

# Behaviour for Learning Policy: COVID-19 addendum

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed as guidance by the Vice Principal responsible for Behaviour for Learning, and as a minimum every six weeks.

## APPENDIX I

### Interim Behaviour Plan for Covid-19

#### 1. Year Group Bubbles

Year groups will remain in separate 'bubbles' to prevent students mixing with those from other year groups. Year Groups will remain in their designated bubbles at all times during the school day. Once they enter the school premises all students have to abide by this key rule.

#### 2. Arrival at School

Arrival to and from school is staggered, and it is essential that every effort is made for students to arrive at their designated time. On arrival students go immediately to their year group bubble, using the route described. Arriving on time and proceeding directly to their designated bubble will ensure that students do not mix with other year groups.

All students will be able to sanitise as they enter their areas. Sanitizer will be available, but students are welcome to bring their own sanitizer if they wish. Our Risk Assessment states that the wearing of masks is expected for all staff and students once in the school buildings. Exemptions may apply.

#### 3. Breaks

Breaks have been created at different times between 10.05am and 11.05am giving each year group a 20 minute break. This means that 2 year groups will have their break at the same time. However, they will get their food from different places, eat in different areas and socialise in different areas.

#### 4. Lunchtime

Lunchtimes have been created at different times between 1.00pm and 2.02pm giving each year group a 30 minute lunchtime. This means that 3 year groups will have their lunch at the same time. This arrangement ensures that students within each bubble do not share lunchtime spaces together and they use separate food service areas.

#### 5. Additional Behaviour Management Protocol during the Covid-19 Plan

1. It is important that all members of the school community bear in mind important matters of hygiene. Sanitiser should be used regularly when coming into school, re-entering bubble areas after break and lunchtimes and when visiting the toilet.
2. Students should carry tissues with them so that they can use them when they cough, sneeze or need to blow their nose. These tissues should be immediately placed in bins after they have been used.
3. In classrooms students will be allocated a seat for each lesson and will be expected to remain in their seat at all times. Teachers will have to stay at the front of the classroom and will not be able to walk round the class. This means that students should raise their hand if they have a question and wait for the teacher to respond from the front of the class.
4. Students enter classrooms (no lining up) and sit in their allocated place. They should get out their own equipment and read in silence until the teacher is ready to start the lesson.
5. The B2 consequence has been changed to a letter home after 3 B2s – coordinated by the AFT
6. The B3 consequence remains a 1 hour detention – coordinated within Year Group Bubbles one night a week. 2 B3s in one week will result in action which could involve a parental meeting/phone call, report or Principal's detention. 3 B3s in one week will result in Internal Exclusion Room (IER).

7. IER will take place in the same way as before and is the continued consequence for a B5 on the behavior ladder. The decision to place a student in IER is taken by the AYL in conjunction with the member of SLT linked to that year group. The location of IER will be 1D9 and will be used on a year group rotation as follows: Year 7 – Monday, Year 8 – Tuesday, Year 9 – Wednesday, Year 10 – Thursday, Year 11 – Friday
8. Principal's Detention will run as normal on a Thursday evening in the hall. The hall allows for social distancing between year groups to be maintained.
9. Staff On Call – we will continue to run the system we had in place last year with the IER base being the first contact for the On Call system. This means that for the On Call to work staff will have to either contact IER directly or contact Student Services who will then contact IER.
10. To replace the use of Curriculum Leaders as a way of helping with behavior management of students there will be a timetable to show which member/s of staff will be available each period in each bubble to help. For example removing a student to work at the back of another classroom. We also aim to have AYLs located in the bubble areas so they can be used for this purpose when available. This will be added to the timetable suggested above.
11. The Behaviour Ladder – The new Behaviour Ladder for Covid19 is on the next page of this policy.
12. Student showing Coronavirus symptoms  
If a student thinks that they have Covid-19 symptoms during the school day they should behave in the same way as they would if they felt ill during the day. They should be sent immediately to Student Services where appropriate action will be taken.
13. Equipment  
The school will provide exercise books, folders and paper for students to work on. These can be kept in the classroom or taken home by students.  
The school will provide text books for students that will remain in year group bubbles for the duration of these restrictions.  
Students will bring all equipment needed during a school day including pens, pencil, rubber, ruler, a calculator and colouring pencils.  
Government operational guidance on sharing equipment (February 2021) states that:  
"Equipment and resources can be shared within groups  
Classroom-based resources like books and games can be used and shared within a group. Clean them regularly, as you do for frequently touched surfaces.  
However, people still shouldn't share individual and very frequently used equipment like pencils and pens.  
Any resources shared between groups, such as sports, art and science equipment, should be either:
  - Cleaned frequently and meticulously, and always between groups using them; or
  - Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups
 You should follow similar rules for books and other shared resources that pupils might take between school and home. But everyone should avoid unnecessary sharing, especially where it doesn't contribute to pupil education and development."
14. Use of Toilets  
Each year group has a toilet allocated to them for lunch and break periods.  
During lessons it is best to limit students going to the toilet. However, where this is necessary the following must take place:
  - A student asks to go to the toilet.
  - They must be allowed to go
  - Permission given by class teacher and student is given a yellow 'permission to leave lesson' card.
  - Year 7 use PE toilets, Year 8 use Atrium toilets, Year 9 use science toilets, Year 10 use Atrium toilets, Year 11 use science toilets, Sixth Form use Sixth Form toilets.

- Student hands in yellow permission card on return.

#### 15. Using Teams

Appendix II gives clear guidance for how Behaviour procedures should be followed when using Microsoft Teams.

## Behaviour Ladder – Covid-19 2020

| Level | Examples of behaviour  | Consequence   | Who   |
|-------|--|---|---|
| B1    | Talking/preventing others from learning<br>Arguing/out of seat<br>Late to lesson   | Verbal warning  | Class teacher   |
| B2    | Repetition of B1 behaviour<br>Eating in corridor/dropping litter<br>Non-completion of homework and class work<br>Homework not handed in<br>Lack of Equipment   | 3 B2s lead to a letter home – coordinated by the AFT  | Class teacher   |
| B3    | Persistent B2 behaviour<br>Rudeness to a member of staff<br>Refusal/failure to follow instructions<br>Inappropriate language including swearing in conversation<br>Lateness to lessons (more than 5 minutes)<br>Being in the vicinity of smokers<br>Failure to attend homework detention<br>Graffiti<br>Chewing gum<br>Missing lesson(s)<br>Persistent uniform issues<br>Mis-use of mobile technology<br>Removal from Teams lesson | Year Group Bubbles to plan weekly detention rota. To be run on Tuesday or Thursday evenings.<br><br>Year 7 - Tuesday<br>Year 8 - Tuesday<br>Year 9 - Thursday<br>Year 10 - Tuesday<br>Year 11 - Thursday                                    | Class teacher, Subject Leader, any member of staff      |
| B4    | Persistent B3 behaviour<br>Inciting others to fight<br>Smoking/possession of cigarettes, lighters, e-cigarettes<br>Failure to attend a B3 detention<br>Misbehaviour during a B3 detention<br>Being caught in an out of bounds area<br>Removal from lesson by Senior Leadership Team/subject leader/Academic Year Leader<br>Coughing/sneezing/spitting towards another person   | Principal's detention<br>1 or 2 hours<br>(Failure to attend will result in further sanctions)   | Class teacher, Subject Leader, AYL, any member of staff |
| B5    | Persistent B4 behaviour<br>Walking out of school<br>Damage to school/other's property (cost of repair incurred by student)<br>Swearing across a room at another student<br>Deliberate defiance<br>Racist/homophobic language directed at another person<br>Fighting with another student<br>Bullying incident<br>Behaviour that compromises the safety of others   | One day's isolation/Internal exclusion Room   | SLT   |
| B6    | Persistent B5 behaviour<br>Swearing at or about a member of staff<br>Theft<br>Intimidation or aggression towards a member of our community<br>Possession and/or consumption of alcohol<br>Persistent bullying<br>Racist or homophobic abuse  | Fixed term exclusion from normal school (This could be Learning Zone, Internal Exclusion Room [for the same number of days as the exclusion] depending on circumstances and how appropriate Fixed Term Exclusion is for individual student) | SLT   |
| B7    | Persistent B6 behaviour<br>Possession of offensive weapon or illegal drugs<br>Violence towards a member of our community   | Permanent exclusion   | Principal   |

## APPENDIX II

### Behaviour Policy Procedures for Student use of Microsoft Teams

- Students are expected to behave and follow the same expectations as they would as in a normal classroom lesson.
- Teachers can use video if they choose to – students are NOT to use video and they should be audio only.
- Students should not be using mobiles/tablets during the lesson unless directed by the teacher.
- If teachers have any child protection concerns that result from a Teams lesson they must report it via CPOMS.

