



Cranbrook  
Primary School

# **Cranbrook Primary School and Behaviour Support Provision (CUBE)**

## **Behaviour and Discipline Policy**

### **Addendum**

## Behaviour Policy

### New expectations at Cranbrook Primary School

At Cranbrook 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.

We understand that the school closure may have caused some children to experience the feelings of anxiety. With this in mind, it is clear that some support in the transition back to school will be needed for our pupils – in particular, special consideration given to the promotion of pupils' mental health and wellbeing.

Whilst expectations in our 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:

Staff will be familiar with these rules and will make sure that pupils are supported with the change of routine.

- ***Children need to follow any altered routines for arrival, leaving from school and moving around during the school day. This will include a change of start and finish times.***
  - In school, the children will follow the one way system along the corridors and staircases which are marked by arrows.
  - Throughout the school are posters to promote social distancing and good hand hygiene.
  - At the end of the day the children will use the playground markings to ensure each year group/bubble maintains social distancing from other year groups/bubbles whilst waiting for their parent/carer to collect them.
  
- ***Children must follow the school's rules on handwashing and using sanitiser, including the use of toilets. They must meet the 'catch it, bin it, kill it' expectations. They must tell an adult if they feel unwell.***
  - Children will be encouraged to wash their hands throughout the school day with soap and water for 20 seconds and dry thoroughly.
  - There will be hand soap and hand sanitiser available in each of the classrooms.
  - The children will wash their hands upon arrival in the morning, when they return to class after playtimes and lunchtimes and before they eat their lunch.
  - All children will be asked to wash their hands after sneezing or coughing.
  - Children will be encouraged not to touch their mouth, eyes and nose.
  - All children will use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it').
  - Children and young people who have trouble cleaning their hands independently will be provided with support.
  - Only one child at a time will use the toilet ensuring they only use their year group toilets. Toilets will be cleaned regularly throughout the day.
  - Young children will be encouraged to learn and practise these new expectations/ habits through games, songs and repetition.
  
- ***Children will follow the rules about not sharing equipment and other items.***
  - Each child will have their own equipment. From Years 2-6 the children will be provided with a pencil case to keep their equipment in.
  - Children will need to bring in their own water bottle from home which can be refilled when required. The water bottles will be kept in school for the week. Water bottles will be provided for children who do not bring in their own water bottle which will be labelled with the child's name.
  - Children will be provided with play equipment at lunchtime which will be wiped down before use by another year group. All other equipment / items that are in the classroom will be wiped down at the end of each day.
  - Packed lunch boxes will no longer be kept on the year group trolley but will be brought up to class by the child and kept on the shelves above the coat pegs.
  
- ***Children will follow adult instructions on who they can socialise at break times and lunchtimes and where they can play.***

### **Break times (staggered times will be implemented)**

- The teachers/TAs on duty will supervise their own year group bubble in an allocated part of the playground according to the rota which will change weekly.
- The main playground will be split into two to allow two year groups outside at any one time. Reception and Nursery will use the spaces outside their areas. This ensures bubbles are maintained during unstructured times.
- Whilst supervising the children during break times, a safe distance will be maintained between the teacher and the children (as much as possible).
- Children will be told prior to break time of their allocated playground space for the day and that they will need to remain in that location only.
- Children will line up in their designated areas and use different staircases to their classrooms to maintain bubbles

### **LUNCHTIME GUIDELINES**

#### **Lunchtimes 11.45am-1.30pm (staggered times for all year groups)**

**Reception Lunch Time: 11.45 – 12.30**

**Years 1 & 2 Lunches 11.45 – 12.30**

**Years 3 & 4 Lunches 12.15 – 1.00**

**Years 5 & 6 12.45 – 1.30**

- All Midday staff will be allocated to a year groups/bubbles which children will remain in for the whole of the lunch period. A rota is in place showing each Midday staff allocated to the specific year groups and class and locations.
  - Reception classes will have their lunch in the main hall.
  - Years 1-6 (with the exception of 2 green) will have their lunches in their classrooms. No year group/bubble shall mix with another year group/bubble.
  - 2 green will have lunch in the small hall.
  - All children are allocated the first 15 minutes of their lunch period to eat their lunch.
  - Midday staff will supervise their allocated class for 15 minutes whilst the children eat their lunch in their own classroom.
  - One Midday staff shall remain in a classroom to supervise any children that have not managed to finish eating their lunch in the allocated 15 minute time slot.
  - All children will wash their hands using the sink available in their classroom before consuming food. Children must not share their food or drink with others. All empty food packaging will be disposed in a separate bin liner and removed from the classroom by the Midday staff. Midday staff are responsible to wipe and clean the tables in their classroom after lunch. A cleaning kit with essential resources is based in each classroom which can also be used during lunch time.
  - All children shall leave their water bottle in the classroom and not take them to the playground. Midday staff to inform children so that they can drink water prior to leaving their classroom.
  - After 15 minutes, Midday staff will then escort their group/bubble to the allocated part of the playground as specified on the rota and supervise the children for 30 minutes.
  - Midday staff will supervise children using the lunchtime toilets to avoid groups/bubbles mixing and to ensure good hand hygiene.
  - Children will be reminded of their allocated playground space for lunchtime as this will change weekly.
  - Each year group will have their own box of equipment to play.
  - All groups/bubbles will tidy up their own play equipment a few minutes before the end of lunch and the Midday staff will be responsible to disinfect/sanitise all the equipment used.
  - A bell will ring to indicate to the children that lunchtime has ended. Each group/bubble will be directed by the Midday when to line up on the markers so teachers can collect their classes promptly.
  - If it is raining/bad weather during lunchtime children will remain in their classrooms with their allocated midday.
- First aid shall be administered at lunch times from two locations:  
Nasim (outside the small hall) for Years Reception, 1,3 & 5.  
Bilkish (in the boardroom) for Years 2,4 & 6

- ***First Aid***

- First aiders will use the appropriate PPE. This should include disposable gloves, disposable apron, FFP3 grade mask and eye protection (visor).
- Care plans and medication (asthma pumps/EpiPens etc.) will be in the classrooms and the First Aid room
- When possible, asthma pumps will be administered by the child/staff member in need.

- When an asthma pump or EpiPen is to be administered by a staff member then they will wear disposable gloves and mask.
- Hands will be washed before putting on any PPE and once used should be disposed of in the clinical waster and then hands will be washed again.
- Asthma pumps and EpiPens will be taken with the group/bubble when having lessons outside.
- The First Aid Room has been re-located to the Pavilion (in the boardroom).

**- Rewards at Cranbrook Primary School**

- The green/blue merit system will be used as stated in the behaviour policy. Paper copies will only be given to Reception to Year 3. From Years 4-6, a chart will be kept to record merits given.
- All other rewards will continue as stated in the behaviour policy.

**• Behaviour at Cranbrook Primary School**

- The behaviour steps as outlined in the behaviour policy will continue to be used.
- If a child refuses to adhere to safety measures, such as, hand washing, social distancing, remaining in their year groups bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions will be used:
  - Conversation with the pupil which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
  - Once all appropriate behaviour management strategies have been exhausted, contact should be made with pupil's parent/carer.
  - Reflection time will no longer be used as other strategies such as a behaviour charts will be used.

**• Emotional support**

Some children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour on their return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement. As a result of these varied experiences children may present with behaviour that is not usual, this may include:

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some children, including those with attachment concerns or SEND, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. This will be addressed through a programme of mental health and wellbeing activities including a personalised approach for some of our children.

**• Children must follow the school's rules and expectations to keep them safe both when in school and when working online when using remote learning as outlined below**

- Remember to follow the Online Safety rules that have been learnt at school to keep yourself safe.
- If you see something that is upsetting, tell your parents/carers.
- If you are chatting online with your friends and family – remember to apply THINK!
- You should NOT be chatting with strangers or people you don't really know (through online games or apps that allow you to communicate with others).
- If a stranger tries to make contact, remember to apply Zip It- Block It – Flag It!

Before you...



**THINK!**

**T** = Is it True?  
**H** = Is it Helpful?  
**I** = Is it Inspiring?  
**N** = Is it Necessary?  
**K** = Is it Kind?



**ZIP IT**  
 Keep your personal stuff private and think about what you say and do online.

**BLOCK IT**  
 Block people who send nasty messages and don't open unknown links and attachments.

**FLAG IT**  
 Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

-In school, children agreed to use computers and other digital tools safely (**Acceptable Use Policy**). Keep this in mind when you are at home using your own equipment.

- Most games now have a reporting facility, where you can report another person for using bad language or trying to make contact (CEOPS – online child protection advisers)



-We do not use live stream at school but if you are using it to talk to others (or making a video to share), please use some of these safety tips:

1. You need **permission** from your parent/carer.
2. Let the adult know who you are talking to and get them to meet your friends (a quick wave and greeting).
3. Make sure you are appropriately dressed.
4. Make sure that you use a safe and appropriate place to chat or record the video, with no bedrooms or inappropriate objects/information visible.

***Above all, all children should demonstrate their usual respectful behaviour towards each other and adults. They should try their best to ensure the health and safety of others by following the new rules outlined and displayed in each classroom.***

7<sup>th</sup> September 2020