

Positive Behaviour Management Policy



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Date of next review: September 2024

This Positive Behaviour Policy is informed and guided by:

Current legislation

- Health and Safety at Work NI Order 1978
- The Children (Northern Ireland) Order 1995
- The Human Rights Act 1998
- The Education (NI) Order, 1998
- Welfare and Protection of Pupil's Education and Libraries (NI) Order 2003
- The Education (2006 Order) (COMMENCEMENT NO. 2) ORDER (NORTHERN IRELAND) 2007
- The Education (School Development Plans) Regulations (NI) 2010
- Special Educational Needs and Disability Act (Northern Ireland) 2016
- Addressing Bullying in Schools Act (NI) 2016

DE guidance

- Pastoral Care in Schools: Promoting Positive Behaviour, DE 2001
- Safeguarding and Child Protection in Schools. A Guide for Schools, DE 2017

ETI

- Inspection and Self-Evaluation Framework 2017

Links with other policies:

- Attendance Policy
- Safe Handling Policy
- E-safety Policy
- Safeguarding and Child Protection Policy
- Anti-bullying Policy

Introduction

Good behaviour keeps pupils safe, reduces stress for teachers and contributes to a welcoming and caring environment in which pupils can develop as people and both pupils and teachers can do their best work.

Rationale

The Governors and Staff of Park School therefore seek to create a school environment that encourages and reinforces the following values safety, respect, high expectations, consistency learner centred. The school acknowledges that if pupils and staff feel safe and secure these values will have a positive impact on learning and teaching, in line with the Governors Guiding Principles (see appendix)

Aims

To create a climate that will:

- Promote learning for all pupils
- Make it easier for teachers to teach effectively
- Enhance the pupils' self-esteem and foster self-respect and respect for others
- Encourage independence by accepting the need for self-discipline, self-control and taking responsibility for their own behaviour
- Develop the pupils' interpersonal skills and their ability to work with co-operatively with others to resolve problems and potential conflict
- Have the endorsement and active support of parents

Objectives

- To clearly define whole school expectations and standards of behaviour.
- To promote self-esteem, self-control and positive relationships.
- To devise and implement individual behaviour management programmes for pupils most at need
- To work closely with parents, carers and other agencies to provide consistency of approach and shared expectation.
- To support the pupils in acquiring behaviour that enhances their quality of life through inclusion within the school and wider community.
- To provide a well-trained staff team that has specific knowledge of specialised strategies to support and manage inappropriate and severe challenging behaviour.

Duties of the Principal

Determine the measures (rules and enforcement) which the school will take to:

- Promote self-discipline and respect for authority amongst pupils
- Encourage good behaviour and respect for others
- Secure an acceptable standard of behaviour amongst pupils
- Act in accordance with the Board of Governors statement of general principles and any guidance given by them
- Prepare a written statement of these measures and give a copy to parents.
- Copy of the Positive Behaviour Policy available

The Curriculum and Learning

We believe that an appropriately structured curriculum and effective learning that builds on the pupil's present development, contributes to positive behaviour.

IEPs and Behaviour Support Plans all serve to support learning. All learning programmes will involve the teaching of alternative, appropriate methods of behaviour to replace inappropriate ones and the development of other areas of learning to support positive behaviour, e.g. alternative methods of communication or intensive interaction.

Classroom Management

- The School believes that classroom management, routines, environmental structure and teaching methods have an important influence on pupils' behaviour.
- The classroom environment may be designed to support positive behaviour and give clear messages to the pupils about the extent to which they and their efforts are valued.
- Classrooms should be organised to support pupil access to learning, on-task behaviour, alternative appropriate social and interactional skills and independence.
- Materials and resources should be arranged to aid communication, understanding, accessibility and reduce anxiety, uncertainty, frustration and disruption
- Transition from an activity or an area of the school may cause anxiety for some pupils. Additional tactile, visual or auditory aids may support them and decrease inappropriate behaviour.
- Displays should help develop self-esteem through demonstrating the value of every individual's contribution, and the classroom should provide a welcoming environment.
- Teaching methods should reflect differentiation and support active participation.

- Lessons should aim to develop the skills, knowledge and understanding that will enable the pupils to work, play and socialise in co-operation with others. Where appropriate, specialised teaching and learning approaches, styles and structures will be incorporated within pupils' learning programmes.
- Routines support pupils by fixing desired behaviours in their minds. Routines should be consistent and taught for all activities, including
 - the start/end of the day
 - moving from classroom to elsewhere e.g. dining hall, break and lunch times
 - entering/leaving the classroom
 - registration
 - pupils arriving late
 - moving during rotations in class
 - packing up

Class Charters

A charter acts as a reminder of the shared values and Governor principles. At the beginning of each academic year, each class negotiates a Class Charter. This is a list of promises, written using the positive language of "we have a right to" therefore "we will". This is shared and agreed between pupils and staff and displayed on the wall of the classroom.

For reasons of Health and Safety, a small number of school rules have been agreed.

- Show respect to each other and for school and personal property
- Work hard to achieve the targets set by your teacher
- Move quietly and sensibly around school
- All litter must be placed in the bins provided
- Electronic equipment e.g. mobile phones, iPods are not to be used in school

Rewards

Pupil voice is acknowledged in identifying motivating rewards and sanctions. Rewards and sanctions are understood by all staff (teaching and non-teaching), pupils and parents. rewards should provide enough incentive for the behaviour to be repeated so they need to be changed/alternated frequently to maintain their motivational value. There is a range of rewards, e.g. individual and whole class, intrinsic and extrinsic motivators

Gentleman/lady of the week	praise verbal / non-verbal	whole class reward schemes	end of year celebration events
object or activity	stickers	achievements celebrated in school assembly/achievement board	Positive news to parents in home/school diary
privileges	iPad time	special certificates	phone call to parents
Principal's Award	Pupil of the Month	Reward time	

Sanctions

Sanctions are not seen as punishments but as providing pupils with the security of clearly defined boundaries and, in doing so, they encourage appropriate and acceptable behaviour.

Sanctions consider

- the vital importance of maintaining good relationships
- the age and degree of maturity of the pupil and any special educational needs they have, home background and any other relevant circumstances.

Sanctions are applied as soon as possible, in a calm, measured manner. They are proportionate and separate the behaviour from the child and avoid escalating the situation. Sanctions are not to be applied to entire classes or groups of pupils.

Sanctions include:

- removal of adult attention through tactical ignoring of inappropriate behaviour
- move of seat within the classroom
- disapproval of inappropriate behaviour
- withdrawal of privileges
- break or lunch detention for completion of work
- a visit to a senior teacher, Key Stage Co-ordinators, Vice Principal or Principal
- parents/carers contacted

Sanctions that will help pupils make better choices include:

- reflection time
- discussing with pupil what can be done to make things better
- written/verbal apology
- restoration/rectification of problem solved

For pupils who may have Individual Behaviour Programmes, the management of inappropriate behaviour will be clearly set down in their Behaviour Support Plan and agreed, in writing, by everyone concerned with the care and education of the pupil.

In extreme cases where a pupil places him/herself, other pupils or staff at physical risk, or if behaviour is detrimental to the education of others in the school, the pupil may be asked to remain at home by the Board of Governors and may be suspended/expelled until the EA Special Education Department, Psychology Service have been consulted. Return to school will be dependent on recommended changes being implemented.

Rights and Responsibilities of pupils, parents and teachers:

Every member of the school community has a right to:

- Be valued as members of the school community
- Be treated fairly, consistently and with respect
- Be consulted about matters that affect them, and have their views listened to and,
as far as is reasonable, acted upon
- Have a voice and be responded to
- Reasonable access to the school, and to have their enquiries and concerns dealt with sympathetically and efficiently
- Be in a pleasant, well managed and safe environment (emotionally and physically)

Every member of the school community has a responsibility to:

- Be punctual, prepared and suitably equipped
- Respect the views, rights and property of others
- Work co-operatively with the other members of the school community
- Contribute to and adhere to the school's underpinning values and principles

Teachers have a right to:

- Support and advice from senior colleagues and external bodies
- Adequate and appropriate accommodation and resources

Teachers have a responsibility to:

- Ensure that lessons are well prepared, making use of available resources
- Ensure that homework is appropriately set and constructively marked
- Work co-operatively with pupils to overcome barriers to learning
- Identify and seek to meet pupils' special educational needs through the SEN Code of Practice

Parents have a right to:

- A safe, well managed and stimulating environment for their child's education
- Be well informed about their child's progress and prospects
- Be involved in consultation regarding the school's policies and procedures

Parents have a responsibility to:

- Ensure that their child attends school regularly and arrives in good time, with homework done and suitably equipped for the lessons in the day ahead
- Support the school's policies and procedures
- Support their child's learning
- Act as positive role models for their child in their relationship with the school

Multi-agency Partnership

Where the behaviour of a child is giving cause for concern, it is important that all those working with the pupil are aware of those concerns and of the steps which are being taken to support the pupil. The key professional in this process of communication is the class teacher who has the initial responsibility for the pupil's welfare. Early warning of concerns should be communicated to the Key Stage Co-ordinator, Vice Principal and the Principal.

If specific behavioural management strategies are to be introduced, it is the responsibility of the class teacher to inform everyone at a staff meeting or by email so that all staff may implement a continuity of approach.

Procedures for the Management of Inappropriate Behaviour

Any concerns regarding continuous inappropriate behaviour must be reported and a risk assessment should be completed. Consultation will then occur with EA Behaviour Support Team to identify possible strategies to be implemented. The Principal must always be kept informed at all stages of the procedure.

Observation, Analysis and Assessment

Staff are familiar with looking at ways of understanding children's behaviour, in trying to find out the functions that the challenging behaviour may serve for the individual and the contexts in which it is likely to happen. Observation of the pupil plays an important part in providing base lines of pupil behaviour.

Some pupils work and behave very well if specific routines are maintained. These simple but important prompts are passed between staff and classes in the form of a of "Hints and Hinders". For many pupils these are the hints and tips required to ensure a positive learning environment. They are the first stage in a process that may lead to the need for a Behaviour Support Plan.

Individual Behaviour Support Plans

Sometimes the general structure and ethos of the school, and observations of what works and what doesn't work, will not be enough to maintain an individual pupil's behaviour within acceptable limits. Some pupils will need a more structured, systematic and intensive approach.

Individual **Behaviour Support Plans** focus on a pupil's specific difficulties and help staff respond to challenging behaviour with understanding and consistency.

Behaviour Support Plans should be

- succinct and in clear language
- drawn up ideally in consultation with parents / carers and other agencies, e.g., educational psychologist. BST, AAIS
- familiar to all staff working with the pupil
- regularly monitored
- carefully evaluated.
- written along with the pupil, where appropriate

An example of a behaviour support plan proforma is given in the Appendix.

Record-Keeping

- Records will be kept by the class teacher of the frequency of inappropriate behaviour and the impact of intervention programmes.
- Records must also be maintained if harm occurs to the pupil, others or property on an incident/accident (CP) form and written in the incident/accident book.
- Incidents of both positive and negative behaviour should be recorded

- If incidents become more serious and that there is a need to physically intervene a Positive Handling Plan [see Appendix 4] will be added to the Behaviour Support Plan.

Definition of Reasonable Force

The Education (NI) Order 1998 (part II Article 4 (1)) states:

“A member of the staff of a grant aided school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupil from doing (or continuing to do) any of the following, namely:

- Committing any offence
- Causing personal injury to, or damage to the property of, any person (including the pupil himself); or
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behaviour occurs during a teaching session or otherwise.”

Based on this legal framework, the working definition of “Reasonable Force” is the minimum force necessary to prevent a pupil from p

Physically harming him/herself or others or seriously damaging property but used in a manner which attempts to preserve the dignity of all concerned.

Physical Intervention

- Staff are committed to providing the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care.
- Positive handling should be the last resort as de-escalation and diffusion are the appropriate methods of dealing with situations that might result in a threat to the health and safety of any individuals. It should be used as a part of a structured, systematic individual behaviour support plan.

Any intervention should be a last resort and be proportionate, reasonable, necessary, and appropriate, and be done with the aim to reduce not provoke.

All staff owe a duty of care to students. To take no action, where the outcome is that a child injures him/herself, or another, including staff, could be negligence.

Team Teach

- Staff are trained in 'Team Teach'. It is built on an ethos of 95% de-escalation skills with intensive work on diversions, diffusion and de-escalation work.

Physical Contact with Pupils

- Staff may provide intimate care for pupils. Intimate Care Plans are drawn up by class staff and agreed with parents.
- Some physical contact may be necessary during PE lessons or if a member of staff must give first aid or reassurance.
- Physical contact must always be appropriate and done openly.

Debriefing Following Serious Incident

- Pupils and members of staff will be checked for any sign of injury and first aid or medical treatment will be administered if required.
- Considering the individual needs of the pupil, a debrief may be offered. On some occasions the incident will be revisited on a future date, given the need for full recovery from the crisis.
- All members of staff involved will be allowed a period to debrief and recover from the incident. This may involve access to external support, or a senior member of staff will provide support to the member of staff involved.

Monitoring and evaluation of behaviour programmes is the responsibility of the class teacher.

- Every incident of physical intervention must be recorded by the Principal, VP or SLT in the Bound and Numbered Book, kept in the Principal's office.
- Parents/carers will be informed each time a physical intervention has been used to support their child.
- If physical support/management is required, parents/carers will be asked to agree in writing to the use of the most appropriate approach. Advice will be sought from EA BST and Team Teach trainers to draw up a Positive Handling Plan.
- The School will maintain its Team Teach qualified status by providing training for staff in line with EA requirements.

Complaints

All complaints should be made according to procedures set out in the school's Complaints Procedures. A complaint or dispute about the use of force by a member of staff might lead to an investigation under disciplinary procedures or by the Police and Social Services under Child Protection procedures.

Conclusion

Governors and staff aim to provide pupils with a happy and safe learning environment in which they can develop their knowledge, skills and experiences.

To this end the above arrangements and strategies are necessary components to ensure that all pupils can safely access the curricular activities both in and outside of school.

Roles

- Class teachers have responsibility for the promotion of positive behaviour with the pupils under their supervision.
- The Key Stage Co-ordinators have responsibility for Risk Assessments and Behaviour Plans in collaboration with the class teacher, Classroom Assistants and Vice Principal
- The Team Teach Instructor/Principal has responsibility for Team Teach
- The Principal has overall responsibility for the implementation of this policy.

Staff Development

It is recognised that it will be necessary to provide appropriate Continued Professional Development (CPD) of teachers to further develop their skills and strategies for meeting the diversity of needs within their classes and, most importantly, sharpening the focus on the progress and outcomes made by all children.

External courses will be organised where appropriate to the needs of the school. Staff will be trained in the Team Teach approach.

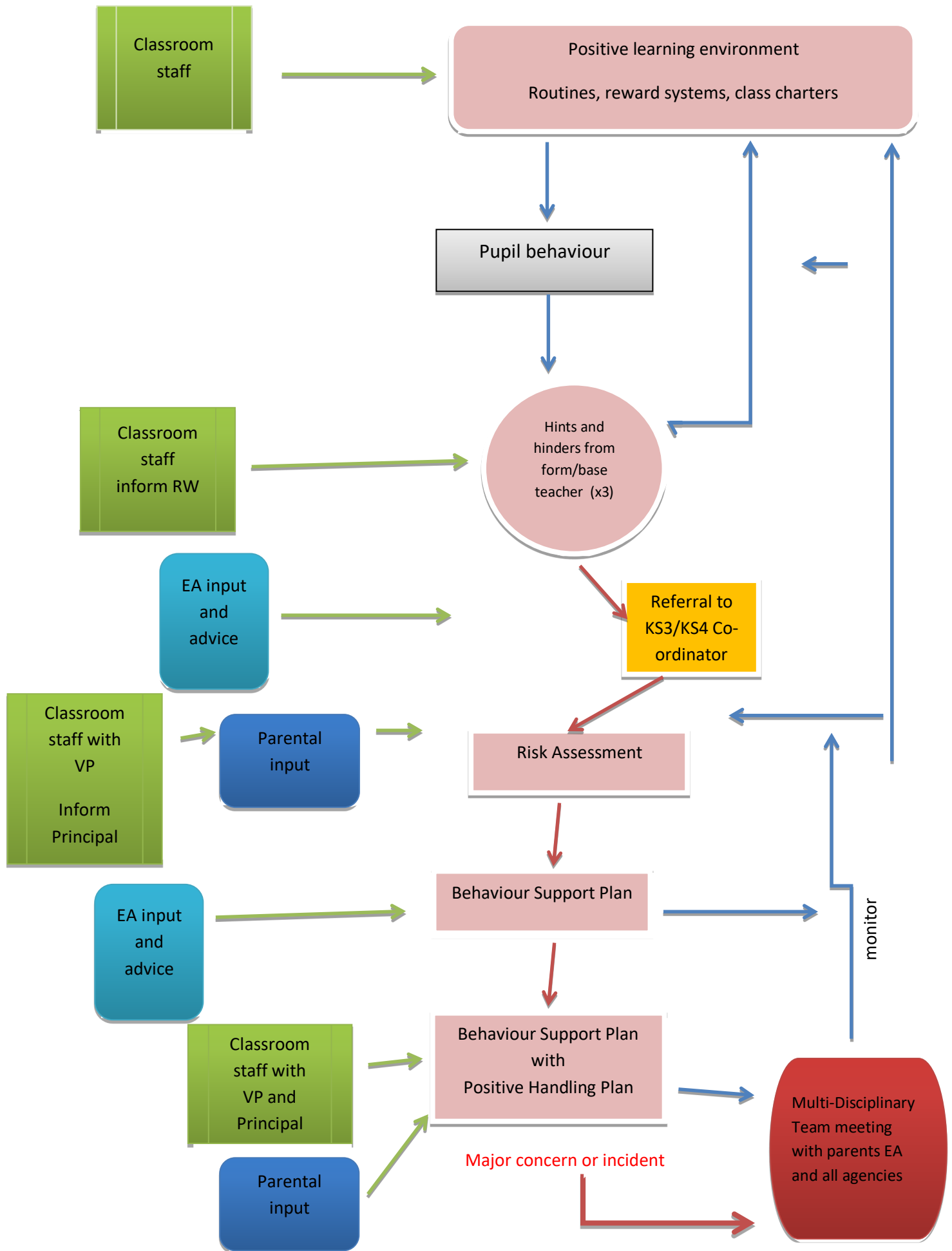
Monitoring and Evaluation

The Positive Behaviour Management Policy will be monitored and evaluated on an ongoing basis through consultation with pupils, staff and parents.

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Positive Behaviour Management



RISK ASSESSMENT

Name of Pupil _____

Date of Birth _____

Age _____

Form/Base Class _____

Staff _____

Completed by _____

Date _____

Signed _____

Consultation has been carried out with:

Please tick

Pupil	
Other pupils	
Parent/carer	
Staff	
Other teacher	
Social worker	

Completed based on knowledge currently available

Type of Behaviour Causing Concern	Level of Risk / Frequency					
	Very likely	Likely	Quite possible	Possible	Unlikely	Frequency H= hourly D= daily W=weekly M=monthl y T=termly
Disruption						
Vandalism						
Bullying						
Fighting						
Violent and Aggressive						
Absconding / Absenting						
Alcohol/substance misuse						
Threats and abusive language						
Impulsive dangerous behaviour						
Self-harm						
Discriminatory behaviour						
Inappropriate sexual behaviour						
Medically related behaviour						

Signed _____

Date _____

People to whom behaviour is most likely exhibited	Very likely	Likely	Quite possible	Possible	Unlikely	Frequency H= hourly D= daily W=weekly M=monthly T=termly
Teachers in general						
Specific teacher						
Classroom staff						
Specific staff member						
Visitors to the school						
Members of the public						
Male staff						
Female staff						
Other pupils in class						
Other pupils in school						
Male pupils						
Female pupils						
Younger pupils						
Older pupils						
Ethnic minority pupils						
Vulnerable pupils						

Signed _____

Date _____

FLASH POINTS

Location/ Time of behaviours	Disruption	Vandalism	Bullying	Fighting	Violence and aggression	Absconding/absenting	Alcohol/substance misuse	Threats and abusive	Impulsive/dangerous	Self-harm	Discriminatory behaviour	Inappropriate sexual	Medically related	Other (please specify)	Notes
At mealtimes															
In school															
In lessons															
In practical lessons															
Transitioning															
Trips and outings															
Break time															
Social activity/play															
Games/PE															
Bus/taxi															
With single adult															
Absconding															
If medication untaken															
Other															
Other															
Other relevant factors															

RISK EVALUATION

Likelihoods		Frequency	
Very likely	5	Hourly	5
Likely	4	Daily	4
Quite possible	3	Weekly	3
Possible	2	Monthly	2
Unlikely	1	Termly	1

Level of likelihood		x	Frequency		=	Risk
Very likely	5	x	Hourly	5	=	25 (Greatest)
Likely	4	x	Daily	4	=	16
Quite possible	3	x	Weekly	3	=	9
Possible	2	x	Monthly	2	=	4
Unlikely	1	x	Termly	1	=	1 (Lowest)

This numerical evaluation of risk is not an absolute, but simply affords a pupil's predisposition and risk frequency to be compared.

RISK FACTORS

Score	Risk
25	Very High
15-20	High
8-12	Medium
6-10	Low
1-5	Very Low

CONTROL MEASURES

Behaviour	Risk Factor	Existing Precautions/ Support/ Supervision linked to IEP	Additional Precautions/ Support/ Supervision/ Strategies	Action (by whom and when)	Expected Risk Factor

Pupil:	Drawn up by:	Date:
Agreed by:	(SLT)	Date:
Verified by:	(Principal)	Date:
To be reviewed:		Date:
Signed:	Parent:	Date:

Park School
Behaviour Support Plan

Name:	Class:	
Staff involved:		
Aims of Programme: SMART targets where possible		
Stage 1 DOs and DON'Ts		
DO: 1. keep a fidget toy near 2. use a timer 3. stick to schedule	DON'T: 1. mention granny 2. confront face on/shout 3. change the daily routine without preparing	
Stage 2		
Behaviours	Preventative Strategies (De-escalation)	Reactive Strategies
SPECIFIC “disruptive” “walks around room during quiet times” - “aggressive”	Use as much detail as possible – recognised strategies	-offer choice -time out -remove other pupils -direction and delay

The Positive Handling Plan (added to the Behaviour Support Plan)

Physical Interventions		
Guides	TRY	AVOID
T-wrap		
T-wrap to chairs		
T-wrap to floor		
T-wrap support on floor		
Standing single elbow		
Standing double elbow		
Standing figure of 4		
Cradle (support on floor)		
Other		
Details of Handling		
Who will handle? Where will the pupil be taken? What equipment is needed?		
Positive Listening and Debrief		
Describe any strategies which have worked well in the past or should be avoided		

Record-keeping procedures:
Communication with Parents:
Review and Evaluation:
Signed: _____ Date: _____

<p>1. All members of the school community should be listened and responded to.</p>	<p>Governors</p> <p>Reframing Principles</p>	<p>4. School staff and pupils should all show respect for one another.</p>
<p>2. Good behaviour should be rewarded and sanctions should always be applied consistently for unacceptable behaviour including bullying and violence.</p>	<p>3. Pupils whose behaviour and attendance may deteriorate be identified and supported.</p>	<p>5. Pupils should act as appropriate ambassadors for the school on, for example school trips, work placements, sports events and journeys to and from school.</p>
<p>6. All school staff should model positive behaviour and promote it through active development of pupils' social, emotional and behavioural skills.</p>	<p>8. All members of the school community are always considerate towards the learning needs of each individual and supportive of the school as a learning community.</p>	<p>9. All members of the school community are entitled to work and learn in a safe and secure environment.</p>
<p>7. All members of the school community should understand and accept the principles on which the behaviour policy is grounded.</p>		<p>10. Appropriate action should be taken to reduce the risk of poor behaviour occurring amongst vulnerable groups of pupils.</p>

Classroom Behaviour Management Plan for Learning

2a Identify and Agree 3 key Classroom Rights	2b Identify and Agree 3 Key Classroom Responsibilities	3. Identify and Agree 3 Behaviours Which Facilitate Learning	4. Identify and Agree... 3 Expectations Which Promote Learning	5.
<ul style="list-style-type: none"> • Right to learn • Right to be safe (physically & emotionally) • Right to feel valued 	<ul style="list-style-type: none"> • Active participation in the learning by all (including teachers/ CA) • Respect learning environment & all members of school community • Celebrate & recognise positive contributions & success 	<ul style="list-style-type: none"> • Listen & respond appropriately • Follow instructions & take turns & co-operate • Try new things (take measured risks) • Growth mindset 	<ul style="list-style-type: none"> • Listen when someone else is talking • Follow instructions and take turns <p>3 Key Routines Which Promote Learning:</p> <ul style="list-style-type: none"> • Everyone has the resources they need for learning • Meet & greet each other, speak don't shout • Time to reflect is set aside at the end of each lesson 	<p>Rewards & Sanctions</p> <p>Support</p>
<p>1. Agree 3 Key Values</p> <ul style="list-style-type: none"> • Positive learning environment that promotes success for all learners • Mutual respect for all • Everyone should feel safe and secure both physically and emotionally. 		<p>Identify 3 Classroom Outcomes:</p>		

Positive Behaviour Annex

August 2020

From 20th March 2020, parents were asked to keep their pupils at home, wherever possible, and for schools to remain open only for those pupils of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of pupils - pupils who are vulnerable, and pupils whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Park School Positive Behaviour policy contains details of our individual arrangements in the following areas.

Context

In Park School, we aim to maintain a secure, caring and stimulating environment in which pupils are encouraged to have respect for themselves and each other. Whilst expectations in the current Positive Behaviour Policy remain pertinent. It is necessary, considering the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below.

Staff Conduct and Wellbeing

The school's usual staff code of conduct is still relevant in the new school scenario. Staff are working in a new way, following new guidelines and their mental wellbeing is paramount. Staff have been consulted over the school's risk assessment and allowed to voice concerns over returning. The school's opening plan has taken into consideration staff viewpoints and union guidance. Staff have been directed to mental health resources that can support them if needed and should speak to the Principal if staff require individual support.

Staff must adhere to the 2 metre social distancing rules in place and remind pupils of these where needed, for their and the pupil's safety. It does state in Government guidance, that pupils might not be able to maintain 2 metre distancing. Staff must

take care to make sure that pupils follow this with regards to themselves, with gentle reminders. Communal areas such as staff toilets and the staffroom must be used by a limited number of staff at once. One per toilet area and six per staffroom.

Staff must continue to adhere to the Government guidelines about social distancing outside of school, to protect themselves and other members of the school community.

Pupil Conduct and Wellbeing

The school's usual behaviour rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines pupils must now be aware of and follow (see page 6). Any pupil unable to follow the school's current and amended rules will be unable to attend the school setting.

Pupil wellbeing is paramount during their time in school. Pupils will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more. All pupils will be in small groups and have two adults to safeguard them during their time in school. Part of the pupils' curriculum will be the Recovery curriculum to discuss their worries and concerns.

Parent Conduct and Wellbeing

Parents have been updated and consulted throughout the period of school closure. Parental feedback has also led to changes in the home learning as an ongoing process. Parents have received regular letters from the Principal informing them of the latest Government advice/guidance and school's planning.

Parents of pupils who have returned to school have received clear guidance on the expectation upon them. Parents will be given a specific drop off and collection time and be advised about social distancing. Parents are aware that they are NOT allowed into school at this time.

Parents can communicate with staff via the school office, Seesaw and phone calls.

Online Safe Behaviour in School

The school's current acceptable use policy and E safety policy is still in place. Pupils are supervised using laptops/digital devices and only set work using teacher approved sites.

Online Safe Behaviour at Home

Resources about keeping pupils safe online have been shared with parents. The school staff set work through the school website. Staff are not communicating with pupils in any 'live' lessons. If interacting with other pupils or staff online, pupils (and staff) should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Changes to School Rules and Routines

Arrivals, Departures and Moving round the school

Pupils will enter school through their designated entrance. Pupils will enter individually and will go straight to their designated class.

At their designated home time, pupils will leave the building from their designated exit escorted by their teacher and CA's.

Movement around the school will be limited. When the pupils leave their classroom to go outside for breaks or outdoor learning, they will ensure to keep 2m from peers and adults. Pupils will follow an adult from their classroom on their designated route.

Handwashing and Hygiene

Pupils will be expected to follow all handwashing and hygiene routines while in school. Pupils will wash hands/use antibacterial gel as entering school, before and after eating and at regular intervals during the day.

We ask pupils to follow the 'catch it, bin it, kill it' when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Pupils will be reminded not to touch their face, mouth, nose or eyes while at school.

Social Distancing

Pupils will be expected to socially distance from their peers and adults in school. When pupils enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Pupils will put their hand up if they need an adult's support, they will not get out of their seats without asking.

We understand socially distancing may be more difficult for some of our pupils but they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

Toilets

Each group will have their own toilets to use. Pupils will only use the toilets one at a time and be supervised by an adult through the corridors. When a child has finished in the toilet, they must wash their hands.

Break and Lunch times

Break will be eaten in classrooms or outside if weather is permitting. Pupils will eat at their table or in their designated outside space. Pupils will have a designated place to play during break times.

Pupils will be expected to remain socially distant from both peers and adults during break times.

Lunch will be eaten in the canteen and Room 10 at designated tables.