



Hiltingbury Junior School Behaviour Policy Addendum in response to COVID-19 (lockdown Jan 2021)

Committee Responsible	Full Governing Body
Member of School Staff Responsible	Zoe Loosemore
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This addendum covers details of Hiltingbury Junior School's Behaviour Policy in response to lockdown with attendance provided to vulnerable children and the children of critical workers only. These adaptations will be shared with all Staff, Parents, Carers and children.

Behaviour expectations for children in school

Expectations of children for following the school's safety control measures:

- I must arrive at school at the correct time and through the correct school gate
- I must follow the Teachers instructions on hygiene and handwashing
- I must wash my hands properly as told to do so by any member of staff
- I must wash my hands for at least 20 seconds
- I must stay in my year group bubble
- I must try to keep a 2m distance from children and staff in my year group bubble
- I must use the correct year group entrances/exits to my classroom
- I must use the 'catch it, bin it, kill' it expectations about sneezing, coughing and avoid touching my mouth, nose and eyes with hands
- I must tell an adult straight away if I feel unwell
- I must only play in my year group zone during break time and lunchtime
- I must only use my year group toilets
- I must not cough or spit at or towards any other person

Expectations of Parents and Carers for following the school's safety control measures:

- Ensure children arrive at their correct gate at the designated time and ensure they are collected promptly from the correct exit point
- Wear a face mask during collection and drop off times and if attending the school site
- Keep a 2m social distance at all times from other staff, children and parents
- Notify the school as soon as possible, but before 9.00am, should a member of the family feel unwell and share symptoms and follow up actions as a result
- Stay at home if a member of the family are ill with Coronavirus symptoms; have tested positive, even if asymptomatic; have been advised by NHS Test and Trace to do so; are household members of a positive case, even if that case is asymptomatic; are required to self-isolate for travel related reasons
- Follow the NHS guidance at all times <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- Notify the school promptly with any results of testing for COVID-19
- Collect children as soon as possible should they become unwell at school
- Only visit the school office if it is a necessity and then follow the instructions on the school office door to make contact with the office team
- Only send your child into school as a critical worker where they cannot be kept at home
- Ensure children wash their hands before leaving home
- Ensure children do not bring any unnecessary equipment and resources into school
- Adhere to the National lockdown: Stay at home government guidance ; <https://www.gov.uk/guidance/national-lockdown-stay-at-home>

Expectations of Staff for following the school's safety control measures:

Staff are to follow the whole school risk assessment which outlines in detail the safety control measures in place including:

- Minimising contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school
- Wear face coverings in school when moving around the school building
- Clean hands regularly throughout the day following the NHS handwashing guidance
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often across the day, using standard products such as detergents
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate personal protective equipment (PPE)
- Always keeping occupied spaces well ventilated

Reward systems for children in school

At Hiltingbury Junior School we have a range of daily reward systems which promote individual positive behaviour including:

- A whole school reward chart which rewards children in recognition of their behaviours linked to our school learning values and school community values. Children's named peg can move up the chart for positive behaviour. Moving up the chart is normally rewarded with a house point. However, during the school closure period, this will be rewarded with a Headteacher sticker. If the children achieve the top of the behaviour chart they will receive a phone call home from their Teacher teaching them that day
- Positive praise throughout the day from staff
- Certificates presented in Friday's celebration assembly for writing will be awarded linked to the school learning values and can be awarded for children either in school or at home
- If a child in school does not follow the agreed behaviour expectations and is moved down the behaviour chart then a phone call home will be made by the Class Teacher. If this behaviour continues then the Class Teacher and Headteacher will arrange a meeting with Parents/ Carers and the child to discuss further actions

Collective Worship and wellbeing for children in school

- Collective Worship will be held weekly for the children in school and will provide the children with opportunities to reflect upon moral dilemmas and to share supportive messages and expectations
- The use of the listening box in the classroom will also be used for children to share any concerns or anxieties with their Teacher
- Each Friday, a whole school assembly, via Zoom, will be held to celebrate the highlights of the week. A child from each class will receive a certificate based on their piece of writing submitted that week linked to the school's learning values
- The school will also support children, identified by staff, parents or at a child's request, through offering ELSA sessions across the week. Teachers will make referrals to the ELSA and then consent will be obtained from parents. ELSA sessions will provide children with

opportunities to address their emotional needs and feelings. These sessions will also continue to be provided for children who are not in school through phone conversations or Zoom meetings

Consequences for pupils in school remain the same as set out in the main body of the behaviour policy.

- Behaviour incidents are to be recorded on the behaviour log (both for the children in school and at home)

Behaviour expectations and responsibilities during remote live lessons

Behaviour support from Parents and Carers during live lessons

- Parents and Carers should be mindful about what family activities would potentially be heard or seen during the students' use of video conferencing. Parents should ensure that children use their devices somewhere near enough that they can monitor use
- Parents and Carers should try to avoid live lessons in bedrooms if possible, and if not, ensure the child is not in bed and avoid sharing any personal information in the background
- Children must be appropriately dressed when video conferencing and make sure that there are no distracting materials or backgrounds
- Children/parents/Carers, must not take photos, screenshots, record any video, or audio, from these google meet sessions. In accordance with safeguarding and the Online safety policy, they do not have permission to do so
- Devices should be charged and ready to use for each days live lessons
- The same rules of conduct and behaviour apply for the children, as they would in the classroom
- Children must not change their backgrounds during live teaching sessions as this is unnecessary and distracting to all participants. Parents and Carers may find it appropriate to blur the backgrounds before joining the meeting
- Children must remain on mute during a live teaching session unless asked to unmute by the teacher or if there is an immediate / serious problem
- Children should not use the chat bar inappropriately (this along with the children's general behaviour will be monitored by a second member of staff attending the virtual session **(see details for second adult below)**). The children should only use the chat bar when instructed by their Teacher
- Children will log in to live lessons using their @hiltingburyjuniorschool.co.uk log in only. No Parents and Carers will try to log in separately as they will not be admitted to the live lesson or share the live lesson links on any social media
- Children will receive positive praise and feedback from their Teachers during the live lessons and may ask questions when asked by their Teacher so that they do not interrupt the learning of other children in the lesson
- Parents and Carers will remind children that they should speak to a responsible adult at home or in school if they or someone they know feels worried or vulnerable when using online technology, at school, home or anywhere else
- During Music lessons, another adult from home, will be present alongside the child or nearby

Behaviour expectations of children during live lessons and assemblies

- I must make sure I am dressed as I would for a non uniform day and be ready for the first live lesson at 9.15am each morning, with all of the resources I need
- I must follow the same behaviour expectations as I would when I am in school, including only answering a question when asked by the Teacher and not calling out unless I urgently need help. I can use the raised hand icon to support me with asking for help
- I must only use the chat bar when asked by the Teacher and my comments must be appropriate and related to the questions asked by Teachers
- I must log in to the live lessons using my own @hiltingburyjuniorschool.co.uk log in only
- I must speak to a responsible adult in school or at home if I feel worried when using online technology at school or home or anywhere else
- I must not take photos, screenshots, record any video, or audio, from the google meet lessons or assemblies
- I will not share my screen unless asked to do so by an adult
- I will not add a background image but if I choose to do so I will enable the blur background only
- I will leave the lesson when it finishes and asked to do so by the Teacher
- I will not join a live lesson until a Teacher is present. If I log into a live lesson with no adult present I will leave the lesson immediately

Staff will continue to follow the safeguarding practices set out in the school's Child Protection policy, Safeguarding policy and the Child Protection addendum, for both children in school and those at home. Teachers will be teaching all online lessons from in school with support from another member of staff who will log in remotely. Staff will continue to follow the guidance and expectations set out in the staff handbook and Staff Behaviour policy.

Consequences for pupils at home

If there is a need for a consequence for a child's actions during a virtual lesson, we will be consistent in our approach and support children in understanding what this will be and why. We will also support them in their understanding of how they can positively move forward.

Parents have a vital role in promoting good behaviour in school and so effective home/school liaison is very important. During the period of pupil's working from home, the home school relationship and communication is pivotal to establishing and maintaining online behaviour expectations. Therefore, where a child's behaviour during a virtual session is unacceptable:

- 1) The child's parents are to be phoned by the class teacher that day to discuss this
- 2) If this happens again, the DHT/ HT will phone the child's parents with the class teacher to follow up on this
- 3) If this happens a third time, a meeting with the child, parent, class teacher and HT will be arranged to discuss the behaviour further and agree on the consequences (this may include the child being removed from attending the virtual lessons)

Teachers will have the right to remove any children immediately who behave inappropriately during the live lessons.

Major Breaches of Discipline and procedures for this remain the same as set out in the main body of the school behaviour policy.

Second adult supporting remote lessons:

Members of staff, supporting as the second adult, for remote learning sessions will use their professional judgement to respond to situations appropriately. The sharing of ideas and good practice is encouraged. The following points set out a few key points to follow:

- 1) When logging in, unmute and let the teacher know you are there as they might not be able to see your window and won't necessarily know you have arrived.
- 2) One of the key responsibilities in safeguarding live sessions will be to monitor the children on screen and ensure behaviour is appropriate. If you see anything which does not meet our school behaviour expectations, please unmute and let the teacher know e.g. 'Miss X, I can see that Y is not behaving as you would like him to...', just as you would do in the classroom. It is important we uphold the same standards in our virtual classrooms as we expect normally.
- 3) Ensure you are working within a suitable working space, backgrounds are appropriate and no video recording or photos are taken
- 4) As teachers often cannot see the children while presenting a lesson, it can be really helpful to let teachers know if you spot a child repeatedly with their hand up too. This can be done by simply waiting for an appropriate moment to say to the teacher for example, 'Sorry to interrupt Mrs X but I just want to check that Y is ok as they had/have their hand up.'
- 5) Please monitor the use of the chat bar tool during the lesson and ensure children are not posting in there unless requested to do so by the teacher. Acceptable use can be to let the teacher know that they have a problem with their microphone or that they cannot see the PowerPoint etc and then you could kindly unmute and let the teacher know this. Or, if you feel confident, do feel free to reply to the child if you know what they can do to solve their problem! It is important the children know that any comments in the chat feature can be read by all staff and that they are being monitored throughout a session.
- 6) Should you experience any difficulties when you are remote and logging in, please phone the school office straightaway and let them know the lesson you were safeguarding now has no additional adult. This is really important so school are aware and can put some support for that teacher in place. Should you be logging in from somewhere on site, you can obviously go into the classroom and join the lesson instead!
- 7) If a child's behaviour continues to be unacceptable then they can be removed from the lesson and then a follow up discussion needs to be had with the Teacher which will result in a phone call home