

Behaviour policy: coronavirus addendum

The Maplesden Noakes School



Approved by:	Chair of Governors	Date: 8 th March 2021
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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 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 their Head of Year 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.

Altered routines for arriving or leaving school

- Students must adhere to their new start and finish times at school and ensure that they are social distancing on the journey to and from school.
- On entering through the school gates students must put on their school lanyard which will identify them to their year group bubbles, this must be clearly displayed and remain on all day.
- Should they have to arrive early, which we do not advise, students should go to their allocated bubble area where a classroom will be available. Students must remain in this area until the start of the school day.
- School leaving times will be staggered with each year group bubble being dismissed separately, students should make their way out of school immediately and proceed on their journey home, students will not be permitted to wait outside the school gates for other students.
- If a student has to wait for a sibling in another year group bubble, they should remain in their bubble area until 3.10pm When leaving the school site they must maintain 2 metres distance between any other students as they leave and meet with their sibling outside the school gates.
- Students should remove their lanyards as they leave school and place them in their bag for safe keeping.
- Students who cycle will have to apply for a new cycle pass and store their cycles in the allocated zones for their year group, they must not touch any other bike. At the end of the day they should collect their bike promptly and make their way out of school.

Hygiene

Hygiene is everyone's responsibility and students must remember that any contact with surfaces or other people has the potential to transfer the virus and spread it.

- On entering the school buildings, students should ensure that they use hand sanitizer, where possible students must wash their hands.
- Students should ensure that they clean their hands at the start and end of each lesson; hand sanitizer will be provided in each classroom for this.
- Students must bring their own washable face mask into school; it is necessary for them to wear these in situations where social distancing measures are difficult to maintain, such as in classrooms and inside communal areas, as well as when moving to/from allocated bubble areas.

Should students wish to wear mask whilst in other areas of school they are at liberty to do so. They must not share masks with anyone else.

- Students should put on and remove their mask in accordance with safe practice guidance. They should store their mask in a separate plastic bag, when not in use, for hygiene reasons.
- Face masks should be close fitting and securely cover the nose and mouth. The face mask should be appropriate for school and not cause any offence (i.e. inappropriate designs/slogans etc.) Bandanas and scarves are not suitable to wear as a face mask in school.
- Those students who are exempt from wearing a face mask will be issued an exemption card by the school.
- Students must ensure that they wash/sanitize their hands regularly for at least 20 seconds, particularly after using the bathroom and before/after eating.
- It is advisable for students to bring their own hand sanitizer into school.
- Students must bring their own equipment into school which must not be shared with anyone else, this includes drink bottles and food.
- It is advisable that parents use Wisepay to place funds on their sons/daughter's lunch accounts, however if students do use the payment payments in the restaurant, students should use the cleaning materials before and after use.
- In accordance with government guidelines of "catch it, bin , kill it", students must cover their mouths when coughing or sneezing ideally with a tissue, these tissues should be disposed of in a plastic bag (supplied in classrooms)and then placed in bins. Students must not cough or sneeze towards another person. Students must then either wash their hands (where possible) or sanitize their hands directly afterwards.
- Students must not spit.
- Students should avoid touching their mouths, nose or eyes.
- Students should not bring any unnecessary items into school.

Socialising

- Students will only be able to socialise with the students in their year group bubble, however students should avoid any physical contact with other students.
- Students MUST NOT socialise with anyone outside their year group bubble.
- Each year group bubble will be allocated an area to use during breaks and lunch. They must follow the directions laid out to the allocated area and they must stay in this area unless directed otherwise by a member of staff.
- Should students come into any contact with other year groups or staff they must keep 2 metres apart at all times.

Classrooms and Toilets

- Each year group bubble will be allocated set classrooms in a block or blocks where all their lessons will take place. Students must remain in these blocks unless directed elsewhere by a member of staff. All other areas will be out of bounds.
- Students should queue outside their classrooms, where possible this will be an outside door and wait for the teacher before entering a classroom.
- Students will sit facing the front of the classroom wherever possible and students must maintain a distance of at least 2 metres from their teacher. They must not leave their seats unless directed to do so by their teacher.
- Students will be allocated specific toilets to use within their blocks, during lunchtime when the year group are permitted in the restaurant they may also use these toilets, but not at any other time. All other toilets will remain out of bounds.
- Students should queue outside toilets to avoid them becoming overcrowded.

Feeling Unwell

- If a student feels unwell, they must inform their teacher or a member of staff.
- When requested they should wear a mask and they must comply with the instructions of the First Aider.

Mobile phones and other devices

- The rules of the use of mobile phones remain the same however if a student is seen with a mobile phone for other device out at school without prior permission then a member of staff will arrange to have this confiscated, the student will be asked to place their phone/device in to a plastic bag which will be sealed. The phone will then be returned at the end of the day (except in where this is the third occasion), the student will be required to take the phone from the sealed bag. No other person will touch the phone other than the student.

2.2 Rewards and sanctions for following rules

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

- Continue to recognise and reward students through the use of the reward system in place.

However, if pupils fail to follow these rules, and deliberately break safety/social distancing rules they will:

1. Receive a verbal warning which will be recorded on the school system and parents will be issued with a letter advising them of the warning.
2. On the second offence the student will be placed into isolation for one day, parents will be informed by telephone/email.
3. On the third offence, the student will receive a 1-day exclusion from school.
4. On the 4th offence, the student will remain at home until a risk assessment is completed and additional measures have been put in place to ensure the safety of the student and the rest of the school community.

2.3 Changed rules

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

Add details of any changes, such as:

- Students will be asked to complete any infringements monitored by the uniform card themselves by adding the teacher's initials and date, this will be supervised by the member of staff.
- Students will be expected to wear their lanyards clearly displayed in school at all times, failure to do so will be recorded on their uniform card.
- Late detentions for a Monday will be temporarily suspended, however lateness will carry consequences and may result in break/lunch or after school detentions.

3. Expectations for pupils at home

3.1 Remote learning rules

If pupils are not in school because they are self-isolating or shielding on advice given by a medical professional, or there is a local lockdown which will mean the closure of the 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 their Form Tutor 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.

- Students should continue to work on Teams, if access is a problem this should be discussed with the Head of Year
- 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

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:

Continue to use the W2 system which was put in place during the initial closure of the school.

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 [Miss T Hillier, Assistant Head Teacher]. 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
- Behaviour Policy