

Behaviour policy: Coronavirus School reopening addendum. Sept 2020.

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, **our normal behaviour policy continues to apply.**

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.

2. Expectations for pupils in school

2.1 New rules

When pupils 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 read these rules and ensure that their children understand the expectation to follow these. Parents should contact the Deputy Head Pastoral Helen Wilson 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.

- Pupils should ensure that they sanitise their hands, on arrival in the carpark or after disembarking from their coach at the station provided or as soon as practical on arrival.
- Pupils should stay in their year group 'bubble' at all times throughout the working day. (Boarding pupils have 'boarding bubbles' which apply in boarding time when day pupils are off site)
- Pupils are always expected to use their best judgement in carefully maintaining social distancing of two metres from all members of the School community who fall outside their 'bubble'.
- Within a 'bubble', pupils may be close together at times. However, they should never touch each other, respect the personal space of their peers and understand that individuals may have good reasons for wishing to maintain full social distancing even within their year group.
- Pupils should not pause to make conversation in corridors. Conversations between pupils and staff should only occur in more open spaces where proper social distancing can be maintained.
- Pupils must maintain careful hygiene by regularly washing/sanitising their hands and coughing or sneezing into a tissue ('catch it, bin it, kill it') or into the crook of their elbow. They should avoid touching their mouth, nose and eyes with their hands.
- Pupils must follow the instructions of the teacher in the classroom as to where to sit and follow routines to sanitise their hands and workspace at the start of lessons.
- Pupils must sit in their allocated seat according to a seating plan and not attempt to alter the seating arrangements in any way.
- Hand sanitiser, cleaning wipes, and bins with lids are provided in a position close to the door in each classroom.

- Pupils should use a cleaning wipe to clean their workspace as soon as they sit down.
- Pupils should use hand sanitiser in the event that they touch something they are not certain has been cleaned.
- All waste should be placed in the lidded bins.
- Equipment must not be shared. Pupils must bring their own paper, pens, books, laptops etc to School. They must not share their possessions with or ask to borrow equipment from other pupils.
- If situations arise where queuing becomes necessary, e.g. waiting to use toilets or arriving at classrooms simultaneously, pupils must wear face coverings.
- Pupils should only socialise at break and lunchtime with pupils from their own year group. Pupils must stay in the areas designated for their year group outside and the classrooms designated on days they are not allowed into House.
- Pupils must not share food or drinks bottles.
- If any pupil feels unwell during the day. They should report to the Health Centre.
- Pupils must observe sensible precautions when using the toilets.
 - During lessons, teachers will let pupils visit the toilet strictly one at a time.
 - At other times, pupils should not queue to use the toilets within the washroom but wait outside the washroom wearing a face covering until a cubicle is vacated.
 - Pupils should wash their hands thoroughly with soap and warm water for at least 20 seconds after using the toilet.
- Pupils must never cough or spit at or towards any other person. This will be treated as assault.

2.2 Rewards and sanctions

Rewards.

Pupils will continue to be issued with praise, golds and other rewards as normal for good conduct. Staff are encouraged to use golds more frequently to reinforce expectations where normal protocols are changed e.g. to replace meet and greet at the classroom door to build positive relationships and set conduct expectations.

Letters of commendation for outstanding contribution to the safety of others will be issued

Sanctions. If pupils fail to follow these rules:

For accidental lapses staff will issue a verbal warning and remind pupils of the importance to adhere to the rules set out. Consistent thoughtlessness and lack of self-awareness will be dealt with in the same way as purposeful lapses.

For purposeful lapses staff will call a member of the SMT. The SMT member will call home and hold the pupil in internal exclusion until arrangements can be made for their collection.

Pupils arriving at school without a face covering or losing their face covering during the day will be able to request a replacement in Reception. They will be charged £1 (for charity) and the incident recorded.

Pupils who forget or lose their face covering on five occasions will be issued with a Friday detention.

A pupil will be issued with a face covering if they do not have the money to pay for it. If they have not paid their debt by the following Friday, they will serve a Friday detention. The detention does not cancel the debt.

Sanctions for other infringements will be as normal with Departmental and Friday detentions still running. However, staff are encouraged to issue a task, for completion electronically, rather than holding a physical detention session. Friday detentions will be run by the SMT.

There will be no Saturday detentions or internal exclusion. Pupils should expect to be sent home and externally suspended for all serious infringements of rules and protocols.

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules:

Pupils wear school uniform on days when they have sports or activities which require changing. They are expected to wear Aldenham branded sports kit all day when they have sport. Shorts or skirts should be covered by Aldenham or plain black tracksuit bottoms when off the sports field.

3. Attendance

School attendance is, once again, compulsory for all pupils. Except for those who are:

- Ill or fulfil other normal criteria for authorised absence.
- Self-isolating due to contact with a suspected or confirmed case of Covid-19.
- Quarantining due to foreign travel
- Shielding as a result of receiving correspondence advising them to do so from the NHS.

Parents who choose to keep their children at home for other reasons should be aware that this absence will be recorded as unauthorized.

4. Monitoring arrangements

We will review this policy as guidance from the Department for Education is updated, and as a minimum on the 1st of each month by Deputy Head Pastoral Helen. At every review, it will be approved by the Headmaster.

5. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Behaviour Policy
- Health and safety policy
- Protocols for Coronavirus mitigation
- Risk Assessment for COVID-19 Re-opening