

# Behaviour policy: coronavirus addendum

Werneth School



Approved by: Governing  
Board

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## 1. Scope

### **This addendum applies until further notice.**

It sets out changes and exceptions to our normal behaviour policy. Pupils, 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 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.

The integrity of year group bubbles should always be maintained.

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 the Year Inclusion Manager 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.

### Arriving at school

- Students will arrive and enter the school building via a designated entrance for their year group. This is to maintain the bubbles and avoid cross year group contamination.
- **Year 7**  
Students will enter school via the entrance at the tennis courts, they will utilise A2 and the tennis courts as their social time space and remain there until form time.  
ACO/JDE/ESO/JTG/TTA will greet the students as they arrive each day.
- **Years 8&9**  
Students will enter school via the entrance at the Astro Pitch, they will utilise the sports hall and the basketball court as their social time space and remain there until form time.  
PFO/GNO/RCH/LTA/SBA/JHU/LAS/ZBE will greet the students as they arrive each day.
- **Years 10&11**  
Students will enter school via the entrance at the canopy, they will utilise the canteen and the front playground as their social time space and remain there until form time.  
AFO/DWI/GKE/MLH/HMA/EKN/MMU will greet the students as they arrive each day.
- Prior to the bell commencing for the beginning of form time, students will line up in form lines and key messages will be shared by SLT and Pastoral leads before being dismissed to form (in the same manner as has been done for year 10 each day).

- Students arriving prior to 8:15 will not be allowed in to the school building. They will be required to wait in the canopy area until instructed to move to designated social areas.
- **Uniform checks will therefore be conducted by form tutors.** Students requiring uniform from the store will be addressed during form time. YIMs and YALs to support this through form drop-ins.
- **Face Masks.**  
At every entrance to school there will be a '**Bag it, Bin It**' station. All students will be expected to use the bags (provided) to put their masks in and placed in bags or to dispose of masks in the bin.  
FACE MASKS ARE NOT TO BE WORN IN SCHOOL

#### **Movement around the school building (Transitions).**

- Students must adhere to the one way system in place around school. Movement will ALWAYS be in a clockwise direction as shown by signage
- Year groups will have designated stairwells and should only use these. These are as follows:  
**Year 7** – Ex Arts Stairwell  
**Years 8&9** – Middle Back Stairwell  
**Year 10** – Canteen Stairwell  
**Year 11** – Heart Space Stairwell
- During lesson changeover times available SLT/Pastoral teams will manage their stairwells to ensure students are adhering to this.

#### **Break and Lunch Times.**

- Each of the year groups will have access to food in designated areas. Students must remain in these designated areas throughout break and lunchtimes and must be escorted to the toilets.  
The designated areas are as follows:  
**Year 7** – A2 and the Tennis Courts  
**Years 8&9** – Sports Hall and Basketball Court  
**Year 10&11** –Canteen and the front playground
- A reduced menu will be provided with both hot and cold food in these areas.
- Year Inclusion Managers must take their breaks at alternate times to be available during break time.

#### **During Lesson Time.**

- The good Neighbour system we have had in place will not be used. Students must not be sent into other classrooms to work for any reason.
- No students should be sent out of the classroom onto the corridor for any reason. Time out passes and leaving lesson early passes have ALL been revoked at this time, this will be reviewed at the earliest possible convenience.
- Patrol will be used via the ticket system. Where at all possible the student will be supported back into the classroom to continue with their learning.  
In some cases students will be removed to Reflection.  
Reflection will now take place in the Hall (with no extra capacity than previously).
- Where a teacher deems it necessary to give permission to leave the lesson, they MUST provide the student with a pass which has the students name on and is time and date stamped. Blank passes will be provided to each teacher to use.

#### **Truancy.**

- Any student found to not be following the rule of remaining in lesson (on the corridor without a pass) will be identified as **truanting**.
- These students will be issued with an immediate, same day sanction. This will be recorded on a central google document.

- The sanction will be a 20 minute detention after school with the SLT. An additional 20 minutes will be added for multiple offences in one day.
- ALL students will be collected at the end of the day to serve this sanction.
- Failure to adhere to this will lead to an immediate referral into the DMTM

#### **School Equipment.**

- Each CT will be provided with pens, pencils and rulers to be issued (non-returnable) to students where they do not have these.

#### **Hygiene.**

- “Catch it, kill it, bin it.” Extra sanitisers have been installed around school.
- Students must take responsibility for cleaning hands regularly.
- Toilets can be used across all year groups, and will be cleaned hourly.
- We have an additional cleaning team in place throughout the school day, and after school.
- Every classroom will have sanitizers, tissues and bins to be used on entry and exit from every classroom by pupils. Pupils will take responsibility - working with their teachers - to clean their own working area at the end of a lesson as part of good hygiene routines and to protect everyone.
- The government guidance says that masks should not be worn in school.
- Any student who becomes unwell will be assessed and accommodated in an isolation room until parents/carers can collect. A separate toilet will be used, and the room cleaned after every use.
- Full procedures are in place to isolate a student or a group of students if necessary, and we will work with a dedicated team at Public Health England if this becomes necessary. In this case, home learning will be provided.
- In both of the previous bullet points, school will work directly with parents to give clear guidance.

#### **Exiting school.**

- **Year 7** will be escorted by the period 5 teacher to the school exit. Students who do not get the school bus will be directed to leave via the pedestrian gate. Students who require the school bus for the journey home will be escorted to the bus waiting area in the top car park. Staff will remain with the students until the duty bus team arrive.
- All other students will be dismissed at 3:10. Students who require the school bus for the journey home will be directed to the bus waiting area in the top car park.
- Any students who move onto the pavement area will be directed back to the bus waiting area or will not be allowed onto the bus.
- Bus drivers have been instructed to not allow any students onto the bus until directed to do so.

#### **End of school responsibilities.**

Each day SLT will have specific responsibilities outlined as follows:

- RCH/GKE/GNO are the designated Bus Team and will supervise and support duty teams in ensuring that students safely get onto the buses and are in the required waiting areas.
- ACO/DWI will hold the DMTM.
- JDE will supervise student exit and support duty teams in ensuring students maintain social distancing as they leave the building.
- AFO/PFO staff the daily truancy detention in the main hall.

## **2.2 Rewards and sanctions for following rules**

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

- Utilise the schools rewards outlined in the behaviour policy

However, if pupils fail to follow these rules, we will:

- Utilise the schools sanctions outlined in the behaviour policy

## **3. Expectations for pupils at home**

### **3.1 Remote learning rules**

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. Parents should contact the relevant Year Inclusion Manager 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 with their learning.

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- 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 expect parents to meet with us so that we can decide on appropriate next steps in ensuring that their child meets the schools expectations.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum once a fortnight by DWI/AFO. At every review, it will be shared with staff and highlighted any changes that have been made.

## **5. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Behaviour policy
- Health and safety policy