

## Behaviour Policy – Coronavirus Addendum

<b>DRAFTED BY:</b>	LSI	<b>STATUS:</b>	
<b>APPROVED:</b>	September 2020	<b>GOV. PANEL:</b>	Standards
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### 1. Scope

- 1.1. This addendum to the standard school behaviour applies until further notice. Students, parents/carers and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.
- 1.2. This addendum sets out changes and exceptions to our normal behaviour policy. It is not a replacement for any of the standard policies but an addition to support the safe, orderly running of the school in line with measures to ensure the COVID-secure operation of the school on a day to day basis.
- 1.3. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents/carers and students.

### 2. Expectations for students in school

#### 2.1. INTRODUCTION

- 2.1.1. It is up to all of us to take responsibility for ensuring that we display respectful co-operation and act, consistently, in a COVID-secure manner at all times on the school site.
- 2.1.2. When students are at school, we expect them to follow all of the rules and guidelines set out below to keep themselves and the rest of the school community safe.
- 2.1.3. Staff will be familiar with these rules and are expected to ensure that they are followed consistently.
- 2.1.4. Parents/carers should also read the rules and ensure that their son/daughter understands and is able to follow the new procedures that have been put in place.
- 2.1.5. Parents/carers should contact a Pastoral Support Manager or a member of the Link team if they are concerned about the ability of their son/daughter/ward to comply with some or all of the new rules, so that we can consider alternative arrangements for the student and make the individual adaptations needed in order to support re-integration back into school life.
- 2.1.6. We do believe that our standard school expectations of being:

<b>READY</b>	<b>RESPECTFUL</b>	<b>SAFE</b>
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fully cover the rules below but for the purpose of clarity we outline in detail the specific additions relevant to COVID-19.

#### 2.2. NEW RULES FOR SEPTEMBER 2020

The following adaptations have been made for September 2020 for all students.

##### 2.2.1. Rule: All signage instructions are final.

We have invested in significant signage and floor markings to reinforce COVID-secure behaviours and to maintain a safe but positive working environment for everyone. All signage instructions are final and apply to all students at all times.

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**2.2.2. Rule: Enter the site at your designated point.**

Entry points to school site are controlled to keep "Year Bubbles" using the same section of the site consistently for the purpose of any tracking & tracing that may be needed.

**2.2.3. Rule: Being COVID-Secure is a serious matter.**

Any behaviour which claims to be a "joke" or which fails to take seriously the need to be COVID-secure in our setting is unacceptable in every case - however minor. For example, fake coughing/sneezing/spitting, time-wasting, name-calling/mocking, rumour-mongering or undermining the COVID-secure behaviours & protocols in any way will warrant a high-level sanction and may result in students being withdrawn from designated spaces or in being excluded from the site.

**2.2.4. Rule: Students must remain in their designated areas at all time.**

Every Year group has a specified area of the school for all lessons, for break and lunchtime. Outdoor space is allocated to Year group bubbles and is non-negotiable. Students may not socialise on site across these "bubbles".

**2.2.5. Rule: All students must respect handwashing protocols.**

New timings for the school day are in place. There is no AM or PM registration to limit movements around the school and to allow time for handwashing. Students should complete handwashing protocols and go to the classroom for their lessons by the designated start time.

**2.2.6. Rule: Students must sit in their allocated seat at all times unless instructed otherwise.**

Seating plans are in place for all lessons and students are not permitted to move around the classroom or change/move seats without prior agreement/instruction by the teacher. Students are strongly encouraged to bring their own hand sanitiser product where possible.

**2.2.7. Rule: Students may use only designated toilet blocks/handwashing stations.**

Protocols for handwashing and sanitising should be followed on arrival, at break/lunchtime, after eating or on departure. Students should use their designated facilities only.

**2.2.8. Rule: Students may only socialise within the designated "Year Bubbles" and in the allocated year group spaces or within the allocated classroom.**

Students may not visit other classrooms or other year group areas at any time during the school day.

**2.2.9. Rule: Walk on the left and in single file when moving around the corridors.**

Corridor markings include a centre line and reminders about direction of movement. Social Interactions/social contact is to be minimal during these times of movement.

**2.2.10. Rule: Follow the "Catch It, bin It, Kill It" advice for public safety.**

Bring your own tissues. Use a tissue or the crook of your elbow for all coughing or sneezing and dispose of the tissue appropriately. Avoid touching your face, nose or mouth as far as possible.

**2.2.11. Rule: No touching/Keep your hands and feet to yourself.**

Any sneezing/coughing should be into tissues and these should be disposed of quickly and appropriately ('catch it, bin it, kill it') and students should avoid touching their mouth, nose and eyes with hands.

**2.2.12. Rule: Tell an adult if you are any experiencing symptoms typical of coronavirus.**

Tell the teacher if you feel unwell at any time.

**2.2.13. Rule: Use your own equipment only.**

If you need anything ask the teacher as sharing any personal equipment or frequently used items such as pencils or pens is discouraged at this time.

**2.3. REWARDS AND SANCTIONS FOR FOLLOWING RULES**

**2.3.1.** To help encourage students to follow the above rules, we will track all incidents of misconduct related to these rules within the existing PARS System and the usual rewards for respectful co-operation will apply; that is an automatic Housepoint for each day that a student has zero negative incidents recorded.

**2.3.2.** However, if students fail to follow these rules, we will record the incident on PARS and take one of the actions below depending on the nature and seriousness of the breach; again, this will be in line with existing sanctions which fall under three broad headings:

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<b>REMIND</b>	<b>REMOVE</b>	<b>REFER</b>
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**For Accidental Breach - CTC**

Remind the student of the expectations (give the student a “chance to change”).

**For Deliberate or Avoidable Breach - Yellow Card**

Refer the student to PSM.

**For Malicious or Harmful Breach - Red Card**

Refer to line manager or SLT via callout or in person referral. Remove the student from the classroom/the outdoor space/the site for a fixed period (SLT will be called to remove the student immediately or the incident will be reported and a decision made to remove the student the following day(s). In the most serious instances “Removal” may include a fixed term exclusion at home.

## **2.4. CHANGED RULES**

During the period of school closure, we had made adaptations to certain rules. We have reverted to all standard policies from September 2020. Please do ensure that you are familiar with these standards.

### **2.4.1. Appearance Policy**

From September 2020 all students must wear standard school uniform to school and follow normal school rules on appearance as set out in the published appearance policy. This is available in the student planner for Years 7-9 and on the school website for everyone. The School App has a direct link to the policy and is available for mobile devices.

### **2.4.2. PE Kit**

From September 2020 all students will be required to wear PE or Games Kit in line with the published policy for the respective lessons on their timetable.

### **2.4.3. Cucina**

Due to refurbishments the canteen space will be out of action for the Autumn term. Students will be made aware of new protocols for food service at break or lunch. Students may bring packed lunch or buy food from Cucina at one of the distribution points if they have sufficient funds on their Tucasi account.

### **2.4.4. Attendance**

From September 1 2020 the latest government guidance says that school attendance is, once again, mandatory so we revert to all of our normal expectations for attendance & punctuality.

Mr Brown must be notified of any absence on the day of absence using the Parent App or by phone call to the attendance office. (Switchboard option 1)

## **2.5. REMOTE LEARNING RULES**

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

**2.5.2.** Parents/carers should also read the rules and ensure their children follow them. Parents/carers should contact the appropriate Pastoral Support Manager 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.

**2.5.3.** Register Daily Attendance on the Year Team Site

**2.5.4.** Check the Insight App or the Parent Portal each day daily for the tasks set & for any notices/messages/emails

**2.5.5.** Be contactable and available to complete school work during the standard school hours even if working offline.

**2.5.6.** Complete work to the deadline set by teachers

**2.5.7.** Seek help if they need it, from teachers or teaching assistants via the Helpline Channel on the Team site for each subject

**2.5.8.** Inform the class teacher if they're not able to complete work for health or personal reasons.

**2.5.9.** Use proper online conduct, as outlined in the AUP (Acceptable Use Policy) in your student planner or available on the school website

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**2.5.10.** Any Students using the National Tutoring Programme to access tutoring are also expected to follow proper online conduct as described in the AUP. (This is a planned intervention by the Govt and not yet operational)

**2.5.11.** All students must know how to keep themselves safe online and how to use electronic devices and social media platforms appropriately. This is a personal responsibility that you accept each time you sign on to the school system or 3rd party apps whose terms and conditions you have accepted.

## **2.6. DEALING WITH PROBLEMS**

If there are any problems with students adhering to rules around remote learning (should it become necessary), including if they fail to engage with the remote learning set for them, we will:

- Contact the parent/student to assist in resolving any difficulties.
- Record any persistent failure to complete remote learning as absence from school. Attendance protocols will then trigger the usual range of interventions as per national and school guidance.

## **3. Monitoring arrangements**

SLT will review this policy as guidance from the Department for Education is updated, and as a minimum every month until further notice. At every review, any changes will be communicated after ratification by representative(s) of the Academy Board.

## **4. Links with other policies**

This policy links to the following policies and procedures:

- Child protection & Safeguarding Policy
- Behaviour Policy
- Teaching & Learning Policy
- Health and Safety Policy
- Appearance Policy
- Acceptable User Policy