



WHSG Behaviour policy: Coronavirus addendum

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Ratified:	January 2021
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Next review due by:	February 2021
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1. Scope

This policy has been created as a result of the impact of COVID 19 and its impact on education.

This policy runs along side our main Behaviour policy and should be reviewed in combination. This addendum supersedes the main policy only where stated scenarios occur.

The School will confirm to staff, students and parents when this addendum is enacted and also when it will cease to apply.

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 their child's Head of Year 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.

The government guidance issued to schools is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This addendum applies until further notice.

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

This Policy addendum may be amended or added to as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

The government guidance that has created the need for this additional addendum is available here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

2. Expectations for students in school

2.1 New rules

During the Coronavirus pandemic, when students 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. This is to ensure that the school adheres to the new social distancing requirements.

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 their child's Head of Year 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

Altered routines for arriving or leaving the school

- Each year group will be instructed to arrive and exit the school using a specific entrance. Each student will be issued with a lanyard they should wear at all times. This will allow staff to support students and ensure they are using the correct entrance / exit.
- Students have different start times – these are staggered to minimise contact between students. Students must adhere to these timings. For this reason, students are asked not to arrive earlier than their set start time.

- Students on arrival will be asked to wait for their allotted time on the school grounds if need be (socially distancing) and therefore will need to bring a suitable coat.
- The school likewise has a staggered end to the day with specific year groups being dismissed at 2.45 and some at 3pm (depending on their start time)
- At the end of the day students will be asked to move away from the front of the school and must not wait for friends or siblings. This is to ensure year group and class bubbles do not mix.

Hygiene, such as handwashing and sanitising

- Students are asked to bring their own hand sanitiser with them to school. School will also provide more opportunities for washing / sanitising hands with additional hand washing / sanitising facilities being provided in key places around the school.
- Students must clean their hands as they enter the school and before they leave
- Students will be asked to sanitise their hands at the end of every lesson

Who pupils can socialise with at school, including at lunch and break times

- Students in Years 7, 8 and 9 will work in class bubbles and at lunch time will go to lunch as a year group bubble. Each year group bubble will have a designated time and venue they can access food from. Students must adhere to the times and spaces allocated to them. Students will all have access to hot food.
- Students can socialise in their form bubbles at Key Stage 3 – in Years 7, 8 and 9 and will go to their designated form rooms to do this. Students are not permitted to socialise with students from other year groups.
- For Key Stage 4 and 5 students in Years 10-13 students will be able to socialise in their form rooms with their form bubble.
- KS4-5 students will be treated as year group bubbles

Moving around the school (e.g. one-way systems, out of bounds areas, queuing)

- Students will be advised on routes that they should follow and areas that are out of bounds. Students should ensure they are only in their designated areas
- When queuing for food students will be clearly guided. All students are expected to follow guidance issued by a member of staff.

Use of toilets

- Students will be allowed for this interim period to use the toilets, if they need to during lessons. Each group has been allocated their own toilet block so students will be instructed to use toilets for their designated group zone.

If a student is feeling unwell

- Students are reminded not to come to school if they are displaying symptoms related to Covid coronavirus. These are:
 - Having a high temperature – this means you are hot to touch on your chest or back
 - Having a new, continuous cough – this means you are coughing for more than an hour, or have 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual)

- Loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything or things smell or taste different to normal
- The school accepts that students may have colds as usual and ask that students adhere to strict hygiene measures. The school will follow ‘Catch it, Bin it, Kill it’ model. and students are advised to avoid touching their mouth, nose and eyes with hands
- Students are asked to tell an adult if they are experiencing symptoms of coronavirus

Not to cough or spit at or towards any other person

School will expect students to behave in accordance with the school’s usual Behaviour policy protocols. Any incidents relating to coughing or spitting at another person will be treated as a serious breach of the Behaviour policy.

Sharing any equipment or other items, including drinking bottles

- Students are reminded that they must not share equipment and be ready to learn each day – ensuring they have the correct equipment. We ask that parents support the school in ensuring students have all their equipment for each day.

Expectations for uniform

- Students are expected to wear school uniform
- On the day a student has PE the student is asked to wear their PE kit all day. When travelling to school they should wear their school blazer over their PE kit. These must be removed when arriving at school. PE kit can only be worn to school on the day the student has a PE lesson.

Lockers

- Please note that students will **not** have access to their lockers at this time and all items will need to be stored in their bags during the day. Any additional clothing items must not be worn during the day and can only be worn on the way to and from school.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will use the school’s reward systems – awarding house points and issuing e-certificates.

However, if pupils fail to follow these rules, we will distinguish between students who have acted in a way that breached these rules and guidelines accidentally and those that have purposefully broken the rules before issuing a sanction.

Parents are asked to inform the school if they believe their child will be not be able to adhere to these rules and guidelines. Refusal to follow these could result in a student being sent home or asked not to come to school for a period of time until they believe they are able to adhere to these rules.

2.3 Changed rules

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

Attendance expectations for pupils who can attend school

- Students are expected to attend school from September 2020
- Students who are late to school are expected to sign in at reception and enter school using the main school entrance
- The school’s Attendance policy is on the school website

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school as a result of self-isolating or are in a period of remote learning at home, we expect them to follow all of the protocols set out below.

Parents should also read these protocols and ensure their children follow them. Parents should contact the form tutor 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.

- Be contactable during required times – although take into account that students may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it from their subject teachers
- Alert their form tutor and subject teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate email etiquette

3.2 Dealing with problems

If there are any problems with students adhering to our guidelines regarding remote learning, including if they don't engage with the remote learning set for them, we will review and set an appropriate sanction.

4. Remote Learning

Whilst students are remote learning they need to adhere to the school's Behaviour policy and this addendum. Students are working on Microsoft Teams and must note that each lesson will be recorded for safeguarding purposes and are reminded to:

- Have their cameras on
- Join the meeting on mute
- Students must log in using their first name and surname as used in school. Staff will not admit a student if this protocol is not adhered to.
- Students will use the chat facility in the appropriate way and as directed by staff in the lesson.

Students will be informed they must not share a link to join a lesson with another student in the school or any person from outside the organisation. This will be treated as a serious breach of the school's Behaviour Policy in the same way as: 'Inviting others onto school site' and sanctions issued accordingly. Students will also be informed that they must not post any information from the Chat function on Teams onto other social media platforms. Likewise, students will be informed on how to access a recording of the lesson if staff want to make this available to students. This will be at staff discretion.

If staff experience concerns regarding a student's contribution in the lesson when remote learning is taking place, they reserve the right to exit them from the lesson or end the lesson and restart as they feel is appropriate. An investigation in to such incidents will then take place.

All instructions have been sent to students and parents entitled 'Student Guide to Microsoft Teams'. If students are finding it difficult to access Teams they can be invited to join the hub – where they will have access to all IT facilities needed to complete their studies. Parents or students can inform their Head of year if they would like a place in the hub.

5. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum 4 weeks by a member of the senior leadership team. At every review, it will be approved by the full governing board.

6. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy – see the school website
- Health and Safety Policy – see the school website