

# **St. John's Prep. & Senior School**



## **Promoting Positive Behaviour Policy**

**(Additional guidelines for pupils'  
return to school based on  
COVID-19 government  
expectations)**

**(To be read in conjunction with our Behaviour  
Policy inc. EYFS)**

In light of the COVID-19 full return to school programme, St. John's Prep & Senior School will continue to be open to all pupils. As a result, ALL pupils in school will be expected to meet additional expectations for behaviour as part of the school's 'Promoting Positive Behaviour Policy'.

**Drop-off and pick-up arrangements:**

Parents who drive into school, will not be allowed to disembark. A teacher wearing PPE will open the car door and will take the temperature of the pupil in situ, using a digital forehead thermometer. If the pupil has a raised temperature (above 37.7 degree Celsius) they will not be allowed to disembark, and they will need to be taken home. A call will be made by the office to advise on next steps. Senior pupils who arrive by bus, will also have their temperature taken on arrival at school.

Once pupils have left their parent's car, they need to walk directly to their allocated classroom, adhering to 2 metre/ 6 feet social distancing and following the route marked for them. Immediately on arrival in the classroom, they are expected to wash their hands or use the hand sanitiser provided for them.

The wearing of masks in corridors and whilst walking around the building at the Senior School is advisable at the present time, but will become compulsory in the event of a local outbreak of COVID-19. Masks in class are optional.

At the end of the day, parents have been asked to remain in their car and wait for their child to be brought to them. Under no circumstances is any parent allowed to disembark for the safety of all our children.

If a parent needs to speak to a teacher, they are asked to telephone the office staff, who will arrange a zoom appointment for them. They are requested not to enter the school.

If a parent at the **Prep. school** has a child in the lower year groups and another in the Upper year groups, collection times for them will be the earlier time so that they do not find yourselves waiting for an extra half hour to collect the second sibling.

Some after school clubs may resume in small 'bubbles' for the Autumn term.

**Arrival Times and Arrangements at the Prep. School:**

<b>Pre-Prep &amp; Prep 1</b>	<b>8.00 a.m. – 8.15 a.m.</b>
<b>Prep 2</b>	<b>8.20 a.m. – 8.40 a.m.</b>
<b>Lower Transitus</b>	<b>8:30 a.m. – 8:40 a.m.</b>
<b>F3</b>	<b>8.40 a.m. – 8.50 a.m.</b>
<b>Upper Transitus</b>	<b>8:40 a.m. – 8:50 a.m.</b>
<b>Form 1 &amp; Form 2</b>	<b>8:50 a.m. – 9:00 a.m.</b>

**Departure Times and Arrangements:**

Lessons will finish as follows:

<b>Pre-Prep</b>	<b>3.00 p.m.</b>
<b>Prep 1</b>	<b>3.10 p.m.</b>

<b>Prep 2</b>	<b>3.20 p.m.</b>
<b>Lower Transitus</b>	<b>3:30 p.m.</b>
<b>Upper Transitus</b>	<b>4:00 p.m.</b>
<b>Form 1</b>	<b>4:10 p.m.</b>
<b>Form 2</b>	<b>4:20 p.m.</b>
<b>Form 3</b>	<b>4.30 p.m.</b>

**Senior School** pupils are allowed to leave after formal lessons end, provided permission has been granted by parents. If a senior pupil chooses, with parental consent, to leave school before prep time, they must be collected by 3:45 p.m. precisely, after which they will be expected to return to their class and cannot then leave until the end of Prep Time.

### **Hand Washing and Good Respiratory Hygiene:**

All pupils **MUST** follow the school's expectations for hand washing and good respiratory hygiene. Hand sanitisers will be available in each classroom and pupils will be encouraged to use them throughout the day, particularly on arrival into school, before and after break times, before and after lunch time and before departing school. Pupils must:

- Wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly or;
- Use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered, regularly throughout the school day;
- Wipe down any computing equipment they have used before the next class arrives for their lesson;
- Wash their hands before and after any lesson where equipment has been used e.g. Art, PE, Music etc. \*\*
- Wash or sanitise their hands on arrival at any new setting;
- Make every effort **NOT** to touch their mouth, eyes and nose;
- Ensure they practise good respiratory hygiene and follow the 'catch it, bin it, kill it' approach;
- Wash their hands immediately after sneezing or coughing, having previously disposed of any paper tissues in the lidded pedal bin in their classroom allocated for this use only.
- Tissues are available in all classrooms and pupils are expected to cover a cough or a sneeze with a tissue then dispose of it in the double-bagged lidded pedal bin provided in each classroom and immediately clean their hands. ('catch it, bin it, kill it')
- Doors and windows in classroom will remain open weather permitting to avoid pupils touching door handles etc. although these will be regularly cleaned during the day.

Each group will be allocated a selection of play equipment to use at break or lunch time and these will be wiped down at the end of every day. Use of other equipment, such as Games equipment, musical instruments (not blowing pieces), art equipment etc. will be limited and individual pieces of equipment will be wiped down at the end of each session before the next group arrives.

## **Social Distancing:**

### **Lessons, Break and Lunch Times**

All pupils **MUST** follow the school's expectations on social grouping during lessons **AND** during lunch and break times. Pupils must therefore:

- Only socialise with their own group to ensure that the contact they have is with a limited number of children and that the group remains constant;
- Follow school guidelines on designated play areas, lunchtimes and teaching areas;
- Understand where their designated areas are during break and lunch and follow the expectations set out by staff on duty

### **Moving Around the School:**

When moving around the school pupils **MUST** follow teacher direction and should take notice of social distancing rules. Pupils will be expected to:

- Enter and leave classroom in the order set out by their classroom teacher to allow for social distancing;
- Follow signage for direction of travel around the school;
- Enter and leave buildings at the designated entry and exit points to maintain social distancing;
- Maintain social distances when lining up for class, lunch or break by following the signage in place;
- Take notice of the signs around the school in relation to hand washing and 'catch it, bin it, kill it' etc.

### **Feeling Unwell or Displaying Symptoms:**

All pupils' temperatures are taken upon arrival at school. However, if a pupil experiences symptoms whilst at school, they must tell any supervising adult if and, if they are found to have a temperature, they will be isolated from the rest of the group in the care of a teacher in full PPE while they wait for their parent to collect them.

### **Use of Equipment:**

The sharing of equipment such as stationery or exercise books will not be permitted for the time being. All pupils are therefore expected to have their own equipment in a clearly named bag. In all classes, teachers must ensure that:

- Pupils do not share equipment with their peers - this includes pens, pencils etc.
- Pupils do not borrow or use other people's personal items, such as water bottles or clothing;
- Shared keyboards, mice, headphones, or any other technical equipment is wiped clean before the next pupils arrive to use them;

### **Using the Toilets:**

Pupils must:

- Practise good hygiene and wash their hands thoroughly for 20 seconds with running water and soap, drying them thoroughly after using the toilet;

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- In the Prep School, each pupil in the lower years has been provided with a bracelet, which they wear daily to remind them to wash their hands for 20 secs.;
- Follow social distancing in toilet areas and on entry and exit to the bathrooms, giving way to those exiting;
- Always seek consent from a member of staff during lessons before using the toilet;

Any child found to be deliberately/intentionally/without due consideration spitting or coughing at or towards any other person will be dealt with in accordance with the School's Behaviour Policy expectations: it will be considered a 'deliberate action that puts the health and safety of the school community in jeopardy.'

### **Remote Education:**

At all times, including in the event of a further lockdown, and the need for remote education, ALL PUPILS will be expected to continue to uphold the school values whether at school or during their remote learning provision. The school will intervene if any child is unable to follow these expectations in accordance with the School's Promoting Positive Behaviour Policy.

September, 2020.