



St. Cuthbert's
Roman Catholic High School

WHOLE SCHOOL POLICY & PROCEDURES

BEHAVIOUR POLICY CORONAVIRUS ADDENDUM



Mission Statement

*'The Lord God requires of us that we should help others whenever we can,
always make the right choices and be the best that we can be in everything that we do'.*

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| ➤ Policy: Behaviour Policy: Coronavirus Addendum | | |
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1. SCOPE

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, 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 STUDENTS IN SCHOOL

2.1 New rules

When students 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 Mrs Logan Assistant Headteacher, Pastoral 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 to integrate back into school life. Our rules are in line with the latest government guidance for [restricting attendance during the national lockdown](#).

Arrival to and dismissal from school

School will open for students at 9am unless a student travels on the school bus. Students will enter and leave the site via the Year 7 entrance/exit.

Students are in KS3/KS4/SEND bubbles based in the IT suites and the SEND area of school.

All students will have break at 10.45am and lunch at 1pm.

Student will be dismissed at 2.40pm.

Travelling to school

Students should consider walking and cycling where possible, or being dropped off by car if necessary. They should avoid the use of public transport where possible, particularly at peak times.

The Government has published guidance on [how to travel safely](#), which schools, parents and young people can refer to when planning their travel, particularly if they need to use public transport.

Students travelling to school via public transport **must** wear a mask as directed by government guidelines.

Students walking to school are advised not to go in shops near the school or travel as a large group.

Hygiene & First Aid

Students will apply hand sanitiser as they enter the school site and classrooms.

Students are reminded verbally & visibly, by posters/screens in all used areas, to follow the 'catch it, bin it, kill it' and to avoid touching their mouth, nose and eyes with hands.

All staff have been issued with advice; 'Covid-19 Pathway' and posters are also displayed in all areas, should a student complain of feeling ill & the procedures that should be followed. See Appendix A.

Students may bring water with them but should **NOT** be sharing this with others.

Students who need the toilet will be allowed to do so, posters are in these areas reminding students of the importance of hand washing.

Face Masks

Students must wear a face mask but it must be worn appropriately & not repeatedly removed.

Face masks must have ear loops or a tie fastening. Masks must be plain and have no logo or wording on them. No other masks will be allowed e.g. scarves, bandanas.

2.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules, we will continue to use our 5 P's (Preparation, Pride, Participation, Punctuality and Praise) in all classes which will be recorded using class charts.

Any student who does *not* conform or repeatedly fails to conform to the rules putting other students and staff at risk will be sent home immediately. Students will not be allowed to return until a risk assessment has been completed and signed by parents/carers.

Failure to comply will result in a student being refused entry to the school whilst such social distancing measures are in place and advice will be sought by the Local Authority.

Below are some specific points around expectations during the school day. Our behaviour policy can be found on the school website <https://www.scrchs.net/parents/behaviour-policy>

| Expectation | Sanction |
|---|---|
| Follow instructions on who students can socialise with at school/when/designated area of school | Parents contacted <i>If deliberately defiant, internal or external exclusion if students cannot be kept safe on site or put others at risk</i> |
| Follow instructions on hygiene such as handwashing and sanitising | Parents contacted <i>If deliberately defiant, internal or external exclusion if students cannot be kept safe on site or put others at risk</i> |
| When sneezing and coughing use a tissue and dispose in a bin (Catch it, Bin it, Kill it) | Parents contacted <i>If deliberately defiant, internal or external exclusion if students cannot be kept safe on site or put others at risk</i> |

| | |
|--|---|
| <p>Wearing of face masks Students must wear a facemask when moving around the school in communal areas and on the school buses. Face masks must have ear loops or tie fastening. Masks must be plain and have no logo or wording on them. No other masks will be allowed e.g. scarves, bandanas.</p> | <p>If a student refuses to wear their there mask. Parents will be contacted.</p> |
| <p>Deliberate coughing or spitting at or towards another person</p> | <p>Matter investigated & student sent home immediately Sanctions issued based on established facts/statements</p> |

2.3 Changed rules

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

Attendance

- Expectations for attendance –the [latest government guidance](#) says that from 5 January 2021 until half term, only the children of critical workers and vulnerable pupils should attend school, with remote learning offered to all others.
- If your child is ill then contact should be made with the school no later than 8.15am stating the reason for the absence and expected return date.
- If parents do not inform the school of their child’s absence, a first day calling text will be sent home. Should the school still be unable to make contact with the family then a home visit will take place by our pastoral team. Any concerns raised will be passed on to the school’s safeguarding team.

If your child or anyone in your family is experiencing symptoms of COVID-19, your family should follow the Government guidelines of self-isolating for the 10 day period.

Punctuality

All students are expected to arrive at school no earlier than 8.50am so that they are able to follow additional hygiene measures that are in place before going to the IT suites. Students who arrive on the school buses will be supervised in the Drama Hall.

Uniform

Pupils who are attending school in person must wear uniform and follow normal school rules on uniform as set out in Section 4 of our behaviour policy. If pupils cannot wear their full uniform, parents should contact Mrs Logan, Assistant Headteacher Pastoral.

3. EXPECTATIONS FOR STUDENTS AT HOME

3.1 Remote learning rules

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

Parents should also read the Parent/Carer Guide for Blended/Remote Learning and ensure their children follow them. Parents should contact their child's Head of Year if they think their child might not be able to comply with some or all of the Student Conduct requirements highlighted in section 3 of the parent/carers guide, so we can consider alternative arrangements with them and support them with their learning.

It is expected that students follow what is outlined in the Student Teams Acceptable Usage Policy, Section 4 of the parent guide, which can be found on the school's website <https://www.scrchs.net/parents/policies>

Students must:

- Be contactable during school hours although we do acknowledge that they may not always be in front of a device the entire time.
- Students must accept class invites on Teams to remote into their live lessons.
- Students must attend all remote sessions including form time.
- If a student does not attend a session, this will be highlighted to the attendance team via class charts.
- Students must complete work to the deadline set by teachers and to the usual classroom standard.

During live lessons students are expected to behave appropriately by:

- Following our normal classroom rules:
 - 1) Do not talk whilst another person is. Microphone on mute whilst the teacher gives instructions.
 - 2) Stay on task.
 - 3) Not to distract another student.
 - 4) To be polite & respectful at all times.

Students will receive a warning by the class teacher, if this behaviour continues the teacher can remove the student from the live lesson. This will be followed up with the Head of Year/pastoral team who will contact home.

- Seeking help if they need it, from teachers or teaching assistants via email
- Alerting teachers if they're unable to complete work, via email
- Using proper online conduct, such as using appropriate language in messages & behaviour when in a live lesson.
- Using the chat function as a way of communicating with the teacher.

Parents can also contact their child's teacher via email/class charts should they wish to ask anything about the work. Using class charts, parents also have the facility to award their child reward points for good work/effort.

3.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, the school will aim to make contact with families to see how it can best support the student. This may be the class teacher, form tutor, pastoral or safeguarding team.

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 3 to 4 weeks during term time by Assistant Headteacher, Pastoral. 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
- Behaviour policy (uniform is within this policy)
- Health and safety policy
- Attendance policy

COVID-19 Pathway



All students must go to the pastoral window and wait on the floor mark
Does the student have any of the following symptoms:
A new or continuous cough, a high temperature or loss of taste or smell?
Has the student been in direct contact with any person who has tested positive for COVID 19 in the last 14 days or someone they know to be symptomatic?

Yes

Advise the student to go directly to the isolation room. They must not enter any other space and wait to be assessed. Staff must wear full PPE during assessment and wherever possible maintain social distancing. Any siblings in school must also be sent to the isolation room.

Staff to contact home and request that the student/s be collected as soon as possible. Both the student and their family should follow the current guidelines around quarantine and testing.

No

Students to enter the room and sanitise their hands. Students must take a seat whilst maintaining social distancing.

Staff member will put on all necessary PPE and administer first aid as required. Once complete the staff member will dispose of used PPE into the yellow clinical waste bin.

All students who are sent home with suspected Covid 19 symptoms must be reported to the attendance officer as a priority. When students leave they must do so via the Students Exit.