



Annex to Promoting Good Behaviour and Covid-19

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 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 Melissa George (Deputy Head Pastoral Seniors) or Mrs Kate Mackay (Deputy Head Pastoral Juniors) 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 and support them to integrate back into school life.

Routines for arrival or departure

- Pupils will be given a staggered arrival and departure time and they must arrive/leave punctually during these times, adhering to social distancing.
- Pupils arrive and leave from different designated areas. All pupils will be accompanied by staff who will help with maintaining social distance at all times.
- Parents will not be able to enter the site and will collect pupils from a designated area, following social distancing guidelines.

Uniform

- Normal school uniform will resume from September 2020.
- Uniforms won't need to be cleaned any more than usual, or with methods different from normal.
- If pupils have a sports lesson, PE kit should be worn to school the whole day – changing rooms and lockers are out-of-bounds.

Following school instructions on hygiene, such as hand washing and sanitising

- All pupils, staff and visitors will adhere to strict hygiene routines: washing hands for at least 20 seconds on arrival, before and after eating, before and after touching equipment, before departure.
- Hand sanitiser will be provided and regularly used – all pupils must either use their own hand sanitiser or school hand sanitiser when instructed to do so by a member of staff.
- Doors and windows will be left open where appropriate (with the exception of fire doors) to avoid contaminating touch points – pupils must not open doors and windows.

Following instructions on who pupils can socialise with at school

- Pupils will be placed into 'bubble groups'.
- Pupils must not mix with any pupils outside of their 'bubble group' to avoid cross-contamination and exposure to big group settings.

Moving around the school as per specific instructions (for example, one-way systems, out-of-bounds areas, queuing)

- Lines will be marked on the ground for social distancing. Older pupils are expected to regulate their behaviour around social-distancing.
- A keep left system will be implemented in corridors and on stairways when pupil numbers require it.
- Pupils must follow all instructions given by staff at all times when moving around the school.

Expectations about sneezing, coughing, tissues and disposal (in line with the "catch it, bin it, kill it" message) and avoiding touching your mouth, nose and eyes

- If pupils sneeze or cough they must use the 'Catch it, Bin it, Kill it, method. Tissues will be available in all rooms, outdoor learning spaces and toilets. Extra bins will be provided to dispose of used tissues.
- Pupils must not intentionally sneeze, cough, spit or touch another pupil or member of staff.

Pupils telling an adult if they are experiencing symptoms of coronavirus

- To protect everyone, pupils must tell an adult if they think they have any symptoms of coronavirus (continuous new cough, fever, loss of smell and/or taste).
- Pupils will be taken to a room to wait for collection. School procedures will be followed including the member of staff dealing with the matter to wear PPE.

Rules about sharing any equipment or other items including drinking bottles

- Classroom-based resources like books and games can be used and shared within a group. They will be cleaned regularly, as we do for frequently touched surfaces.
- However, pupils must not use anyone else's personal designated equipment, such as pens, pencils etc.
- Any resources shared between groups, such as sports, art and science equipment, should be either:
 - a) Cleaned frequently and meticulously, and always between groups using them; or
 - b) Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.
- Some pupils will be required to bring their own device, headphones and charger into school which must be clearly labelled. Where pupils are provided with a device, headphones and charger by the school, they will be clearly labelled. Pupils must not share any devices or computer equipment with anyone else.
- Pupils must bring a water bottle and picnic blanket.
- Pupils can eat lunch provided by the school catering company or their own packed lunch. Food and drink must not be shared between pupils or staff.
- The tuck shop will not be available in the Michaelmas term.

Amended expectations about breaks or play times, including where children may or may not play

- Lunch times will be staggered and staff will supervise 'bubble groups' to ensure pupils do not mix with each other. Pupils must follow staff instructions at all times during breaks.
- Break and lunch periods will take place in designated spaces, utilising the outdoor spaces as much as possible (weather permitting).

Use of toilets

- Pupils must not gather or wait for other pupils in or near the toilets.
- All changing facilities are out-of-bounds.

Medicine

- The same school rules apply. If a child needs to take medicine at school, the container would need to be clearly labelled with the prescription dosage from a GP, it should be within expiry date and given to the School Nurse, member of SLT or Form Teacher to keep in the Health Centre.

2.2 Rewards and sanctions for following rules

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

- Award gold stars (PPP)
- Award Merit Marks (Juniors)
- Award House Points (Seniors)

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

- Give verbal warnings (and written warnings in planners)
- Make phone calls home
- In some extreme cases, a pupil may have to be internally excluded if they intentionally break the above rules
- We will distinguish between accidental and purposeful rule-breaking in our use of sanctions

2.3 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. We will be reverting back to our normal expectations for attendance and will be tracking attendance following our usual procedures. At this stage, we will not be fining parents whose pupils cannot be in school because they are shielding.
- Expectations for uniform – From September 2020, all pupils must wear full uniform to school and follow normal school rules on uniform as set out in our behaviour policy and code of conduct. If pupils cannot wear their full uniform, parents should contact Mrs Melissa George (Deputy Head Pastoral Seniors) or Mrs Kate Mackay (Deputy Head Pastoral Juniors).

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, as well as the updated Pupil Code of Conduct during Remote Teaching.

Parents should also read the rules and ensure their children follow them. Parents should contact Mrs Melissa George (Deputy Head Pastoral Seniors) or Mrs Kate Mackay (Deputy Head Pastoral Juniors) 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 and support them with their learning.

- Be contactable during required times
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- We will make reasonable adjustments for pupils with more challenging behaviour to find ways of supporting them during home learning

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 home to discuss the situation with parents
- Find solutions to help pupils access learning

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 3 to 4 weeks during term time by Mrs Melissa George (Deputy Head Pastoral Seniors/DSL). 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:

- Safeguarding and Child protection policy, including Safeguarding during Remote Teaching and Learning
- Promoting Good Behaviour policy
- Health and safety policy
- Code of Conduct

Approved by:	Melissa George	Date: 20/07/2020
Last reviewed on:	July 2020	
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