for pupils of this age.

## Hygiene

Pupils will be reminded of the necessity of good hygiene and age appropriate teaching resources will be used to reinforce this. Children will be reminded to avoid touching their mouth, nose and eyes with their hands. Pupils will also be reminded about using their elbow if they sneeze as well as using a tissue and disposing of this safely, ('catch it, bin it, kill it'). All pupils will have their own box of tissues and



their own bin under their desks. In the Nursery group, these will be shared bins. Children will wash their hands before entering the classroom, at the beginning of the school day, before snack time and lunchtime, after break times and any Outdoor Learning, after using the toilet and all other times before they enter the classroom. We will encourage the children to rinse the soap off well and dry their hands carefully to help prevent their hands becoming sore. Each bubble will have their own designated toilet area.

## PPE

The guidance clearly sets out that it is not necessary for children or staff to wear masks, gloves, or aprons unless staff are carrying out activities that would usually require personal protective equipment (PPE), or if a child becomes unwell with symptoms of coronavirus while in our setting and needs supervision until they can come home. Each bubble has a grab bag of PPE provided and this is kept with the bubble whether in or out of the building. All staff have had trained for such incidents and have access to any PPE they may need.

## Catering

The children should bring their own packed lunch to school. We are a nut free school, due to allergies, and would ask parents to follow this when providing packed lunches. Wherever possible, the pupils will eat outside, in their 'bubble' with their teacher or EYFS Practitioner. Alternatively, they will have lunch in their classroom. Lunchtimes will be staggered so that 'bubbles' can be kept apart.

## Teaching and Learning

In the classroom, pupils will stay at their designated table for learning, with equipment being provided for them (KS2 children may bring their own). Our Keyworker bubble may be split into two subgroups for schoolwork if numbers permit. Younger pupils will still have the opportunity to learn through structured play activities, but any resources and equipment will be disinfected and put in that child's labelled box on a daily basis.

Nursery children will have some resources for their individual use as well as some things that they will share: the shared resources and equipment will be disinfected on a daily basis. The staff will prepare the resources they need for the beginning of the day so that the children will not need to collect these themselves.

Pupils will receive a mixture of their class remote learning, in line with our distance learning programme, in addition some input from the specialist teachers, as well as the teaching and learning Teams session with their class at school. All staff have had read and understood the updated Addendum to our Safeguarding Policy as well as the new Remote Working Policy.



The School will follow the behavioural expectations as laid out in the Behaviour, Management and Discipline Policy and Anti-Bullying (inc. cyberbullying) Policy. All children in school will be reminded of the need for safe distancing on a regular basis and will be praised and rewarded for their success and the effort it will take them to remember.

## Exercise and Outdoor Activities

Sport will not take place as it normally would, and the use of equipment will be limited. These sessions will take place in their 'bubble' and with their allocated staff. Classes in each year group will not be combined for Exercise and Outdoor Activities and the children will remain in their 'bubble'. The track markings on the field will be adapted to create wider lanes and facilitate safer distancing and there will be no activities which involve contact with other children or staff.

## All pupils will be supported in the following ways

- Throughout the school there will be signs/posters/floor markings/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.
- All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained and repeated by the pupils' teacher every day and throughout the day. This will reassure all pupils and particularly the most anxious. Information given to the children will address the following points:
  - Who pupils can socialise with at school
  - Explanations about areas that are out of bounds
  - Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
  - Reminders to tell an adult if you they are feeling unwell
  - Reminders about sharing any equipment and availability of drinking water
  - Explanations about breaks and playtime including where children may or may not play
  - Which toilets they may use
  - Reminders about our school code of conduct and that coughing or spitting at or towards any other person is not acceptable
  - Clear rules will be given to pupils at home about conduct in relation to remote education
  - The children will be reminded of the rewards and sanction system
- All adults will explain hygiene rules sensitively every day and provide reminders throughout the day.
- Whilst new expectations are established, we will focus on routines, safety and well-being rather than academic challenge.

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- An age appropriate strategy for pupils to share their concerns. Form teachers will ensure that there are regular opportunities each day for pupils to ask questions and share concerns.
- School staff will pay particular regard to families and pupils who are classified as clinically vulnerable so that appropriate additional support is put in place to reduce anxiety as appropriate to the circumstance.
- All our usual systems for affirming our pupils' good behaviours will continue, with a particular focus on 'Staying Alert' and 'Being Kind' behaviours. We will continue to use our Behaviour policy and follow the protocols for delivering rewards and sanctions.
- For pupils who are not managing for any reason to follow our school expectations we will follow the process outlined in our Behaviour, Management and Discipline Policy.
- If, despite all appropriate support and guidance, a pupil repeatedly breaks our current safety rules, the headteacher may, as a last resort, consider alternative arrangements or exclude a pupil either for a fixed period or permanently.

All pupils are expected to maintain the highest standards of conduct throughout this period of remote learning. Pupils are expected to respect the ethos of the School, to engage positively with the opportunities and experiences being offered, to co-operate fully with members of staff and to take responsibility for their own actions.

The Anti-Bullying Policy continues to operate during this period of remote learning. Peer to-peer issues are dealt with sensitively but firmly, with a strong emphasis on educating pupils, and the development of positive relationships.

All pupils are expected to maintain high standards of conduct, especially in their dealings with each other. Members of the School are expected to uphold the values of decency and consideration for others in their conduct beyond the school site and outside term-time. The School reserves the right to consider under its disciplinary procedures any conduct which brings the School into disrepute or impacts adversely upon the community or the individuals within it.

If any member of the School feels that they have been unfairly treated, it is hoped that they would feel able to raise this with an appropriate teacher. A formal Complaints Procedure also exists and can be found on the school website.

## Support for pupils who have additional or special educational needs

- Pupils will have their individual support plan/proactive behaviour plan /risk assessment reviewed in light of the new circumstances.
- If there are concerns that appropriate support is not possible during this period, despite our best endeavours, an online meeting will be held with parents (and relevant external

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professionals) to discuss next steps and what additional adaptations may be possible to ensure the pupil can manage his/her behaviour safely.

## Positive Physical Intervention

If a pupil's behaviour requires staff to use physical intervention to ensure the pupil's own safety, the safety of other pupils and staff, or that property is not seriously damaged, St. Wystan's School will be guided by the following principles:

- Given the current pandemic, staff will also need to consider the possible risk of infection if they physically intervene, contrasted with the possible risks of infection should they not intervene.
- Any decisions made should be in accordance with Public Health and Government guidelines on Covid-19.
- Staff need to ensure their decisions consider the risks of doing something contrasted with the risks of doing nothing.
- At the heart of all decisions is our desire to maintain the Care, Welfare, Safety and Security of everyone, staff as well as pupils.