

# Thomas Alleyne's High School Behaviour Policy – Coronavirus Addendum 2

**Date:** 13<sup>th</sup> July 2020 – effective 1<sup>st</sup> September 2020

## 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 pupils.

The school will be happy to work with parents/carers to address these issues where a pupil's behaviour is impacted by any special needs or disabilities.

## 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 their Head of House 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.

This policy has been written to reflect the need to adhere to the [latest government guidance for full opening of schools](#), local arrangements provided by Staffordshire local authority risk assessments and support the wider re-opening of our school during the pandemic.

### 2.2 Rewards and sanctions for following rules

To help encourage students to follow the above rules and our behaviour policy, we will:

Support students as their return to school with managing their behaviour through:

- Supporting their emotional well-being upon their return to school and highlight the behaviour expectations, with dedicated timetabled pastoral sessions to deliver the RESPECT programme and new SRE curriculum.
- Providing an orientation to all students as they return to school to share information about hygiene and infection control measures they need to follow, including following the one way system, hand hygiene, student year group bubbles and break arrangements and classroom expectations
- Use of positive rewards through the credit system
- Time out cards
- Risk assessments to support students at risk of permanent exclusions (see below)

Use the sanctions laid out in the behaviour policy with the additional sanctions as laid out below:

1. Mobile phones and earphones must not be used in classrooms unless under the direction of the teacher and so must be in bags. If a student has their phone out in a lesson, they will be asked to put the phone away as a first warning. If they repeat this behaviour the same lesson, the teacher will use the normal call out system and a senior member of staff will be called to the room to confiscate the phone. This will be done by asking the student to place their phone into an envelope which will be labelled and sealed and placed in the school safe until a parent is able to collect it.
2. In the unfortunate event of misbehaviour, students will be given clear, explicit warnings and reminders of appropriate choices. If, following this, behaviours do not improve, the student will be removed from the classroom by the senior member of staff on call whilst adhering to social distancing rules. The student will be placed in to Return to Learning in Ross House to their year group removal room, which will maintain year group bubbles. Parents will be called and the behaviours resulting in removal outlined.
3. Where students are at risk of permanent exclusion, risk assessments will be written with students and parents using the local authority proforma to reduce this risk prior to returning to school and support a positive return to their studies.

### 2.3 Changed rules

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

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. We will be reverting back to our normal expectations for attendance.
- Expectations for uniform – the government is encouraging schools to revert to normal policy on this from September. From September 2020, all students must wear uniform to school and follow normal school rules on uniform as set out in our behaviour policy.
- Students will not need to wear school blazer or for Sixth Form students, a tailored jacket until further notice. This is to support the regular laundering of clothes worn in school.

In particular, students should continue to be mindful of our values, safe respectful and ready to learn.

1. Students should be respectful and kind to all and obedient to those in authority.
2. Students must be safe, responsible and courteous at all times, which includes maintaining social distancing at all times, and not deliberately cough or spit towards another student – students must follow the catch it, bin it kill it guidance.
3. Students completing online learning should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online will be taken very seriously and could result in a referral to the police. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the school during this time.
4. If students are interacting with teachers via online lessons, they should be aware of the following and follow this guidance:
  - a. Students' behaviour and comments should be exemplary, reflecting how they would behave in a lesson in school, showing they are ready to learn.
  - b. Students should address teachers and refer to peers as they would do in a classroom setting.

- c. If any student behaves inappropriately in what they say or write, they are likely to be referred to the deputy headteacher and are considered for a ban (temporary or permanent) from any future online lessons.
  - d. Students are not permitted to video staff via any online platform used to deliver their online learning.
  - e. Students must follow the guidance on participation in online lessons.
  - f. Students working in school during this time should adhere to the College Behaviour and Discipline policy.
5. In addition, students and staff should:
- a. respect the revised day to day expectations of year group 'bubbles' and wider school, lining up as directed outside their classes
  - b. students must be silent when being escorted by their class teacher to their break and lunch venues to respect the learning going on in classes due to staggered lunch and breaks
  - c. students will be given 5 movement time between lessons to ensure all children are punctual to their lessons and have time to sanitise upon entering classrooms using the hand sanitising gel provided
  - d. students should adhere to the one-way systems on site unless directed otherwise by a member of staff in the case of an emergency, and students should only use their designated entrance and exits to the school buildings
  - e. students should only interact with others in their own year group throughout the school day
  - f. students should stay at their own desks in class and must not walk around the room
6. Students must be aware of, and follow, expected Self-Care and Health needs
- a. before leaving home, they should sanitise and avoid going into shops or anyone else's house on the way to school
  - b. where possible they should avoid using public transport; if they use public transport, they must follow government guidance with respect to the wearing of facial masks and follow guidance for local arrangements from Staffordshire School Transport on buses
  - c. they need to social distance on the way into school and on the way home
  - d. students should inform an adult if they feel they have any Covid-19 symptoms (symptoms will be shared with students in their first pastoral 'recovery' session)
  - e. students should obey social distancing rules at all times, in and out of the year bubble and must remain 2m from adults working in school
  - f. students should follow hygiene rules, including washing hands when asked to throughout the day and use hand sanitising gel provided in classes when entering and exiting rooms
  - g. students should use tissues when sneezing or coughing and dispose of in lidded bins; ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
  - h. students should only go to their designated toilet areas one at a time and thoroughly (at least 20 seconds) wash their hands after use with warm soapy water.
  - i. students can only socialise with their year group bubble at school, including at lunch and break times; to support this, a staggered lunch and break system has been timetabled

- j. students should only use their own resources, not interfering or touching any others' resources or equipment of others and so should bring in all equipment needed for lessons
- k. students will not bring any additional items into school other than pencil cases and exercise books, full water bottles and packed lunch as required
- l. students will not bring any footballs or any other type of sporting equipment into school
- m. students should only use their own water bottles and eat/drink their own food. No sharing is allowed. They must only eat in the designated areas (canteen, Ede studio and Theatre). These areas will be cleaned between year group use and facilitate social distancing. Students must not move desks or chairs as this poses a risk to others by breaking social distancing
- n. Students will leave the site using the allocated route immediately that their lesson has finished, sanitising hands before they leave
- o. students will not enter any other area of the school site
- p. students are not permitted to cough or spit at or towards any other person

### 3. Expectations for students at home

#### 3.1 Remote learning rules

If students are not in school (for example because they are isolating or, upon the advice of their medical specialist, they continue to be shielding – medical evidence will be required, local or national closures), 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 their Head of House 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 normal school hours by the pastoral team and online teachers.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers, 1 to 1 tutors or teaching assistants
- Alert teachers if they're not able to complete work
- Use proper online conduct, as laid out in the online remote teaching and learning policy
- Students must be appropriately dressed at all times
- all students must take part in live lessons (where provided) in a courteous manner as outline in the addendum above
- where possible, live lessons should stream so the student is in the same room as a parent/carer, but never in a student's or parent/carer's bedroom
- students must only use their @tahs.net email to communicate with staff to their @tahs.net emails. NO other email addresses are to be used for either staff or student.
- Online live lessons will be recorded in Teams and put onto the class Team group on the school's Office 365 account to support those student's who are unable to stream at the time of the live lesson due to personal circumstances, e.g. illness or access to IT. This ensures all learners can access the lesson. These will be available on Teams for 2 months following the date of the lesson. Resources from the lesson will be on Teams.
- Staff will ensure live video learning will take place at appropriate times of the day and not be excessive in duration. The lesson will, where staff are well, take place in normal lesson time and staff will complete a live lesson for every 1 in 3 lessons, using other online approaches such as videocasts and GCSEpod, BBC Bitesize lessons etc at other times.
- Students must not share any of the conversations with third parties or on social media

- › Teams live streams will be recorded for safeguarding reasons
- › Parental consent is not required to use the school's Microsoft Teams platform (Ref: Entrust Online Safety Newsletter Summer 2020).

### **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, we will:

- get in touch with parents and see if there are any issues we can help them address; parents will need an arranged appointment to meet staff.
- support the student upon their return with 'catch-up' opportunities through attending appropriate year group detentions after school as needed
- employ sanctions upon their return where needed, including house detentions, senior team detentions or time in the year group isolation room in return to learning

In the event there are recurring incidents which pose a risk to students and staff, parents will be contacted, and children will be collected from school to ensure the safety of themselves and others. If any adverse behaviours take place that could affect the health or safety of individual students or staff, then an individual risk assessment may be completed to review the safety of that student on school site during the pandemic restrictions.

Refusal to follow social distancing and other associated health and safety measures will be considered a breach of the school's behaviour policy. Whilst we would hope to avoid any permanent or fixed period exclusion during lockdown, breach of the policy where a sanction is required for the health and safety of others may be considered. Any exclusion, fixed period or permanent, would be a last resort where all other strategies have failed.

Spitting, physical attacks, refusal to comply with H&S/ social distancing requirements that could heighten the risk of harm to others could result in exclusion which will be decided by the Headteacher.

## **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum on a monthly basis by Mrs Maingay, Deputy Headteacher and Mrs Major, Assistant Headteacher. At every review, it will be approved by the governing body.

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

This policy links to the following policies and procedures:

- › Safeguarding policy
- › Behaviour policy
- › School risk assessments
- › Health and safety policy
- › Online remote teaching and learning policy
- › Attendance policy
- › Acceptable User Policy for IT systems