

Behaviour policy: coronavirus addendum

St Mark's West Essex Catholic School

Approved by:	Governing Body	Date: 16 June 2020
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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

When pupils are in school, we expect them to follow all 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 Long, Senior Assistant Headteacher (Pastoral /Welfare) 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.

Keyworker and Vulnerable Child School Provision

Starting Monday 23 March 2020

Key Facts for Parents and Children attending our School Provision

Pupils must be registered with the school by parents before the week starts

- The school will open for pupils at 9am and will close at 3pm. The school gates will not be opened until 8.50am and will close by 3.10pm.
- Pupils to wear white shirt and grey skirt/ trousers from their school uniform.
- Normal school expectations re behaviour and work will apply.
- During the time in school, the pupils will have access to a computer, in order to complete the work set by the teachers on Showmyhomework. Staff will be supervising the pupils during this time. They can provide guidance and advice but will not be teaching
- The school will be providing the child with a free lunch, and juice and biscuits at breaktime.
- Pupils need to bring all their books needed for the lessons for that day.
- We will not be doing PE, so they do not need their PE kit.
- If a parent has notified us that their child needs to attend the school's provision, they should attend every day that week, unless they have to self-isolate. If this is the case, please telephone the school to let us know. The self- isolation will then last for 14 days.

- We will be asking parents to register their child at the end of each week for the following week. This is to allow for those parents who have already made other arrangements for certain weeks but need support during other times.

Procedures put in place for Year 10 pupils attending the school site from 15 June

- No lunchtime provision will be made for Year 10 pupils, and so they will be expected to have their lunch at home following their morning in school.
- The morning will include **one 20-minute break** and time to wash their hands. They will need to bring a water bottle (the water fountains will be closed for health and safety reasons) and a snack if they wish to eat. Rubbish should be put in the allocated bins. They must not share their water bottle or food with anyone else.
- They will be in a group of 9-14 pupils (depending on the room size). **They will always remain together whilst in school, although social distancing must be in place.** There will be no changes to the pupils within each group during the term.
- They will arrive at school and leave at an allocated time.
- The group will stay in one classroom during the morning, except for break which will take place in a supervised designated area, as above. Each group will have a separate break. So they must not mix with other groups at all during the day or wait for friends at the end of the day.
- **They must bring all their equipment together with refreshments for their short break.**
- **They are not required to wear full school uniform. They should come in a white shirt and their usual grey skirt / trousers**
- In each classroom they must follow social distancing rules. They will have their own allocated desk appropriately spaced within the classroom.
- During the day they may be supervised by different teachers so practice social distancing as much as practically possible.

Procedures put in place for Year 12 pupils attending the school site from 15 June

- No lunchtime provision will be made for Year 12 pupils, and so they will be expected to have their lunch at home following their morning in school.
- The morning will include **one 20-minute break** and time to wash their hands. They will need to bring a water bottle (the water fountains will be closed for health and safety reasons) and a snack if they wish to eat. Rubbish should be put in the allocated bins. They must not share their water bottle or food with anyone else.
- They will be in a group of no more than 10 pupils (depending on the room size). **They will always remain with their subject group whilst in school.** There will be no changes to the pupils within each group during the term.
- They will arrive at school and leave at an allocated time.
- The group will stay in one classroom during the morning, except for break which will take place in a supervised designated area, as above. Each group will have a separate break. So they must make sure they do not mix with other groups at all during the day or wait for friends at the end of the day.
- **They must bring all their equipment together with refreshments for their short break.**

- **They are not required to wear business wear but they should be appropriately dressed, ie no shorts, crop tops etc**

- In each classroom they must follow social distancing rules. They will have their own allocated desk appropriately spaced within the classroom.

- During the day they may be supervised by different teachers so practice social distancing as much as practically possible.

The following Health and Safety measures put in place:

- All pupils and staff will be expected to adhere to social distancing measures where possible, maintaining a distance of 2 metres between others and washing hands at regular intervals.

- All are encouraged to avoid public transport. **The new guidance states that people must wear a face covering if travelling by public transport.** They will be able to store bikes securely in a designated bike shed.

- Pupils are **not to arrive** any earlier than their designated start time as stated above.

- They will be registered as they enter the gate. They should then go straight to their allocated classroom, as stated above. Once they have put their bag down, they will be sent to wash their hands in the allocated toilets.

- They are not permitted to go elsewhere on the school site, except for their allocated spaces, as stated above.

- They will be expected to also wash their hands before break, and at regular intervals throughout the day.

- Hand sanitizer, disinfectant spray, tissues, and lidded bins will be provided only to be used for tissues, wipes, gloves, face coverings, if disposable, and tissues. Other bins are provided for everything else.

- All staff will promote hand hygiene and respiratory etiquette, providing tissues for coughs and sneezes and encourage pupils to avoid touching their face.

- All areas will be cleaned at the end of every day with particular attention given to surfaces and door handles.

- Doors will be wedged open and areas will be well ventilated.

- The Government does not recommend use of face masks in schools and they are not required under the school's risk assessment but if staff and pupils wish to use face coverings / masks this is at the individual's discretion and must be in line with Department of Health guidance on their safe use and disposal. Advice on wearing face coverings can be found at

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>.

- Staff have face shields should they need/ want them.

- At breaktime pastoral support will be available if required.

- **If a pupil refuses to follow expectations, including social distancing, they will be removed from their group and their parents will be contacted to collect their child immediately.** They will not be allowed to return to the provision until a member of SLT has spoken with the pupil and their parents / carers.

- If a pupil develops a fever or cough, the Senior Member of staff will isolate them in the Medical Room, until they can be sent home.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will be using verbal praise and encouragement and sending praise cards home.

However, if pupils fail to follow these rules, we will:

Give the pupil verbal warnings, make calls home, send pupils home / exclusions). If a pupil accidentally breaks a rule they will be reminded of the rule and the reason for it. If the pupil breaks the rule on purpose the pupil will be isolated by a senior member of staff and parents informed. A decision will be made what the sanction will be following our Behaviour policy, however if the incident is serious, for example, refusal to follow direct instructions, coughing in someone's face, purposefully not following social distancing this may lead to an exclusion.

2.3 Changed rules

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

- We will not be following up on attendance if the child's parent has notified the school of their wish to keep them at home.
- The uniform has been slightly reduced to enable parents to regularly wash it.

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 Mr Manzaroli, Assistant Headteacher (Teaching and Learning) 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.

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or Learning Support Assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

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 get in touch with parents and see if there are any issues we can help them address.

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 6 weeks. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy