



# St Felix Roman Catholic Primary School

## Policy Amendments for Coronavirus



**These apply from 1<sup>st</sup> June 2020 until schools formally reopen under normal operational guidelines**

### **Behaviour Policy**

#### **P2: Physical Environment**

- furniture being arranged to allow for maximum learning to take place and enough space is made available for pupils to move around the classroom comfortably in order to access resources;

*Furniture will be arranged to adhere to government guidance on social distancing within schools*

- teaching resources being of good quality, adequate in quantity, and visually stimulating;

*Teaching resources will be restricted during this period to reduce pupil to pupil transmission.*

#### **P3: Rewards**

We praise and reward children for good behaviour in a variety of ways:

- Verbal praise;
- House Points; *These will not be in use*
- Immediate recognition of success (Stickers, Stamps);
- Sharing good work in class; *verbally only*
- Sharing good work with the Head of School and other members of staff; *This will be suspended to minimise trips around school and between zones*
- Golden Time;
- Whole class weekly attendance awards. *These will not be in use*

The school acknowledges all the efforts and achievements of children, both in and out of school.

Children are encouraged to share their medals, trophies awards and certificates that they have gained out of school in the class sharing sessions.

*Children will not be encouraged to bring in belongings from home*

#### **P4: Sanctions**

- timeout –when calm ‘repair time’ will be used;
- break or lunchtime detention (‘Red Zone');
- break or lunchtime reflection to discuss behaviour choices with an adult.  
*Any red zones will be undertaken within their classroom space and supervised by the staff in that class*

#### **P7: Walking classes/groups of children around the school and on trips**

When moving around the school for lessons, coming into assembly or going into the dining hall pupils walk around corridors in silence, one behind the other.

*Pupils will not be eating in the dining room and the space between the children will reflect school social distancing measures*

## **General:**

*Children will be expected to follow safe distancing protocols and other protective measures. They will be informed of the expectations in manner which is appropriate to their age and ability to understand. These will be routinely reminded by staff who will model the expectations. Sanctions will only be used if these measures are deliberately and repeatedly ignored. Parents will be informed of these difficulties before sanctions are applied.*

## **Attendance Policy**

Parents' responsibilities:

The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act states:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence".

(NB where the Education Act refers to "he" it also means "she")

If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to notify the school of the pupil's absence. Ideally this should be by telephone each day of absence and confirmed in writing when the child returns. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.

Parents do not have the right to take children out of school during term time. However, the school must be informed in advance if a pupil is to be absent for any reason other than sickness. Parents should complete the form available from the school office or write a letter to the Head of School. In line with National and County policy, except for very exceptional circumstances, these absences will be unauthorised.

This is superseded by the guidance below:

### **7.1 Is attendance compulsory?**

*Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable.*

*No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.*

*Families should notify their nursery, school or college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.*

*Parents will not be fined for non-attendance at this time.*

## **7.2 Will parents be penalised if their child does not attend school?**

*Parents will not be penalised if their child does not attend school. We expect schools and other relevant partners to work with and support the relevant families and pupils to return to school.*

*Under the Coronavirus Act 2020, we have relaxed the law, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996).*

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing-May-2020>

## **Fire and Emergency Evacuation Policy**

### **1. Route Details**

#### **Foundation Stage**

When the fire alarm sounds, the central doors will automatically close and the room will be divided. No child should attempt to go through the blue doors unless told to do so by an adult.

- If there are children using the outdoor area, the adult with them will take them to the designated lining up area of the large playground
- The adult(s) in the Nursery side of the unit will lead the children from the unit through the external Nursery door to the designated lining up area in the large playground
- The adult(s) in the Reception side of the unit will check the toilets and lead all children from that area through the external Reception class door to the designated lining up area in the large playground

**Class 1** will leave by the external door, turn left and walk down the pathway into the playground.

**Class 1/2** will exit their classroom, turn left and leave by the main corridor exit door, walk down the pathway and into the playground. **This will be Key Worker Class Y2-3**

**Class 2** will exit their classroom, turn left and leave by the main corridor exit door, walk down the pathway and into the playground. **This will be Key Worker Class Y4-5**

**Class 3** will leave by the main exit door to the left of the classroom, walk down the pathway and into the playground. **NOT IN USE**

**Class 3/4** will leave by the exit door in the classroom and into the playground. **NOT IN USE**

### **New Building**

**Class 4** and **Class 5** will leave by the rear external doors, turn left and along the pathway and into the playground. **Year 6 pupils**

**Class 5/6** and **Class 6** will leave by the front external doors, go past the studio, along the pathway at the back of the new building and continue along the pathway and into the playground. **Year 6 pupils**

**Studio** will leave by the exit doors in the studio, turn left and continue along the pathway at the back of the new building and along the pathway and into the playground.

The pupils will walk out in single file, quickly and quietly, in order directed by the teacher and line up in the playground which is the muster point. **Where possible a small distance should be maintained between pupils whilst walking. On arrival at muster site – pupils to stand at least 1m apart**

**NB: no attempt should be made to collect coats, valuables etc. on the way out.**

Office staff, Head of School and those in staff room or other rooms around the school, should leave by the nearest fire exit and proceed to the rear playground.

## **2. Evacuation procedure**

### **On hearing the fire alarm:**

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE**
3. **LEAVE** room as directed by staff (closing windows and doors where possible) or follow the various signage around the site
4. **WALK** to nearest appropriate exit door in single file.
5. **WALK** to the back of the school on the tarmac playground by a safe route.
6. **ASSEMBLE** in form groups to await further instruction.

### **On hearing the fire alarm members of staff should:**

1. Fire marshal in charge to check the fire panel, then check the suspected area; report at the muster point.
2. Organise the orderly exit from the building via the nearest available point of exit.
3. Where possible close doors and windows to reduce the risk of fire spreading.
4. Quickly check toilets, adjacent classrooms etc. en route to the nearest exit.
5. Escort their teaching group to the assembly area in the playground, furthest from the school buildings.
6. ~~Collect their tutor group's register from the admin team.~~ Use class based register of current grouping
7. Call the register and raise the hand if everyone is present, if not report to the nearest fire marshal.
8. Continue to supervise their tutor groups until the "All Clear" is given and then dismiss students under the instructions of the Head of School or senior person in charge.
9. All fire marshals to report to the HoS or senior person in charge that will then give the all clear.

## 10. Evacuation of those particularly at risk

The site is accessible for all the pupils at present.

A Personal Emergency Evacuation Plan (PEEP) will be written for any disabled person where special precautions have to be taken to ensure that their means of escape have been considered and is appropriate to their needs. If necessary a one to one arrangement will be implemented.

### Health and Safety Policy 2019

#### First Aid – Training and equipment

- The first aid equipment is located ~~in corridors at a centrally accessed point.~~ in each classroom.
- Stock levels are monitored in first aid kits by the ~~First Aid Co-ordinator~~ admin staff
- The procedure for disposal of clinical waste is followed in line with Coronavirus guidelines
- Records are kept of first aid trained staff, and when their certificates expire. The whole school staff are adequately briefed about the school's first aid provisions including location and use of epipens The School Business Manager maintains the list of trained staff in the staff training log.
- All staff have updated First Aid training for the reopening 3<sup>rd</sup>
- The injury reporting procedures are followed by all staff and these are monitored by the HoS on a half termly basis. Any notices from these will be brought to the attention of the LGB.
- In an emergency, the ambulance service will be sent for and parents will be informed immediately.
- ~~Portable first aid kits are available for visits and trips including a sports first aid kit. First Aid provision is part of the leaders responsibility on a trip and is planned for accordingly.~~

