



## Appendix 1 – Covid 19



### Positive Behaviour Policy

All children should continue to adhere to the principles outlined in the Positive Behaviour Policy at the beginning of this document. Whilst we will endeavour to continue known routines within Hollybank of being Ready, Respectful and Safe, during the COVID19 pandemic, it is necessary for children to behave differently when returning to school and there are several new systems in place to ensure staff and pupils are kept safe.

These are detailed below but as children return to school and new guidance is issued, new systems/procedures may be added or amended. All members of staff know these procedures and parents/carers are expected to understand and discuss them with their children to ensure that they have good knowledge of them upon returning to Hollybank Primary School.

#### Drop off and Collection

To re-open Hollybank, staggered entry to year groups will be in place. There will be a one way system in place for drop offs and 2 exits in use for collection at the end of school - signage will be in place to help.

- Parents/carers and their children will be asked to enter through the top gate and exit through the pedestrian gate beside P1/2 whilst maintaining social distance guidance.
- Parents/carers will not be permitted to enter the school premises unless an appointment has been pre-arranged. Please arrange this by contacting the school office by telephone.
- Parents/carers must not block entrance gates/doors or gather on site to talk to other parents. This is to reduce the number of people on the school site in the interest of infection control.
- Only one parent/carer should drop off their child.
- Any child that displays signs of distress or upset may be asked to go home with their parents/carers and come back the following day.
- Parents/carers **MUST** have their mobile phones turned on and available for any emergency calls throughout the duration of the time their child is in school.

#### The School Day

Hollybank Primary School will allocate children into bubbles/groups. Unfortunately we will not accept any requests for friendship groups.

- Possible contact between different groups of children, and between adults will be reduced whilst onsite at Hollybank Primary School. Children will be educated in small groups/bubbles of no larger than 15 and will have the same adults with them during each session.
- Groups will be educated in one room. They will remain in that room for the duration of the day and will not mix with different groups of children.
- All classrooms will be organised to allow 1m social distancing between children and 2m social distancing between adults. Children are expected to remain seated to respect social distancing

guidance until they have permission to move by an adult. No learning will take place with children sat on the carpet. There will be a focus on independent learning.

- Classrooms will have all unnecessary furniture and equipment removed including any soft furnishings.
- Play times will be staggered to minimise the risk of bubbles mixing. As groups are not permitted to mix, assemblies, sports day and end of year events will not take place until further notice.
- Class teachers will offer verbal feedback rather than formal marking.
- There will be no homework given out and children will not receive school reading books. They will continue to be able to access online resources such as Mathletics and Reading eggs. P6/7 will have access to Accelerated reader.
- All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- Whilst new expectations are established, we will focus on routines, safety and well-being rather than academic challenge.
- An age appropriate strategy for pupils to share their concerns e.g. a worry box, will be available in every group so that pupils' concerns can be heard and responded to every day.

#### Support for pupils who have additional or special educational needs:

- Pupils will have their individual risk assessment reviewed considering the new circumstances.
- If there are concerns that appropriate support is not possible during this period, despite our best endeavours, a meeting will be held with parents (and relevant external professionals) to discuss next steps and what additional adaptations may be possible to ensure the pupil can manage his/her behaviour safely.

#### Hygiene

At all times, children and their families should follow the guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. Children should not attend school if they are showing symptoms, or if you or any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer.

If a child informs an adult that they are experiencing symptoms of COVID-19, they will be isolated within the school and parent/carers informed immediately to collect them.

If a family member has the virus, the child will need to isolate following the government guidance. If the child begins to display symptoms, they should be tested. The group the child is attending will also be informed and they may also require testing. The school will follow all government guidance.

Posters will be displayed around the school to promote personal hygiene. These include, but are not limited to: handwashing, sneezing and coughing.

Children must wash their hands immediately on arrival, and then go straight to their classroom.

In case of a toileting accident or fall, children will be encouraged to change themselves and clean their scrape or cut. If this is not possible, parents/carers will be called to collect them to do that at home.

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing using the 'catch it, bin it, kill it' approach. Children will also be taught respiratory hygiene.

Children will be encouraged where possible not to touch their faces or to put objects in their mouths.

All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day.

In line with Hollybank Primary's Positive Behaviour Policy, physicality towards others will not be tolerated and parents will be informed immediately.

Toilet visits will be limited and follow arranged times to minimise the risk of large groups of children from different bubbles in one place.

Classrooms will be equipped with soap, water, and tissues. These supplies will be topped up regularly.

Children will not be able to share resources and equipment with other children and are expected to bring their own water bottle to school.

Classrooms will be well ventilated with windows and doors to the outside open as much as possible.

iPads and laptops will be cleaned after each use by the supervising adult.

In order to maintain social distance, groups/bubbles will eat in their allocated space within school.

In order to adhere to hygiene standards, all tables/desks will be wiped down using antibacterial cleaning materials.

### Remote Learning

Children who are not attending school will still have access to resources provided for home learning. These will be available through Seesaw. Class Teachers will respond to messages sent when they can.

**If a child is finding it hard to follow these rules, the teacher will talk to the pupil individually to check their wellbeing and reinforce the importance of the rules.**

**Any child found to be deliberately/intentionally/without due consideration spitting or coughing at or towards any other person will be dealt with in accordance to level 3 or 4 of the school's Positive Behaviour Policy: it will be considered a 'deliberate action that puts the health and safety of the school community in jeopardy.'**

