

Behaviour policy: COVID-19 addendum



Review Date	September 2020
Date of next Review	January 2021
Reviewed by?	Governing Body
Date approved by Governing body	September 2020
Headteacher	Mrs Georgina Delmonte
Chair of Governors	Mr Chris Speller

This document has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community

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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

All pupils are expected to follow the school rules:

1. We listen and follow instructions.
2. We keep our hands, feet and objects to ourselves.
3. We speak politely with respect (we don't answer back, tease, swear or call anybody names).
4. We take care of our own and other people's property.

2.1 New Expectations

When pupils are in school, we expect them to follow all of the expectations 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 school office and speak to a member of the [pastoral team](#) 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.

Arriving at and leaving school

- Staggered start times
- Lining up – observe social distancing
- Lunch boxes and PE kit (no personal items)

Hygiene and Handwashing

- Wash hands thoroughly
- Use allocated toilets and cubicles and adhere to signage and guidance provided

Lesson times

- Stay in seats in classroom
- Observe social distancing

Break times and lunch times

- Socialise in year group bubble
- Use equipment as directed

Health and wellbeing

- Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- If feeling unwell – speak to an adult
- Tell an adult if they are experiencing symptoms of coronavirus

2.2 Rewards and sanctions for following rules

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

- provide positive verbal praise and feedback
- award house points
- award individual certificates
- celebrate subject achievement by awarding subject certificates at the end of the week
- celebrate overall weekly achievement by nominating a pupil for a golden book award

However, if pupils fail to follow these rules, we will:

- Follow our existing behaviour policy relating to in class learning behaviour which includes a verbal warning, time away from own class working in the year group leaders classroom for the remainder of a lesson, referral to senior leaders, make calls home to parents. **Note:** if a pupil is in the year group leaders class, arrangement are to be made for them to work elsewhere within the year group for the remainder of the lesson
- If sanctions are necessary following verbal reminders and warnings at break or lunch time, pupils will be instructed to complete a 10 minute 'time out' in a designated 'time out' area on the playground.
- Staff on duty will supervise this time and discuss the behaviour choices with the pupil before allowing them back to join in with play.
- If pupils do not respond to verbal instructions about 'time out', staff on duty are to refer to a year group leader or senior leader. If refusal continues, refer to a senior leader for further consequences/management.
- All incidents of 'time out' are to be recorded in year group consequence books which will be located on the medical trolley.
- Parents will be informed if non compliance with sanctions persist.
- Sanction internal exclusions for a fixed period of the school day
- Fixed term exclusion

If rule breaking is deemed accidental and not purposeful by the supervising member of staff, appropriate behaviour choices will be discussed with the child.

Class Dojo

Class Dojo is a digital classroom management tool designed to help our teachers improve pupil behaviour and to communicate effectively with parents when setting online learning. It connects teachers with our pupils and parents to build amazing classroom communities.

How does it work?

Each pupil has an avatar and teachers award dojo reward points for things such as:

- good standard of homework,
- participating in class,
- staying on task,
- completing good work,
- following our school rules and values.

Teachers can use a tablet or computer to give points throughout the school day. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents via the class page where general class messages can be shared or via the whole school page.

The dojo system runs alongside our behaviour policy. It is a system of positive reward and points can only be awarded (never taken away). In Celebration Assembly, the child/ren in each class with the most Dojo points at the end of each week receive recognition (a certificate).

Class Dojo - Communication

Class Dojo includes a messaging service. We will be using this to communicate general class messages or whole school messages only. Parents are not able to contact teachers via Class Dojo.

Initially Class Dojo will be used as a behaviour reward system and to communicate home learning tasks to parents. As we become more confident using Class Dojo other features will begin to be introduced. Other features include:

Class Dojo - Class Story

This gives parents a great insight into what their child is doing at school on a daily basis. The Class Story can give a 'Facebook style' timeline to see what activities have been going on in the classroom on a day to day basis. Teachers post updates on their class page - i.e. reminder posts about PE days/homework/class learning and other important class events, such as trips or assemblies. In addition, celebrations of work will be shared either individually to parents or via the class page.

Class Dojo - School Story

This gives parents information about what is happening in school on a day to day basis. It may alert you to events, i.e. parents evening, special events or it may alert parents to an issue they need to be aware of or it may just celebrate something exciting that is happening in school.

Parents will be invited to sign up to Class Dojo using the Class Dojo app.

Monitoring the use of Class Dojo:

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be by Mr. Chris White (Dojo administrator) and the Leadership Team.

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. All pupils must attend school every day. If a pupil is not attending school for any reason, parents must inform the school office/Attendance Mentor as soon as possible to discuss the reason for absence. Pupil attendance is expected to be above 96%.
- From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our behaviour policy. If pupils cannot wear their full uniform, parents should contact the school office to speak to a member of the school leadership team.

3. Expectations for pupils at home

3.1 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 school 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
- 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 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:

- Provide guidance and support around remote learning for parents and pupils
- Speak with the pupils on the telephone in order to address any concerns/issues

4. Monitoring arrangements

A review of this document will be carried out annually and necessary adjustments made after consultation/discussion with pupils parents, staff and governors.

5. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Behaviour policy
- Health and safety policy
- Covid-19 Risk Assessment
- Online Safety policy
- Attendance policy
- Uniform policy