



MAIDEN ERLEGH SCHOOL IN READING

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COVID 19 BEHAVIOUR POLICY ADDENDUM FOR MAIDEN ERLEGH SCHOOL IN READING

When pupils/students return to the school site they will be expected to adhere to all current government guidance with regard to social distancing practices outside school and to the following new and different rules whilst in school.

Pupils/students must:

- Bring to school a face-covering. This should be worn in all areas and only taken off during lessons
- Avoid touching their mouth, nose and eyes with hands
- Bring their own supply of tissues and in the event of a sneeze or cough, use a tissue then dispose of it in the tissue bin
- If you don't have tissue, cough or sneeze into your elbow or upper arm
- Tell an adult if they sneeze over a desk or other surface so that cleaning can be arranged
- Tell an adult if they are experiencing symptoms of coronavirus (a new and persistent cough and/or a high temperature and/or loss or change to their sense of smell or taste).
- Bring in their own drinking bottle and supply of water and don't share with anyone else
- Not share drinking bottles
- Respect social distancing requirements at all times with both other students and staff
- Adhere to the seating plan and only use the work station allocated to them
- Only leave the classroom with the agreement of the teacher
- Tell an adult if others are not adhering to the social distancing or hygiene requirements

Routines for arrival to school:

- If using public transport, a face covering must be worn. Face coverings will be considered part of the school uniform and it is expected that parents will ensure students are provided with a face covering.
- Students must arrive not more than five minutes before the time they are due to be in school
- Students should line up, following social distancing by observing the markings on the ground
- Students should arrive and enter school by their allocated gate

Routines for departure from school:

- Students will be released from school in small groups and will be advised to observe social distancing on the way
- Students advised to go home directly and to wash hands, change and wash clothes on arrival

Instructions on handwashing and sanitising:

- Wash hands thoroughly at least on arrival to and departure from the school
- Use sanitiser regularly throughout the day
- Follow the guidance on the handwashing posters to ensure that they are cleaned effectively
- Ensure that social distancing is maintained while queuing by waiting at the 2m markers

Instructions on who pupils can socialise with at school:

- Students should only socialise with those in their designated group "bubble"
- Students must observe social distancing whilst socialising

Instructions on movement around the school:

- Students must observe the one way system in corridors and in the use of stairs

- Students must not use the lift unless agreed with the Headteacher due to a disability or condition
- Follow the 2M distancing (markings) around the school wherever possible

Rules about sharing any equipment:

- Only bring the equipment required for the day. Lockers will not be available for storage
- Students must not share equipment with each other. If a student requires equipment that they don't have, they must ask staff for assistance

Expectations about breaks and lunchtimes:

- Students should spend their breaktime and lunch time either outside in their designated area or in their designated classroom
- Students must observe social distancing whilst socialising at break and stay within their 'bubble'
- Students should not mix with people from other bubbles
- Students must wash their hands thoroughly before entering and when leaving the dining area at lunchtime.
- At lunchtime, students must only take off their mask when staff indicate they can
- Students are invited up to collect food one table at a time
- When leaving the dining hall, students are invited to go when their table is, calm, clean and clear

Instructions for the use of toilets:

- Enter the toilet block only when given the go ahead from an adult
- Not use toilet cubicles or sinks that have been marked as out of action
- Tell an adult if there are any problems in the toilet area which compromise the cleaning measures in place

Consequences and Rewards

Incidents outside school

In the event that it is known or suspected that any pupil/student is not following current guidance on social distancing whilst outside school, we will undertake a Risk Assessment in consultation with the parent/carer, and other agencies where appropriate, to ascertain whether it is safe for the pupil/student to be on site. Alternative options for learning may be considered following the school's informed risk assessment.

Incidents at school

We know and understand that some children will forget or find it difficult to follow the school's new Covid-19 rules. Our agreed responses to such incidents are outlined here:

Unintentional incidents

Pupil/student forgets a rule	<p>The pupil/student will be reminded of the rule and why it is important.</p> <p>Failure to wear, or appropriately wear a face covering will be considered a uniform infraction and students will receive sanction in line with our behaviour policy.</p>
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Pupil/student who for any reason finds it difficult to comply with the rules	We will support, encourage and educate them to make appropriate choices and we will involve parent/carers and other agencies where appropriate. Their age, special educational needs and personal circumstances will be taken into account.
Pupil/student repeatedly forgets the rules	<p>We will undertake a Risk Assessment in consultation with the parent/carer and other agencies where appropriate to ascertain whether it is safe for the pupil/student to be on site. Alternative options for learning may be considered following the school's informed risk assessment.</p> <p>In the case of repeated non-compliance with bringing a face-covering to school, we will ask parents to come to school to provide or purchase a face covering before the student can join lessons.</p>

Deliberate incidents will be classified as Level 4 as per the Behaviour Policy

<ul style="list-style-type: none"> • Willful defiance of the rules • Coughing or spitting at or towards any other person • Deliberate touching of another person or their belongings • Willfully putting the school community at risk 	<p>The pupil/student may be sanctioned, which could include a formal exclusion in accordance with the school's behaviour policy.</p> <p>Where the behaviours arise as a result of a particular Special Educational Need or vulnerability we will undertake a Risk Assessment in consultation with the parent/carer and other agencies where appropriate to ascertain whether it is safe for the pupil/student to be on site. Alternative options for learning may be considered following the school's informed risk assessment.</p>
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In the application of sanctions for failing to comply with expectations, reasonable adjustments will be made for pupils/students with special educational needs and disabilities. At primary level, the child's age will also be taken into account. The outcome of each incident will be determined on a case by case basis and subject to the circumstances of the incident concerned in accordance with the school's behaviour policy, the school's informed risk assessments and government guidance. A decision to sanction will not be taken lightly.

Rules about conduct in relation to remote education remain unchanged.

Staff will continue to reward students in line with policy, including for following the new rules and regulations.

If any member of the school community is unsure about these new rules, or requires assistance in following them, they should contact the Headteacher in the first instance.

In the event of any exclusion we will follow our normal policy alongside the DfE guidance outlined here: [Changes to the school exclusion process during the coronavirus \(COVID-19\) outbreak](#)

All COVID-19 guidance and corresponding new school rules will remain 'under review' and any updates will be communicated.