

Behaviour policy: coronavirus addendum

St Mary's College



**ST MARY'S
COLLEGE**

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

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.

We expect parents to also have read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact their Head of Year/Year Office if they think their child might not be able to comply with some or all the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

In summary, any pupil behaviour that negatively impacts on the safety or wellbeing of other pupil(s), member(s) of staff or member(s) of the public, will not be tolerated. Sanctions will be applied, and if deemed necessary, such behaviour may lead to a Fixed Term Exclusion with immediate effect. Where this action is required, a risk assessment may be completed before a return to school is permitted.

Hygiene

- We expect pupils to follow the rules regarding safe and effective hygiene to ensure they protect themselves and other pupils and staff. This includes frequent handwashing throughout the day (including after using the toilet, after a sporting activity and before eating) and use of alcohol hand sanitiser gel at the start and end of each lesson.
- Any pupil who is sneezing or coughing should use a tissue to cover their mouth and nose, and dispose of it safely in a bin ('catch it, bin it, kill it'). If for some reason a tissue is not available, they should use the crook of their arm. All pupils should avoid touching their mouth, nose and eyes with hands during the school day.
- Coughing or spitting at, near, deliberately towards any other person by a pupil will not be tolerated. This includes threatening to cough or spit towards another person.
- As in the main behaviour policy, pupils should avoid having physical contact with other pupils, for example pushing, holding hands, jumping on each other, hugging.
- Pupils **must** tell a member of staff or adult at home immediately if they are experiencing symptoms of coronavirus e.g. a high temperature, a new, continuous cough, a loss or change in your sense of smell or taste.

Pupils should only use the toilets in their designated year zone. They should close the toilet lid before they flush. After they have thoroughly washed their hands with soap for at least 20 seconds, they should use the disposable towels provided to dry them. Electric hand dryers will not be available to use.

Year group zones

- Pupils must always wear their identity lanyard. This must not be loaned to anyone else. This will help staff identify which year group a pupil is in to ensure they are in the correct zone.
- Pupils must only socialise with other pupils in their year group whilst on the school site, including at lunch time, break time.
- At break and lunch time pupils must stay in their designated year zones including dedicated outdoor spaces, which are clearly identified by signage which is matched to the lanyard colour for each year group.

Classrooms

- Ready for the start of lessons, pupils will be expected to go straight to their classroom and to their seat.
- In classrooms pupils will be seated in rows, next to each other, facing the front. They should avoid turning around for health and safety reasons.
- Pupils must not enter the designated teacher area in a classroom. Staff will be teaching 2 metres away from pupils. As in accordance with the main behaviour policy pupils should put their hand up and ask for permission to leave their seats during a lesson.

Equipment

- As usual, we expect pupils to bring their own equipment to school (see planner for full list e.g. black pens, pencil, ruler, rubber, red pen, glue stick). Pupils should not loan these to others under any circumstances to avoid cross contamination. If a pupil requires any piece of equipment during a daily pastoral check or a lesson, they must ask their tutor/teacher and retain anything provided for their own use.
- In addition to the equipment outlined above, students should also have personal hand sanitiser and tissues with them every day. Hand sanitiser will be an essential part of the daily/lesson routine and is compulsory for all students at all times. Spare products will always be available in all year zones.
- Pupils will be provided with two St Mary's College face masks which are washable and reusable. They must ensure they have one with them every day. If a pupil arrives at school without the appropriate face mask, they will be directed immediately to their year office and be provided with a temporary solution.
- Pupils should not touch resources in a classroom unless directed by the member of staff.

Movement around the school

- Pupils must at all times comply with specific instructions/signage for moving around the school - this includes one-way systems, remaining in the year zone areas only, queuing calmly and safely at catering venues and toilets etc.
- Where possible pupils are expected to maintain a respectful distance from their peers when not in a classroom. All pupils will be required to wear their provided face masks outside of lesson time when inside a school building. Teachers will invite pupils to remove face masks at the start of lessons and place them back on at the end, ready for transition. Face masks will not be required in designated outdoor spaces and can be removed when eating or drinking. Certified medical exemptions will be considered.

Scholar Buses

- Pupils will be issued with a designated seat on our scholar bus services. They must move immediately to their seat and remain in it for the entirety of their journey. Seating will be arranged in year groups.
- Pupils will only be permitted to travel on services where they have made an application in advance and been designated a seat.
- Pupils must wear their provided face mask for the duration of their journeys and in transit to and from their year zone. When they arrive at their zone each morning, students can remove their mask in designated outdoor spaces but must wear them inside school buildings. Tutors will invite pupils to remove their face masks once they are inside form rooms.
- Failure to behave in accordance with our school policy, consistently with our school ethos, or putting another pupil or the bus driver's safety or well-being at risk, will lead to the school's hierarchy of sanctions being applied and may result in a temporary or permanent ban.

Failure or refusal to comply with staff and the coronavirus rules and expectations will lead to the College contacting parents/carers immediately. Parents/carers will be expected to collect the student.

2.2 Rewards and sanctions for following rules

We will continue to celebrate positive behaviour using our established rewards system.

However, if pupils fail to follow the rules set out in this addendum, we will apply sanctions consistent with our behaviour policy including:

- verbal warnings and removal from lessons;
- contacting parents/carers to inform them of their child's negative behaviour;
- detentions;
- internal or fixed term external exclusions.

2.3 Attendance and uniform

- Expectations for attendance – the [latest government guidance](#) states that attendance to school is mandatory from September 2020. We will be reverting to our usual high expectations of at least 97% for attendance.
- Please contact the school to report your child's absence every day they are unable to attend. Medical evidence is required to confirm illness.
- Expectations for uniform – From September 2020, all pupils must wear their usual uniform to school. Face masks provided by the school will be a temporary addition to compulsory uniform. If allocated masks are lost, then there may be a charge for replacement.

3. Expectations for pupils working remotely due to school / partial closure

Structured remote teaching and learning will be initiated with immediate effect only if there is a further full/local lockdown or the school is instructed to close according to the Institute for Health Protection (formally known as Public Health England) for some or all children.

3.1 Remote teaching and learning rules

If pupils are not in school, we expect them to follow all the rules set out below.

Parents/carers should also read the rules and ensure their children follow them. Parents/carers should contact the relevant Head of Year/Year Office if they think their child might not be able to comply with some or all the rules, so we can consider alternative arrangements and support with their learning.

- Complete work to the very best of your ability via the remote learning platform.
- Engage fully with on line / live lessons, communicating appropriately at all times.
- Attend all remote lessons and be contactable during the school day and school term.
- Seek help if you need it, by emailing from your class teachers, tutor or year team as required.
- Alert your teachers via email if you are unable to complete any set work and provide an explanation.

3.2 Dealing with problems

If there are any problems identified with pupils adhering to rules around remote teaching and learning we will contact parent/carers to discuss them. Where any barriers to learning remotely emerge, then parents/carers should contact their child's year team in the first instance.

4. Monitoring arrangements

This policy will remain under continual review as guidance from the Department for Education is updated. As a minimum we will formally review every half term

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Uniform policy
- Behaviour policy
- Attendance policy