

Children are returning to school after what for many will have been an upsetting and unsettling experience. They may now be expecting to return to a pre-lockdown school experience. Unfortunately, this will not be the case. It is therefore important to introduce the new rules and routines in a calm and reassuring way.

Below is an outline of new routines, habits and systems, including:

* Expectations for arriving at and leaving school
* Hygiene practices
* Lunch and break time routines
* Staff supervision of movement during social times
* Safe use of school spaces and equipment

**New Rules and Routines**

**Routines for the Start and End of the School Day**

* Each year group must use their designated entrance/exit point and adhere to all timings.
* Upon entering school, children must make their way straight to their classroom and wash their hands immediately.
* Staff will be at designated points to ensure social distancing is maintained as much as possible.
* Coats must be placed on the back of chairs and packed lunches in the lunch box area (clearly identified within the classroom or on lockers).
* No other belongings are allowed into school. This includes pencil cases and back packs.
* Children in Years Five and Six who are walking home on their own may bring into school their mobile phone. Phones should be placed in class filing cabinet and locked)
* Pupils arriving to school wearing a face covering must be instructed on the correct removal. Children must wash their hands and then remove carefully their face mask. Temporary face masks must be placed in the white, lidded bin. Reusable face masks must be placed in a plastic bag (supplied from home). Hands must then be washed again.

**Classroom Rules and Routines**

* Hands must be washed regularly for 20 seconds. This includes at the start and the end of the school day, before and after playtimes and lunchtimes, after sneezing or coughing and any other time the teacher or teaching assistant feels appropriate.
* Each child will be directed to a seating area. The seating areas will be in designated bubble areas.
* Children must remain in their designated seating area unless instructed by a member of staff.
* Social distancing will be adhered to whenever possible. It is acknowledged this will be easier with the older children.
* Each pupil will be supplied with their own stationery equipment. This will be kept in their individual tray in their place. (This does not apply to Foundation classes.)
* Children must not share their personal equipment will others.
* Any additional equipment used, for example protractors, must be washed in hot soapy water before and after use.
* Children must not leave the classroom unless directed to by a staff member. Leaving the classroom without adult consent is considered a serious breach of the school behaviour policy.
* The children will be regularly reminded of the ***‘Catch it, bin it, kill it’***
* Tissues will be available for pupils to use. Used tissues must be disposed of in the new, lidded white bins.
* It is not possible to use a one-way system in schools. Therefore, movement around the building must be limited as much as possible.

* **If at any point during the school day a pupil feels ill, they must tell an adult immediately. The child will be escorted to one of the isolation rooms and accompanying staff member will wear appropriate PPE. Parents will be contacted immediately.**

**Playtimes and Lunchtimes**

* Foundation Stage, KS1 and the bases have year group allocated playtimes KS2 classes have individual class
* During this time, they may play with the other children in their group/ class dependant on designation of bubble for playtimes class or year group.
* Equipment, for example balls, will be available for each year group. Hands must be washed before and after using this equipment. It is the responsibility of each class/year group to ensure it is cleaned at the end of each day.
* During lunchtime, each year group has an allocated eating time and play time.
* All children will remain together in their class/year group during these times. Children will not be able to leave their eating area until their specified playtime or time to return to class.
* When eating, the children will be allocated a place with their classmates on a designated table. Children must remain in this place until instructed otherwise by a staff member.
* Staff must escort classes to and from the playground (playtimes and lunchtimes) and out at the end of the day.

**Rewards and Sanctions**

* Leaving the classroom without permission from an adult (yellow zone) and deliberate spitting or coughing at/towards other people (red zone) are now considered serious breaches of the school behaviour policy and will be dealt with accordingly. Sanctions could include loss of playtimes and/or lunchtimes, increasing to possible exclusion depending on the severity of the incident and/or intent.

**Toilet Breaks**

* Regular toilet breaks will be built in throughout the school day. (if a child needs to go to the toilet outside these times they should be accompanied wherever possible.)
* Timetabling allows for classes to access toilets at different times to avoid overcrowding

  **Remote learning rules**

If pupils are not in school because of shielding or a local lockdown, 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 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.

Children should:

* 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

**Support**

Many pupils are likely to need some social and emotional support on their return to school. To allow for this, the daily timetables have been adjusted to allow for mindfulness opportunities and talk time with class teachers or school Place2be councillors.

The Pastoral team will also be on hand to identify pupils that require additional support. Referrals will be made for those pupils to the most appropriate outside agencies.

**Monitoring**

Behaviour expectations will be regularly monitored by members of the Senior Leadership Team. This could include monitoring behaviour during transition times, for example as children go out to play, and analysis of the behaviour recording system.

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every four weeks. At every review, it will be approved by governors.

Links with other policies:

* Child protection policy
* Behaviour policy
* Health and safety policy