

**Temporary Policy Addendum:**

COVID-19

Garstang Community Academy

This Policy addendum is effective from 4<sup>th</sup> January 2021



Date: 4/1/21

During the return phase following COVID-19, our students' and staff welfare, safety and health are a key priority and as a result we will take a zero-tolerance approach to any student who endangers the safety of others. Any behaviour displayed by a student which puts others at risk will be dealt with immediately by SLT.

### **Amendments to Existing Policies**

The amendments made to our behaviour policy are necessary due to the unique situation that we find ourselves in during the pandemic.

Students learn best in an ordered environment. This can be achieved when expectations of learning and behaviour are high and their consequences are made explicit and applied consistently.

### **Students' code of conduct**

The list below outlines our expectations and the responsibilities of all students to ensure the safety of all is paramount:

- Arrive and leave school via your allocated zones and at your allocated time
- Unless students are waiting for a bus at the end of the school day, they must leave site immediately
- Students must maintain social distancing from staff and other students where possible, and follow all instructions immediately
- Wash hands using soap thoroughly throughout the day and/or use the hand sanitiser provided
- Students and staff must wear face coverings at all times while indoors, including at all times in the provision rooms.
- Students must stay within their allocated bubble at all times
- Physical contact with staff or students is not allowed
- Students must remain in their allocated seat during lessons
- Students must only use the resources or equipment in their allocated classroom. Students must not swap any equipment
- Students must use their allocated zone at break and lunchtime
- Do not share drinks bottles, food, cutlery or plates and cups etc
- Try not to touch your face with your hands, especially your mouth, nose and eyes
- If you need to cough or sneeze use a tissue and then put it in the bin. If you don't have a tissue then cough or sneeze into your elbow/ upper arm. Immediately wash your hands
- Tell an adult straight away if you feel unwell, have been coughing quite a lot or are experiencing any of the COVID-19 symptoms listed (a new and continuous cough, a fever, loss of smell or taste)
- You must NEVER spit, cough or sneeze at anyone or anything. This is VERY DANGEROUS FOR OTHERS.

Please note that coughing and/or spitting towards any other person will be classified as dangerous behaviour and will result in the most severe sanctions, especially where intent is perceived.

Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.


Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing/sneezing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

### **Vulnerable and Critical Worker Provision: Supervision Protocols and Expectations**

- If staff have not previously been in school, and have consented, they will need to have a **Lateral Flow test** prior to supervising the provision – please go to the Hall from 8.00am to have this done – staff do not need to wait for the result.
- There are two members of staff on supervision duty each day/room – TAs are generally in rooms to support individual learning not to supervise the whole group.
- Timings for the school day have been changed so that each year group is following the same schedule:
  - Start of day 8.40
  - Break 10.10 – 10.30
  - Lunch 12.30 – 1.05
  - End of day 3.00
- Please make sure **windows** are open in your allocated classroom. These could be just opened a little during the sessions as long as they are all opened very wide during break and lunchtime.
- Hand sanitiser, wipes and tissues are located in each room. Please inform the site team if they need replenishing.
- Please ensure students have used the **hand sanitiser** station before entering and leaving their allocated classroom.
- All students and staff **must** wear **face coverings** at all times while indoors including at all times in the provision rooms.
- Students must adhere to social distancing in **lesson** and **during breaks and lunchtimes**. It is imperative that this happens. Please report any concerns to SLT immediately.
- A different **seating plan** is in place for each day of the week, as some students are not attending the provision full time. Please ensure students adhere to the seating plan at all times. When new students attend, please add their name to the relevant day, ensuring there is a space between themselves and the next student.
- **Lunch order forms** are on the table outside of the classrooms. These must be completed and returned to the canteen before 9am.
- **Headphones** are provided but must remain with the same student and be sanitised and left by their computer at the end of the day. Some students are opting to bring their own headphones to school.
- **Registers** – use the shared form to complete a register in the morning. Each Year group information is on the designated tab. VS will be on site to support if you have any issues.
- **Submitting work** has been an issue for some students when they are working in books or on paper. Please inform the students when they have 5 minutes left of the lesson. Only when you have informed the students are they then permitted to get their phone out and take pictures of their work and upload everything they need to Synergy. Students must then switch their phone off and put it back in their bag. Please oversee this process carefully. All other computer work can be uploaded via their OneDrive on Microsoft365.
- If students require **extension tasks**, or there is an issue with Synergy, our Remote Learning at GCA Guidance document states 'If pupils are completing work easily within

the allocated time, they should access additional lessons on the 'Oak National Academy Website' or use the links to extra resources in appendix B, to complete independent learning and revision.' Use the link below to access the document

-  [Remote Learning at GCA Guidance.docx](#)
- Monitor the **computer usage** closely and report any concerns to Mark/Sam and/or SLT depending on the nature of the issue. If students require to watch a YouTube you will need to use your staff account and the projector in the room to play the clip.
- **Break and lunchtimes** will be supervised by one of the members of staff allocated to each room (not TAs) – please organise that between yourselves. Please ensure students are socially distancing throughout. **Year 7** students will be using their usual outside zone at the back of Maths and will have the right-hand side of Fairsnape canteen. **Years 8 & 10** will also have clearly marked zones within Fairsnape canteen for their year group and will use the outside space behind Science. **Years 9 & 11** will have clearly defined zones in the main canteen and will use the front of school as their outside space.
- The members of staff in each room will need to liaise with the other staff working in their allocated room (not TAs) as to when they will take their own lunch during the day and to allow for any live lesson commitments.
- If the **fire alarm** sounds, follow the usual procedure and gather on the tennis courts.