



AUTUMN TERM 2021/22 PARENT HANDBOOK

Dear Parents and Carers,

“Life is divided into three terms – that which was, which is, and which will be.

Let us learn from the past to profit by the present, and live from the present, to live better in the future.”

William Wordsworth

The last two years have come, and they have gone – as a school we are ready for the new challenges we will find in the coming year but are not so ignorant to forget the teachings and struggles of the past. Not all of the last two years has been negative, there are many aspects that we want to carry on into this new era .

Neither are we dismissive of the risk that COVID still poses. The academy will be following all of the advised guidelines from the Department for Education and retaining some of the safety control measures we had so successfully in place last year.

COVID19 Arrangements Sept 2021

I am writing to inform you of some of the COVID-19 arrangements we will have in place at the start of the new autumn term. The key changes are:

Bubbles

We will no longer operate bubbles in the new term, which means that assemblies and larger group activities can resume and students from different classes and year groups will be able to mix.

One way entry and exit

We will maintain our entrance and dismissal routines from the last year to ensure that we are giving parents and children as much opportunity to socially distance as we can. We will ENCOURAGE, but not require face coverings.

Ventilation

We will be ventilating the school as much as we possibly can and conducting as many of our lessons outside wherever possible.

Online Learning

As an academy we will be using online learning platforms Mathletics, Times table Rock stars and Seesaw to set additional learning. This is a huge part of our work to ensure that we are supplementing our curriculum to keep our children on track for their academic milestones. We will expect every child with a school Chromebook to be logging in at **LEAST** once every 48hrs

Increased focus on hygiene

Following on from last year we will be scheduling additional hand washing, sanitisation, and day janitor sessions to keep the school as clean as we possibly can. We will continue to educate the children on positive hygiene practices and maintain the safest environment possible.

Own Clothes

This part of the uniform rotation will be REMOVED – the children will go back to a rotation of PE kit/School uniform.

Appointments

If you remove your child from school for a dentistry, medical or similar appointment children will now be permitted to return to school after.

Punctuality/Attendance

We will be returning to full expectations of punctuality and attendance above 96% is acceptable. Attendance below that point will be monitored by the academy and if persistently low or significantly below 96% we reserve the right to refer the case to the London Borough of Croydon Educational Welfare Officer and potentially pursue legal action. The same applies for those persistently late to drop off /pickup more than twice per week.

Trips/Experiences

The academy will be returning to the crucial curriculum trips and experiences that we have been lacking for so long – these may be on private or public transport, but attendance is mandatory.

Face coverings

The government has removed the need to wear face coverings on school premises. However, they recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you do not usually meet. This includes public transport and dedicated transport to school. We appreciate that some staff and students may wish to wear face masks at school, and they can do so if they want to.

Close contact tracing

Schools will no longer be responsible for contact tracing for positive cases of COVID-19, and this will be led by NHS Test and Trace.

From 16th August, children under 18 years old identified as a close contact of a confirmed positive will not need to self-isolate and will be advised by NHS Test and Trace to take a PCR test. Children aged 18 years old will be treated as a child until four months after their 18th birthday and will then be treated as an adult.

Outbreaks

In the event of an outbreak at the school or in the local area, we may be advised to reintroduce bubbles and face coverings and may be asked to support NHS Test and Trace with close contact tracing. If this becomes necessary, we will communicate this to you.

COVID-19 testing

Testing remains essential in reducing the risk of transmission of infection within our school community.

We will continue to encourage staff to take rapid lateral flow tests twice a week during term-time and the holidays if staff are on site.

Isolating if travelling from abroad

Keep in mind that you and your family may need to self-isolate when you return from a trip overseas. You should plan your trip so that any self-isolation should also fall within the school holidays.

The government can change the red, amber, green classification of countries at short notice. You will need to respond to the latest rules on international travel, even if you have already left the UK, while also minimising the impact on your child's education. You can find out more about the travel rules here: www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england.

Where possible, we will provide remote education for students unable to return from abroad due to COVID-19 travel restrictions while they are abroad.

Staying safe

For most people, COVID-19 will be a mild illness. If you are worried about your child's symptoms, or they are worsening, you can seek advice from NHS 111 at <https://111.nhs.uk> or by phoning 111. There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19, do:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

We will continue to ensure students have regular handwashing opportunities: before and after eating, after breaks, changing rooms etc. Hand sanitiser is available throughout the school, and we will make sure that children wash their hands often. The school will continue with enhanced cleaning arrangements, paying particular attention to surfaces that are regularly touched. We will also keep spaces well ventilated and will not allow anyone with COVID-19 symptoms to enter the site.

I hope this letter offers reassurance to the measures we are keeping in place to ensure a safe start to the Autumn term.

We all recognise how difficult the past 18 months have been and the sacrifices that everyone has had to make, so we would like to take the opportunity to thank you for everything you have done.

Code of Conduct – September 2021

This code is being put into place as part of the school's risk assessment to minimise the risk for both staff, pupils and their families. It is designed to protect the health of all individuals within the school.

Social behaviour of pupils

- Any child who deliberately chooses to behave in a way that would be considered anti- social, risk taking and against current school expectations such as coughing on someone, spitting etc will be immediately removed from the situation and a parent/carer will be required to collect them. This will constitute a **FIXED TERM EXCLUSION** and will form part of their permanent school record.
- The child will not be able to return to school until a risk assessment has been completed and reassurances made.

Communication with school staff

- All communication with the school should be completed via the telephone, email into the school office, email to year group email address OR via Seesaw.
- **We ask parents wherever possible to continue to limit visits to the school office unless through prior arrangement via the phone or email.** These circumstances may include such situations as early collection of a child for an appointment, due to illness or the dropping off or collection of medication.
- If you are attending the school office by prior arrangement, please respect social distancing rules.

Drop off and Pick Up

- Parents/carers please adhere to school drop of and pick up arrangements as set out by the school and social distancing measures.
- Parents/carers must understand that they will not be able to access the school site as they have previously.
- Drop off and pick up will be via separate gates dependant on year group - this will be communicated to you in more detail ahead of your child's start date.
- Children must be left at the drop off point and they will be escorted by staff, **NOT** parents. Collection will work in a similar way.
- As before the pandemic if an adult collecting or dropping off fails to behave in a safe, respectful manner towards staff and other parents and children the academy reserves the right to ban you from the school site.

Illness

- Children displaying **ANY** symptoms will **NOT** be admitted to the academy.
- Children who develop symptoms during the day will be immediately isolated and will need to be collected as a matter of urgency. (We would expect any child to be collected within the hour)
- If a parent chooses to access a test for the child and their immediate family and they receive negative results, then the child will be able to return to school (School will require proof of the negative results.)

The current guidelines from WHO state that the symptoms that people **may** display are as follows:

- New and persistent cough – coughing a lot, for more than an hour or 3 or more coughing episodes in 24 hours
- High Temperature – above 38 Degrees Celsius
- Loss of taste or smell

Other symptoms could possibly include:

- Tiredness
- Aches and pains
- Sore Throat
- Diarrhoea
- Conjunctivitis
- Headache
- Rash on skin, discolouration of fingers and toes

Children's belongings

- Reception/Year 1 children will need a set of spare clothes that can be left at school for the duration. The spare clothes (suggested 2 sets for Reception) is due to the hygiene considerations around toileting facilities.

Lunches

- We would **ask that as many children as possible children take school dinners during this period** unless a child has significant medical condition or allergy where this would not be possible.
- However, if this is not possible and your child does have a packed lunch, then this must come to school in packaging that is completely disposable including the bag it is in.
- **WE WILL BE RETURNING TO HEALTHY SCHOOL STATUS FOR ANYONE WITH PACKED LUNCHES** – we have seen a huge increase in children with significantly poor health and body weight issues. We are going to be doing an increased physical health and activity program in school, but we also need to be more stringent on the children’s healthy eating.
 - o **ABSOLUTELY** no nuts – we have **SEVERE** allergies in school
 - o No chocolate bars, sweets, or anything with large amounts of refined sugar
 - o No crisps (unless baked)

Remote Learning

- The academy has issued over 300 Chromebooks to support learning and provision and the acceleration of children’s progress in being ready for the coming academic year.
- We will be setting and monitoring work at least weekly – we expect all the Chromebooks to be fully utilised to support the learning of the children outside of core hours.
- If there is a technical issue or an access issue, please contact the Edsupport email address.

Travelling on Public transport

- When travelling to/from school on public transport please make sure you and your children are adhering to social distancing rules where possible while waiting for and on public transport
- Adults and children over 10 years old should be wearing face covering while on public transport
- Remind your children to reduce their touching of regular touch points on the transport and to reduce touching of their face.
- Remind your children to wash their hands or to use hand sanitiser when they finish their journey
- If your child is in year 6 and will be travelling independently on public transport, as per previous agreement before school closure, please risk assess this yourself and make sure your child has a full understanding of current expectations while travelling on public transport

I understand the points set out above and understand that these are in place to keep the Ark Oval Community safe.

By attending Ark Oval Primary Academy at this current time, the school take this to mean that as a parents/carers you are agreeing to/with the above home school contract.

Who is Who?

	<u>Head of Year</u>	<u>CLASSES</u>		
R reception@arkovalprimary.org	Mrs Downey	FIENNES	TENZING	EARHART
		Ms Doherty	Miss Keenan	Miss Douglas
1 Year1@arkovalprimary.org	Mrs Thomas	MORRIS (former Fiennes)	WONDER (former Earhart)	KAHLO (former Tenzing)
		Mr Mahmood	Mr Smith	Mrs Barlow
2 Year2@arkovalprimary.org	Mrs Downey	CARLE (former Kahlo)	JEFFERS (former O'Keeffe)	ROSEN (former Wonder)
		Mr Duffy	Miss Maruthamuthu	Mr Magliocco
3 Year3@arkovalprimary.org	Ms Lourenco	Da VINCI (former Zephaniah)	WREN (former Dahl)	MICHANGELO (former Banks)
		Ms Lourenco	Miss Lieng	Miss Crawford
4 Year4@arkovalprimary.org	Mr Berwick-Sayers	JOHNSON (former Wren)	TURING (former Gaudi)	EINSTEIN (former Jemison)
		Miss O'Keeffe	Mr Berwick Sayers	Mr Kelleher
5 Year5@arkovalprimary.org	Miss Hornby	SEACOLE (former Turing)	THUNBERG (former Newton)	ANGELOU (former Johnson)
		Miss Allen	Miss Garwood-Stephenson	Miss Hornby
6 Year6@arkovalprimary.org	Miss Ainsworth	MANDELA (former Seacole)	RASHFORD (former Luther-King)	SHACKLETON (former Parks)
		Miss Ainsworth	Mr Ainsworth	Miss Townsend

Leadership	
Principal	Mr Martlew
Vice Principal	Mr Govinden
Assistant Vice Principals	Mrs Downey Miss Khan/Mrs McDonald
Access and Inclusion Manager	Ms Carnegie

Other Key Positions		
Designated Safeguarding Lead	Miss Folks & Ms Carnegie	safeguarding@arkovalprimary.org
SENDCo & DSENDCo	Ms Carengie & Miss Garwood-Stephenson	inclusion@arkovalprimary.org
Digital Learning Lead	Mr Duffy	Edsupport@arkovalprimary.org

Other Contact/Information	
Digital worry box – an email address for pupils to use about any concerns or worries out of hours or holidays	worrybox@arkovalprimary.org
Twitter – the academy uses Twitter as a social media platform this account tweets most days.	@ArkOvalPrimary
Office – to contact the office use this email address PLEASE be aware we receive thousands of junk emails to this each week if the issue is urgent or child specific call OR email the year group directly.	office@arkovalprimary.org
Seesaw – Remote learning is posted for children here, BUT it also allows you to contact staff directly if required. Log in details are provided via Edsupport email	https://app.seesaw.me/#/login
Newsletter - a weekly newsletter is posted on the website.	https://arkovalprimary.org/
Medical – if you have any concerns or need to make us aware of a medical need for your child please contact at the address listed.	medical@arkovalprimary.org

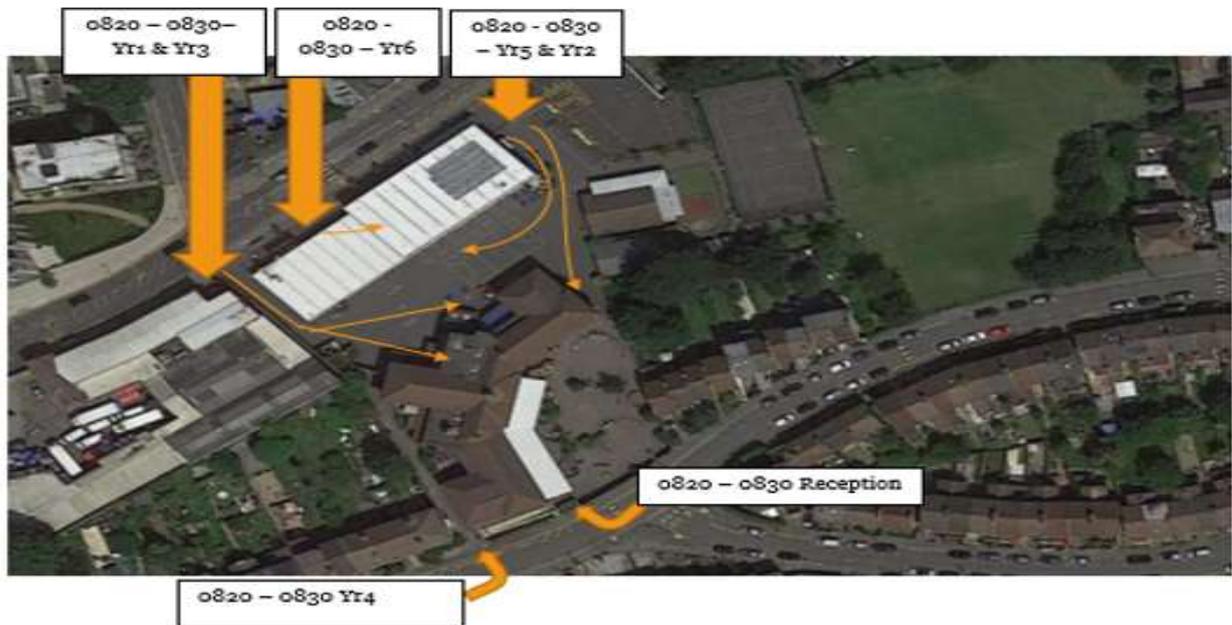
ESSENTIAL INFORMATION

Hygiene

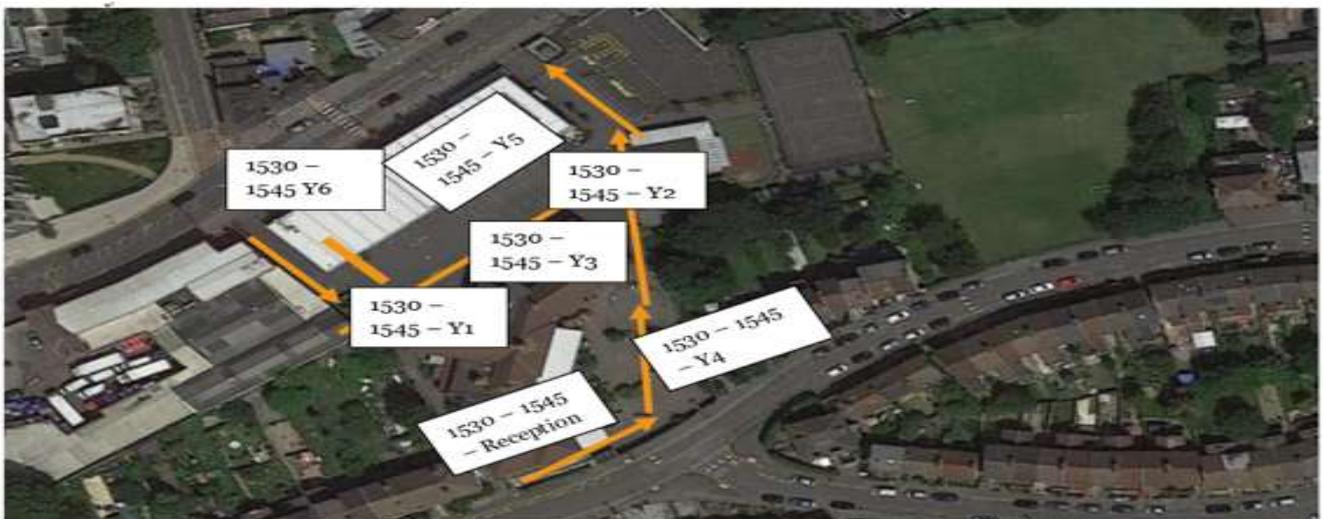
- Day janitor will be covering in school hygiene requirements – high frequency touch point cleaning plan covering all areas of transit and touch.
- All touch points need to be cleaned INCLUDING playground.
- Sanitiser and increased focus on handwashing and spacing will remain.
- PPE options to remain for staff and pupils.
- Pupils to have scheduled regular hand washing allocations.

Start and End of Day

Please note **start of day** will be 8.20am-8.30am



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	DROP OFF	PICK UP
Reception	0820 - 0830	1530 - 1545
Year 1	0820 - 0830	1530 - 1545
Year 2	0820 - 0830	1530 - 1545
Year 3	0820 - 0830	1530 - 1545
Year 4	0820 - 0830	1530 - 1545
Year 5	0820 - 0830	1530 - 1545
Year 6	0820 - 0830	1530 - 1545

Safeguarding

- Safeguarding concerns are to be raised directly with S.Carnegie or R.Folkes as soon as possible and will be triaged appropriately from that point.

If in doubt email safeguarding@arkovalprimary.org

Testing

- All onsite staffing will be offered twice weekly tests to ensure that we have the infection rate mitigated as strongly as we possibly can.

Behaviour

- Addendum reissued

Assessment

- Assessment in school will mirror the assessment outside of school and pupils will receive feedback on their learning in the way they are used to (www- what went well and ebi= even better if)
- We will be issuing reports 3 times in the year and parent consultations are twice per year compulsory with an optional consultation at the end of the summer – parents and carers will be offered the choice of attending those in person or via the phone.
- Statutory assessments will return for this year
 - o Reception baseline and Good Level of Development judgement June
 - o Year 2 phonics check December
 - o Year 1 phonics check June
 - o Year 6 SATs May
 - o Year 4 Multiplication Check June
- There will be parent guidance and information given on these assessments throughout the year.

Parental Engagement

- Events initially will be remote with the hope that we can start to bring parents more fully into the school by the end of the autumn term.

Wellbeing (Pupils)

- Therapeutic caseload will be available via ELSA/Therapist
- ELSA mental health support will be ongoing and extended
- Each class will have a worry box which is checked daily along with the worrybox@arkovalprimary.org email address
- Each class will be using the zones of regulation to support children in establishing their emotional tone
- PPE available to all staff always to support their safety, happiness and wellbeing
- Basic pupil first aid issues will be dealt with IN POD – anything else will be dealt with by the Office

DRESS Code/Uniform

- Staff and Students should ideally wear a completely clean set of clothes each day.
- The full school uniform policy will be in effect from September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Uniform	Uniform	Uniform	Uniform	PE Kit
There will be an additional days PE kit TBC at Meet the Teacher				

Lost Property

To help us avoid 'lost property' situations we ask that you ensure that **ALL your child's belonging are clearly labelled with their first name and surname as mandatory**. If there is room - ideally Year Group or Class should be added.

We will have a new process re how we deal with such items this year. We will only retain items that have no identifiable owner for a period of three weeks. Lost Property racks will be put out for parents to check through on Tuesday and Thursday after school each week just outside the main office as you exit via Cherry Orchard Road. If you exit via Oval road but believe your child may have something in lost property you will be able to by exception, visit the school office to gain access to the racks. **If any items remain after a three-week period, Uniform will be recycled and other items will be donated to a local charity shop.**

Uniform Expectations

UNIFORM IS LABELED WITH GENDER TITLES FOR EASE OF USE - PUPILS WILL USE THE UNIFORM FOR ANY ASSUMED GENDER AFTER CONSULTATION WITH PRINCIPAL.

Reception

Boys	Girls
<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers • Elasticated academy tie • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED 	<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers/pinafore dress/skirt • Grey/White tights socks • Elasticated academy tie • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • If a hijab is worn it should be grey, maroon or black. • Any additional hair ornaments need to be in school colours – grey, black, yellow, marron. • No make-up or nail varnish

Year 1 and 2

Boys	Girls
<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers • Elasticated academy tie • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • OPTIONAL wristwatch – analogue is preferable 	<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers/pinafore dress/skirt • Grey/White tights socks • Elasticated academy tie • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • If a hijab is worn it should be grey, maroon or black.

- Any additional hair ornaments need to be in school colours – grey, black, yellow, marron.
- OPTIONAL wristwatch – analogue is preferable
- No makeup or nail varnish

Year 3 and 4

• Boys	• Girls
<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers • Juniors' academy tie (no elastic) • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • OPTIONAL wristwatch – analogue is preferable • Optional academy blazer 	<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers/pinafore dress/skirt • Grey/White tights socks • Juniors' academy tie (no elastic) • Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • If a hijab is worn it should be grey, maroon or black. • Any additional hair ornaments need to be in school colours – grey, black, yellow, marron. • OPTIONAL wristwatch – analogue is preferable • Optional academy blazer • No makeup or nail varnish

Year 5 and 6

• Boys	• Girls
<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers • Juniors' academy tie (no elastic) • OPTIONAL Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • OPTIONAL wristwatch – analogue is preferable • Academy blazer – this <u>must</u> be in school everyday 	<ul style="list-style-type: none"> • White collared shirt • Charcoal grey trousers/pinafore dress/skirt • Grey/White tights socks • Juniors' academy tie (no elastic) • OPTIONAL Academy jumper or cardigan • BLACK shoes with no other coloured logos • IF an earring is worn there should be a single plain stud per ear no bigger than the width of a pencil. NO OTHER NON-RELIGIOUS JEWELRY IS PERMITTED • OPTIONAL wristwatch – analogue is ideal • If a hijab is worn it should be grey, maroon or black. • Any additional hair ornaments need to be in school colours – grey, black, yellow, marron. • OPTIONAL wristwatch – analogue is preferable • Academy blazer – this <u>must</u> be in school everyday • No makeup or nail varnish

Wearing the School Uniform

The academy uniform is to be treated with respect – the wearing of it should reflect the respect you have for our school and the community.

TIES – these should be at the top of the collar and in a tight knot

SKIRTS/DRESSES - these are to be KNEE length

NAMES – Name label EVERYTHING – if you are unable to do this please let us know and we will assist. The academy takes no responsibility for uniform lost within the academy – it is each pupil’s responsibility and if named it will be returned. If named and lost there will be some leniency on behalf of the academy.

MISSING – if uniform is missing – non-uniform substitutes such as hoodies etc. will not be accepted. The academy can provide short term loans of uniform as required.

Missing or in-appropriate uniform

1. First time will be a verbal warning – non-school/missing item to be replaced next day
2. Second day - A missing uniform slip will be issued with a deadline to replace
3. If this is issued three times for one item or three times for different individual items within a half term you will be invited in to meet with a member of the senior leadership team. A deadline for replacement or support plan will be established.
4. If this persists there will be clear consequences.
 - a) Being unable to represent the academy properly will mean that opportunities such as trips, sports fixtures and other events requiring academy uniform may be restricted.
 - b) As all parents have signed the home school agreement, which stipulates that they will comply with the academy uniform policy, it will be expected that as part of the community you will support our drive for high expectations around uniform.
 - c) **Continued non-compliance with school expectations may result in the child being denied access to the academ**

Additional Resource Links for parents and carers of Special Educational Needs pupils

If your child's struggling to understand what's happening, here are some helpful resources you can use to support them:

- Childline has advice for children and young people on [coronavirus](#), including tips for coping during lockdown. Young people can also find advice and support on [DeafZone](#) and [contact a Childline counsellor via sign video](#).
- [Home schooling children with SEND \(UCL\)](#): a series of information resources to help parents, carers and families support pupils with SEND at home during school closures.
- Kids has [resources for parents and carers](#) around coronavirus.
- The National Autistic Society has some [helpful resources around coronavirus](#), and recommends activities to help young people cope with lockdown such as [virtual museum tours](#) or [movement and mindfulness videos](#).
- Communication [support for families learning at home](#) from the National Deaf Children's Society (NDCS).
- Tips for children on [coping with uncertainty](#) from Autistica.
- Advice on [supporting children with challenging behaviour](#) from the Challenging Behaviour Foundation.
- [News on coronavirus rules](#) for children with autism and learning disabilities during lockdown.

Booklets

- A [wordless booklet from Beyond Words](#) with stories looking at what makes a 'good day' or 'bad day'. It covers social distancing, lockdown, mental health and daily routines.
- [Visual leaflet from ACAMH](#) on managing anxiety
- Special needs Jungle has [resources and message boards](#) to support families with special needs.
- [Seesaw User Guide for Parents](#)



Behaviour Policy 2021 Covid-19 Addendum

At Ark Oval Primary Academy, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in Ark Oval's Behaviour Policy remain pertinent it is necessary, considering the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

Arrivals, Departures and Moving round the school.

Children will enter school through their designated entrance. Children will enter individually and will go straight to their class.

At their designated home time, children will leave the building from their designated exit.

Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will follow an adult from their year group on their designated route.

Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day. We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school.

Anti-social behaviour

If a child is deemed to be acting in a socially inappropriate way in regard to appropriate social distancing or hygiene (such as spitting or coughing on a person) and they are doing this with a full understanding of the expectations and possible consequences to other people's health and safety, then sanctions will be used (see below). The result of these sanctions may be result in a fixed term or permanent exclusion.

Break and Lunch times

Children will have a designated place to play during break and lunch times. There will be a pre and post cleaning checklist of any equipment used.

Rewards

Children, to receive green House Points as a reward. Teachers and Support Staff welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Above all praise and encouragement should be used as much as possible.

Walking through school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted along with celebration assemblies. Instead staff may increase other in class recognition such as in class certificates and positive phone calls home to celebrate positive behaviours and attitudes.

Good to be Green

We have a behaviour management system called Good to be Green. This has replaced the Classroom Dojo programme.



If the child demonstrates positive behaviours then they stay on Green. Teachers focus on, and praise, children who are doing the right thing.

If a child is not doing the right thing they have :

- A Verbal reminder
- Followed by one Yellow Card = 5 minutes off play time.
- Then a Double Yellow Card = 10 minutes off play time
- Finally a Red Card = Detention during Golden Time. (*Children have the opportunity to “earn back” their Golden Time if they receive a Going the Extra Mile Certificate*).

If a child receives more than one Red Card in a week they will have a Pupil Check in with a member of the Pastoral Team. For KS2 only, in addition to the check in the child will receive an after-school detention. These take place on Tuesdays 15:30-16:00 with a member of the Senior Leadership Team.

When a child receives a Yellow / Double Yellow / Red Card, it is placed in front of their Green Card. As soon as the child demonstrates good behaviour their Green Card is moved back to the front. The idea is to keep them on the green or move them back to green as quickly as possible so that the focus is on their positive behaviour and choices.



When a child receives a Yellow / Double Yellow / Red Card the class teacher will send home a Good to be Green Parent Communication form. The teacher will tick the card that they have received and circle / highlight the reason. Teachers will only speak to parents regarding Red Cards, and this will be at the end of the day or by phone.

At the end of the week teachers log cards on an electronic database system so that behaviour can be tracked and supported accordingly (see below).

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions and positive handling techniques.

In the case of a child being at risk, putting others at risk or damaging property the child's parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Principal and a decision of whether the onsite education offer will be withdrawn in favour of the online/virtual offer if this is deemed safer for all pupils and staff.

Where a child may need very close contact it is imperative that parents know that the use of PPE where appropriate WILL be used to help avoid cross contamination or any potential virus spread.

Online behaviour – IF REQUIRED

If interacting with other pupils or staff online, students should always be kind and respectful to each other and follow instructions from staff members, remembering at all times to maintain a professional and respectful relationship with the class teacher.

Whilst working on Teams pupils are required to have their speaker muted and only unmute to speak if asked a direct question by the teacher. The chat box must only be used to answer a question directly asked by the teacher and NOT as a means to have undirected conversations with other pupils. If your child needs to ask a question then they can do so by directly tagging their teacher using the @ key and selecting their teacher's name. Teachers are able to mute and delete comments directly.

Pupils will be rewarded for their hard work and effort by being given house-points and teachers will select stars of the day daily for pupils who go above and beyond in terms of their learning. Conversely, if pupils are found not to be adhering to the online behaviour expectations, a phone call will be made to the Parent/Carer.

In addition, pupils should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Consequences	Verbal Warning- First Instance	Yellow Card	Double Yellow Card	Red Card	After school detention (KS2 only)	Internal Exclusion	Fixed Term Exclusion	Permanent Exclusion	Rewards	Verbal Praise	Behaviour for Learning	Learning	Exemplifying our values	Star of the Day	Going the extra mile	Golden Time	Half-termly House Reward	
Action	Explicit explanation of the desired behaviour	5-minute time out	Sit out at break time max 10 mins	Timeout with MLT/SLT completing class learning. Detention- loss of Golden Time	More than one red card in a week. KS1- Sent to Principal	In-school ½ or set number of days.	Set number of days at home. Personal behaviour plan set up.	Permanently excluded from school.	Aim High Bravery Resilience Respectful Honest	5 ways to praise.	1 house point- Following SOP consistently for effective learning to occur.	1 house point, 2 if outstanding - Rewarding effort made in learning.	1 house point-See above-exemplifying our 5 values.	Selectd daily	'Going the extra mile' parent slip sent home.	Achieved if pupil has remained on 'green' all week.	Reward for house which received the most point per half term e.g. school trip.	
Behaviour				Parents/Carers informed by class teacher	Parents/Carers informed by class teacher by telephone	Parents/Carers informed by SLT. Personalised behaviour plan put in place.	Parents/Carers informed by Headteacher. Reintegration meeting with Principal/parents or carer.	Parents/Carers informed by Principal.		Parents/Carers informed verbally at pick up and drop off.					Slip sent home to Parents/Carers	Parents/Carers informed	Parents/Carers informed- pupil sent home with 'Golden Time' sticker.	Parent/Carers informed via newsletter and text by Principal.
Behaviour	<ul style="list-style-type: none"> Talking when adult or child is talking Play fighting Not respecting the personal space of others Interrupting/calling out Not following instructions Not listening Inappropriate language Disrespecting property Not being in the correct place Not lining up correctly Wasting time during transitions Breaking class charter/rules Fiddling with equipment Off-task behaviour Disrespectful behaviour Eating sweets/chewing gum 			<ul style="list-style-type: none"> Swearing Discriminatory language Physical aggression Threats Bullying Shouting at adults Leaving class without permission Stealing Vandalism/damage to school property AFTER SCHOOL DETENTION- Intentional breach of COVID safety measures. 		<ul style="list-style-type: none"> Deliberate physical violence Profuse verbal aggression/swearing Persistent defiance of instructions and refusal to comply Theft Serious property damage Discriminatory incidents Persistent bullying 		<ul style="list-style-type: none"> Persistent fixed term exclusions Criminal behaviour Serious violence/assault Abuse of any kind Serious threats 		<p>Aim High -Making 100% effort always -Being aspirational in our goals and dreams -Encouraging others to aim high</p> <p>Be Brave -Being brave about sharing our ideas -Being brave when overcoming challenges -Being brave in new situations</p> <p>Be Resilient -Not giving up when we face challenges -Seeking support so we can reach our goals -Showing kindness to others so that they can be resilient</p> <p>Be Respectful -Respecting other's thoughts and beliefs -Respecting our school, our and others' property -Speaking respectfully to others in a way we wish to be spoken to</p> <p>Be Honest -Being honest about how we're feeling -Being honest about situations that have occurred -Being honest about when we need a helping hand</p>								

