



THE ARCHBISHOP'S SCHOOL
CANTERBURY

Behaviour for Learning Policy Addendum Covid-19 2020-2021

Revised: August 2020

Date of next review: n/a

Authorised by: Mr D. Elliott

Governing Body Ratified

1 Scope

This Addendum applies until further notice.

Given the current Covid-19 situation, it is essential that the School's Behaviour for Learning policy reflects the need for increased safety, vigilance and hygiene in the community. We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of our students and staff return to a safe and secure environment, in which they can continue learning and developing.

The Addendum 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 this addendum as circumstances or official guidance changes. We will communicate any changes to governors, staff, parents and students.

It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. The school is committed to work with those students who may struggle to re-engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

We acknowledge that some students will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some students, particularly vulnerable groups such as students with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for students who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. The School will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for these students.

2. Expectations for students in school

2.1 Code of Conduct 'The 3 Rs'

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The highest standards of behaviour will be maintained by focusing on three areas of conduct, known as 'The 3 Rs':

Respect for oneself

This is shown by a positive and active involvement in classwork and school life. Inside the classroom this means that lessons are able to progress without disruption. Each student should ensure that they arrive for all lessons with the correct books and equipment, in the right uniform and with an expectation that they will contribute in a positive way to the success of the lesson.

Respect for others

All members of our community should be treated with respect. This is shown by the way that we speak to each other and by being courteous, well-mannered and by showing regard for the feelings of others and difficulties they face. Discrimination or bullying will not be tolerated.

Respect for the environment

We all benefit from working in a clean and tidy environment that is well-resourced and safe. To maintain this all members of the school community should put litter into the litter bins. It is also important to respect other people's property and work displayed around the school, and to report any theft or damage to a member of staff.

AT THE START OF THE DAY

- Members of staff will be on each of the two gates for a stipulated time in the morning (e.g. 08:00-08:30 or 08:15-08:45).
- The members of staff on the gate will direct students to their **classrooms** where staff will meet them and handwashing/sanitizing will occur.

AT THE END OF THE DAY

- Members of staff will be on each of the two gates for a stipulated time in the evening to safely guide students through the gates (e.g. 15:00-15:20).
- Members of staff will be at the bus stops outside the school and will direct students to safely board the buses.

MOVING AROUND SCHOOL

- On arrival to school students must go straight to their **classroom**.
- Students must follow one-way systems as directed.
- Lockers may not be accessed at any time during the school day.
- Students must only use the toilets identified by staff.
- During any non-contact time students will be directed to a specific location and must not wander around school.
- During wet lunch break breaks students will be directed to the appropriate location and must seek permission to move elsewhere.
- Specific guidance will be provided to students regarding how to enter and exit the school site

MINIMUM EQUIPMENT FOR LESSONS

Every student is expected to attend school with the correct equipment. The adjusted equipment required is listed below:

- Pen
- Pencil
- Ruler
- Calculator
- Exercise books
- School bag / carrier bag (for equipment and coat)
- A full water bottle (as water fountains will not be in use and it will not be possible to purchase bottled water except at lunch times)

Students must not share equipment with their peers. The Stationery Shop in school will not be open for purchasing equipment.

SCHOOL UNIFORM & SCHOOL RULES EXPECTATIONS

As of September 2020 all students attending school will have to attend in full school uniform. The only exception is: blazers will be optional for Term 1 to facilitate laundry arrangements. Our usual expectations remain the same regarding hair, make up, jewellery and piercings. Please refer to the Behaviour for Learning Policy on the school website for more information. This will be subject to continuous review.

Instructions on Hygiene & Respiratory Health

All students must follow the school's expectations for hand washing and good respiratory hygiene. Students must:

- wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly:
 - on arrival at school;
 - when asked to by an adult;
 - before and after eating;
 - after breaktime;
 - after using the toilet facilities;
 - after sneezing, coughing or touching their face.
- Use alcohol hand rub or sanitiser regularly throughout the school day, ensuring that all parts of the hands are covered;
- make every effort to not touch their mouth, nose or eyes;
- tell the member of staff if they feel unwell;
- 'catch it, bin it, kill it' if they sneeze; (Use a tissue or elbow to cough or sneeze and use bins for tissue waste). Students will not cough, sneeze or spit in the direction of any other person.

Face Coverings in School

From 21st September, new advice will apply to the use of face coverings by staff and students. The World Health Organisation now advises that:

"children aged 12 and over should wear a face mask under the same conditions as adults, in particular when they cannot guarantee at least 1-metre distance from others and there is widespread transmission in the area."

Nationwide, the government is not recommending face coverings as necessary in education settings generally because a system of control provides additional mitigating measures. On the basis of current advice, in light of mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even when social distancing is not possible. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

In many education settings where Year 7 and above are educated, face coverings are worn by adults and students when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.

There is an expectation that all staff and students wear face coverings when moving around school buildings e.g., in corridors and communal spaces. **Only students/staff with a medical exemption from wearing a face covering due to medical reasons will be allowed on school premises without a face covering.**

The wearing of a face covering in appropriate areas will be regarded as part of the school's uniform expectations. It is therefore the responsibility of parents/carers to ensure that their children adhere to this expectation.

There is no expectation for staff and students to wear face coverings when sat down to eat and/or drink during break and lunchtimes, nor is there an expectation for them to wear face coverings whilst outside during break or lunchtime.

The school will support students and parents/carers and listen to any concerns that they may have about the government's expectations regarding the wearing of face-coverings on corridors and internal communal areas where a school is in a locally restricted area. In exceptional

circumstances, the school may agree to an exemption from these government expectations although the wider safety of the school community must be prioritised so that the risk of virus transmission is reduced.

If a student refuses to wear a face-covering, then this will be regarded as a disciplinary issue because the student is not being considerate of other students and staff safety and is therefore putting them at heightened risk of infection.

Where parents/carers inform the school that they, or their child, do not wish to wear a face-covering in school, the school will supportively explain the expectations of government guidance and the impact on the health, safety and wellbeing of the wider school community. If the parents/carers or child still choose not to agree to those expectations then the student will be supported to work remotely from home.

Experiencing Symptoms of Coronavirus (Covid 19)

- If a student feels unwell or thinks they are experiencing symptoms of coronavirus, either in school or at home, they must do the following:
- before coming to or after arriving home from school, they must tell their parent if they are feeling unwell;
- at school, they must tell any supervising adult if they are experiencing symptoms. They will be collected by a member of staff wearing PPE and taken to the isolation room where they will be cared for until their parents can be contacted and they are collected. Symptoms of Coronavirus are:
 - high temperature
 - new, continuous cough
 - loss or change to your sense of smell or taste

SAFETY 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 child follow the new procedures that have been put in place. Parents should contact the Headteacher 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.

What we expect students to follow safety rules

- Students must only use the entrance/exit they have been assigned to enter/leave the school building.
- Students must sanitise their hands **when and as directed (e.g., on entering school, classrooms).**
- Students must sanitise their hands after break and lunch times on entering their **classroom.**
- Students must walk directly to the classroom they have been assigned. Students are not permitted to move around the building freely or open any closed door.
- Students must only enter their designated recreation area during break and lunch times.
- Students must meet our expected behaviour in class which is set out in the Behaviour for Learning Policy.
- All members of the school community follow expectations about sneezing and coughing, using tissues and disposing in the bubble group's lidded bin ('catch it, bin it, kill it') All must avoid touching their mouth, nose and eyes with their hands.
- Tell a member of staff if you are experiencing symptoms of coronavirus (fever, cough, loss of sense of smell or taste).

- Follow rules about not sharing any equipment or other items including drinking bottles.
- Students must not attempt to make physical contact with any other person outside their bubble.
- Students must not deliberately, unnecessarily or maliciously perform actions associated with symptoms of Covid-19, for example but not limited to, spitting, coughing and/or sneezing or any action that could spread germs. Students must follow the government guidance when needing to cough or sneeze by covering their mouth and nose with a tissue or coughing or sneezing into their arm.
- Students are only allowed to socialise and take recreation within their bubble. Where a student tries to or enter another play area that is not their designated area, this will be treated as a serious breach of the safety rules and the student will be sent home.

What we expect our teachers to do during this time

- We expect all of our teachers to address any behaviour that is unacceptable, that breaks our school rules or from a student who doesn't follow a reasonable instruction.
- Teachers will address poor behaviour by speaking to the student and giving them an instruction to stop the witnessed behaviour before informing a member of the Senior Leadership Team of the poor behaviour witnessed.
- Where the behaviour of a student makes us worried that they could cause harm to themselves or another person the student will be removed from the class by a member of the Senior Leadership Team.

MANAGING POOR BEHAVIOUR

There is a spectrum of issues that students will be dealing with when returning to school. Some will have had a difficult time at home and see school as a safe place to come back to. Others will feel the opposite: they may have felt safe at home, and feel anxious about being back at school. While most students will adapt and settle back into school, others will need more support for their behaviour.

All members of the school community will follow this policy that encourages a positive approach to behaviour management that uses a clear system of rewards and sanctions in these difficult times where we need to stay as safe as possible. We believe that this reinforces positive behaviour and enables our students to make a positive contribution to the wider community.

Any student that displays behaviours that demonstrate they are not willing to cooperate with us in maintaining a safe environment will be deemed to have committed a serious breach of the school's Behaviour for Learning Policy and therefore an additional sanction, detailed in the school's Behaviour for Learning Policy may be considered.

Interventions & Support

Where students continue to display challenging behaviour or repeated difficulties the school has a duty to provide individualised responses and adjustments. Utilising a range of strategies and where appropriate adopting a multi-agency approach. These interventions and potential support are intended to help work with students and their families who have on-going concerns, to enable them to achieve success within the school.

Student Support Managers and other pastoral staff will be strategically placed in each Bubble to respond to poor behaviour, support students and to promote the social and emotional wellbeing and positive behaviours.

The Student Support Managers will use positive interventions and support strategies that have an impact on students' wellbeing, including our approach to managing students' behaviour. The school use approaches and interventions, which encourage and support students as we work towards the position where the needs of students are addressed, and where the school no longer feels the need to exclude given the continuum of provision and support available to meet students' needs.

The following are some examples of what we consider to be unacceptable behaviour (additional to the list in the Behaviour Policy) specific to the context of the reopening school, though the list is not exhaustive:

- refusing to sanitise or wash hands
- wearing a face covering that covers more than just the nose and mouth
- not moving directly to the allocated classroom
- deliberately making contact, or attempting to make contact, with another person in another year group
- deliberately, unnecessarily or maliciously performing actions associated with symptoms of Covid-19, for example but not limited to, spitting, coughing and/or sneezing or any action that could spread germs
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing

Behaviour outside the school during this time

- Students must not congregate in groups with others beyond their household before or after school.
- Students must leave the school site when directed and once through the gate make their way directly to their home.

Guidelines and sanctions for dealing with negative behaviour

If poor behaviour occurs in the classroom, staff will deal with any incident by referring to the Behaviour for Learning strategy and consequence ladder. Any information regarding the breaking of 'safety rules' and behaviours of a safeguarding nature must be reported immediately to a Designated Safeguarding Lead and or a member of the Senior Leadership Team.

3. Expectations for students working at home

3.1 Remote learning rules

Whilst the school will implement the above measures to ensure the safety of students on site, it is important to recognise that some students may continue their learning online. As such we have outlined our expectations as the following:

- be contactable during required times;
- complete work to the deadline set by teachers;
- seek help if they need it, from teachers or teaching assistants;
- alert teachers if they're not able to complete work;
- use proper online conduct, such as using appropriate language in messages.

Parents should also read the rules and ensure their child follows them. Parents should contact the Headteacher 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.

3.2 Dealing with problems

Staff will continue to build positive relationships with students, always looking for ways to encourage positive behaviour, increase self-esteem and take opportunities to remind students about the rules and routines of online learning. When there are situations in which students fail to adhere to the remote learning rules or if they do not engage with remote learning, the school will:

- contact parent/carer to discuss our concerns;
- decide whether it is appropriate for the student to come into school rather than working remotely;
- contact the relevant authorities to report our concerns or to make a referral -particularly if the concern is about safeguarding and mental health wellbeing;
- issue an appropriate consequence where appropriate;
- support the student and parent to resolve issues.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated. At every review, it will be approved by the full governing body.

