

The Carlton & Faceby and Bilsdale Church of England Federation

Behaviour & Pupil Discipline Policy

Updated: May 2018

Addendum to Behaviour Policy due to the circumstances of COVID-19: July 2020

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| Approved by: | Governing Body | Date: 22/07/20 |
| Last reviewed on: | 22 nd July 2020 | |
| Next review due by: | As LA or DfE information is changed | |

1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the class teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life

Measures for arriving at and leaving school

- Staggered start and finish times will not reduce the teaching time
- Class 1 Little Owls session 1 will start at 9:00 and end at 12:00. Lunch break will be from 12:00-1:00 and session 2 will start at 1:00 and end at 3:00. Class 1 (Reception) will start at 9:00 and end at 3:00. Class 1 (Little Owls and Reception (EYFS) will number no more than 21). EYFS day remains the same length. Class 2 (Year 1, Year 2, Year 3 and Year 4 – 24 pupils) is the largest group. The length of their day remains the same but the start/finish times will change from 8:50 to 3:10. Class 3 (17 Year 5 and Year 6 pupils) length of the day will increase by 20 mins. With an 8:40 start and 3:20 finish
- Parents' drop-off and pick-up protocols are planned to minimise adult to adult contact. Parents will drop off and pick up using the gate leading on to the playground (beside the community hall). This area is been marked to support 2 metres distancing. Staff will park their cars down the side/in front of the community hall
- We respectfully ask that parents do not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- We encourage Parents and pupils to walk or cycle to school where possible
- School, parents and pupils follow the government guidance on how to travel safely, when planning their travel on public transport [safer travel guidance for passengers](#)

Hand washing and personal hygiene

- Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff and pupils will be given sufficient time to do so
- Hands will be washed with liquid soap & water for a minimum of 20 seconds
- Alcohol based hand cleansers/gels (containing at least 60% alcohol) will only be used if soap and water are not available, but is not a substitute for hand washing. Such gels **WILL ONLY BE USED UNDER CLOSE SUPERVISION**. Skin friendly skin cleaning wipes may be used as an alternative
- The 'catch it, bin it, kill it' approach is very important and is promoted. Adults and children will be encouraged to avoid touching their mouth, nose and eyes with hands
- Disposable tissues are available in each room for both staff and pupil use
- Lidded pedal bins for tissues are available in each room
- Children must not cough or spit at or towards any other person.

Cleaning and sanitising

- The school has a cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place
- Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal
- Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use
- Bins for tissues and other rubbish are emptied throughout the day
- Staff and pupils have their own items that are not shared, such as pencils and pens; such as individual and very frequently used equipment
- Classroom based resources, such as books and games, can be used and shared within the bubble; are cleaned regularly, along with all frequently touched surfaces
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes
- Pupils can bring essentials such as lunch boxes, hats, coats, books and school bags in to school.

Social interaction

- Each class of children will be a group. Class 1 (including Little Owls governor-run pre-school) will include 12 Reception children and up to nine Little Owls. Class 2 (24 pupils) will include key stage 1 and lower key stage 2 pupils. Class 3 (17 pupils) will include upper key stage 2 (Year 5 and Year 6)
- The school will keep a record of pupils and staff in each group (class), and any close contact that takes places between children and staff in different groups
- Where staff or children cannot maintain distancing, particularly with younger children, the risk is reduced by keeping pupils in the class-sized groups
- Whatever the size of the group, the children are kept apart from other groups and older children are encouraged to keep their distance within their groups
- The school will limit interaction, sharing of rooms and social spaces between groups as much as possible
- Younger children will not be expected to distance within their group
- The school will keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport

- Teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable.

Moving around the school

- Where staff need to move between classes, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults
- Where possible adults will maintain a 2-metre distance from each other, and from children
- Pupils are seated side by side and facing forwards, rather than face to face or side on
- Staff will work side on to pupils as opposed to face to face whenever possible
- Educational and care support is provided as normal to pupils who have complex needs or who need close contact care
- Large gatherings such as assemblies or collective worship with more than one group do not take place. The children will worship in their class group
- Break times are staggered so that all pupils are not moving around the school at the same time
- Lunch breaks are staggered
- During PE lessons pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided
- Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene
- Adults and children will be reminded to follow the direction (one way etc.) signs
- When children are asked to queue e.g. during a fire drill they will be reminded to maintain 2 metre distance where possible
- Toilets for children have a capacity of two for boys and three for girls. There will be no more than this number in the toilets at any one time.

If a child becomes unwell

- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (with appropriate adult supervision if required)
- Parents/carers will need to be ready and willing to book a test if their child displays symptoms. Pupils must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Parents/carers will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Parents/carers will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Parents are asked to inform the school **immediately** of the results of a test
- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating

- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will follow the 'Strategies for Good Behaviour' as set out on pages three and four of the Behaviour Policy.

If pupils fail to follow these rules, we will give a verbal reminder and follow the steps stated at the bottom of page four of the Behaviour Policy (depending on whether or not the action was intentional).

2.3 Changed rules

Until further notice, we will alter the following school rules:

Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Expectations for uniform – From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out below. If pupils cannot wear their full uniform, parents should contact admin or the class teacher.

- Royal blue (Carlton) or Burgundy (Bilsdale) sweatshirt, jumper or cardigan (not hoodies)
- Dark Grey, black or navy skirt, pinafore, trousers or shorts. Reception children to wear plain black or navy tracksuit bottoms
- White (Carlton & Bilsdale) or Gold (Bilsdale) blouse, shirt or polo-shirt
- White, grey or black socks or tights
- Sensible flat, black school shoes (boys & girls) NOT trainers (which are for sport only please)
- A cotton type gingham dress (Blue or red) and sensible sandals may be worn in summer

Please ensure that all clothing and footwear are clearly marked with your child's name.

We ask that earrings are not worn for hygiene reasons; NO nail varnish, make-up or 'tattoos' are to be worn and hair adornments should be small, and simple.

School PE kit

PE kit is designed to be comfortable and practical. Parents are not expected, or encouraged, to buy expensive items. Bright colours, stripes/logos and are not acceptable under our policy.

- black or navy tracksuit
- black shorts or cycling shorts
- plain black, grey or navy trainers
- white cotton t-shirt or polo shirt
- drawstring bag for indoor shoes
- socks – suitable for the season (football socks give protection for hockey, football, tag rugby etc)

On days when children attend school in sports kit, they should also bring their school shoes to wear indoors as well as sports shoes which they wear for PE. Please also provide spare socks so they can change if they are wet.

Staff have been instructed to notify parents if children do not have correct clothing for the activities they are participating in. We are sorry that because of the coronavirus guidance we will be unable to provide clothing for children who forget to bring kit. Younger children should be provided with clean spare clothing if parents think this may be required.

3. Expectations for pupils at home

3.1 Remote learning rules

Schools are expected to develop remote education so that it is integrated into school curriculum planning. All schools are expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and make good progress. If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact the class teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

- Be contactable during required times (to be arranged with the class teacher)
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will make contact with parents and see if there are any issues school can help them address.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum once per month by the Executive Headteacher. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Behaviour policy
- Health and safety policy

Issued 22nd July 2020 in light of coronavirus (covid -19)