

Hemyock Primary School Behaviour Policy 2021 Covid-19 Addendum

At Hemyock 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 Hemyock Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

Arrivals, Departures and Moving round the school.

- Children will enter school through the main school gates at their designated time.
- Children will enter individually and will go straight to their designated pod or pod meeting point, keeping a two-metre distance from any other pod individual where possible.
- At their designated home time, children will leave the building and be taken to meet parents at the turning circle inside the main school gates. They will leave promptly one at a time, again keeping their distance from others.
- Movement around the school will be limited. The children and adults will follow a one-way system around and outside of the main school building. When moving around the building, children will follow an adult from their pod on their designated route unless asked to do otherwise.

Handwashing and Hygiene

- Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day.
- We ask that children 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 the crook of their arm. They will be educated and reminded to do this. Children will be reminded not to touch their face, mouth, nose or eyes while at school.
- Should a child refuse to follow these routines the below disciplinary procedures and sanctions will be followed.

Social Distancing

- 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. Children who are old enough will be expected to socially distance from their peers and adults in school and on the playground/field at all times.
- When older children enter their pod, they will be expected to go straight to their table where possible 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 seat without agreed purpose/need.
- Should a child refuse to follow social distancing measures the below disciplinary procedures and sanctions will be followed.

Toilets

- Children will be encouraged to use the toilets one at a time.
- Where this is not possible, children will be expected to socially distance from other children in the toilet areas and use one way systems.
- Doors to the toilet areas will remain open where this is supported by internal toilet doors.
- When a child has finished in the toilet, they must wash their hands.
- Adults will regularly clean door handles, taps and light switches.

Break and Lunch times

- Children will have a designated place to play during break and lunch times. They will have their own class equipment that will be cleaned after use.
- Children will be expected to remain socially distant from both peers and adults during play times where possible. Children must stay in their designated area at all times unless their purpose is agreed to be elsewhere.
- Lunch will be eaten with their pods, either in class at their own table/space, in the school hall or outdoors if weather permits.
- Children will have a packed lunch from home or a school lunch which will be brought to them in their pod.

Rewards

Teachers and Teaching Assistants welcome opportunities to praise individuals for good work, attitude or behaviour.

- Team points will be collected in classes and shared in a weekly virtual assembly with the school and Headteacher.

- There will continue to be recognition for children who demonstrate our school values.
- Praise and encouragement will be used as much as possible.
- Walking through school to show their valued work to the Head Teacher or another adult for acknowledgement and praise during this time will not be permitted. This will happen electronically.

Sanctions

The sanction plan that all teachers follow within school has been amended. Reflection time-out is no longer an option due to safety measures in place for Covid-19. The plan is shown below:

1. Verbal reminder (eg: stop tapping, thank-you)
2. Verbal reprimand (eg: stop tapping or you are choosing to lose some of your playtime)
3. Withdrawal of privilege (loss of some playtime/a treat) (recorded)
4. Loss of all playtime (recorded)

If a child's behaviour is repeated over a number of occasions or deemed high risk, for example, refusing to adhere to safety measures such as hand washing, social distancing, remaining in their pods or deliberate behaviours that put themselves or others at risk (such as spitting or deliberately coughing at people) then the following sanctions and disciplinary procedures will be used:

5. Referral to Headteacher
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

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff to physically 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 more close contact. Where a child may need very close contact, it is imperative that parents know that the use of PPE will be used to help avoid cross contamination or any potential virus spread.

In the event of an extreme situation where an adult may need to intervene immediately to ensure a child is safe, there may be contact without PPE.

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.

Pupils working from home.

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that staff are not 'friends' with, or peers to, pupils.

Children should never attempt to contact staff via any social media or make comments about staff on social media platforms or online learning communication spaces. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also in the case of any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Remote Learning

Remote learning protocols for pupils and parents:

When we are all together, online as a group, it is going to be really important that we know how we will behave in the sessions so that we can all learn effectively.

Listed below are our behaviour expectations when engaging with home learning.

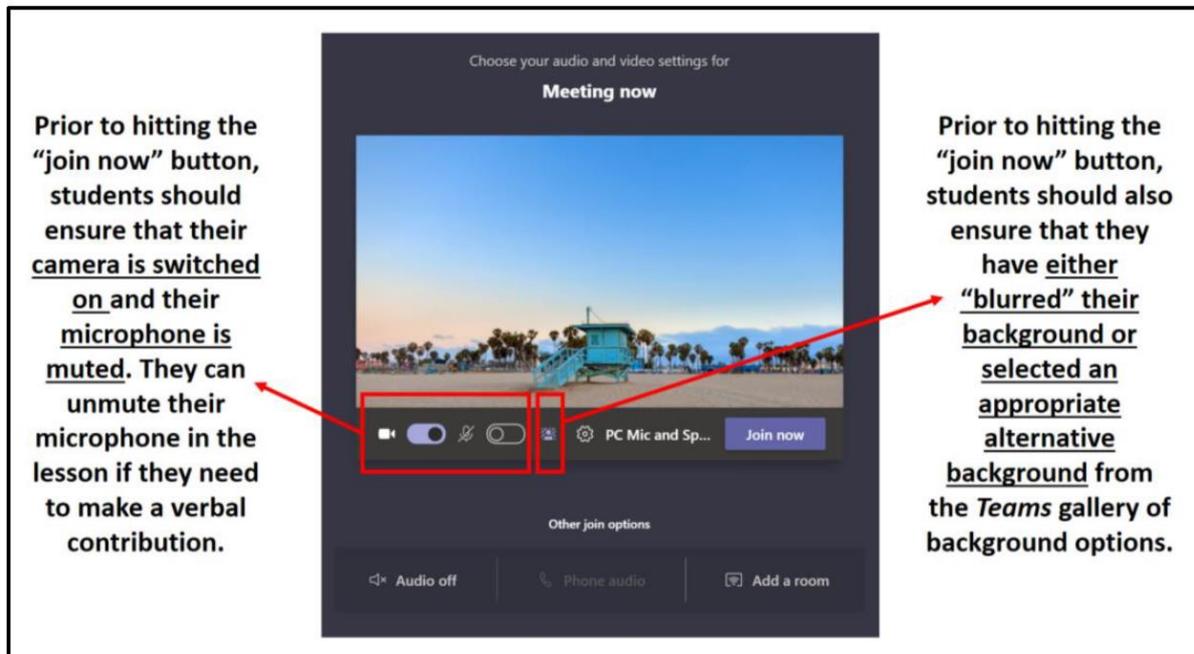
- You follow our school behaviour policy and be respectful to everyone in the group just like you would be at school.
- All your communication with students, teachers or others using technology is responsible and sensible.
- Videos created by teachers will not be shared with anyone who is not a pupil or member of staff at our school.
- You will not record or take photos of your classmates, or teachers, during group sessions.
- You will not share any school content on social media platforms.
- You understand when using Microsoft Teams and other applications provided by the school that your use can be monitored and logged and can be made available to your teachers.
- You understand that these rules are designed to help keep you safe and that if they are not followed, school sanctions will be applied.

When joining a group chat, please ensure that:

- Your camera is switched on
- Your microphone is muted
- You have either a 'blurred' background or select an appropriate alternative background from the Teams gallery of background options (see graphic below for further guidance)
- You unmute your microphone when you need to speak and then mute again once finished
- You use the 'hands up' and 'chat functions' to interact with your teacher (see graphic below)
- You dress appropriately for learning (e.g. no pyjamas)
- You video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing

Communicating with the class teacher

- Parents/family members will not communicate with staff or pupils during online lessons to allow full engagement and focus.
- Parental concerns should be raised in the usual way via the school office



The image shows a screenshot of the Microsoft Teams 'Join Meeting' settings screen. The screen is titled 'Choose your audio and video settings for Meeting now'. It features a central video preview window showing a beach scene. Below the preview are controls for video (a camera icon and a toggle switch), audio (a microphone icon and a toggle switch), and a 'Join now' button. At the bottom, there are options for 'Audio off', 'Phone audio', and 'Add a room'. Two red arrows point from instructional text on either side to the video and audio controls. The text on the left states: 'Prior to hitting the "join now" button, students should ensure that their camera is switched on and their microphone is muted. They can unmute their microphone in the lesson if they need to make a verbal contribution.' The text on the right states: 'Prior to hitting the "join now" button, students should also ensure that they have either "blurred" their background or selected an appropriate alternative background from the Teams gallery of background options.'

Once inside the live lesson the toolbar below will be located in the top-right corner of the student's screen and will contain the main functions that they will require during the course of a lesson...

Students can unmute their microphone when they need to make a verbal contribution and mute it again once they have finished.



The "chat" function can be used by students to ask and answer questions in written form. Anything that is written in the chat bar will be visible to the whole class.

The "hands up" function can be used by students to let the teacher know they would like to make a verbal contribution, just like they would in a real classroom.