ALSOP HIGH SCHOOL

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Behaviour for Learning Policy: Coronavirus Addendum

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal Behaviour and Discipline 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, students and pupils.

2. Expectations for pupils in school

- 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.

Arriving or leaving the School:

Phase 1 Students

- Pupils should try and not use public transport to travel to and from school.

  Schools should give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Schools should consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups outside school. Guidance for secondary school provision from 15 June 2020
- Please note there is no breakfast club, or after school provision.
- Pupils should leave immediately after their last session via the Attendance Area and at all times maintain social distance from others.

Uniform and Equipment
- Students are to be smart but casual.
- No equipment may be borrowed from a member of staff or another pupil.
- Pupils should bring a bottle of water and tissues for the sessions.
- Mobile phones should be switched off and kept in their bag or pocket, unless allowed by subject teacher for educational purposes.
- **Pupils MUST bring any medication that they may require, for example inhaler/epi pen**

Corridors and arrival at the classroom
- Pupils must walk in single file along the corridors respecting social distancing.
- Distancing markings will be positioned on the floors outside toilets to aid social distancing (2 metres) during queuing. Only 1 pupil at a time can use the toilet.
- The position of furniture in classrooms must not be changed since it has been configured to enable 2m social distancing.

Pupils with a medical issue

- If a pupil needs to leave a classroom they must go direct to first aid, with the permission of the member of staff.

How pupils can socialise during the time in school.

- Staff and pupils are not allowed to gather in large groups. They must maintain social distancing of 2 metres at all times.

Hygiene/Equipment

- Pupils are not permitted to share any equipment or other items, including drinking bottles.

Toilet

- Only one can go into the toilet area.

Handwashing

- Handwashing is one of the most important ways of controlling the spread of infections,
- The recommended method is the use of liquid soap, warm water and paper towels.
- Always wash hands after using the toilet, before eating or handling food.
- Leave the toilets in a clean state and report any issues to any member of staff.

Coughing and sneezing (Catch it / bin it / Kill it)

- Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue or into elbow.
- Wash hands after using or disposing of tissues (pupils should bring into school a pack of tissues).

Unwell

If a pupil is feeling unwell before coming to school: he/she must not attend school

- Parents must inform the school immediately if their child, or anyone in the household, is ill and obliged to self-isolate.

If a pupil is feeling unwell in school:

- Pupils must inform a member of staff if they are experiencing symptoms of coronavirus.

3. Expectations and procedures for pupils at home

If pupils 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.

- Pupils should complete work to the deadline set by teachers on SMHW

- Pupils should seek help if they need it, from subject teachers or their form tutor via email.

- Pupils should inform teachers if they are not able to complete work via email.

- Use proper online conduct, such as using appropriate language in messages or comments.

- Behave appropriately online following Alsop High Schools expectations – IT Acceptable Usage Policy and the BFL Policy.

- Pupils need to be respectful and kind at all times and ensure all communication is courteous and polite.

Remote learning procedures

- Pupils (Years 10 & 12) will be invited to join a Microsoft Teams meeting via letter and will then have a chance to see and hear a teacher.

- Pupils should be appropriately dressed – same standard of dress expected in school (full school uniform is not necessary, but pupils must be fully dressed and not wearing any material with offensive, contentious or political slogans or logos).

- Pupils should follow the clear instructions and expectations of the teacher.

- Instructions on expectations will be given at the beginning of each lesson.

- Pupils can disable their camera facility or the member of staff can at any time. The teacher is in charge of the session and will run it as they see fit. Every session will be recorded.

- Pupils' microphones will be muted by the teacher, unless the pupil is asking a question or contributing to the session.

- Pupils should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be sanctioned.

- Pupils will be removed from the session if their behavior falls below the Schools behaviour expectations and the incident will dealt with appropriately.

Incident	Possible Actions
Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation. This could include rudeness, disrespect, disruption or not following instructions on SMHW or Microsoft Teams	- Pupil should be given a warning and reminded of our behaviour expectations while accessing remote study. - Telephone/email home. - Concern logged on Sims which will be monitored by SMO/DGW
Repeated instances of misbehaviour	- Telephone/email home. - Concern logged on Sims . - Temporary suspension from accessing Microsoft teams - SMO/DGW to contact home to discuss the incident with parent/carer

Phase 1 Opening

- Students are to be made aware of hygiene and socially distancing at the beginning of each school day.

- Behaviour Policy is followed at all times bar -. If a student is to be removed they are to be collected by SLT on Patrol.

Concern examples	Possible Action(s)
Minor disrespect, disruption or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation. This could include rudeness, disrespect or not following instructions.	- Conversation with pupil (s) which could include a chance/warning. - Contact with parents/carers. - Concern logged on Sims which will be monitored by SMO/DGW
Repeated instances of "poor behaviour" Repeated disruption or disrespect towards a member of staff. Unsafe behaviour (this could include not following instructions for social distancing, coughing, spitting or any other dangerous act).	- Duty SLT member will contact with pupil's parents/carers to discuss the incident - Concern will be logged on Sims. - Pupil will be removed from class - If pupil is deemed MORE 'at risk' studying at school, a Fixed Term Exclusion from attending school will be considered.

5. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated.

6. Links with other policies

This policy links to the following policies and procedures:

> Child Protection Policy
> Behaviour and Reward Policy
> Health and Safety Policy
> IT Acceptable Usage Policy
> Anti Bullying Policy