

Behaviour policy: coronavirus addendum



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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

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 for students in school

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 Mrs Kilroy 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.

- There are heightened behaviour expectations of all students on site. Students are expected to follow all staff instructions to ensure that the safety of students and staff members is not compromised.
- Throughout their time on site, and on their way to and from school, students must remain 2m away from anyone they do not live with.
- Students should not loiter before or after school and should only travel directly to and from school.
- If a parent is collecting their child in a car, they must meet them in the car either in the Car Park or at an arranged meeting point.
- Students will be given an assigned seat. They must remain in this seat for the entirety of the session.
- The classroom door and all windows must remain open for the entirety of the sessions in school. This is to ensure a flow of fresh air which reduces the risk of infection. During cold weather, pupils can wear coats within the classroom at the teachers discretion.
- Students should observe the one-way system at all times.
- Students should use hand-sanitizing gel (found inside classrooms and in communal places) regularly during their time in school.
- Students should follow the ('catch it, bin it, kill it') guidelines when sneezing or coughing. They should ensure that tissues are disposed of safely and hygienically and should avoid touching their mouth, nose and eyes with hands.
- Students should not cough or spit at or towards any other person.
- We would prefer that students use the toilets before or after school. Also to use them at break and lunch times. However, if students do need to use the toilet during lesson times, they should raise their hand

and ask for permission. An SLT member will escort the pupils to the toilet. Students must remain 2m away from others on their way to the toilet. They must use the hand sanitizing gel before re-entering the classroom.

- Students may drink water from their own bottle. Water fountains around the school are turned off. Water bottles are available to purchase from the canteen at break and lunch.
- No stationery/resources may be shared between students. Anything students given in the lesson (e.g.: worksheets) must be taken home at the end of the session.
- Students should tell an adult if they are experiencing any symptoms of coronavirus. These students will be escorted to the medical room and the Parents informed.
- The normal Fire Drill procedures are to be followed. However, on evacuation, students must remain 2m apart from one another.
- In line with the new guidance for schools in Birmingham, all students are required to wear a mask when in the corridors and communal areas. They are not permitted to wear masks in the classrooms and when outside masks are optional.
- Students have been informed of the following guidance in the use of masks:

- Students must supply their own face mask
- Face masks are NOT to be worn in lessons by students
- Students must remove their face mask before entering any teaching space, place their face mask in a sealable plastic bag and this plastic bag must be placed in their school bag
- Students must sanitise their hands before putting their face mask on and after removing their face mask
- Damp face masks must not be worn
- Face masks must be disposed of at home and not in school
- Students are not permitted to share face masks
- Face masks are mandatory on public transport
- Students are not permitted to use their face mask for any other purpose other than to cover their face
- Any student who removes or touches another student's face mask will be faced with severe sanctions
- Students are not permitted to draw on their face masks
- Face masks must not contain any offensive logos or wording

A face covering should:

- Cover your nose and mouth while allowing you to breathe comfortably
- Fit comfortably but securely against the side of the face
- Be secured to the head with ties or ear loops

- Be made of a material that you find to be comfortable and breathable, such as cotton

unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- Avoid wearing on your neck or forehead
- Avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp

- Avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- Only handle the straps, ties or clips
- Do not give it to another pupil to use
- If single-use, dispose of it carefully in a residual waste bin and do not recycle
- If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Verbally praise good behaviour
- Make contact with parents to inform them of good behaviour and a mature approach towards the changes
- Issue vouchers to students who have been nominated by staff on a weekly basis
- Issue ASK Points
- Competitive element resulting in Form Time rewards

However, if pupils fail to follow these rules:

- If we believe that there has been accidental rule-breaking, students will receive a verbal warning and will be reminded of the heightened expectations of behaviour.
- If we believe that there has been purposeful rule-breaking, a member of the Senior Leadership Team will be notified, who will make contact with parents. Students will then be asked to leave the school site.
- Student may find they are having to spend time with a member of the Senior Leadership Team
- There may be need for a reintegration meeting for students and parent/carer if they have been sent home from school before they are allowed to re enter the school.

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

- Attendance expectations, we will re-start the process of Spotlight and the Legal implications of non-attendance. Codes will be used for students who are not attending school for legitimate reasons and follow up with phone calls students who should be at school.
- Uniform expectations will be reimplemented, as the need to wash clothes daily is removed. Students would not be allowed to come to school in their own clothes and full uniform would be reinstated.

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 Claire Kilroy or Susan Wain (Deputy Headteachers) 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.

- › Attend all online lessons and Form Time
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants, this can be through Teams or school email, students should not use their personal email addresses
- › Alert teachers if they're not able to complete work, this can be through Teams or school email, students should not use their personal email addresses

› **The Online 4Ps** - remember to be:

punctual (arrive on time, in fact preferably 5 min early),

prepared (have all your equipment and resources ready),

productive (treat this like a normal lesson, you're not on discord.) and

polite. (be friendly and people will be friendly to you as well.)

1. Be respectful. It is a lot easier to say mean or hurtful things in the virtual world, but it is of paramount importance to remember that both your classmates and teachers are real people who are affected by the words you say and write. The feelings and opinions of others are important, even if they differ from your own. We will operate a zero trolling policy. Think... Would I say it to someone's face? If not, don't do it here either.

2. Be aware of strong language, all caps, and exclamation marks. It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being mindful of strong language, you can identify potential confusions before sending messages. Tip: Read everything out loud before you send it.

3. Be careful with humour and sarcasm. Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. But like mentioned above, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humour or sarcasm so that it is read correctly. (: -) - smile , : - D - LOL , : - / - Frown etc.)

4. Yes, grammar and spelling matter. While textspeak can be great for casual communication, in an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect the proper writing style. Save written shortcuts and less than stellar grammar for Snapchat if you must, but follow grammar rules for school. #smh

5. Respect others and remain safe. Turn your microphone on only when you're speaking. Don't talk over the teachers/other students. Raise your hand to speak, and wait your turn. If you want to express your emotions, use the clap and smiley buttons. If live video and audio is being used, there should be careful consideration of the location that is being used, and no other people should be seen on camera. Video should only be used when beneficial for didactical purposes, and all use should remain as professional, as if the teacher/student were at school - proper attire, content and expectations of conduct.

6. Don't post or share inappropriate content, and be mindful of your camera. Only you can turn your camera on/off, but if you do everyone can see you. You should behave as you would have while at school. Enough said there. Nothing is truly private online.

7. Be forgiving. Remember that not everyone will know these rules when they first join. Try to be understanding of others when they struggle with communication online. It is very different than simply talking to a person face-to-face.

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 the students' parents/carers to investigate the barriers to learning that might be preventing the engagement with online learning.
- > Issue equipment to enable students to access online learning, such as laptops, where they are available.

- > Involve other teams in school where appropriate such as Inclusion, Welfare, SEND, Safeguarding.
- > Meet with parents virtually or distanced in school to discuss the breach of the rules and the ways forward to ensure students are engaging and following the rules.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks by Claire Kilroy, Deputy Headteacher. At every review, it will be approved by the full governing board or issued in draft format until it can be approved.

5. Links with other policies

This policy links to the following policies and procedures:

- > Child protection policy
- > Health and safety policy
- > Remote Learning policy