

# 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'.*

➤ 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. The rules outlined are in line with the [latest government guidance for full opening of schools](#)

#### 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.

## Arrival to School

Students will be welcomed by staff at the various entrances:

- **Year 7** enter the site via the gate on the main road which leads directly to the chapel and the Caritas Building. A member of staff will be located on the security gate to admit them.
- They have access to the main hall and the outside areas between the main hall and the bottom of the stairs by the canopy.
- **Year 8 & 9** enter the site via the middle gates which are the usual main entrance point to the site.
- **Year 8's** designated areas, outlined in WHITE, are the tennis courts and if it is raining, the gym. **Year 9's** designated areas, outlined in BLUE, are the spaces between the tennis courts and the canopy and the steps area by the Dome. If it is raining they will use the sports hall.
- **Year 10 & 11** will enter the site via the gates at the top of the bus bay and to the rear of the dining room.
- **Year 10 & 11** will have designated areas on the yard (known as Year 7 Yard) by the dining room. Year 10's designated area is outlined in RED & Year 11 outlined in Yellow. If it is raining, year 10 will be granted access to the outside dining room and Year 11 the dining room.

## Dismissal

All year groups leave the school site via the same gate they entered on arrival.

## 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' & 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 may choose to 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.

\*Guidance on the wearing of face masks may change in line with DfE and Public Health England advice. Any changes/updates will be communicated with all stakeholders

## **Movement around school**

Student movement will be kept to a minimum, with staggered movement times to class at the start of the day.

Students will need to follow the one-way system in place

Students will only be allowed in dedicated areas for their Year groups when on break/lunch. These will be clearly marked zones in different colours:

Year 8 – White

Year 9 – Blue

Year 10 – Red

Year 11 – Yellow

Year 7 are based in the Caritas area in school which is clearly defined & separate to all other year groups.

## **Break & Lunch Time**

Students are only allowed to mix with other students from their year groups; Year 7 will be split into groups 1-5 and 6 -10

Students will only have accessed to the toilets at break & their designated social areas outside.

Outside social areas will be marked by coloured lines as outlined above.

Year 10 & 11 will use the tennis court area at lunch when not using the cuisine as Years 8 & 9 will be in class. Year 10 will use the WHITE designated area & Year 11 will use the BLUE designated area.

At lunch time, students will have access to the cuisine to eat or their designated social area outside. Year 7 will use the main hall and designated Year 7 social area.

Students must have their planner with them so that their barcodes can be scanned. St Cuthbert's will be running a cashless system.

In the event of poor weather, year groups will have designated 'indoor' areas in the morning:

Year 7 – Main hall

Year 8 – Gym

Year 9 – Sports hall

Year 10 – Outside Dining area

Year 11 – Cuisine

At lunch time, students will use the cuisine when it is their year group's allocated time & the gym.

## **Use of Equipment**

Students are to provide their own equipment for sessions as normal:

Pen, pencil, ruler, rubber, maths calculator.

Students will be given planners on the induction day.

Any classroom based resources such as text books can be used within the group.

## **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 (Prep, Pride, Participation, Punctuality, and Praise) in all classes which will be recorded using class charts.

During lessons, our classroom rules will apply:

1. Not to speak when someone else is
2. Stay on task
3. Not to distract another student or touch their belongings
4. Be respectful & polite at all times

Failure to comply with the classroom rules will lead to verbal warnings, C1 and C2, if continued and issued a C3 this will result in a 30 min detention.

Year group detentions will run once a week on an allocated evening from 2.50pm – 4.20pm.

If a student has more than an hour's worth of detentions, they will stay until 4.20pm. The allocated evenings are as follows:

Year 11 – Monday

Year 10 - Tuesday

Year 9 - Wednesday

Year 7 - Thursday

Year 8 - Friday

## **On Call**

If a student continually disrupts a lesson or the behaviours displayed are considered extreme, it will result in the student being removed from the lesson.

During this time, where additional measures are in place, standards and expectations will continue to be high. There will be expectations around movement around the school, increased hygiene and key measures will be put in place to keep staff and students safe. Failure to comply with these expectations will be dealt with through school policy.

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 the altered routine for arrival and dismissal	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 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>
Moving around school as per instructions (e.g. one-way system, out of bounds, queuing)	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>
Wearing of face masks If students choose to wear a face mask it must be worn appropriately & not repeatedly removed. 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.	If a student wears an inappropriate mask they will have to remove it. Parents will be contacted.
Deliberate coughing or spitting at or towards another person	Matter investigated & student sent home immediately Sanctions issued based on established facts/statements

## 2.3 Changed rules

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

### Attendance

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. Therefore our normal attendance procedures will resume in September. Any child that does not return in September will be referred to the school's EWO who represents the local authority. See school's website for Attendance Policy 2020 <https://www.scrchs.net/parents/attendance>
- 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 14-day period.

### Punctuality

All students are expected to arrive at school no later than 8.20am so that they are able to follow additional hygiene measures that are in place before going to form. Sanctions will be applied to those students who are late & parents will be contacted.

### Uniform

From September 2020, all students must wear uniform to school and follow normal school rules on uniform as set out in section 4, Student Conduct, of our behaviour policy. If students cannot wear their full uniform, parents should contact their child's Head of Year.

## 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/carer 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 student 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 form/a session, this will be highlighted to the attendance team via class charts. Our normal attendance procedures will be adopted if we have not been informed that your child is ill.
- Students must complete work to the deadline set by teachers and to the usual classroom standard.
- Use proper online conduct, such as using appropriate language in messages & behaviour when in a live lesson. Students who disrupt the live lesson, in line with 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.

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.

- Seek help if they need it, from teachers or teaching assistants via email
- Alert teachers if they're not able to complete work, via email

Parents can also contact their child's teacher via email/Teams 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 Head, 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

