



*Part of the Slough and East Berkshire C of E
Multi Academy Trust*

Lynch Hill School Primary Academy

Behaviour Policy: Coronavirus Addendum

We Aim High, Work Hard, Care Deeply

Approved by:	Headteacher	Date: August 2020
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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 and to minimise the risk of Covid.

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. We recognise that our youngest pupils will need support with these routines and expectations and staff will ensure that this support is in place. Parents of older pupils should contact the year leader 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 safely.

Altered routines for arriving or leaving the school:

- Children should be supported by parents and carers to arrive at school at the specified time each day so that they are not causing unnecessary congestion
- Children should enter and leave the site using the correct entrances and exits
- Whilst pupils can cycle or scooter to school, they are **not allowed** to park their bikes or scooters on the school site at this time

Maintaining good levels of hygiene:

- Pupils must wash their hands as soon as they arrive in class each day
 - At each indicated point in the school day, pupils will wash or sanitise their hands as requested by the classroom adult and in accordance with the timetable
 - Children should act sensibly at the sinks and sanitising stations, queuing appropriately and keeping a safe distance
 - Pupils should only use the toilets allocated to their year group bubble unless told otherwise by a staff member
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- When using the school toilets, pupils should not enter if there are already two pupils in the toilets and instead follow adult guidance and queue sensibly outside
- If sneezing or coughing, pupils will follow the 'catch it, bin it, kill it' approach – making full use of the tissues and sanitisers as necessary and the 'snuffle stations' set up in EYFS
- Pupils will do their very best to avoid touching their mouth, nose and eyes with hands
- Never cough or spit at or towards any other person
- Children must remember to inform an adult if they are experiencing symptoms of coronavirus: temperature, cough, loss of taste or smell

Socialising at school, including at lunch and break times:

- Children will remain in their class or year group bubbles at all times
- At lunchtime, children will sit in the place allocated for them, washing their hands before and after eating
- During breaks and lunchtimes, children will play in the designated zones with their year group bubble and only with the equipment allocated for them
- If balls etc enter another bubble's play area, pupils will not enter that area, instead, they will ask an adult to retrieve the ball or ask that a pupil in the other zone kicks it back to them
- During playtimes, children will avoid contact games and activities
- At the end of break and lunchtime, pupils will return to class sensibly and wash their hands

Moving around the school:

- Children will remain within their allocated areas unless they are specifically asked to move to another part of the school
- Children will follow the one-way systems as indicated around the school building
- At all times, children will walk at a safe and sensible distance
- If moving up or downstairs, children should try to avoid touching the bannisters

General behaviour in class:

- Pupils will avoid sharing school equipment or frequently used items such as pencils or pens
- Children will remain in their seats/spaces as indicated by their class teacher
- Avoid shouting
- Show respect for all bubble members and do all they can to keep the environment safe
- Due to the EYFS environment being one which is free flowing, younger children will inevitably be sharing equipment, however, regular cleaning and sanitising will take place

2.2 Rewards and sanctions for following rules

The welfare of all pupils is our prime concern. Rules are kept to a minimum and are based on self-discipline and respect for other people, for school buildings, equipment and resources. Behaviour that endangers self or others is not acceptable and we look to the support of all parents in maintaining high standards and a caring, learning community. At Lynch Hill, children learn to relate to others and take responsibility for their actions. Good relationships are seen as fundamental in forming positive pupil attitudes and the whole school community is encouraged to share in this process. In each class, staff and pupils work together.

To help encourage pupils to follow the new Covid rules, we will:

- Offer regular reminders and offer loud praise for those who are role modelling the behaviour expectations, praising acceptable behaviour actions and efforts regularly and consciously
- Notice and reward improved behaviours and attempts to follow the rules
- Use and emphasise positive reinforcements
- Actively teach children how to behave safely and respectfully, setting targets for those who need them
- Promote rights, responsibilities and respect
- Use praise much more frequently than reprimand
- Encourage pupils to discuss and take responsibility for their actions
- Reward children with Bonus points or Credits
- Ensure children, who are actively following all expectations, are rewarded with their Good Day tickets
- Reward class and year group bubbles who are collectively working together to create a safe and respectful environment
- In EYFS, staff will reinforce positive behaviours for keeping Covid safe through story-telling, social stories and the class reward charts

However, if pupils fail to follow these new Covid rules, we will take the following actions:

- Intervene with a quiet guidance or a verbal warning, explaining how their actions are unsafe and that a continuation of such behaviour will lead to the loss of Kidzone. In the majority of cases, we would expect pupils to amend their behaviour at this point.
- If unsafe behaviours continue, children will lose Kidzone and this will be logged on our behaviour monitoring system and recorded in the child's homework diary and, if necessary, discussed with parents. This loss of time may potentially be earned back with good behaviour in the subsequent days.
- In EYFS, and for younger pupils who do not follow the Covid rules, staff will remind pupils using visual cues. However, if a child still refuses to comply, staff will use the behaviour charts which are on display in each room and they will contact parents/carers to discuss the behaviour.
- If the matter is deemed to be a serious breach of our new rules, it will be referred to a senior member of staff who will discuss the incident with the child/children concerned and it may be necessary for the pupil(s) to have time away from their class bubble and work in isolation in order to reflect on their actions. Again, this will be logged appropriately on our behaviour monitoring system. Parents/carers will be contacted.
- At every stage, we encourage the child to take responsibility for their actions and recognise that they have choices in how they respond to situations.
- If necessary, a 'yellow letter' is then sent to the parents/carers to inform them of the situation. These are numbered and count towards an exclusion.

- We view each week as a fresh start for everyone. We like to put the events of the previous week aside and allow everyone a chance to prove that they have taken responsibility for their actions and can rise to expectations so that everyone at Lynch Hill can remain safe in the school environment.

2.3 Changed rules

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

Expectations for attendance: in line with the [latest government guidance](#) attendance will be mandatory from September. Parents/carers must contact the school if pupils are going to be absent. If there are legitimate reasons for pupils to be remaining at home, this needs to be discussed with the Headteacher or Inclusion Officer. For example, if you have received clinical or public health advice that your child(ren) should still remain at home, please let us know and continue to follow that guidance and simply provide us with the supporting evidence. We will be offering remote education to these pupils.

Expectations for uniform: from September 2020, all Lynch Hill pupils must wear uniform to school and follow normal school rules on uniform as set out in our school handbook. However, if pupils cannot wear their full uniform, parents should contact Lisa Bunce, our Inclusion Officer to discuss this. Pupils will be told which days they have PE and can arrive in school in their PE kit on these days. To avoid the need for sharing of changing facilities between year group bubbles, pupils will remain in their PE kits for all other lessons that day. With regard to year group clubs at the end of the school day, pupils must follow the new rules for changing and access the year group designated changing spaces as opposed to all pupils changing in the changing rooms.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, as a result of a localised lockdown or the need to self-isolate, 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 year leader 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 we will 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
- Seek help, if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work
- Use proper online conduct, such as using appropriate language in messages and emails

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they do not engage with the remote learning set for them, we will:

- Contact parents and carers to discuss the concerns and agree on an action plan
- Monitor closely

4. 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. This will be done by SLT in consultation with staff. At every review, it will be approved by the governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Behaviour policy
- Health and safety policy