

Full Reopening of School Handbook March 2021



St. Ann's
Catholic Primary School
a Voluntary Academy

Behaviour Expectations

Please see attached **Behaviour Policy 2020 Covid-19 Addendum May 2020**

Children must be made aware of the following expectations which **MUST** be adhered to without deviation:

- Children will enter and exit school via their designated entrances, keeping social distancing and following markings;
- Children must wash their hands with soap and water whenever asked throughout the day;
- Children will remain with their class bubbles at all times throughout the day;
- Children must use tissues to cover their mouths when coughing or sneezing;
- Children experiencing any symptoms must inform their adults, follow instructions for isolation and will be sent home;
- Children will be reminded to keep all their equipment to themselves;
- Children must follow one-way systems around the school;
- Behaviour must be dealt with in a pre-emptive fashion rather than a reactive manner;
- Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place to pre-empt any issues;
- Any child who, following risk assessment and associated actions, is unable to follow the guidelines must be referred to SLT;
- Any child who coughs or spits at another person must be sent home immediately

Hygiene and Social Distancing

Hand Hygiene

- Teach children how to wash hands
- 20 second rule
- Monitor hand washing
- Refer to posters around the room

Classroom Layout

- All tables to be facing towards the front of the classroom
- Pathways around tables and chairs to be kept free
- Each pupil must tuck their own chair under the table
- Entrances and exits to be kept clear
- Sink area to be kept clear for access

Teaching in Accordance with Social Distancing

- Assigned staff and children ONLY in each classroom
- All children's equipment, coats and small bags/rucksacks to be stored on their pegs. Lunchboxes stored in dedicated box/trolley
- Teaching staff to maintain social distance from children teaching mainly from the front of the room and giving 1-1 support as necessary standing, or sitting away from children
- Marking – see feedback and marking

High Contact Surfaces

- Staff in classrooms to wipe tables and high contact points before break with anti-bac spray.
- Classroom doors to be kept open to avoid touching handles

First Aid in the Classroom

- For minor cuts and grazes, first aid will take place in the classroom – children will be asked to apply plasters to small injuries such as papercuts or any small injury that a child can deal with themselves. Running blood must always be dealt with in the first aid room (the staffroom)

Hygiene and Social Distancing in the Classrooms/Hall

Resources

- Pencil pots on each table – pritt stick, pencil, coloured pencils, ruler, rubber etc...
- Hand gel and tissues on each table
- Handwriting pens to be provided by school
- Children should not bring their own pencil cases into school.
- If children bring mobile phones (possibly applies to Y5/6 pupils only) to school they will not be collected in and must be kept with children's belongings – the teacher must have sight of the phone to prove that it is switched off

Preparation of Learning

- When printing, photocopying or laminating, strict hand-hygiene measures must be followed by washing/sanitising hands before and after the use of any shared equipment
- TAs assigned to the bubble should prepare all resources needed for lessons when not required in class
- This adult should hand out the materials they have prepared prior to the lesson while children are out of the classroom
- Only one member of staff should be in the photocopying at any one time
- When moving around the school to prepare resources, one-way systems should be observed at all times

Feedback and Marking

- Practice around the best feedback remains the same – oral feedback at the point of learning. Every effort should be made to enable this whilst maintaining social distancing between adults and children – oral questions and answers; open ended questions during input; the child asking questions during learning and adults giving appropriate feedback from the front of the classroom
- Children should mark their own work when at all possible
- Where it is not possible to mark their own work (a piece of writing for example) teachers may collect work in following this procedure: children leave exercise books open on desks; teacher to wash hands; teacher to collect books and take to marking station (probably the teacher's desk); teacher reads work and completes a 'whole class feedback sheet (attached); exercise books to be returned to storage tray
- Home school learning books to stay at home
- Teaching staff to provide exercise books in school for children to record their work in

Break Times and Lunchtimes

Break Time

- All children to wash hands before break
- Staff within each bubble to man break time for each group – when necessary an extra ‘floating’ adult (office staff) will supervise outdoors whilst socially distance or wearing PPE if closer contact is needed
- A member of staff will supervise the toilets
- Queues for the toilet must adhere to social distancing rules
- Staff to relieve each other for drinks and comfort breaks
- Children to play in designated area
- Staff to guide children to enable them to play at a social distance by introducing organised games
- Children to eat snack outside and dispose of rubbish in classroom bin
- Children and staff to exit classrooms at timetabled time

Lunchtime

- Handwashing before and after children eat
- Lunchboxes kept in classrooms
- School lunches to be delivered to classrooms in time for lunch for Rec/Y1/Y2. Lunch eaten in classrooms on tables that have been cleaned before and after eating
- Y3/4 and Y5/6 staggered lunchtime in the hall
- A member of staff will supervise the toilets
- Queues for the toilet must adhere to social distancing rules
- Staff within each bubble to man break time for each group – when necessary an extra ‘floating’ adult (office staff) will supervise outdoors whilst socially distance
- Break and Lunch for Adults
- When using the staffrooms maintain social distancing and wipe all handles if used including kettle etc...
- Staff within each bubble will cover each other for a break at lunchtime
- No staff member should share any food or bring any food to school for this purpose

Use of Toilet Facilities

Children

- Rec/Y1 children to use toilets in Reception classroom
- Y2 to use toilets within their cloakroom
- Y3/4 children to use the KS2 toilet block
- Y5/6 children to use the toilets near to entrance/exit next to PE store room
- Children to follow one-way systems to access toilets **AT ALL TIMES**

Staff

- Staff toilet for all adults clearly sign posted, hand sanitiser located outside the door, washing hands before and after using and using paper towel to turn taps on and off.
- Disinfectant wipes available in staff toilets.
- High contact points in toilets to be cleaned after morning break, before lunch and after lunch.
- Staff to follow one-way systems to access toilets **AT ALL TIMES**

A Child or Adult Displays Symptoms

- Adult/child to go to isolation area (detailed below)
- Child/adult who is symptomatic must wear mask straight away
- Escorting adult to wear a mask
- Child to sit outside in area allocated, disabled toilet
- Escorting adult to supervise child from inside
- Adult to dress in PPE (see guidance on PPE) to supervise child
- Collecting adult to pick up child from outside main entrance
- Adult collecting child to be advised about self-isolation and testing
- Upon positive test results - Inform parents of group in which child/adult was in contact and ask all in group (adults and children) to isolate for 10 days
- If isolating individuals start displaying symptoms, they must get tested and inform school
- Ensure thorough cleaning of all areas person with symptoms is likely to have used
- Ensure that appropriate authorities are contacted and informed
- Disabled toilet to be deep cleaned if used for isolation
- If we have a confirmed case in school we will contact the parents of children within the class or bubble and issue guidance
- <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- **Parents must keep school informed at every stage about symptoms, testing and test results**

Timetable

Full time school for ALL children from 8th March 2021 -1st April 2021

Class	Drop Off Time/Point	Morning Break	Lunch Break	Pick Up Time/Point
Rec/Y1	8.30-8.40am KS1 yard	10.30	11.50- 12.20 Lunch 12.20– 12.50 Playtime	3.00 KS1 Yard
Y2	8.30 – 8.40 Y2 Classroom door then exit back through KS1 yard	10.30	11.50 – 12.20 Lunch 12.20 – 12.50 Playtime	3.00 Y2 Classroom door
Y3/4	8.30 – 8.40 KS2 yard, children to line up in yard	10.15	12.00 -12.30 Lunch 12.30 – 1.00 Playtime	3.00 KS2 yard
Y5/6	8.30 – 8.40 Pupils to make their own way from main gate	10.45	12.00 -12.30 Playtime 12.30 – 1.00 Lunch	3.05 Pupils to be escorted to main gate

Behaviour Policy 2020 Covid-19 Addendum May 2020

At St Ann's Catholic Primary School we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in St Ann's Catholic Primary School Behaviour Policy remain pertinent. It is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

Arrivals, Departures and Moving round the school.

Children will enter school through their designated entrance. Children will enter individually and will go straight to their designated learning bubble, keeping a 2m distance from any other individual, where possible. There will be markers on the floors to support children with social distancing in certain areas of their bubble. We accept this will not always be physically possible for our youngest children.

At their designated home time, children will leave the building from their designated exit. They will leave one at a time when their parent has come to collect them, again keeping their distance using the markers on the floors as a guide.

Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will follow the markers on the floor and signs to ensure they are aware they must try to stay 2m from peers and adults.

Handwashing and Hygiene

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

We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school. Picture posters will be displayed to remind children of this rule. All bins will be lidded.

Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Social Distancing

Children who are old enough will be expected to socially distance from their peers and adults in school and on the playground/field at all times. All children will have their own table spaced 2m apart. When children enter their bubble, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats. Should a child refuse to follow social distancing measures, disciplinary procedures and sanctions will be used (see below).

We understand socially distancing may be more difficult for younger children, 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 bubble will have their own toilets to use. These will be sign posted. Children will be encouraged to use the toilets one at a time (this may not always be possible with nursery and reception children). When a child has finished in the toilet they must wash their hands and use a wipe to clean the door handles. The wipe will then be discarded in the bin of the toilets before they come back into their pod.

Break and Lunch times

Children will have a designated place to play during break and lunch times. They will have their own equipment that will be cleaned after use.

Children will be expected to remain socially distant from both peers and adults during play and break times. Children must stay in their designated area at all times.

Lunch will be eaten in their bubbles. Children will eat at their table or in their own space. They will not get out of their seats. Children will have packed lunches or a school lunch which will be brought to them in their bubbles. Children must also have their own water bottles.

Rewards

The house point system will not be in use during Covid-19. Children, instead will be given stickers for rewards. Teachers and Teaching Assistants welcome opportunities to praise individuals for good work, attitude or good behaviour, in line with our existing Monster Effort values and show recognition, if these are brought to their attention. Above all praise and encouragement, should be used as much as possible. Walking through school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted.

Sanctions for Misbehaviour

The following will be temporary amendments to the sanctions for misbehavior section on our Behaviour Policy:

Turnaround Time in another part of the school building away from the child's bubbly is no longer an option due to staff capacity and safety measures in place for Covid-19.

A 4 point plan is shown below will be adopted:

- 1. Verbal reminder eg stop tapping, thankyou.**
- 2. Verbal reprimand-stop tapping or you are choosing to lose some of your playtime.**
- 3. Withdrawal of privilege (loss of: some playtime, a treat)**
- 4. Loss of all playtime**

If a child's behaviour is deemed **high risk**, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as **spitting or deliberately coughing at people**.

The following sanctions and disciplinary procedures could be used:

1. **Referral to Headteacher**
2. **Parents/Carers called to collect child from school IMMEDIATELY**
3. **Immediate swap from onsite education offer to online/virtual education offer**
4. **Fixed term exclusion**
5. **Permanent exclusion**

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. At St Ann's we use the principles Team teach to do this.

In the case of a child being at risk, putting others at risk or damaging property the child's parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Headteacher and a decision of whether the onsite education offer will be withdrawn in favour of the online/virtual offer if this is deemed safer for all pupils and staff.

Where a child may need very close contact it is imperative that parents know that the use of PPE where appropriate **WILL** be used to help avoid cross contamination or any potential virus spread.

Pupil's working from home.

If interacting with other pupils or staff online, students 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.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. 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.

Our safeguarding policy has been amended in line with the recent government guidance regarding Covid-19.

The full guidance can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Amendments to the safeguarding policy for the phased return

1.6.20

- If you have any safeguarding concerns these should be logged on CPOMS as usual alerting the safeguarding team. If you have a safeguarding concern which requires an immediate response or action, then speak with the safeguarding member on site. There will always be a member of the safeguarding team in school. In the event of the designated leads absence, a deputy will be available on site but will maintain social distancing rules.
- If the safeguarding member is not within your 'bubble' then approach their area and use a 'knock and wait' system. Do not enter their designated space. Maintain social distancing throughout any discussions.

Child protection policy

- All staff to be aware that there may be new safeguarding concerns when children return to school. All staff remain responsible for recording all concerns on CPOMS or seeking advice from the safeguarding team.
- When a new safeguarding concern arises, office staff to support the staffing ratios within the 'bubbles' in order to provide sufficient time for the safeguarding member to support the staff and act accordingly.
- Office staff to contact parents of all children returning 8.6.20 regarding welfare, health and wellbeing. The office staff to make the safeguarding team aware of any of the above changes before the children return by logging on CPOMS.

Office staff to continue to make contact with vulnerable children that are not physically attending school. See Vulnerable Children Contact spreadsheet

Designated safeguarding leads (DSLs)

- Office staff contacting identified vulnerable children. Teachers to continue monitoring online engagement with learning for their class. Head teacher to monitor whole school engagement. Children not engaging with online learning will be contacted by the DSL.
- DSL to continue to update staff with new developments and advice.

Identification of vulnerable children

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion

Read more in the guidance on [vulnerable children and young people](#).

[Discussion of children's needs and risk by the safeguarding team.](#)

Attendance

- Vulnerable children who are not attending school and not engaging in home learning will be monitored more closely. At the safeguarding team's discretion vulnerable children could be invited back to school.
- Risk assessments to be created for individual students with an EHCP.
- Office staff to contact parents in the event of an unauthorised absence. It is the parents' responsibility to inform the school of any suspect covid-19 cases within the home.

- Registers to be taken on Sims to monitor attendance.

Children moving schools and colleges

- Existing protocols will continue to be adhered to.

Recruitment

- No recruitment at this time.

Mental health

- Teachers to monitor all students' behaviours and wellbeing and report concerns to the safeguarding team who will act accordingly. Teachers to incorporate positive wellbeing measures into their daily routines and still remain responsible to safeguard those children working remotely. Paying close attention to detail via virtual learning (child's appearance, behaviours or comments).
- Information for parents on school website for guidance and supporting their own and their child's well-being: <https://st-anns.sheffield.sch.uk/virtual-schooling/>

Online safety in school

- The in school online policy remains the same. CBC remains remotely responsible for online safety systems.

Children and online safety away from school

- Wake up Wednesday will be issued weekly to keep parents up-to-date with current online safety issues. This will be sent electronically to parents and available on the school website.
- Teachers reduce the risk by assigning the daily activities including the web links. All web links signposted to children have been thoroughly checked by the teachers to avoid unnecessary risk.

Virtual lessons and live streaming

- Teachers will not live stream or video call students as a form of communication.

Online Safety

- Share with parents updated behaviour policy to adhere to the new guidance.
- CBC remains responsible for online learning tools and systems in line with privacy and data protection requirements.
- Google Classroom and Seesaw can be used by parents and students to privately contact the teachers regarding any concerns. It is the teacher's responsibility to regularly check these platforms during their contracted hours.
- The school office will remain maned throughout the school day by a member of staff for parents to contact regarding any concerns.
- Links to school website Online safety policy and resources:

<https://st-anns.sheffield.sch.uk/online-safety-policy/>

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