

“We want everyone at Hillingdon Primary School to be happy, caring and independent. Our school is a place where we learn together, doing our best to achieve success.”

Additional Arrangements for Managing Pupil Behaviour **as a Result of Covid-19 Restrictions** **Updated for September 2020**

1. Introduction and Context

- This document forms version 2.0 of this appendix; it is an extraordinary addition to Hillingdon Primary School's Pupil Behaviour Policy (December 2019). The information is operational from 3rd September 2020 and is subject to regular review and updates by the Senior Leadership Team to reflect updated Department for Education (DfE) and / or Public Health England (PHE) advice or guidance. It is available on the school's website and will be disseminated to all staff via Google Drive.
- This document should be read alongside the school's Pupil Behaviour Policy (December 2019), PPE Policy (September 2020) and TEFAT Social Distancing Policy (for September 2020) and outlines the adjustments Hillingdon Primary is making to the management of students' behaviour during the COVID-19 emergency measures.

2. Aims

- The Pupil Behaviour Policy aims to provide staff, students and their parents / carers with a clear understanding of the school's rules with regard to student behaviour to uphold the rights of students to learn in a well-managed and purposeful environment
- Students are learning in schools and classrooms which look very different and where the expectations of behaviour have changed in response to Covid-19.
- This appendix provides staff, students and their parents / carers with information about changes to the school's rules on student behaviour as we navigate a new 'normal' in view of the current Covid-19 health and hygiene measures and social distancing requirements.

3. New rules / expectations

a. Community Expectations

- Movement around the school site will be kept to a minimum: wherever possible and relevant to age and need, students will be accompanied by an adult when on the school premises.
- Individuals should adhere to the one-way systems in place both in the school buildings during the school day and on the school grounds during student arrival and dismissal times.
- Contact between individuals must be kept to a minimum and social distancing maintained: 1m plus between students and students and adults wherever possible, and 2m between adults at all times.
- When students are in school we expect them to follow all of the rules detailed in this appendix to keep themselves and the rest of the school community as safe as possible.
- Staff will be familiar with these rules and make sure that they are applied consistently.
- Parents should also read the rules with their children and ensure that all are clear on the new expectations and procedures in place.

- Parents should contact Mrs Laura Chaplin (Pastoral Care Manager) or Mrs Cara Townsend (Assistant Head Teacher for Inclusion) if they think that their child might not be able to comply with some or all of the new expectations so that support can be provided.

b. Bubble Rules

- Each class will remain its own 'bubble'. The bubble will not mix with any other bubble, apart from to facilitate small group intervention work (see below), and the same members of staff will stay within the bubble.
- Small numbers of children from a maximum of two different bubbles may mix for the purpose of small group intervention work.
- Bubble rules will be set according to current DfE guidelines and communicated in writing to parents. Parents will be informed of any changes as and when these occur.
- We expect parents to share these rules with their children and reinforce them if required. Bubble teachers will also reinforce these rules on a regular basis, and they will be displayed in the classroom as a reminder for students.
- The current bubble rules for students can be found below:
 - It is really important that students listen to and follow adults' instructions at all times.
 - Students must try to stay at least 1m plus away from other students and adults.
 - Students must put their hand up if they want to speak to an adult and should not enter the teacher's designated area, either in the classroom or the exclusion zone and stage when in the hall for PE or music, unless directed by an adult.
 - Students will be assigned a specific table and chair. They are not permitted to sit anywhere else and must not touch or take any items from someone else's chair or table.
 - Students should stay in their chairs unless their teacher directs them otherwise and should raise their hand to ask for permission if they think that they need to move from their table.
 - Students are responsible for their own personal equipment and stationery wallet and should not share this with any other students.
 - Students must behave to the best of their ability, respecting the social distancing rules at all times.
 - Classmates should be treated with kindness and respect.
- We understand some children may struggle to follow these rules due to age related maturity or additional needs. Further information about how we will manage social distancing will be communicated to parents of children in Early Years and individual families on a case by case basis (please see paragraph 4b).

c. Changes to Routines

- Bubbles will not be permitted to mix, apart from for small group intervention work, and therefore students will see a number of changes to the way the curriculum is delivered, lunchtimes, playtimes and the start and end of the school day.
- Each bubble will be given an individual timetable and staff will share this with the students in their bubble.
- Key changes to the rules relating to routines that directly impact students during the school day are detailed below:
 - Parents / carers and students will be permitted onto the school premises entering through the main gate entrance on the Uxbridge Road and exiting through Nicholls Avenue only. Only one adult should accompany a student to school.
 - All must follow the new one way system. Parents / carers and students will be directed by a senior leader at the main gate as to any changes made to their drop off route.
 - Parents / carers and students must stay 2 metres away from other families and continue moving respectfully through the school premises, adhering to all sign postings and not entering exclusion zones demarcated as non-designated areas.
 - Students are expected to wear school uniform every day apart from the days that they have a PE lesson, when they should come to school dressed for PE and wearing trainers (not studded football

boots or astro turf boots). In colder weather students may wear navy blue jogging bottoms for PE, however, if students do not have blue jogging bottoms then suitable jogging bottoms of any colour can be worn for the autumn term.

- Students are required to have their own equipment in school to minimise the risk of spreading infection. An equipment list is provided on the school website.
- Excluding their personal equipment, students are restricted to bringing a limited number of other items into school from home. These items are:
 - Small book bag (there will be insufficient space for large bags or rucksacks).
 - Water bottle: to be placed on the student's table (this may be refilled at the sink once permission has been given by an adult).
 - Trainers (or another suitable change of footwear) as we plan to use the school field as much as possible during the autumn term. Trainers should remain on the school site so they are available to use each day. Foot wear should be inexpensive as it is likely to become muddy as we move towards winter.
 - A coat or light waterproof jacket to move between the school site and field. We have no intention of using the field in heavy rain but we may have to move between light rain showers. It is important that we maintain our students' level of fitness for their physical well being and give them an opportunity to be outside as much as possible as this is a positive way of mitigating the virus.
 - School reading book and diary.
 - Lunch (if not having a school meal).
- Students must try to stay at least 1m away from each other when walking outside of the classroom, including in the playground and, where possible, during fire drills and fire alarms. The one-way systems should be observed.

d. Hygiene

- The following rules have been implemented to safeguard staff and children from the potential spread of coronavirus through direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (for instance, touching contaminated surfaces):
 - Students will be required to sanitise their hands on entry to the school building.
 - Students will wash their hands thoroughly and regularly before and after lunch, after they arrive at school and before they leave, and after using the toilet.
 - Students must use soap and wash all parts of their hands before rinsing the soap off and drying them with a paper towel.
 - If students have to cough or sneeze, they should do so into their arm and will be reminded of this requirement by staff. Students must wash their hands straight away, and immediately put the paper towel in the lidded bin just outside their classroom door.
 - **Students must not deliberately cough towards another individual or spit at another individual.** Students who maliciously and **deliberately** spit or cough at another individual may be subject to a fixed term exclusion. Please see the paragraph below for more information on the changes to our sanctions.

4. Rewards and sanctions

a. Our Approach

- Our approach remains unchanged: Our emphasis will continue to be on recognising and celebrating effort and success so that all members of the School community feel valued.
- We teach students to take responsibility for their own actions and to recognise the consequences of their choices.
- All adults are expected to have high standards of personal behaviour and be excellent role models for students. Unacceptable behaviour by adults will be challenged and if necessary appropriate action taken.

- We have a zero tolerance approach to bullying by adults or students, and any such incidents will be dealt with promptly and firmly.

b. Supporting Children with Additional Needs

- We acknowledge that everyone's experiences during school closure have been different and students will return to school with a mixture of feelings. During these uncertain times, communication is more important than ever to ensure we are aware of your individual circumstances and to effectively support your child's successful return to school.
- If parents / carers feel that their child needs additional support to rebuild their emotional resilience or to manage specific experiences they are strongly encouraged to speak to Mrs. Laura Chaplin (Pastoral Care Manager) and Mrs. Cara Townsend (Assistant Headteacher for Inclusion) to discuss these concerns. We are here to support families and have access to a range of services that may be able to help.
- Our aim, as we navigate the new 'normal,' will always be to prioritise students' social-emotional needs to support children in developing and maintaining good physical and mental health. If we identify any specific emotional needs we will discuss these with parents and carers to address them promptly to support all students.
- We recognise that some students may find it difficult to consistently behave appropriately at this time and that for others, aspects of social distancing in particular will be difficult. Where this is the case we will liaise with families directly to develop a clear understanding of the strategies to support these students.
- Some students may need a reduced time table, additional emotional support and/or a staggered re-integration time. These arrangements will be made on a case by case basis through consultation with the senior leadership team and are subject to approval by the Principal.

c. Changes to Existing Sanctions

Maintaining Bubbles

- In order to maintain the sanctity of staff and student bubbles, it will no longer be possible for staff to utilise some of the sanctions identified in the Pupil Behaviour Policy to manage poor behaviour.
- Bubble staff will manage the behaviour of all students' within their bubble, with remote guidance from the Pastoral Care Manager and / or relevant senior leaders where additional support is required.
- Bubble staff will continue to use sanctions identified in the Pupil Behaviour Policy that comply with bubble rules to support students in managing their behaviour. These may include:
 - A verbal reprimand;
 - Repeating unsatisfactory work until it meets the required standard;
 - Setting personal behaviour targets for individual students; and
 - The setting of written tasks such as an essay in which the student reflects on their behaviour.

Communication with Parents

- Due to social distancing requirements, we will be minimising the number of visitors to site and therefore parents / carers will not be able to attend school to meet with staff to discuss behaviour concerns on an ad-hoc basis, and it will not be possible to provide in person updates when the child is collected at the end of the day.
- Parents / carers will be notified by email if their child has broken any of the school behaviour rules. Where we have concerns about a student's behaviour, owing to the nature of the student's actions or recurring rule breaking, we will contact families as soon as possible via telephone to discuss these concerns further.

Managing Infringements of the Bubble Rules

- We fully appreciate that for most students social distancing at school will be unfamiliar and they may accidentally break the rules outlined in this appendix. Where this occurs, staff will remind children of the rules and will ask students to take more care in the future.
- We expect that most children will soon become familiar with new routines and expectations and be able to adhere to them.

Sanctions for Persistent Poor Behaviour and / or Deliberate Rule Breaking

- Students who persistently break school rules, including those relating to social distancing, which could put themselves or others at risk, may be subject to a fixed term exclusion to provide the student with an opportunity to reflect on his / her actions.
- **The school will not tolerate students deliberately spitting or coughing at another individual:** these actions will be treated as intent to cause malicious harm to another individual. Students who **deliberately** spit or cough at another individual may be subject to a fixed term exclusion.
- Each case will be considered separately in accordance with the school's Pupil Behaviour Policy, taking into account the student's individual circumstances, any additional needs the student may have and reasonable age related expectations.

5. Review Arrangements

- Version 1 of this appendix was approved by the Operations Group acting under delegated authority from the Trust Board as per the Covid-19 Scheme of Delegation.
- The policy will be reviewed as and when official guidance is updated and as a minimum ahead of the Spring Term 2021.

6. Links with other policies

- Pupil Behaviour Policy
- Positive Handling Policy
- Anti-bullying Policy
- PPE Policy
- TEFAT Social Distancing Policy and other Covid-19 related appendices available on the TEFAT website: [Covid-19 section.](#)