

Beechwood School

Behaviour Policy: Coronavirus addendum Summer 2020

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our existing 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 expectations

When pupils are in school, we expect them to follow all of the expectations set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these expectations and make sure they are followed consistently.

Parents should also read our expectations and ensure that their children follow the new procedures that have been put in place. Parents should contact a member of the Senior Leadership Team if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them.

The additional social distancing, minimising social contacts and hygiene measures are absolutely critical. These elements need to be constantly in the minds of all and must determine all of our social interactions and how we work when we are in school together.

Routines for arriving or leaving the school

- Students should arrive to school and leave to go home at the designated time using the designated entrance/exit route - the Long Readings' Lane entrance - and the Student Reception Entrance for Year 10 and the Main Visitor entrance for Year 12.
- Students need to queue up outside the school building entrance – observing the markings on the ground and following all direction given to them by members of Beechwood staff and members of the Pinnacle Team.
- Students are not to wait around for friends and are not congregate at any stage – this includes the journey to and from school, on arriving at school, entering or leaving the school or during their time in school.
- Students will be required to wash and sanitise their hands upon entering and leaving school and at the start and end of each session in the day.
- If a member of staff requests them to do so at any time, they are to follow this instruction. When hands are washed they need to be properly washed using soap and water thoroughly across the hands and for a period of no less than 20 seconds.
- The students who are classed as Key Worker or Vulnerable should sanitise their hands on entrance to the school, then proceed upto the Achievement centre where they will be directed to wash their hands

- There must be no physical contact of any type at any time. This includes horseplay, hugging, handshakes etc.
- At the end of the day each year 10 and 11 class will be dismissed one at a time. Students are expected to leave the school site immediately and go straight home. They will be reminded that they should not make arrangements to meet with other students outside of school.

Transport to and from school

- If parents/carers are dropping off or collecting their child using a car, then please take note of the entrance that they have been allocated.
- With regards to travelling to school and home from school, if it is possible, we would encourage all pupils to walk or cycle to school.
- If any student is travelling by public transport then please follow the guidance on the TFL website for safe travel. The government guidance is that face coverings need to be worn on public transport from 15th June. We cannot emphasise strongly enough the need for personal hygiene measures and public health guidance to be fully adhered.
- Any student who is being collected by car should have a pre-arranged pick up point planned to walk to. This will prevent groups waiting together to be collected.

Hygiene, such as handwashing and sanitising

- On entrance to school students must sanitise their hands using the automatic dispensers. They will then be directed to the nearest toilet where they should wash their hands for at least 20 seconds.
- As students move from session 1 to session 2 they will be expected to wash their hands again.
- At this time, computers will not be used but when they are used going forward, it may be necessary for students to wipe the keyboard and mouse at the start of the session with appropriate cleaning fluid as instructed by the member of staff.
- The students who are classed as Key Worker or Vulnerable students will be directed to wash their hands as they move from lesson to lesson. This is under the supervision of the members of staff who are in school for the day,

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

- The Year 10 and 12 students who are in school for their lesson will be allocated to a group and they are to remain in this group.
- Year 10 students will have a break from learning between session 1 and 2, this will take place in their classroom. They will be allowed to have a snack and drink at the end of session 1 before washing hands under the supervision of a teacher and moving to session 2.
- Year 12 students will not have a break or lunch time, they will go home once their lesson has finished.
- The students who are classed as Key Worker or Vulnerable must go down to the restaurant at lunch time and sit at an appropriate distance away from each other. They are allowed to go to the courtyard area or the back of school under adult supervision. Again, social distancing protocols must be observed,

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

- Students must maintain a safe distance from others between and during subject sessions. At all times they must observe the 2 metre rule in terms of social distancing. This includes the entrance to school where students should stand according to the 2 metre guides on the footpath.
- When moving from session 2 to go home Y10 students will leave through the back exit of green wing and will go straight home. Year 12 students will be dismissed one group at a time and will go straight home via the Main Reception.

- The students who are classed as Key Worker or Vulnerable students are not to go into green wing. Their lessons will be in Purple or Blue wings, Sports Hall or school field. They will leave school through the student services entrance.

Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands

- If someone coughs or sneezes, then they need to follow the advice that has been widely shared over a period of time. They must ensure that they 'catch it, bin it, kill it' and they should avoid touching their mouth, nose and eyes.
- There must be absolutely no coughing or spitting at, or towards, any other person.

Telling an adult if they are experiencing symptoms of coronavirus

- Students should not come to school under any circumstances if they have coronavirus symptoms or someone in their household does.
- Students should only attend these sessions if parents can ensure that they would be available to collect their child should they become unwell or show symptoms whilst at school.
- If, during the time that a young person is in school, they feel unwell, they must tell an adult immediately and describe their symptoms. They must be aware of the significance of suffering from a high temperature, a new continuous cough or loss or change to sense of smell or taste.
- If any member of the household is undergoing a test, parents/carers are required to let us know and the student should not return to school, under any circumstances, until the result of the test is known. If the test is negative, then they may return.

School bags, equipment or other items, including drinking bottles

- Students must not share belongings with others and they must not handle other people's belongings.
- Students may bring a bag to school but this should only contain school work that they need to bring in to school. They do not need to bring any additional resources. They should only bring the books and paper that teachers ask them to bring. This will be kept to a minimum amount. No pencil cases should be brought in. Students will be provided with writing equipment. There should be no toiletries or makeup or any other personal products brought to school other than essential feminine hygiene products for our young women. A school bag should have very little in it therefore other than school work, a mobile phone if necessary and, if needed, a snack and drink – see below.
- Students may bring a snack to school in disposable wrappings and for their own personal consumption only. They may also bring a drink in a disposable bottle. Our water fountains and taps are not to be used for refilling used bottles so one drink can be brought to school in a school bag but should be in a disposable bottle. No food or drink should be shared with others.
- Mobile phones can be in the bag but should not be visible on arriving in school. Mobile devices of any nature should not be used during the time a young person is in school.

Expected behaviour during lessons

- When students are in a session in a classroom with a member of staff there will be a strict seating plan and this is non-negotiable. This plan is in place for the safety of each pupil. Sticking to the seating plan is vital in terms of reducing transmission and also in terms of track and trace should there be the need.
- Students should therefore not move tables or chairs and should not leave their seat without speaking to a member of staff and without having the permission of that member of staff.

- Any student who needs to use the toilet during a lesson but be escorted to the nearest toilet under the supervision of teacher to ensure social distancing protocols are maintained. (see below for further guidance).

Uniform

- The advice is that to reduce risk of transmission, students should attend school each day in freshly washed school uniform. On arriving home after the end of the school day, they are advised to immediately remove their uniform and launder it.
- At this time, **students are not required to wear their school tie when they attend school**. They may not have any other item of clothing with them in school, however. **No hoodies, sweatshirts etc.** They are to **wear their school uniform and their school blazer should be worn as their outer garment**. We are fortunate that the weather is warm enough to permit this. If we were to find ourselves in a situation where the weather was unseasonably cold or wet, then we would advise that an appropriate outer garment could be worn in addition but you will be advised of this should it prove necessary.
- If any student has outgrown their uniform, they should have a note from their parent/carer to explain why they are not in school uniform.
- Any gloves or masks that pupils wear whilst travelling to school must be removed when in school to ensure that they do not get contaminated or spread infection.

Use of toilets

- Whilst in school, students must use the toilet designated to them, when it is designated. They should only enter the toilets if there is a free cubicle. On exiting the toilet, they must wash their hands thoroughly and go straight back to their lesson.

Not to cough or spit at or towards any other person

- Any student who does this will immediately be removed from the lesson, parents will be contacted and the student will continue to work from home.

2.2 Rewards and sanctions for meeting expectations

To help encourage pupils to meet our expectations, we will:

- Use our existing system of rewards to reward those students who are working and behaving well in school.

However, if pupils fail to follow these expectations, we will deal with them in line with our existing school policy – see below for clarification.

Accidental rule breaking (such as inadvertently getting closer than 2metres to another student, bringing in a pencil cases or a lunchbox) to school will initially be dealt with through verbal warnings.

Failure to follow Hygiene and Sanitation protocols

- If students put another student or a member of staff at risk of infection through failure to comply with our Hygiene, sanitation and social distancing policy, they may be removed from lessons, parents contacted and further school work will be carried out remotely rather than face to face.
- Any student who deliberately coughs/sneezes in the face of anyone in the school community will be removed from lessons, parents will be contacted and further school work will be carried out remotely rather than face to face.

- Any student who displays behaviours that are not in keeping with our usual expectations will be dealt with accordingly. This can mean a loss of break and lunch time, with a call to parents to inform them.

2.3 Changed expectations

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

Attendance expectations for pupils who can attend school

- From the week beginning 15 June, Any Year 10 student who has no underlying health concerns and is not shielding another member of the family should attend school for a 1:1 meeting and from 22 June should attend school once/week. Failure to attend the planned lessons will be considered an unauthorised absence.
- From the week beginning 22 June, any Year 12 student who has no underlying health concerns and is not shielding another member of the family should attend school for a 1:1 meeting and from 29 June should attend school once/week. Failure to attend the planned lessons will be considered an unauthorised absence.
- Students classed as vulnerable or the child of a key worker have to register to take advantage of school provision. Proof of Key worker status is required. Children of Key workers will attend school when they are unable to study at home as their parent/s carer/s are at work. Their parents will keep school informed about when they are likely to be working.

3. Expectations for pupils at home

3.1 Remote learning expectations

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

Parents should also read the expectations and ensure their children follow them. Parents should contact a member of the Senior Leadership team if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them.

Expectations for remote learning

- 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
- Those students who receive paper copies of the work set should return work to school in the prepaid envelopes provided.

3.2 Dealing with problems

If there are any problems with pupils adhering to expectations around remote learning, including if they don't engage with the remote learning set for them, we will:

Contact parents to see if students are accessing the work, and look to provide a way to allow the student to work. Where possible, a conversation will also be held with the student. Where appropriate, paper copies of work are sent through for students to access.

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 4 weeks by the SLT member responsible for Teaching and Learning. 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

Policy formulated in response to COVID-19 outbreak

Review: Summer 2021