



Relationship Policy

Appendix 1

This policy has be written in line with guidance form DfE in relation to COVID-19

Amended by:	Cathy Smart and Charlotte Coppenhall
Date agreed by Headteacher/Governing Body:	May 2020
Next review date:	On going

The Potton Federation

In light of the need for children to behave differently when they return to school due to the guidance on COVID-19, we have implemented new systems to support that, and these are reflected in amendments to our school Relationship Policy.

The Potton Federation have taken all advice from the DfE and LA to ensure that strict social distance measures have been adhered to and all risks have been assessed to comply with guidance given on how to operate school safely.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

The advice on social distancing measures applies to **everyone**. It is the responsibility of the adults and children to minimise opportunities for the virus to spread by maintaining a distance of 2 meters between individuals, ensuring regular hand washing takes place. Children will be given clear guidance on the expectations in school and documents have been sent home to families to help implement and embed the new behaviours expected of the children.

Failure by pupils to follow these rules and procedures regarding social distances and the new safety measures put in place may result in exclusion.

These measures are currently in place for the return of school on Monday 1st June 2020 for, Reception, Year 1 and Year 6 pupils.

Tell an adult if you are experiencing symptoms of coronavirus

If a pupil becomes seriously unwell, and has symptoms of COVID-19, a staff member will take the child to the medical room, and wear an apron, face mask and gloves. Parents must be called immediately to collect the child. Further action, including closing the 'pod' and pupils and staff within the 'pod' may be taken.

Should someone within your child's 'pod' fall ill, it may be necessary for the 'pod' to close, and the pupils and staff within that 'pod' to self-isolate. This will be reviewed case by case and dependent on the circumstances of the illness.

There is a list of 'reserve' staff to ensure the 'pod' can remain open, but only if it is safe to do so.

Behaviour towards other pupils and staff; Coughing or spitting at or towards any other person

Failure by pupils to follow these rules and procedures regarding social distances and the new safety measures put in place may result in exclusion.

Any inappropriate language used regarding COVID-19 towards pupils or staff will be dealt with extremely seriously, this includes:

- Any comments regarding infecting another person with the COVID-19 virus
- A pupil 'joking' that they have the COVID-19 virus
- Coughing towards another person (s) on purpose to make them uncomfortable
- Spitting at another person
- Any intentional actions/language that is made to make another person feel anxious about the COVID-19 virus

Following school instructions on hygiene, handwashing and sanitising

We must exercise high standards of housekeeping and cleanliness and share these with the children.

Pupils will need to be prepared that some teachers and adults in school may be wearing face masks, aprons and gloves throughout the day.

Every classroom will have paper towels and cleaning products to ensure hygiene and cleaning is done throughout the day.

A lidded bin will be placed in every 'pod' with a pack of tissues. This bin is only for tissues. Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') will be explained to the children in each 'pod'. Posters will be displayed in each classroom. Teachers will talk to pupils about avoiding touching their mouth, nose and eyes with hands – parents to reiterate this behaviour at home.

Handwashing posters are displayed around school

New soap and hand gel dispensers will be available in every 'pod' and other areas around school. Pupils should wash their hands 5-6 times a day at a minimum.

Amendment to arrival and departure times

Revised opening hours for school are:

Key worker care facility 8:30am to 3:30pm (the same as it has been)

Year 6 - 8:40am to 3:20pm

Year 1 – 8:50am – 3:00pm

Reception - 9:00am to 2:50pm Reception pupils will finish at 12:30pm for the first week.

Upon entry, pupils will walk and line up in a socially distanced line in front of their lead adult on PLS playground (Reception and Year 1) or the PMS playground (Year 6). Pupils will return to these positions at their staggered end time. Year 6 pupils who walk home will be dismissed last one by one by the Headteacher and the Deputy Headteacher. Key worker care provision will enter and exit from the same gate, using the gym as their entry and exit point into the school building.

Both offices will be closed to parents. Parents must communicate through telephone, email or Class Dojo.

Who pupils can socialise with at school

Allocated 'pods'

Every Teaching staff member and child has been allocated to a 'pod'. Within this 'pod', there will be one other staff member, and no more than 15 pupils. Where possible, there will be fewer than 15 pupils.

It is essential that each 'pod' maintain social distance and do not come into contact with another adult or child from a different 'pod'. This is to safeguard every member of staff and every pupil in each 'pod'

and those in other 'pods'. Everyone in the 'pod' will be given a coloured wrist band. This should remain in school at the end of the school day on the child's allocated table inside their resource pack.

Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)

Arrival to site:

All pupils will enter the school site from the main road on Mill Lane (beside the caretaker's bungalow). There will be 2 metre markings for the pupil and their parent/carer to line up and wait. Pupils will be greeted by the Headteacher and the Acting Deputy Headteacher at the gate that adjoins Potton Preschool and Potton Middle School. Parents will not be able to come within 2 metres of this entry point. Staggered start and finish times are in place to minimise contact at this point of entry/exit.

Movement around the building

There should be no need for pupils to move around the school building other than to visit the toilet. Staff will also minimise movement around the school building and remain in their 'pod' or rest area.

Rules about sharing any equipment or other items including drinking bottles

Resources

Each pupil will have their own set of resources provided by the school. Pupils should not use their own pencil cases. Pupils will not be allowed to take home reading books. Soft toys must be removed from the setting.

A water bottle will be provided for each child – this will remain in school and will be washed in the 'pod' classroom – it will not be removed from the room or taken home.

Amended expectations about breaks or play times,

Breaks and lunch times

Pupils will also need regular breaks and time to eat their lunch. Each 'pod' has a designated outdoor space. Pupils and staff will not be permitted to enter another 'pods' designated space. Pupils can eat their lunch indoors in their 'pod' space or outdoors in their designated area depending on the weather.

Pupils will either bring a packed lunch, which must be stored within an area in your 'pod', or they will be provided with a packed bag from the kitchen which will be eaten in their 'pod'. These will be dropped outside of the door of the 'pod' at a designated time.

Toileting throughout the day

Each 'pod' at PLS has their own designated toilets. At PMS, the care facility has their own designated toilets. The Year 6 'pods' will need to share the toilet upstairs and downstairs. The Teachers of each 'pod' has a rota for when they are able to access these toilets to ensure there is no time other children are in there together.

Rewards and Sanction system

Rewards:

The Potton Federation will continue to reward good behaviour from pupils in line with our Relationship Policy.

Sanctions:

The Potton Federation will deal with any incident, depending on the seriousness of the incident, in a number of ways in line with our Relationship Policy. As outlined in this appendix, failure by pupils to follow the rules and procedures regarding, COVID -19, social distancing and the new safety measures put in place may result in exclusion.

Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

The amendments to the Relationship Policy will apply to all children attending school under the current guidelines from 1st June 2020. Reasonable adjustments have been made for children with EHCPs, or who currently receive additional SEND support. However all actions will be dealt with in line with this new guidance.