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### 1. Introduction

This Annex was written with the following guidance in mind:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles>

<https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/>

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Parents/Carers who have:

- chosen to send their child/ren back to school (in line with the Government Guidelines),
- or, send their child/ren as part of FCPS emergency care for key workers

must be supportive of the following additional behaviour expectations put in place for safety of staff and children. Parents/carers must ensure that their child/ren has a clear, age-appropriate understanding, prior to their child attending our setting.

The following relevant Covid 19 expectations, are in addition to all guidelines set out in Framlingham College's Behaviour Policy.

## 2. Altered Routines for Arrival or Departure

We ask parents to:

- check the temperature and general health of their children before sending them into school. Any child who shows any symptoms of Covid 19 should not attend school for 14 days; The same ruling applies if anyone from the same household as the child exhibits symptoms.
- run through and help their child understand the child-friendly document at the end of this annex regarding behaviour in school during the time of Covid 19;
- adopt the 'Stop, Drop & Go' approach when dropping of their child at the beginning of each day, maintaining social distancing at all times;
- remain in their cars at pick up time until they see their child and maintain social distancing at all times when transferring between car and pick up point.
- Pick up and collect their child from the correct point:

**Year 6:** The main black gate (next to the DT block entrance)

**Year 1:** The black shed gate

**Reception:** The changing room gate (next to the Head's house) Reception Entrance

**Nursery:** The changing room gate (next to the Head's house) Nursery Entrance

**Keyworkers:** The pond gate

### At the start of the day:

- A member of staff will be on each of the four gates for a stipulated time in the morning (e.g. 800-830 or 815-845)
- The member of staff on the gate may **not** always be part of the children's bubble and will necessarily keep their distance
- Children in Years 1 and 6 will be directed to their classrooms where staff will meet them and handwashing will occur
- Children in Reception and Nursery will be escorted to their classrooms by a teacher where handwashing will occur
- Staff who are parents must park in the appropriate car park for their children's bubble and may deliver children to the classroom but must not enter or mix with other children (unless they are part of that bubble)
- Any parents arriving outside of this time must contact the office or the class teachers to arrange a different drop off time
- In the case of siblings, it is vital that each is dropped at their appropriate gate
- If a child is reluctant to enter school, we must suggest that a parent goes away and tries again later by agreeing another time with the teachers or through the office.

### At the end of the day:

- A member of staff will be on each of the four gates for a stipulated time in the afternoon (e.g. 1450-1520 or 1550-1620)
- The member of staff on the gate may **not** always be part of the children's bubble and will necessarily keep their distance

- As parents arrive the staff member on the gate will radio down (or signal) so that children can be allowed to come up/out for collection
- Children in Reception and Nursery will be escorted to the gates by a teacher when they have collected their possessions and handwashing has occurred
- Staff who are parents may collect children from the classroom but must not enter or mix with other children (unless they are part of that bubble)
- Any parents arriving outside of this time must contact the office or the class teachers to arrange a different drop off time
- Only Year 3-8 children are old enough to make their way to the gate independently
- In the case of siblings, it is vital that each is collected from the appropriate gate
- Childcare is available up until 4.20pm (siblings may be collected, by arrangement, at the same time) onsite but all children must be collected by this time

### 3. Instructions on Hygiene & Respiratory Health

All pupils must follow the school's expectations for hand washing and good respiratory hygiene.

Pupils must:

- wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly:
  - on arrival at school;
  - when asked to by an adult;
  - before and after eating;
  - after breaktime;
  - after using the facilities;
  - after sneezing, coughing or touching their face.
- use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered, regularly throughout the school day;
- make every effort to not touch their mouth, nose or eyes;
- tell the member of staff if they feel unwell;
- **'catch it, bin it, kill it'** if they sneeze; (Use a tissue or elbow to cough or sneeze and use bins for tissue waste).

Pupils will not cough, sneeze or spit in the direction of any other person.

### 4. Experiencing Symptoms of Coronavirus (Covid 19)

If a pupil feels unwell or thinks they are experiencing symptoms of coronavirus, either in school or at home, they must do the following:

- before coming to or after arriving home from school, they must tell their parent if they are feeling unwell;
- at school, they must tell any supervising adult if they are experiencing symptoms;

- They will be collected by a member of staff wearing PPE and taken to the isolation room (Hobbies Room) where they will be cared for until their parents can be contacted and they are collected.

**Symptoms of Coronavirus are:**

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

## 5. The Bubble & Moving around the School

Pupils will be taught in reduced class sizes. They will stay in these groups throughout the day creating a protective and small 'bubble' around them.

When moving around the school pupils MUST follow teacher direction and should take notice of social distancing rules.

Pupils must:

- enter and leave classroom in the order set out by their teacher to allow for social distancing;
- follow signage for direction of travel around the school;
- enter and leave buildings at the designated entry and exit points to maintain social distancing.

## 6. In the Classroom

The sharing of equipment such as stationery, laptops, ipads, textbooks or exercise books will not be permitted.

Pupils must not:

- Share equipment with their peers - this includes pens, pencils etc.
- Borrow or use other people's personal items, such as water bottles or clothing
- Share laptops, ipads, keyboards, mice, headphones or any other technical equipment

## 7. Breaktimes & Using the Toilet

All pupils MUST follow the school's expectations on social grouping (bubble) in academic lessons AND during lunch and break times.

Pupils must:

- only socialise with their own bubble to ensure that the contact they have is with a limited number of children and that the group remains constant;
- follow school guidelines on designated play areas, lunchtimes and academic teaching areas.
- understand where their designated areas are during break and lunch and follow the expectations set out by staff on duty;
- practise good hygiene and wash their hands thoroughly for 20 seconds with running water and soap, drying them thoroughly after using the toilet;
- follow social distancing in toilet areas and on entry and exit to the bathrooms, giving way to those exiting;
- seek consent from a member of staff during lessons before using the toilet.

## 8. Remote Learning Behaviour Expectations

The following guidelines for pupil conduct when remote learning (at home or at school) should be followed.

Pupils should:

- treat remote learning in the same way as normal classroom learning where they can;
- use appropriate classroom language;
- take regular screenbreaks;
- always conduct video learning in an open space at home;
- only communicate through approved school portals and platforms (firefly, school email and teams)
- dress appropriately at all times;
- not use school platforms to discuss personal matters;
- follow the teachers' guidance on audio and video use;
- be made aware that the lesson is being recorded;
- report any inappropriate use to their teacher or a trusted adult;
- not share passwords or other sensitive information online;
- look after their mental health and well being and ask for help from their teacher or other trusted adult if they need it.

*(Advice taken from National Online Safety)*

Additionally, normal school policies and expectations apply. Ready, Safe, Respectful. The School expects all staff and pupils to show kindness and respect to other members of the community at all times.

Framlingham College will take into account, offer additional support and make reasonable adjustments for pupils with special educational needs, disability or vulnerable children.

## 9. Pupil Friendly Annex: Behaviour (COVID 19)

1. I will wash my hands (for 20 seconds):

- when I arrive in school;
- when asked by an adult;
- before and after eating;
- after breaktime;
- after using the toilet.

2. At breaktimes, I will only play with the children who are in my bubble and I will try to stay 2 metres apart.

3. When in my classroom, I will:

- listen to the teacher and follow their advice;
- ask permission if I would like to go to the toilet;
- try my best to maintain 2 metre social distancing;
- try to not touch my mouth, nose or eyes;
- tell the member of staff if I feel unwell;
- not share my stationery, drinks, food or any other equipment.

4. If I sneeze, I will **'catch it, bin it, kill it'**.

- If I do touch my face, or cough, I will wash my hands.
- I will not cough, sneeze or spit in the direction of any other person

5. I will only use the toilet assigned to my bubble and will not enter any other area of the school unless directed to by a member of staff.

*These amendments have been written in conjunction with Covid-19 Annex in our Safeguarding policy, the Covid- 19 Risk Assessments and other relevant policies adapted due to Covid-19.*