



COVID-19: Behaviour Policy Addendum

Reopening School

From 15.06.20

For use during the Covid-19

To be used in conjunction with, and read alongside the following Supporting Documents and Statutory Guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour and Discipline in Schools - A guide for headteachers and School Staff.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)

<https://www.decschool.co.uk/wp-content/uploads/2019/09/Behaviour-policy-and-expectation-Finished-WAI.pdf>

<https://www.decschool.co.uk/wp-content/uploads/2019/09/Dame-Elizabeth-Cadbury-Anti-Bullying-Policy-2019-2020-1.pdf>

<https://www.decschool.co.uk/wp-content/uploads/2019/09/DEC-Mobile-Phones-Policy-002.pdf>

Whilst expectations in our Behaviour Policy remain, it is necessary, in light of the Covid-19 pandemic, to make some adjustments due to the implications of partial reopening to students, staff and parents.

At all times, staff are expected to maintain the usual standards and expectations of DEC school. Staff should be aware of the varying experiences of each child during the Coronavirus pandemic, using appropriate strategies, tone, and approach to account for this in their interactions with pupils. Staff must remain aware that it is everyone’s responsibility to maintain high standards of behaviour that are conducive to learning but also to the maintenance of health and safety and adherence to the COVID-19 reopening protocols. Students at all times must be and feel safe, as well as clear on expectations of their conduct. School staff will fulfil a number of roles for children as they return to school. In addition to lessons, students will seek reassurance, a trusted adult to speak to, structure and routines. Staff at all times should maintain the ethos of DEC for all pupils.

Arrivals, departures and moving around the school.

Timings of the day are as follows

Year 10 students

- 09:40 Line up/ Roll Call – Playground
- 09:45 Socially Distanced Assembly - Playground
- 10:00 Lesson 1
- 12:00 Break for socially distanced, structured social time
- 12:20 Lesson 2
- 14:20 Staggered Departure – Upper Gate

Year 12 students

- 12:30 Line up/ Roll Call - Playground
- 12:40 Socially Distanced Assembly - Playground
- 13:00 Lesson
- 15:00 Staggered Departure – Upper Gate

Timetable:

	Year 10 Teachers		Year 12 Teachers of...
Mondays	Science	English	History, Chemistry, Health and Social Care
Tuesdays	Maths	English	Maths, English Literature
Wednesdays	Maths	Science	Biology, Sociology, Geography, Product Design
Thursdays	Option 1	Option 2	Physics, Psychology, Business Studies
Fridays	Humanities	MFL	Sport, Media

Movement around the building:

- Students must enter school through the main gates at all times during the agreed time.
- Students will enter and go straight to the designated area on the playground for roll call, keeping a 2m distance from any other individual. There will be markers on the floors to support students with social distancing.
- At their designated departure time, students will leave the building from their designated exit, being escorted by the member of staff.
- They will leave as a group, again keeping their distance using the markers on the floors as a guide.
- Movement around the school will be limited.
- When the students leave their classroom to go outside for break, they will follow the markers on the floor to ensure they stay 2m from peers and adults. Students will follow a member of staff from their classroom on their designated route.

If a student is unwell:

Students will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus by raising their hand. A member of staff will ask the student to stand or sit outside the classroom. They will then call for a senior member of staff by emailing oncall@decschool.co.uk. A senior member of staff in school will action this immediately by removing the student and then escort them to the Believe centre building until parent/carers can collect them.

Attendance, registration and entry into school

We will still undertake our usual rigorous approach with attendance and follow up phone calls will be made if students who appear on the register are absent.

The statutory registration duty will be completed by a senior member of staff during roll call. Staff will not be expected to take an attendance register during face to face support on site with Year 10 and 12.

Staff delivering live lessons will be required to take a register of those who are online and this will be submitted via email to N. Minogue by 1pm each day.

Registration will be taken at the start of every day whilst students line up for roll call in the playground and this will be completed as a paper document by a senior member of staff who will then arrange for parents to be contacted if a student is absent.

Site will open at 09:25 (for Year 10) and at 12:20 (for Year 12) so students must ensure that they are present for roll call at 9:40am (for Year 10) and 12:30pm for (Year 12). Registers will formally open at 09:40 and 12:30 respectively.

Registers will close at 10:10 for Year 10 and at 13:00 for Year 12. Attendance codes will be used in accordance with the updated DfE guidance on registrations and attendance.

Equipment and belongings

Students must bring in and be responsible for their own filled water bottle and water fountains will be out of bounds and thus water bottles cannot be refilled.

Students do not need to bring in any equipment as they will be provided with their own personal pencil case which must be for their own use. Students must not share equipment with other students.

Whilst on site, students may wear a mask but it remains their responsibility and do so at their own risk.

The mobile phone policy is still in place. If a student is seen with a mobile phone during lessons then a senior member of staff will be contacted using on-call.

Hand washing and Hygiene

Students and staff will be expected to follow the DfE/ Government hierarchy of controls:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Students can bring in their own hand sanitiser. Students will wash hands before entering school and after returning from break, should a student refuse to follow these routines or any health and safety related instructions, appropriate follow up by a senior member of staff will be used.

Entry and exit to lessons and protocols during your lesson time

When students enter their classroom, they will be expected to go straight to their table as directed by the member of staff and nowhere else in the classroom.

Once the teacher is happy with all students they will then be seated and begin the lesson.

Students will put their hand up if they need the attention of a member of staff, they will not get out of their seats.

Teachers will ensure that students adhere to social distancing measures. Where students are not complying, the member of staff will call for a senior member of staff using oncall@decschool.co.uk and disciplinary procedures and sanctions will be implemented.

No student is allowed to go to the toilets unsupervised and will be escorted by the senior member of staff via use of on call.

When a student has finished in the toilet they must wash their hands.

On exit from the lesson students will stand behind their places and leave in an orderly fashion whilst social distancing. They will be supervised by the teacher, who will either lead at the front or follow at the back of the student line.

Break times

Students will have a designated place during break times on the playground seats (or the Sports hall seats in the event of wet weather). Students must stay in their designated seat at all times. Students must take their named pencil case with them and keep it with them.

Handwashing will occur at the end of break as students re-enter the building via the tunnel.

NB – The same process will apply for vulnerable students and children of key workers. After filing through the screening and handwashing tunnel, students who are not in Year 10 or 12 will be escorted straight to room 32/33 where the normal arrangements for school closure provision will occur.

Rewards and Sanctions

The existing rewards system will not be in use during Covid-19, however praise and encouragement will be used as much as possible. One student will be nominated by the classroom teacher each lesson as an 'outstanding student of the day' and staff will log this at the end of the lesson using the on call email. Each student nominated will then be recognised at the start of their next day as part of the socially distanced assembly and praise postcards/certificate and vouchers will be sent home to parents and followed up by praise phone calls.

<u>Achievement</u>	<u>Reward</u>
'Student of the day'	Post card sent to parent/carers
'Student of the day' twice at any point	Certificate sent home and a positive phone call made by Head of House
'Student of the day' three times at any point	Certificate sent home with a £5 Amazon Voucher and a positive phone call made by Head of House
'Student of the day' four times or more at any point	Certificate sent home with a £10 Amazon Voucher and a positive phone call made by Head teacher

Sanctions for unsafe behaviour during the partial closure (including students who are deliberately not following instructions for social distancing):

All appropriate behaviour management strategies will be used in line with our current behaviour policy including removing students from class or working in isolation. However, once these have been exhausted, contact will be made with student's parent/carer and further action taken at the discretion of the Head Teacher/ appropriate senior member of staff.

Students with Special Educational Needs

School acknowledges that students will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement.

For some students, the change in routines and lack of familiarity will require additional adjustment. On a case by case basis, the school may undertake an individual risk assessment for the student and use reasonable endeavours to reduce the stimulus that may be triggering the challenging response.

Students with an EHCP are recognised as being particularly vulnerable and therefore have an urgent need to be re-integrated back into school as soon as reasonably possible. School will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary school will seek external support from other agencies such as Educational Psychologists or Early Help.

FAQs –

1. Will my child need to be in full uniform and do they need equipment?

No. The uniform policy will not be in place for the duration of this term and we will re-evaluate this for September. Equipment will be provided by each student having their own personalised pencil case that is labelled with their name. We ask that students do not bring their own equipment in. Pencil cases will be deposited with a member of staff at the gate on a daily basis and will be sanitised ready for use on the next teaching day.

2. What time does my child need to be in school and will they be sanctioned if they are late?

Site will open at 09:25 (for Year 10) and at 12:20 (for Year 12) so students must ensure that they are present for roll call at 9:40am (for Year 10) and 12:30pm for (Year 12).

In the event of wet weather, the Sports Hall will be used where there are markers on the floor to maintain 2m distancing.

If a student is persistently late then school will take appropriate action to support and remedy the issue.

3. Can my child bring in their mobile phone?

Yes, however the mobile phone policy is still in place and we will follow our usual guidelines as shown on page 2 of the Mobile Phone Policy to ensure the safety of all students and staff.

4. Do I have to send my child in to school, and what if my child is too unwell to come to school?

Students have missed so much time from their education already. The face to face support we are providing will go some way to supporting students to catch up. Attendance is therefore recommended. However, we recognise that some parents may be reluctant to send their child to school during this time. At present, parents will not be penalised for non-attendance. We will update you if the Government's position on this changes.

If your child is going to be absent from school then please contact the school in the usual way by calling 0121 464 4040 by 9:00am on the day your child is due to be in.

5. Is my child allowed to go to the toilet whilst in school?

Yes, a senior member of staff will escort your child to the toilets.

6. What are the school doing to recognise my child's attendance and effort in lessons?

The existing rewards system will not be in use during Covid-19. However praise and encouragement will be used as much as possible. Students will be nominated by their teachers each lesson as 'outstanding students of the day'. Each student nominated will then be recognised at the start of their next day as part of the socially distanced assembly and praise postcards/certificate and vouchers will be sent home to parents followed by praise phone calls.

7. What will staff do if my child begins to misbehave?

Staff will continue with their usual high standards and will encourage/praise. If a pupil's behaviour needs addressing then they will call for a senior member of staff. The senior staff member will then use appropriate behaviour management strategies in line with our current behaviour policy, including removing students from class or working in isolation.

8. Is my child allowed to talk to his/her friends at break time?

Yes, although they will be in a seated area of the playground where they will be expected to remain socially distant from both peers and staff during this time.

9. What will the school do to support my child if they have suffered with any issues whilst not at school?

School acknowledges that children will have had a range of different experiences during the lockdown period, which may have an impact on their wellbeing. We will work closely with parents to implement supportive strategies that will inform an appropriate response.

10. How long will the existing policy addendum be in place for?

The addendum is in place for the arrangement of education of students in school during the Covid-19 partial school closures. It will be reviewed regularly and/or if government guidelines/expectations change.