

Behaviour policy: Covid-19 addendum

Mark Rutherford School



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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 students.

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 will make sure they are followed consistently.

Parents/carers should also read the rules and ensure their children follow the new procedures that have been put in place. Parents should contact their child's house office if they think their child may 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.

Altered Routines

Students will not be able to access the school site until 8.15 am. There will be no breakfast service and students will be directed to a year group social area. They should enter the site via the entrances listed below depending on their year group and go straight to their designated social area. Once the bell rings for the start of the day (8.25am) they should go to their form room.

Year 7: Enter at the Bike shed entrance and go to the social area by A Block
(On your first day of school line up on the Tennis Courts nearest the roadside and we will support you from there until you get to know the school)

Year 8: Enter via the Tennis Court entrance and go to the Field social area
(First day back to line up on the Tennis Courts nearest the Sports Hall)

Year 9: Enter via the Tennis Court entrance and go to the Tennis Courts nearest the Sports Hall side social area. (First day back to line up on the Tennis Courts nearest the road)

Year 10: Enter via the Middle entrance, opposite Art and MFL and go to the Tennis courts nearest the roadside social area
(First day back to line up on the Tennis Courts near the road side)

Year 11: Enter via the pedestrian entrance and go to the Science quad/B Block social area
(First day back to line up on the Tennis Courts nearest the road side)

Year 12 and Year 13: Enter via the Bike Sheds and go to the Sixth Form Common Room, the Vicinity or adjacent outdoor space.
(First day back go to the Common Room)

****Those that come to school on a bike will need to enter via the pedestrian entrance by the bike sheds (as per usual). Each year group has a designated area to lock up their bike****

Due to a shortened lunchtime, the school day will finish early all students will leave school at 14:35, except for 6th form, who will be asked to leave after their last lesson of the day.

Moving around the school

The full 2m social distancing will not always be possible in school. It is therefore important that students follow the rules below;

- Students should not touch other students or staff
- Teachers will try to maintain a 2m distance where possible
- Seating plans will be established and students will stay in the same seat when in that room
- Students should try not to go to the toilet in lesson times and where possible, use the toilets near their own year group social area
- Classrooms will be organised in rows with the teacher at the front wherever possible
- An 'Up Down, In Out' system will be in place inside the school and students should always walk on the left

Hygiene

During tutor time, tutors will explain to the pupils what hygienic behaviour is, the school will then expect the following from students;

- Not to come to school if they display any symptoms of Coronavirus, following the latest guidance from the Government and ensuring that when safe, they access a test for Coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>).
- Where possible, come to school with tissues and hand sanitiser.
- To put used tissues in their pockets until they pass a bin.
- To wash hands, for at least twenty seconds when possible and to use the hand sanitiser available in classrooms
- To follow good coughing etiquette, coughing into their elbow if coughing is necessary.

Any deliberate non – hygienic behaviour will be treated with the utmost severity. Un-hygienic behaviour may include, but is not limited to:

- Spitting

- Fake coughing
- Deliberately coughing at/on another person
- Throwing tissues on the floor
- Purposefully going against social distancing guidelines
- Chewing gum
- Deliberately touching other people's belongings
- Misuse of the hand sanitiser
- Any other act which may increase the chances of transmission of the virus

Any behaviour which may increase the likelihood of virus transmission, may result in pupils being sent home and excluded. Any instances of behaviour identified as deliberate unhygienic behaviour will be logged on a central record in the same way as incidences of bullying.

As with all actions the school will make decisions based on the balance of probability.

Use of face masks (PPE)

The use of masks will be mandatory for both staff and students when moving inside the school building.

Students should provide their own mask for use in school along with a clear plastic bag to keep it in when it is removed for lesson time.

The mask must cover the nose and mouth and must be of a sensible and appropriate design. Bandanas, snoods, scarfs are not acceptable face coverings.

The head teacher has the final say on the use of masks within the school, and guidance may be subject to change.

Experiencing symptoms of Covid-19

If a student begins to experience symptoms of Covid -19 whilst at home, we would expect them not to come into school and to seek a test from the NHS (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>). We would expect parents/carers to contact the school to inform us of their child's absence from school and a further call to confirm the results of the test. Please see our attendance policy addendum for further details.

If a student begins to feel unwell in a lesson, they must inform their class teacher immediately and go directly to student reception to be seen by a first aider.

If a student begins to feel unwell during social time/lesson transition time the student must make their way directly to student reception to be seen by a first aider.

Sharing of equipment

All students need to come prepared to school with the following equipment;

A black or blue pen

A green or purple pen

A 30 cm ruler

A pencil, eraser and pencil sharpener

A highlighter
A glue stick
Set of coloured pencils
A scientific calculator
The exercise books needed for that lesson

Students must not share equipment.

Social time

Students will remain in their year groups during morning and lunchtime break in the specified social areas listed below. Students should not be wandering around the school.

Year 7 – Year 7 playground
Year 8 – Tennis courts (sports hall side)
Year 9 – Tennis courts (Wentworth drive side)
Year 10 – SP4L courtyard and outside the Nightingale unit
Year 11 – Science quad/outside B block
Year 12 and 13 – sixth from common room/Vicinity/adjacent outside space

Should the weather be inclement, we have designated inside areas for each year group. A decision will be made by the member of leadership staff on duty whether students may use the inside spaces:

Year 7 – Sports Hall
Year 8 – Drama Hall
Year 9 – Activities
Year 10 - Piccadilly, 007, 005, SP4L
Year 11 – Canteen
Year 12 and 13 – sixth from common room/Vicinity/adjacent outside space

There will be a more limited provision in the canteen. Students can pre order and collect sandwiches, wraps, and sub rolls before school and during breaktime, to collect at lunchtime. A limited service of hot food will be available at lunchtime. Facilities are available to replenish water if needed.

Year 7 – Canteen
Year 8 – B Block hatch
Year 9 – B Block hatch
Year 10 – Canteen
Year 11 – Canteen
Year 12 and 13 – Canteen

Toilets

During social times, students should access the toilets nearest their designated social area. Students should not go to the toilet in groups.

In extreme cases, students may need to use the toilet during lesson time. Students must access the toilet nearest their teaching classroom.

Travel to and from school

Where possible, we recommend that students avoid using public transport in order to get to school

Students that are travelling to and from school on organised school transport must adhere to the seating plan put in place by the bus company. This will try and restrict the mixing of year groups to maintain year group 'bubbles'. Students that do not adhere to the seating plan may be banned from school transport and may also have a sanction applied. It will be compulsory to wear a facemask on school transport.

Students that must travel on public transport must adhere to the following:

- Wearing a face mask on public transport
- Keep a 2m social distance from others
- Using hand sanitiser where available

Students travelling on school transport must adhere to the following:

- Wearing a face mask
- Sitting in their designated seating plan
- Using hand sanitiser where available

2.2 Rewards and sanctions for following rules

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

- Use ePraise to reward students with merit points
- Make contact with parents/carers

However, if a student fails to follow these rules a sanction may be set by the school. These could include, but are not limited to:

- Contact being made home to parents
- Being detained after/during the school day
- Isolated from lessons/social time
- Internal exclusion
- If it is felt that other students/staff have been put at risk, an exclusion from school may be considered

2.3 Changed rules

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

Behaviour

- 3 warning system. A student will receive 2 verbal warnings in class to re-address their behaviour. On the 3rd warning, they will be asked to stand outside the room where they will be spoken to by the member of teaching staff and if possible the HOD or another member of the department. Once permitted back into the classroom if poor behaviour continues a blue card will be called and the student will be removed from the lesson and placed in isolation for a period of time decided by RAC/HOH/SLT, up to 5 lessons and may be split over 2 days
- Isolation area will be adapted to allow for social distancing between students in differing year groups

- Internal exclusion will be separated by year group
- Detentions will be sat in year groups, unless social distancing within the host classroom can be applied
- Whole school detention will be held in the canteen. Year groups will have designated areas to sit
- Leadership detention will be held in the SP4L. Year groups will have designated areas to sit

Uniform

- Students are expected to return to school in full school uniform, with the exception of their tie. Please see our uniform policy for uniform requirements.
- On days where PE or dance is timetabled students are expected to arrive to school in full PE kit. This is to avoid the use of the changing rooms.

3. Expectations for pupils at home

3.1 Remote learning

If students 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 the house office 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 the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants via Its Learning
- Alert teachers if they're not able to complete work via Its Learning
- 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 don't engage with the remote learning set for them, we will:

- Contact parents to discuss and offer support if required
- Contact the student via Its Learning to see if any support can be offered
- Use our rewards system to try and encourage students to complete their work

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 Mrs F Brown, Assistant Headteacher. At every review, it will be approved by the Head teacher and Chair of Governors.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy (including COVID-19 addendum)
- Behaviour policy
- Health and Safety policy
- Uniform policy
- Attendance policy (including COVID-19 addendum)