

St Joseph's Catholic Primary School, Malmesbury



“Walking in the footsteps of Jesus, loving and serving together”

Behaviour Annex 1 – COVID-19

Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

At St Joseph's Catholic Primary School, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in the current Behaviour and Self Esteem Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, this Annex to this Policy details some adjustments to this Policy for the safety of all pupils and staff.

Vulnerable Children

A proportion of vulnerable children are currently in school daily. The routine for these children has been devised based on their needs and will continue as school opens to a wider number of children. Certain vulnerable children are currently at home. Some of these children are at home as their parents do not feel it is a safe time to return to school. Some are at home as they are high risk individuals and their usual behaviour requiring a 1:1 deems them highly unlikely to be able to follow the school's new rules and routines or have a 1:1 provided due to staffing levels. All pupils are risk assessed and assessed as safe in the school or home environment. DSL/DDSL calls are made to any vulnerable children at home weekly if they are not attending school.



SEND children

As above, some SEND pupils are currently in school daily. Where a child is deemed to be high-risk in the current environment, a risk assessment will be carried out to assess their needs and the school's capacity to support them. As above, 1:1 support cannot be provided due to staffing levels and must feature in the risk assessment.

Children within school are grouped with known staff so there will always be a familiar adult within the bubble. Children are able to access the same online learning as their peers through online connection. Pupils in school will have their wellbeing needs met through play, PSHCE activities and routine.

Pupil Conduct and Wellbeing

The school's usual behaviour rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines that pupils must now be aware of and follow (see page 4-5). Non-compliance with the school's rules will be managed by the 4-point plan set-out below which could ultimately result in the pupil being unable to attend the school setting.

There can be times when a pupil's behaviour requires staff to use physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. Staff are not expected to use any of the physical restraint techniques taught but where a child may need very close contact it is imperative that parents know that the use of PPE where appropriate WILL be used to help avoid cross contamination or any potential virus spread.

In the case of a child being at risk, putting others at risk or damaging property the child's parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Headteacher and a decision of whether the onsite education offer will be withdrawn in favour of the online/virtual offer if this is deemed safer for all pupils and staff.

Pupil wellbeing is paramount during their time in school. Children will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more. Part of the children's curriculum will involve PSHCE to discuss their worries and concerns. A DSL/DDSL will also be onsite daily to act on any concerns causing alarm.

Parents **and** pupils who have returned/are returning to school have received clear guidance on the expectation upon them, as detailed in the documents "Term 6 Welcome Back Letter" & "Code of Conduct COVID Child", see Appendix

Children in Year 6 will experience transition talks and activities to help prepare them for secondary school in September.



Rewards

Following the re-opening of the School on 4/6/20, the house point and dojo system will not be in use during Covid-19. Children will instead be given verbal praise and recognition as rewards. Teachers and Teaching Assistants welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Walking through school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted. Messages home to parents are appropriate methods of praise and recognition.

The school references the following government document in its plans for wellbeing of all.

<https://www.gov.uk/guidance/supporting-pupils-wellbeing#staying-in-contact-with-and-identifying-staff-who-need-additional-support>

Behaviour issues - 4 point plan

Time out of class is no longer an option for behaviour issues, due to staff capacity and safety measures in place for Covid-19. The 4 point plan is shown below:

1. Verbal reminder
2. Verbal reprimand with indication of sanction
3. Sanction - withdrawal of privilege (loss of: some playtime, a treat)
4. Escalation to points 5-9 by headteacher

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures could be used:

5. Referral to Head teacher
6. Parents/Carers called to collect child from school immediately
7. Immediate swap from onsite education offer to online/virtual education offer
8. Fixed term exclusion
9. Permanent exclusion



Parent Conduct and Wellbeing

Parents and pupils who have returned/are returning to school have received clear guidance on the expectation upon them. Parents will be given a specific drop off and collection time and be advised about social distancing at these points. Parents are aware that they are NOT allowed into school at this time. Parents will be provided with a home-school agreement to reiterate expectations and create a safe environment for our school community, specifically ensuring that they are adhering to social distancing rules and routines in their home lives to minimise risks to our pupils, their families and our staff.

Parents are able to communicate with staff via allotted times on Class Dojo and via the school office email to receive quick responses to queries.

Parents **and** pupils who have returned/are returning to school have received clear guidance on the expectation upon them, as detailed in the documents "Term 6 Welcome Back Letter" & "Code of Conduct COVID Child", see Appendix.

Online Safe Behaviour in School

The school's current acceptable use policy and Digital safety policy is still in place. The school monitors children and staff use of in school usage. Children are supervised using laptops and only set work using teacher approved sites.

Online Safe Behaviour at Home

Keeping children safe online resources have been shared with parents. The school staff set work through Class Dojo and this is supported by Purple Mash, Mathletics and TTRockstars which are GDPR compliant and safe use sites. Staff are not interacting with children in 'live' lessons but can use Zoom (password encrypted, scheduled meetings) to socially 'check in' with their class. If interacting with other children or staff online, children (and staff) should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.



Changes to School Rules and Routines

Arrivals, Departures and Moving round the school

Children will enter school through their designated entrance, the school garage on Holloway Hill. Children will enter individually and will go straight to their designated teacher, keeping a 2m distance from any other individual. They will be escorted to their classroom as one complete bubble.

At their allocated home time, children will leave the building from their designated exit and wait at the garage in a socially distanced manner. They will leave one at a time when their parent has come to collect them, again keeping their social distance.

Movement around the school will be limited. When the children leave their classroom to go outside for breaks or outdoor learning, they will ensure to keep 2m from peers and adults. Children will follow an adult from their classroom on their designated route.

If a child is ill or needs to be sent home due to behavior, parents will be contacted and the child will need to remain in an allocated area with one adult member of their bubble until a parent arrives.

Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel as entering school, before and after eating and at regular intervals during the day.

We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school.

Should a child refuse to follow these routines they will be unable to attend school.

Social Distancing

Children who are old enough, will be expected to socially distance from their peers and adults in school and on the playground/bank at all times. Year 6 (and key worker children) will have their own table spaced at 2m apart. When children enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats without asking.

We understand socially distancing may be more difficult for younger children; they will be



encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

Toilets

Each group will have their own toilets to use. Only one pupil from each bubble will be permitted to use the toilet facilities at a time. Where paths may cross with another bubble, staff are to use the Walkie Talkies to communicate the usage of the area by their bubble. Pupils will use a one way system to access their bubble's toilet and hand wash facilities. When a child has finished in the toilet, they must wash their hands for 20 seconds with soap and warm water. Hands will be sanitised upon return to the bubble for increased hygiene.

Break and Lunch times

Children will have a designated place to play during break times. They will have their own equipment that will be cleaned after use.

Children will be expected to remain socially distant from both peers and adults during break times. Children must stay on the playground in sight.

Lunch will be eaten in their classrooms. Children will eat at their table or in their own space. Children will have packed lunches they have brought in or had provided through school. Packaging will be disposed of in an allocated bin, one pupil at a time and tables will be cleaned prior to and after eating.

Arrangements for monitoring, evaluation and review

Responsible committee for monitoring & evaluation:	FGB
Policy reviewed by:	FGB
Policy review & approval date:	June 2020



Appendix I

COVID-19
Home School Agreement

St. Joseph's Catholic Primary School
Malmesbury





School

The school will do its best to:

- Provide an environment which has been risk assessed in response to the COVID-19 infection and Local Authority Risk assessment
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Ensure the provision meets the needs of your child's well-being, mental health and academic needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean you will all need to self-isolate for at least 14 days.
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlines in this agreement;
- Communicate between home and school through class Dojo, telephone, notices, newsletters, text, email and the school website.

Signed on behalf of the school.....

Date.....



Parent

Parent/Carer.....

To help my child at school, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;
- Ensure that you adhere to the Test, Track and Trace guidance and notify the school if you are directed to;
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately. I will get them tested and I will let the school know as soon as possible via telephone;
- On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules;
- When dropping off and picking up, I will strictly stick to the school timings for my child;
- When dropping off, my child will remove any disposable face mask they are wearing, placing disposable ones in the bin/double bag a fabric one which I will take away with me.
- My child will not bring any items into school with them or take items home from school;
- I will not be allowed into the school without a pre- arranged appointment – make appointments via telephone or email;
- I need to support all staff in their efforts to create an 'as safe as possible' environment during this time;
- I will read all letters/messages/emails that are sent home;
- I will inform the school of any changes to parents/carers and emergency contacts details;
- I will follow social distancing rules at all times, and understand if there is evidence that I have not followed social distancing, my child may lose their place at school;
- If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe;
- Children should wear their usual school uniform with school shoes or PE kit. Clothing needs to be newly washed each day.

Signed by parent/carers.....

Date.....



Child

Child's name..... Class.....

I will do my best to:

- Follow the Bubble rules that keep me safe;
- Wash my hands as soon as I go into school;
- Tell an adult if I feel unwell;
- Not bring things into school from home, or take things home from school;
- Only use the equipment in my pack;
- Not mix with any other children in the school;
- Only enter and exit the school building from the designated gate;
- Follow the catch it-bin it-kill it rules coughing and sneezing into elbow or tissue;
- Regularly wash my hands using soap and water for 20 seconds;
- Follow the rules at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.
- To follow the rules for safety and behaviour as they hold equal importance.

Signed by child.....

Date.....



Appendix 2



St. Joseph's Catholic Primary School

Holloway, Malmesbury, Wiltshire, SN16 9BB

Tel: 01666 822331; Email: admin@st-josephs-malmesbury.wilts.sch.uk

Website: www.st-josephs-malmesbury.wilts.sch.uk

Monday 1st June 2020

Dear Parents,

Welcome back to the start of term 6, albeit very different to what we would like or expect, we must make the best of these different times. Over the past 3 weeks we have been working hard to ensure the school is able to accept more children in the safest and most cautious way, for the year groups set out by the government. The letter sent out before the half term break clearly sets out what the phased return would look like.

Whether your child is coming back as part of the phased return or not, I wanted to take this opportunity to clarify that the planned lessons set in school will be the same as what they will continue to set for the home learning, therefore your child would not be at a disadvantage if you have chosen to keep your child at home. Clearly the teachers will not be able to have the same level of contact that they had last term, as they are now required to be in school. Teachers will now only have Wednesday afternoons available to them to make contact as they did before. In this time they will focus on making contact via Zoom / calls with those children that have not been in school. It is important to us as a school that there is a consistent approach and that every child has access to the same learning opportunities whether in school or at home. If you have any queries with regards to home learning, Wednesday afternoons would be the best time to contact your teacher with regards to the home learning.



We are constantly adapting to new ways of working, so please work with us and Dojo or email if you have any questions. Parents at home, you all continue to bring a smile to my face when I hear of all your creative endeavors and for that I say a huge THANK YOU!! You are doing a great job and I hope you are managing to grab the odd coffee break too!

If you are one of our Reception, Year 1 or Year 6 parents who have made the choice to return on the set times below, can I remind you that your child should **not come into school if they are showing any signs or symptoms of a new persistent cough, temperature**. If we see these at the start of the school day or they develop during the course of the day your child will be sent home. Your child will then need to have a Covid-19 test, if this returns **positive** the entire bubble, including teachers, MDSA and TAs and any other member of staff who has come into contact with this bubble will also be in isolation for 14 days. As you can see this would be wide ranging and would impact not just your child but the whole 'bubble' so **please do not send you child into school if you suspect or if they have any of the symptoms**.

Start Date	Key Workers 1 st June	Year 6 4 th June	Reception 8 th June	Year 1 8 th June
Start time	8.50-9.00	8.40 – 8.50	9.00-9.10	8.30-8.40
Pick up times	3.10-3.20	3.00-3.10	2.50-3.00	2.40-2.50

As there are many new rules with regards to coming into school we have created a checklist for you to help you remember what is needed in this phased return;

School uniform	Children should wear their usual school uniform with school shoes or PE kit. Clothing needs to be newly washed each day.
What to bring to school	A coat, plastic easy to clean lunchbox or disposable lunch bag, a water bottle and sun hat. Sun cream must be applied before coming to school Children will have a tray in their allocated work space which will include equipment for their sole use. Children must NOT bring equipment from home.
Lunch	Children in YR and Y1 will have a packed lunch prepared by the school (if pre ordered) Packed lunches brought from home must be in a hard sided easy to clean box or completely disposable wrapping.
Drop off	The drop off and collection entrance has been relocated to the black garage doors on Holloway Hill. Only one family member to drop off each child.



	<p>Please following social distancing rules and safely queue 2 metres apart along the pavement and await your child's turn to enter the gate</p> <p>2 members of school staff will greet your child.</p> <p>Children will have their temperature checked using an infrared thermometer prior to moving on to the hand sanitiser.</p> <p>Parents are required to leave immediately after their child has had this temperature check. If the temperature is above 38C we will ask you to take your child home.</p> <p>Children will sanitise their hands.</p> <p>Once the entire cohort have arrived through the sanitisation station the members of staff will lead the group up into school.</p> <p>If you arrive late, we will not be able to admit your child once the black gate is shut.</p>
Hand washing / sanitising	General washing of hands will be with water and soap. Each classroom will have access to hand sanitisers.
Cleaning and hygiene	All frequently touched surfaces and equipment will be cleaned at least daily using AS3 Viricidal and Germicidal cleaning agent. Additional cleaning will be carried out though the school day and before eating lunches
Communication with the office/class teachers	Communications should continue though class Dojo, email or by phoning the school office. Parents should not enter the school building to pass on messages.
Movement around the school	<p>Groups will remain within their bubble and not mix with other groups.</p> <p>Children will go to the toilet individually to a specified toilet for their bubble.</p> <p>Areas of the school have been marked with social distancing tape which will act as a permanent reminder for children and staff to retain a 2 metre distance.</p> <p>Children will start each day with a social story reminding them of the social distancing procedures.</p> <p>There will be a one way system though the corridor.</p> <p>Doors will be wedged open to avoid unnecessary touching.</p> <p>Children should not move from their work areas unless instructed by an adult.</p> <p>Social distancing should be adhered.</p>
Illness	Please do not send your child to school if they are unwell. If they become unwell whilst at school you will be contacted to collect your child.
Reminders of changed behaviour principles	<p>We have created a Code of Conduct and will use verbal and visual reminders to help children with</p> <ul style="list-style-type: none"> • Social distancing • Coughing, sneezing, disposal of tissues etiquette • Not touching mouth, nose with hands • Not sharing equipment • Instructions on good hygiene



	There will be a Home School agreement which you will be asked to sign before your child starts on the first day. Hard copies will be available on the Sanitisation station if you are unable to print at home.
Social Distancing Outside of School	Please remember to adhere to the Social distancing guidelines outside of school to help keep our school community safe.
Going home – Pick up	At the allotted pick up time, parents should safely queue using social distancing rules along the pavement outside the black garage door on Holloway Hill. Children will leave one at a time and in a calm manner. Child and parent then should leave the area immediately.
Home learning	Home learning will continue to be provided should your child not be in school every day. In school we will initially focus on establishing new routines and expectations, re-building relationships and creating a calm environment in which to continue academic learning.

Please see the Child friendly Code of Conduct attached that you can begin to share with your child in preparation for their return to school.

We miss **all** the children very much, but we must follow the government's guidance to keep everyone in our community safe. So, we find ourselves continuing to support the home learning, but remember this is an outline of learning and a guide, please continue to do what is best for you and your family's routine. Our main focus in these difficult times is that our St Joseph's community stays safe and well, and the children and parents wellbeing is of utmost importance.

We may not all be in the same building, however we are still St Joseph's School in our hearts and minds.

Warm regards and God bless

Mrs Sue Woods

Head Teacher