



SLS Addendum to Behaviour Policy September 2020



secure foundations — excellent practice — faith, hope and love

St Luke's Church of England School
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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the Headteacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life. These changes are in line with the school risk assessment and in line with the [latest government guidance for full opening of schools](#)

- One-way systems are in place and signposted throughout the school to ensure no bubbles cross each other.
- There is a staggered start and finish time to the school day and parents must arrive promptly at the correct entrance to drop off or collect their child. Anyone who is late should contact the school office for a new time slot. Parents with siblings are encouraged to wait away from the school building between time slots.
- All classrooms and offices have access to cleaning products, hand sanitisers and hand soap and paper towels. Time for regular handwashing has been built into the school day. Effective handwashing is taught across the school and monitored by adults. Reminder posters are up in class and in toilets.
- 'Catch It, kill it, bin it' routines are taught in class and posters are displayed around the school.
- Teachers check in with children during registration to see how they are feeling and encouraged to tell an adult if they feel unwell.
- All shared equipment is cleaned down before another bubble of children use it (E.g. P.E. equipment). Children have their own equipment such as pens, pencils rulers and do not share those resources.
- Children have designated times that they use the toilet and if using a toilet within class time they are escorted by an adult to ensure they do not cross another bubble.
- Children are taught and reminded to cough into a tissue or the crook of their elbow.
- Adults set up games and activities during break times and lunch times to ensure social distancing is maintained. All equipment is cleaned before the next group of children use it.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we use praise, house points and nominations for the Golden Book to reinforce behaviour.

However, if pupils fail to follow these rules, we use verbal reminders and whole class PHSE lessons to remind children of the expectations. Parents will be contacted if there is purposeful rule breaking.

2.3 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. We will continue to use the schools and Camden's Attendance Policy.
- Expectations for uniform – From September all children must continue to wear school uniform. However, children must come to school wearing their PE kits on their PE days until further notice.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact the Headteacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will contact parents to discuss any issues around the work. Support will be given to parents to help them to access digital devices. Zoom meetings will be set up with a member of SLT where necessary.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and every half-term. After every review, any changes will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Behaviour policy

➤ Health and Safety policy

And their relevant addendums.

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Head of School and the Governing Body.

Head of School signature: _____ Print name: _____

Date: _____

Chair of Governors' signature: _____ Print name: _____

Date: _____

