

Behaviour policy: coronavirus addendum

West Moors Middle School



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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.

Expectations for pupils in school

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 Mrs Angela Tai (SENDCo) or Mrs Deborah East (DHT) 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.

Behaviour

The safety and well-being of children and staff will remain our utmost priority. Therefore, in line with the school's Behaviour Management policy, pupils must adhere to the rules and routines within their bubble and not breach these expectations. To help keep everyone safe, staff will spend considerable time discussing new expectations with pupils during the first week and all information will be shared with parents/ carers.

Pupils who report symptoms associated with COVID will be sent home. Staff are not medically trained and are not in a position to assess individual cases. Parents will be asked to take children for a test and we will need evidence of a negative test before pupils will be able to return back in school.

Behaviour Expectations of Parents/Carers

- If necessary ONLY 1 Parent/Carer to enter school site to bring child(ren) to school e.g. Base EHCP, Vulnerable children
 - Ensure social distance from other adults whilst waiting for doors to open – as per government guidance (please do not arrive too early to avoid congregation)
 - Parents/Carers not to enter school building unless they have arranged an appointment – please call reception
 - You must collect your child As Soon As Possible (ASAP) if called regarding illness/symptoms
 - Stick to allocated drop off/pick up times – if allotted time missed, please do not bring your child into main reception until 9:00
 - Parents/Carers to collect child if not adhering to NO TOUCHING rules (reminders given prior to this) if not adhering to school safety policy in line with government guidelines
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Expectations of children

- Normal behaviour rules/rewards/sanctions apply
- Children should stay at a social distance as much as possible (adults in school to remind children when necessary)
- Children should not play games that include touching others (e.g. tag, stuck in the mud etc...)
- Children not sticking to the NO TOUCHING rules will be reminded and parents informed to support with reinforcement
- Children to line up at a social distance in school when asked
- Children to enter the building separately via their allocated route
- Children to wash hands/sanitise when entering the building and at regular intervals throughout the day
- Any intentional coughing/spitting on a member of the school community will result in being sent home
- Children to follow any signs and special routes in place (e.g. one way system)
- Only use your own named water bottle
- Avoid touching your mouth, nose and eyes and follow the 'catch it, bin it, kill it' advice

Children must not share equipment e.g. stationery, food

Only items to be brought to school are limited to stationery, water bottle, lunch box

West Moors Middle School High Expectations and Rules:

- Behave well
- Be respectful
- Follow instructions
- Be the best you can be

Attendance will be mandatory in September 2020, as the Government expects all pupils to attend school. Therefore, the usual rules will apply in relation to recording attendance and following up on any absences.

Increased Hygiene Measures

- It will still be necessary to be stringent with our hygiene measures. Pupils will either wash their hands or use hand sanitiser upon entry and hand sanitiser will be used regularly throughout the day in between washes. Resources will also be cleaned frequently and cleaning of touch points and toilets will also be increased.

Class Sized Hubs

- During our partial opening we have had bubbles of 15 pupils maximum. From September, pupils will be in their class hubs as a group of up to 30. For us at West Moors this means a return to normal class sizes. Each class will be allowed to mix with other classes in the same year group but mixing between year groups will not be permitted. They will remain as class/year group hub; staff may move between hubs, but children may not move as freely around the school as they have been used to

Moving Around the School

- Movement around the school will be kept to an absolute minimum with all children adhering to our usual one-way system
- Children should not walk in pairs or small groups
- Children should always walk around the corridors
- All children will be encouraged not to touch any walls, doors or other surfaces as they walk around school and when walking in the corridor they should follow the rule of walking on the right hand side
- Teachers will support children to line up, socially distanced before leading them to a designated area e.g. the outdoor zone for their year group or any other time the whole group leaves the classroom together
- Every time a child leaves the classroom, they will be asked to either thoroughly wash their hands or use anti-bacterial hand gel on return to the tutor group
- Face coverings should be worn by children in Years 7 and 8 and staff in communal areas e.g. corridors, where social distancing is not possible unless they fall within the exempt category detailed in the Government's guidelines (see, below for more details)

Playground Guidelines

The Government's recent guidelines, on preparing children to return to school, stipulates, "Primary age children cannot be expected to remain 2 metres apart from each other". To minimise the risk of any spread of infection, children will continue to maintain social distancing where possible.

Children will be encouraged to wash their hands thoroughly both before and after break and lunch times to minimise the risk of any spread

Children should play sports in which social distancing is possible rather than contact, group games such as football or basketball

Children should not play 'tag' and other games that involve contact

Children will be encouraged to use the playground markings and/ or outdoor spaces in the zone for their year group to invent other appropriate, social distancing games

At the heart of this phase is the minimising of student movement around the school, into different rooms and at different times. Children will be taught in their lessons, with the exception of PE and some specialist subjects (e.g. Art and Science), in the allocated tutor room. As a result, teachers will move during lesson changeovers as opposed to the children. However, for specialist subjects such as Art and Science, teachers will collect children from their tutor group class and guide them to for example, the Art Studio and Science Laboratory respectively, adhering to the one-way system in place in school. This model allows a full timetable to be taught and ensures the best provision possible for our children in school.

Illness

Attendance will be mandatory in September 2020, as the Government expects all pupils to attend school. Therefore, the usual rules will apply in relation to recording attendance and following up on any absences.

If you've received clinical or public health advice that your child should still remain at home, please let us know and continue to follow that guidance. In such instances, please be assured that we will continue to provide them with access to online education provision via Microsoft Teams and the school's new virtual learning platform (VLE).

We urge you not to send your child if they show any symptom of illness. You should seek medical advice and a COVID test if required and you will be asked to supply a copy of a negative test result to the school before your child can return. Should we have any positive tests in school, the affected hub will be closed.

If a child develops any possible symptoms of COVID-19, he/ she will be isolated from other children and his/ her parents/ carers will be contacted immediately. The Government has stated that all schools will be provided with a small number of home testing kits that they can give directly to parents/ carers collecting a child who has developed symptoms. In such cases, we ask that parents/ carers to inform us immediately of the results of a test. In the event of a child testing positive for COVID-19, please be assured that swift action will be taken by the school. Children will be encouraged to sneeze and cough into a tissue and dispose in bins provided using the phrase 'catch it, bin it, kill it' whilst avoiding touching their mouth, nose and eyes with hands.

Pupils who report symptoms associated with COVID will be sent home. Staff are not medically trained and are not in a position to assess individual cases. Parents will be asked to take children for a test and we will need evidence of a negative test before pupils will be able to return back in school.

Response to any infection

In line with the Government's guidelines, we will:

- Actively engage with the NHS Test and Trace process
- Manage confirmed cases of COVID-19 amongst the school community
- Follow Public Health England health protection team advice

Equipment

Each day, children should bring their school bag with them containing essentials such as their reading book; school planner; coat; pencil case with their own stationery (blue pen, purple pen, two pencils, ruler, rubber, sharpener and Pritt stick); pencil crayons; felt tip pens; scientific calculator (Y7 & Y8 only); cheap portable headphones (ICT); a packed lunch; healthy snack; two filled water bottles; and sun cream in the event of warm weather. You may also wish to supply your child with tissues and a small bottle of hand sanitiser. Please can items be clearly labelled with your child's name and these will be kept under their desks in the classroom, rather than using lockers, to reduce the risk of children gathering in the locker areas.

Breaks

Zones will be used to separate year group bubbles during break and lunch times. The outdoor space will be divided into four zones: Zone A: The Courts (Year 7); Zone B: Main Field (Year 8); Zone C Playground (Year 5); and Zone D: Grassed Area around the Chip and Pin Building.

Adequate supervision will be provided to allow both teachers and Teaching Assistants from within the bubble to take a short morning break and lunch. In addition, playtime equipment will be allocated to each year group with hard surfaces that can be cleaned following use using virucidal spray.

- Children must still use their allocated entrance and exits
- Children must still use their allocated toilets
- Washing hands using soap and water for twenty seconds or the use of hand sanitisers is necessary before eating and on return to the classrooms following break and lunch times

Lunchtimes

- After washing hands, children will eat their lunch in their tutor room
- Packed lunches ('Grab and Go' Bags), will be delivered to all children who are in receipt of Free School Meals
- At the end of lunch, tutor groups will line up in designated areas in their zones socially distanced from adults (2 metres)

Afternoon Registration

A register will be taken in tutor groups after lunch ends at 13.35, meeting the legal requirement to perform an afternoon registration.

Toilets

- Children in each year group will be allocated a designated set of toilets to use during the day
- They must wash their hands with soap for at least 20 seconds after using the toilet
- If toilets are not empty, children will be asked to wait outside- if there are other children waiting, they will be asked to make sure that they stand 2 metres away
- After using the toilets, children should return to class immediately after, making sure they do not touch any walls or other surfaces on the way, using hand sanitiser upon entering the classroom setting
- Toilets will be cleaned at intervals during the day by a staff member

Pastoral support

We're aware that the lockdown has been a difficult time for many of us, including our pupils. As a school, we will be delivering the Jigsaw 'Personal Social Health and Citizens Education' (PSHCE) programme in Key Stages 2 and 3 to support children's personal, social, emotional, mental health and well-being. In addition, from September 2020, we have invested in a qualified instructor to deliver 'Forest Schools' provision one day each week throughout the academic year. We will also deliver Emotional Literacy Support and Nurture provision to help children who are vulnerable or who have difficulty re-engaging in school. Please contact our Pastoral Lead, Mrs Beavan, to let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they are experiencing bereavement. In addition, Mrs Tai, our school's SENDCo, will be leading the support for children with SEND and will work with families to support their children's transition back to school in the Autumn term.

Not to cough or spit at or towards any other person

Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will: use Go4Schools to reward both positive behaviour and rewards as well as negative behaviour and sanctions in order to be consistent and communicate with parents and carers.

Behaviour rewards protocol:

- Go4Schools House points
- Verbal praise
- Stickers
- Show work to SLT/ HT
- Post cards sent home

Behaviour sanctions protocol:

- Verbal reminder – A visual reminder about behaviour choice. Initials recorded on the board
- Reflection time with SLT in the hall at lunch time
- Those pupils who may become dysregulated will be given options:
- Invited to see the SENCo to discuss behaviour and resolution – in order to put strategies in place
- Senior Leadership Team (SLT) – Invited to meet a member of SLT to discuss behaviour, strategies and a resolution
- Any student experiencing difficulty self-regulating – consider liaising with parents

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. Please see West Moors School's attendance policy.
- **School uniform should be worn from September** and for the first two days back at school, children will **not** need their PE kit. This is an important part of our school's identity- please note that there is no longer a directive that this must be washed daily. [School uniform suppliers have advised schools of delays with stock. If this is the case for your child, please do not worry as we understand that this is beyond your control. In this case, please can your child wear his/ her PE kit until school uniform items are received.] Over the course of the first two days, all children will go through their timetable, which will explain when they have PE each week. **On these PE days, children should come to school dressed in their PE kit (and school blazer if your child is in Year 5), as the changing rooms and lockers are not in use at this time.**

Expectations for pupils at home using the 'ITS Learning Platform'

We have completed further training to facilitate online learning, investing in ITS Learning, should we be required to close. We will also use this to set home learning to support the recovery curriculum and to help pupils catch up. Log ins will be issued in September 2020.

Remote learning rules

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 or tutor 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 – although take into account that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers on the 'It's Learning Platform'
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in message

Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 3 to 4 weeks during term time by the SLT. At every review, it will be approved by the full governing board.

Links with other policies

This policy links to the following policies and procedures available on the school website:

- Child protection policy
- Behaviour policy
- Health and safety policy
- Code of Conduct
- Remote Learning policy
- Attendance policy
- Uniform policy