

# Behaviour policy: coronavirus addendum

All Saints Catholic High School



Approved by:	Mr Pender (Head)	Date: 17/07/2020
Last reviewed on:	17/07/2020	
Next review due by:	16/07/2021	

Returning to school in September

We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their friends. Some students may feel anxious or nervous about their return to school and so extra pastoral care and support will be available on request. There will be some additions and amendments to school rules for students to follow. These have been made to ensure the safety of students and staff and should be taken very seriously. This addendum applies from September until further notice.

**Unless covered in this addendum, our normal behaviour policy continues to apply which can be viewed on the school website.**

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to parents through the MyEd app, staff will be notified via email and pupils will be made aware of any changes in school.

### **Amendments to school 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 Dave Stokes, Intervention Manager, (d.stokes@allsaintslearning.co.uk) 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.

### **Behaviour that ensures the safety of all students and staff**

We will follow the government guidance on Social Distancing (this may reduce from 2m to 1m or be removed due to having bubbles) and students should respect the instructions of staff and rules on distancing where possible.

Students must follow instructions from staff at all times inside the classroom. This is especially important with regards to entering and leaving classrooms and any transition from one location to another.

**Behaviour that wilfully undermines the safety measures that the school has put in place, or risks the safety of students or staff, will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.**

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current pandemic
- Deliberate physical contact in or on the school grounds
- Disruption of lessons which includes unauthorised movement around the room
- Unauthorised and deliberate movement beyond their designated teaching zone

We will continue to use our school's 'Choice, Chance, Consequence' approach. Where a student makes a genuine mistake, a friendly warning and a reminder of the rules will be issued by the teacher. Where required, as per normal practice, the teacher may issue C1, 2 and 3. The differences, during this interim period, are around the C3 and C4 consequences.

### **C3 Consequence:**

Although school detentions will not be able to run in the usual manner the C3 consequences should be issued by staff as normal. The issuing of the C3 slip allows the school to monitor the level of non-compliance by individual students. The wider student support team will monitor the number of C3s received by individual students and decide on an appropriate sanction.

### **C4 Consequence:**

The C4 consequences can also be issued by staff. However, the key amendment to our protocols is that staff must not send students out of the lesson. The member of staff must decide whether escalation from C3 to C4 warrants removal from the lesson in the current circumstances. Where the nature of the behaviour ensues removal from the classroom is unavoidable, on call support must be requested by either of the following means, in priority order:

- phoning reception if possible
- seeking assistance from another member of staff
- sending a student to reception\*

The member of staff on call may remove the student from the classroom and the student would be supervised within their year group 'teaching zone'.

The wider student support team will monitor the number of C4s received by individual students and decide on an appropriate sanction based on the nature of behaviour and number of occurrences.

\*Although sending a student to reception means they are moving outside of their designated teaching zone, during lesson time social distance can be maintained

Where a behaviour is not listed above, the normal school policy on behaviour will apply and can be read on the school website.

### **Adhering to new Routines**

When school re-opens for all students in September, the school has had to make a number of changes to keep staff and students safe in its daily operation in adherence with Government and Public Health England guidelines. The changes will be outlined in the following paragraphs and it is essential that parents/carers, students and staff familiarise themselves with these changes.

In order for the students to arrive and leave school safely, students have been allocated different entrances and exits as well as staggered start and finish times as outlined below:

Y7 – Will enter school via the Hallam gate on Granville Road. Students should arrive at 8:15 and will leave school at 2:40 via the Hallam Gate.

Y8 – Will enter school via the Hallam gate on Granville Road. Students should arrive at 8:30 and will leave school at 2:50 via the Hallam gate

Y9 – Will enter school via main reception. Students should arrive at 8:30 and will leave school at 2:50 via main reception

Y10 – Will enter school via main reception. Students should arrive at 8:15 and will leave school at 2:40 via main reception

Y11 – Will enter school via the sports hall. Students should arrive at 8:15 and will leave school at 2:50 via the sports hall

In order to ensure the safety of all we would request that, in the current circumstances, students arrive at school as close to their designated times as possible.

It is important that students adhere to the entrances and exits outlined above, so that the year bubbles keep apart when on the school grounds.

While in school students will not be able to mix with other year bubbles and students have been designated teaching zones and social areas in school and these are set out below:

Y7 – Teaching zone: E11,13,14,15,17,18,19 Social area: Courtyard

Y8 – Teaching zone: Lower Hallam H07,02,03,04,05,06,08 Social area: Hallam squares

Y9 – Teaching zone: A20,21,22,23,24,25,26,27,29,34,35 Social area: Courtyard

Y10 – Teaching zone: B01,02,03,04, E01,05, J02,03,04,12 Social area: Yard

Y11 – Teaching zone: Upper Hallam H10,11,12,13,14,15,16,17,18 Social area: Courtyard

For a certain number of subjects, students may be required to move around school but this will be kept to a minimum as outlined in **Behaviour that ensures the safety of all students and staff.**

### **Movement and Sanitising in school**

As well as the one-way system that is already in place in some parts of the school, students will need to become familiar with keeping to the left in corridors and moving in single file when moving from one location to another. While student movement will be kept to an absolute minimum, there will be occasions when students' movement is necessary. By keeping left on the stairs and corridors and in single file, this will allow additional distance between students and must be adhered to. This will allow staff and students to feel safer in school.

As part of daily practice, students will be required to form a routine of washing and/or sanitising hands frequently, as outlined in the COVID-19 guidance from the government and this will be for the foreseeable future. Hand sanitiser stations have been positioned all round school and these must be used when any of the following occur:

- Arrival to school
- After a visit to the toilet even though hands have been washed
- Moving around the school to another lesson (if applicable)
- After break/lunchtime or eating

All Saints School will also promote and make part of the daily routine the "Catch it, Bin it, Kill it" message, as outlined in the DfE Guidance for September 2020. By making this initiative part of the daily routine, we will all further help prevent spreading of any virus, not just COVID-19. To assist in minimising transition of any germs we ask that students carry a tissue with them.

## **Equipment for school**

We ask that all students arrive at school with the following equipment:

- 4 Pens
- 2 Pencils
- Coloured pencil crayons
- Pair of safety scissors
- Ruler
- Pencil sharpener
- Rubber
- Highlighters (multiple colours)
- Calculator
- Tissues
- Hand sanitiser
- 2 Full water bottles

The reason for the above list is to help stop the spread of COVID-19 to both staff and students while in school. If a student does not have the required equipment, the normal BfL policy will be apply.

## **Water stations**

Under normal circumstances we strongly encourage all students to regularly drink water during the day in order to remain hydrated. However, under current conditions, we are unable to have water stations operational. Therefore, it is vital that students bring their own bottles of water to school and/or money on their account to purchase water in school.

## **Rewards**

We are extremely proud of the positive contribution so many of our students continue to make to the life of the school during the current pandemic. Our rewards system, as outlined in our behaviour policy, continues to be applied.

## **Attendance**

From September the current Government guidance indicates that all students will return to school in September and be expected to attend. The appropriate code for any student absence will be recorded.

## **Uniform**

Students will be expected to return in September in full, correct school uniform. Incidences of uniform being outgrown can now be resolved as shops have reopened. It is anticipated that all students will attend in blue shirt, blue blazer, school tie, grey trousers/skirt and black shoes.

## **In the event of a return to home learning through live on line lessons**

The school have had in place protocols for Positive home learning at it is possible that the government or local authority through Public Health England needs to put in place further local or national lockdown measures.

If students 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 school via MyEd or Enquiries email if they think their child might not be able to comply with these rules, so that alternative arrangements can be considered.

In the event of a further lockdown it is likely that teaching will return to online learning with work set on ShowMyHomework and via Microsoft Teams. During Teams Lessons Online Learning: Staff will remind students to:

- Switch off cameras (if accessible)
- Mute microphones unless requested to answer a question
- Be respectful in comments and remind students that the lesson is being recorded (including the chat statements) which are to discuss learning activities and seek clarifications, not for general student chat
- Only attend lessons that they are timetabled for and are studying
- Look to complete work to the deadline set by subjects/ teachers
- Seek help if they need it, from teachers or teaching assistants via their school email account
- Alert teachers if they are not able to complete work

Students who fail to follow the rules will be referred to members of the Leadership Team who will take the necessary action to ensure that learning can continue for the majority of students. This will include reminding and warning students, ejecting them from a lesson and, where/if necessary, disabling access to the school system – as per the agreed online protocols.

If there are any problems with pupils adhering to rules around remote learning, including if they do not engage with the remote learning set for them, we will:

Contact students to see if they are having issues accessing learning. House Progress Leaders will speak with the students/parents and encourage them to complete work set by their teachers. School will continue to work to remove as many barriers to learning as possible and seek to support families.

Students will be encouraged to take part in the online lessons being provided by their teachers, as well as distanced/home learning activities set by departments. Microsoft Teams lessons also give students an opportunity to ask their teachers questions via the chat box when they do not understand some of the content. Further Student-teacher communication is also possible via school email and SMHW (Show My Homework).

We will review this policy in the event of a school closure and as guidance from the local authority or Department for Education is updated. This will be undertaken by Mr Stokes, Intervention Manager in liaison with the Leadership Team. At each review, any amendments will be approved by the full governing body.

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy