

# Supplementary Guide for Managing Student Conduct - 1 June 2020

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## Introduction

Children need a calm, orderly environment which gives them security and allows them to flourish. During this time, children need to be taught, encouraged and supported to behave and conduct themselves in a way which is safe, hygienic and follows advice to prevent the spread of COVID 19.

At Oasis Academy Hadley, we have an established PHSE programme designed to embed the Oasis 9 habits, promote positive interactions and good citizenship. As we return to school we recognise the need to promote behaviours which focus on social distancing and incorporate additional measures for keeping clean and reducing the opportunities for the virus to spread. In order to achieve this we have devised additional PHSE lessons which include guidance for children on how to conduct themselves to prevent the spread of COVID 19. We will be teaching these core principles during face to face lessons to children in attendance in the academy as well as including these in our online teaching,

All staff are responsible for teaching, supporting a guiding children to conduct themselves safely in accordance with the government guidance and revised expectations of conduct across the Academy. This includes the explicit teaching of new routines, expectations and social distancing.

We will:

- Teach and communicate this information to children which is age-appropriate and differentiated to take account of children with special educational needs and/or disabilities.
- Teach children that they have a responsibility to keep themselves and others safe.
- Apply our rules consistently, rigorously and fairly so that children know that the consequences of their behaviours, both positive and negative.

## Rewards and sanction

The Academy will endeavour to reward children for their attendance and positive behaviour. Teachers will use positive language and provide instructions in a calm manner. Rewards will be given in the form of teacher praise, RICRAC and Hadley Points. Children will be able to cash in their points when the Hadley Shop opens.

Staff are able to call on the support of the On Call Teacher to manage challenging behaviour in the classroom. The On Call Teacher will usually support the class teacher in providing the child with time outside the classroom and then reintegrate into class. If the behaviour persists, the child may be removed from class and contact will be made with home to discuss next steps and support for the child.

## Arrival to the Academy

Children will enter and leave the academy through one of two entrances. This will be either through the main reception or through the Phase 1 gate

There are staggered start and end times to maximise social distancing and multiple designated line up and drop off areas outside of the main reception and at the Phase one gate. Waiting areas are clearly marked out with chalk and tape on the pavement outside with universities (classes) clearly signposted.

Children will have the temperature taken with a remote sensor before they enter and then be directed to their classroom by a member of staff of duty

Children will follow the one-way system around the Academy building and wash their hands on arrival at their classroom.

## Handwashing

Children will wash their hands regularly. This will be done on entry and leaving the classroom. Before entering the classroom, children will line up on the 2m markers outside the classroom and go in one-by-one to wash hands. They will be supervised by their class teacher and duty staff. Once a child sits at their named desk, the next child will come in to wash their hands, until the whole class has completed this process.

Upon leaving the classroom, one child at a time will get up from their desk and wash their hands. They will then line up on 6th 2 metre mark from classroom, then next child goes to wash their hands until the whole class has completed the process.

The child nearest the door should enter the classroom last and leave first.

## Movement around the academy

Red arrows around the Academy shows the direction of movement. Children will be asked to stay on their arrow until the next one is free. Any movement in the Academy has been carefully planned with a pre-defined route and staff will be on duty along the route to supervise the safe movement of children making sure a group gives way if necessary. Agora stairs and middle stairs in the Phase 1 block are for going up. Stairs at the end of the block are to be used for going down.

Non-essential movement around the academy will be avoided. Toilet breaks are on a rota for each class. This is to minimise interaction at break or lunch times.

## Attendance

Staff must take the register to ensure we safeguard our children and allow the attendance team to follow up on absent children. As always accurate registers are paramount.

Staff overseeing a class must ensure they take the register accurately at the start of the morning and afternoon sessions. See more detailed information at the end of this guidance.

## Equipment

All equipment will ready on the desk. A tray for each child will include a pen, pencil, sharpener, rubber, ruler, and pencil crayons. This will be placed in a tray and be wiped between days. Children will keep personal belongings underneath their own desk or at the back of their chairs. Personal belongings must not be shared with anyone else.

## Play time

Play time will be staggered to ensure the 2m social distancing rules. Each class will have their play time in a designated area. Resources are available for play time in the classroom, duty staff will wipe down all resources after playtime. Children will use the end stairs to go down and out to play. When play time is finished, children will come back in via the Agora using the stairs to go up back to their classrooms.

In the event of wet play, children can engage in a variety of activities which will be provided. This will range from: colouring, drawing, creative projects or playing in the sports hall.

## Lunch time

Lunch will be consumed in the classroom and school lunches will be brought to the children to minimise movement around the Academy.

Children will go out to play after their lunch and follow the one way systems

## Toilet Protocol

Children will be escorted to the toilet by their class teacher. Children will adhere to the 2m social distancing rules when using the facilities and will be directed by members of staff.

## Socialising with others

Children can socialise with members of their family in the class room. They are to maintain the 2m distance at all times. They can speak to their teacher(s). Children can also use their play time to interact with children in their family, however will be encouraged to keep to the 2m social distance protocol by staff members on duty.

## Expectations about sneezing, coughing, tissues and disposal

Children will be taught through their PHSE lessons about routines, expectations and how to conduct themselves around personal hygiene. Children be taught to sneeze by covering their mouths and raise their hands in order to go and wash their hands. Children will be taught to not touch their mouths, nose and eyes with their hands through their PHSE lessons. They will be told not to spit. Used tissues will be placed in the lidded bins.

## Children telling an adult if they are unwell or experiencing symptoms of COVID 19

If a child feels unwell they will usually tell their teacher. If the staff member recognises a change in a child's general well-being or suspects a child is exhibiting COVID 19 symptoms, they will ask for the first aid member of staff to come and remove the child from the classroom. Depending on symptoms they may be moved to the isolation room which is situated at the front of the Academy.

## Departure of children

Before children leave the classroom they will wash their hands. Children will follow the marked routes to their exit. Class teachers, Academy Leadership Team and Pastoral staff will supervise the exit routes. Children are reminded not to wait for their friends. Departures are staggered according to the revised timetable and the collection of children by their parents is carefully planned. Parents will collect their children from designated areas outside the academy and advised to maintain the social distancing rules.

## Signs to help children to follow the guidance when in the Academy

The following signs are around the Academy to remind children about the expectations whilst being in school



 **STAY SAFE AT HADLEY**

**This is a guide for students to follow whilst in the Academy**

- Follow all staff instructions
- Sit in your designated seat
- Use your own equipment - ask your teacher before sharing
- Try to remain 2 metres apart at all times
- Wash your hands with soap and water often, for at least 20 seconds each time
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Only move around the Academy when a member of staff tells you to
- Eat your own food, do not share with others
- Tell your teacher if you are feeling unwell**