

# **Orchard Mead Academy**

## **Behaviour policy: coronavirus addendum**



**Approved by:** Elaine Taylor **Date:** August 2020

**Last reviewed on:** August 2020

**Next review due by:** TBC in line with government guidance

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### 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 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 Katie Lowe, Vice Principal 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.

#### Arrival to the Academy

- Students must arrive at school in line with their assigned year group arrival time, maintaining social distance
- Students must be in full uniform, with their lanyard on display
- Students must use hand sanitiser on entry to academy
- Students must proceed immediately to their assigned classroom
- In KS3 students will remain in their designated area and staff will move between zones. In KS4 students will move to specialist classrooms when necessary

#### Exit from the Academy

- Students must exit out of their assigned exit, at their allocated end time, maintaining social distance
- Students must not congregate in the academy grounds or outside of the academy
- Students must sanitise their hands on exit from school

## Maintaining social distance

- Students must sit in their allocated seat
- Students must adhere to the one-way system in place
- Students must use their dedicated staircase
- Students must walk in single file on corridors and staircases
- Students have been placed into year group bubbles. Staggered starts, ends, breaks and lunches, as well as designated classroom areas have been identified. Students are **not permitted to socialise outside of their bubble whilst in school**
- All other areas of the academy are out-of-bounds

## Transitions

- In order to keep everybody safe it is very important that movement between lessons is carefully managed
- Students are required to cooperate with the Reading Routine
- Students are required to bring a reading book to school each day. This can be from home, the class book box or the school library
- Students must read in silence at the end and beginning of each lesson, as signalled by the teacher

## Increased hygiene

- Students are required to regularly wash and sanitise their hands. Hand washing must be thorough and for a minimum of 20 seconds. Students must sanitise on entry to and exit from school, before and after break and lunch, and after going to the toilet as a minimum
- Sanitising stations are available in and around each faculty area. Students will be encouraged to use these stations at key points throughout the day
- It is expected that for any cough or sneeze students will use tissues to 'catch it, bin it, kill it.' Tissues must be disposed of in the lidded bin provided. Students must then wash and sanitise their hands
- Students requiring the toilet will be told which toilet to use
- Students must not deliberately cough, sneeze or spit towards any other person
- Any student experiencing any symptom of Coronavirus whilst in school must inform an adult immediately. The main symptoms are:
  - A high temperature
  - A new and continuous cough – this means that you are coughing a lot
  - Loss of smell or taste
- Any student who has indicated that they are showing symptoms of COVID -19 will be instructed to not attend school. They will be provided with details of how to access a test. They will be instructed to follow the government's guidance of self-isolation until they have received the results of the tests. If the test is negative they will be permitted to return to school. If the test is positive they must inform school immediately and school will contact the Public Health Team.

## Equipment

- Students must sit according to the seating plan. They will remain in this seat and return to it each day. Seats have been arranged to maximise distancing
- Students must not share stationary with anyone else
- Students must not share other items such as drinks, food or make up
- The water fountain is not available for use. Students should bring a water bottle from home.
- Some specialist equipment may need to be shared. Students may be required to clean such equipment before and after use

## Uniform

- Students must wear full school uniform, including their lanyard.
- Students will not be able to change for PE

## Use of face masks

- Government guidance currently directs students to wear face masks in areas where social distancing is more difficult
- At school, students **must wear a face mask when not in a classroom or outside**
- Where medical need might require that a student is exempt from wearing a face mask, evidence must be provided and an individual risk assessment will be completed with the child and their parent/car

## Break and lunch time

- Students must take their break and lunch in their designated area
- Breaks and lunches are staggered and timings must be adhered to
- Students are not permitted to socialise outside of their year group bubble
- Student must sanitise their hands before and after both break and lunch time

## 2.2 Rewards and sanctions

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

- Recognise and praise positive behaviour through verbal comments
- Issue students with reward points in connection with positive behaviours displayed in line with our Orchard Oath: work Hard, Be Kind, Be Responsible
- Recognise outstanding contributions through assemblies, phone calls home, postcards, Twitter etc

However, if students fail to follow these rules, the academy's Consequence system should be used in the first instance:

- C1 is always a first verbal warning. Staff must log this in ClassCharts at a convenient juncture.

- C2 is always a final verbal warning, coupled with a teacher management technique such as moving seats or speaking to the student outside of the classroom. Staff must log this in ClassCharts at a convenient juncture.
- C3 is the removal of the student from the classroom through the use of on-call. Staff can request on-call via the On-Call SIMS alert. The On-Call team will follow up class incidents with a removal to the C3 Removal Base, and the logging of C3. Once in the C3 Removal Base, students remain for the day, completing a detention until 4pm. Staff will support students to reflect on their behaviour and ensure that appropriate learning is completed.
- Internal exclusion and fixed term exclusion may also be used in conjunction with breaches of this policy.
- **The school will always treat any risk to health and safety as a serious incident**

### **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 Katie Lowe, Vice Principal 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.

- Students should complete work set by teachers in line with deadlines
- Students should alert teachers if they are having difficulty completing work or meeting deadlines
- Teachers will not communicate with students outside the hours of 8.30am to 4.00pm
- Students must be dressed appropriately for the duration of the video lesson, e.g. fully clothed, no pyjamas, no offensive slogans on clothing.
- During live lessons, students must remain on mute until invited to speak.
- Students should be ready and waiting at the starting time of the lesson – this means your work and writing equipment is out ready and you join the lesson on Microsoft Teams before the start of the lesson.
- Students are prohibited from recording, capturing/screen grabbing content from the video call or taking photos.
- Students should remain in a public part of their house wherever possible.
- Devices should not be used in the bathroom or anywhere in the house without your parents' permission.
- Student accounts will be monitored for any misuse.
- Students may have their school accounts suspended temporarily if they behave inappropriately

#### **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 to remove barriers and resolve issues
- Make contact with parents
- Issue sanctions in line with school homework policy

#### **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum each half-term by Katie Lowe, Vice Principal. At every review, it will be approved by the full governing board.

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

This policy links to the following policies and procedures:

- Child protection policy
- Behaviour policy
- Health and safety policy
- Teaching and Learning policy
- Acceptable use for home learning (Covid -19)
- Acceptable users policy