

Behaviour Procedures: Coronavirus Addendum

Theale Green School

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour procedures. Students, parents and staff should continue to follow our normal behaviour policy and procedures 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 the Assistant Headteacher PDBW 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.

Around School Behaviour

- › Students must adhere to the altered routines for arriving or leaving the school site.
- › Students must follow the one-way system clearly marked throughout the school.
- › Students must only interact with their bubble throughout the school day, even if siblings are in other bubbles (Bubbles 1 Year 7 and 8, Bubble 2 Year 9, 10 and 11 and Bubble 3 Sixth Form) and must follow social distancing guidance when outside of their bubbles e.g. moving between lessons and around the site.
- › Whilst moving around school site, students are encouraged to follow hygiene procedures after touching equipment and furniture e.g. doors, benches etc...
- › Students must remain in their designated areas at break and lunchtimes (see map).
- › Students may only use the toilets designated to their bubbles at the allocated times. No students will be allowed to leave lessons to visit the toilets unless they have a medical need/reason.

In Classroom Behaviour

- › Students must remain at their desk and facing forward in classrooms unless directed otherwise. Seating plans are compulsory and non-negotiable to support NHS Test and Trace as directed by the DfE
- › Students must remain in the classroom unless directed otherwise.
- › Students must not share equipment unless directed otherwise.

- › Upon entering a classroom, students must follow hygiene procedures, such as handwashing and sanitising.
- › Students must only enter the classroom when instructed by the teacher. If a member of staff is not present students must form an orderly and calm queue. Students will be told in advance where to line up.

Throughout the whole school day

- › Students **must not** cough or spit at or towards any other person. This includes spitting at the floor.
- › Students must practice 'catch it, bin it, kill it' e.g. coughing, sneezing into a tissue, and disposing of it appropriately. Students should avoid touching their mouth, nose, and eye with their hands. ("Hands down")
- › Student must always follow the directions and instructions given by staff.
- › Students must let a member of staff know immediately if they are feeling unwell, particularly if they have a new and continuous cough, a temperature, loss of taste and/or smell.
- › If students are not sure of any of the new expectations and rules, they must ask a member of staff.

Social Time

- › Students who purchase food from the canteen, will remain in the canteen to eat. The only exception to this is Year 11 who may leave the canteen and eat in P1.
- › Students not purchasing food from the canteen, will be able to eat in B6 (House Hub) and under the canopy area by Art. Students may only eat in the designated areas and at the designated times (break and lunchtime). No student will be allowed to eat walking between lessons or in corridors. If food is needed for a medical need the Pastoral Team will provide an area for the student to eat outside of the designated times.
- › Sixth form students may only eat in the common room area.
- › All Students will be required to wash their hands before using the canteen and use the hand sanitiser when using the payment system or entering packed lunch eating areas.
- › All Students must remain in their designated areas at social times and follow staff direction promptly. Students may only use their designated toilet areas.

2.2 Rewards and sanctions for following rules

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

- › Verbally praise students
- › Written communication home (to whole bubbles, individual classes, group of students or individual students)
- › Reward house points for hard work, progress, and respect.

During this time, we will no longer be rewarding our respect cards. Students will, however, receive an email communication home to explain that they have demonstrated respect towards the school community.

However, if students fail to follow these rules, we will follow the categories and approaches to behaviour which may include:

- › Issue verbal warnings and reminders to the students of the behaviour that is expected.
- › Contact home via telephone or writing.
- › Internal exclusion
- › Removal from lesson

› Meeting with parents

With new expectations, rules, and changes of routine some students may accidentally rule-break whilst they change their routines and mindset or develop new habits. Staff must distinguish between accidental and purposeful rule-breaking. For the purpose of these procedures these are defined as:

Key Term	Definition
Accidental	Happening by chance, unintentionally or unexpectedly. Rare, one off behaviour.
Purposeful	Making choices or decisions that maximise their satisfaction, pleasure, or utility. Behaviour that put others intentionally at harm, is consistent or ongoing. Any purposeful breach of the health and safety guidance and procedures will be classes as stage 3 behaviour.

2.3 Changed Behaviour Procedures

Until further notice, we will alter the following behaviour procedures due to the risk assessment in place:

- › From September 2020, the Thursday detention for community service and Friday headteachers detentions will now become a LT detention. Detentions will still run from 3-5pm for either one or two hours. Detentions will be held in R15, which will be well ventilated.
Detentions for Years 7 and 8 will take place on a Thursday.
Detentions for Years 9, 10 and 11 will take place on a Friday.
- › As students in bubbles are no longer allowed to mix, students will no longer be parked in Sixth Form lessons. As a temporary measure a new parking room will be set up in the exam centre. Students who are internally excluded will also be placed in this room with appropriate work.
- › If a student needs to attend payback or needs further reflection time this will be completing in the parking room at lunchtime.

2.4 Changed rules

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

- › From September 2020, all students must wear school uniform to school. This has been revised and students will not be expected to wear a blazer in the first instance. Students will wear all other uniform as outlined in the school uniform guidance documents. If students cannot wear their full uniform, parents should contact their child's form tutor in the first instance.
- › The latest Government Guidance states attendance will be mandatory from September. We will be reverting to our full Attendance Policy from September. There will be a minor amendment in terms of the closure of AM/PM registration times to allow for staggered movement around school.

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 rules and ensure their children follow them. Parents should contact Assistant Headteacher PDBW 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 students 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, tutors, pastoral mentors or learning mentors appropriate
- › 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 students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will

- › Contact students directly using SMHW or school email to encourage engagement.
- › Contact parents via telephone and email.
- › Offer remote support e.g. mentoring, waking up calls etc...
- › Written communication home and copy added to student's file
- › Temporary suspensions of SMHW or email accounts if behaviour and communication has been inappropriate.

4. Links with other policies

These procedures link to the following policies and procedures:

- › Child protection policy
- › Behaviour policy (ALET)
- › Behaviour policy addendum (ALET)
- › Behaviour procedures (TGS)
- › Health and safety policy.
- › COVID-19 Risk Assessment