

The Elizabethan Academy Behaviour Policy

Coronavirus Addendum



Overview

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.

Our 3Rs behaviour philosophies have temporarily increased to 4 and now includes the need for us all to **reconnect** with each other and learning back in the classroom. We expect all students to adhere to our values of being **respectful** and **responsible** in their interactions with their peers and all staff and dig deep to show a greater **resilience** to overcoming the issues rising from the extended period of home study, including getting their education back on track.

Expectations for students in school

When students are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of our school community safe.

Staff will be familiar with these rules and ensure they are followed consistently.

Parents and carers should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents/carers should contact their child's Head of House if they think s/he 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. These rules and procedures are in line with national guidance.

At the start of the day all students will listen to a daily briefing outlining everyone's role and responsibilities around good personal hygiene, regular handwashing, maintaining the required physical distance and not sharing equipment, especially showing each other their mobile phones. There will also be reminders about the signs and symptoms associated with the virus and what to do if anyone exhibits any of them.

Travelling to and from the academy

- Students should arrive within 5 minutes of their arrival time, enter the building via their allocated entrance, go to their allocated toilet to wash their hands then straight to their tutor group
- Students travelling to school by car must be dropped away from the school entrance and walk the last section of the journey to avoid congestion outside the school gates
- Students travelling by bus must comply with our bus code of conduct ...
 - Be polite and considerate to everyone on the bus including the driver
 - You must wear a face covering/mask for the entire journey
 - Use the hand sanitiser provided as you board and alight the bus
 - Find a seat quickly with other students from your class bubble (Years 7 and 8) or year group (Years 9-13) and remain in it until your stop
 - If seat belts are available, you must use them
 - Treat each other, your property and the bus with respect. Do not leave any litter on the bus
 - Report any unsafe or intimidating behaviour to your Head of House
 - If you do not meet these expectations and put others at risk, sanctions will be put in place. Unsafe and disrespectful behaviour will result in you finding an alternative way of travelling to and from the academy
- Students must maintain 2m social distance from students outside of their 'bubble', if not possible then face coverings/masks must be worn

Good personal hygiene responsibilities and procedures

- Students must wash their hands for 20 seconds with soap and water or use hand sanitiser provided at regular intervals throughout the day, remembering the importance of proper drying ... before leaving home, on arrival at school, after using the toilet, after breaks/sporting activities, before and after eating any food (including snacks), before leaving school
- Students must practise good respiratory hygiene ... Catch it, Bin it, Kill it. Cover a cough or sneeze with a tissue, throw the tissue in the bin and wash or sanitise hands
- Students must avoid touching their face, especially eyes, nose and mouth
- Students must not cough or spit at or towards any other person
- Students must respect each other's personal space and keep their hands off each other and their belongings
- Students must tell an adult if they are experiencing symptoms of coronavirus, either at home or in school ... a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia)

Group 'bubbles', classroom procedures and movement around school

- Students in Years 7 and 8 are in a class size bubble, they will access all their lessons from this class and this will also be their temporary tutor group
- Students in Years 9 to 13 are in year group bubbles to enable all option lessons and they will be tutored in their House horizontal group
- Year groups are timetabled together by corridor in the main and are allocated a 'home room.' Staff will move from classroom to classroom and there will be limited movement around the building for students
- The classroom layout is different ... students will sit in rows facing the front, must remain in their seats and not wander around the room. Staff must teach from the front of the classroom and maintain the 2m physical distance as they invariably teach across all bubbles. Consequently, they will not be able to move round the classroom as usual. To support effective learning students will be given a whiteboard and pen to use in lessons
- Students must sit in their allocated seat as per the seating plan in each lesson and remain seated
- Where necessary staff will employ our 3 strikes warnings in a low key manner to students not meeting our expectations ... this is your 1st warning (remind what should be doing); this is your final warning 2 mins absolute maximum time-out (reiterate expectations); if the student is still falling short of our expectations there will be a call for Patrol who will intervene by escorting the student to a central hotspot where s/he will be counselled by a senior or middle leader. Where a student is displaying extreme levels of challenge, staff will call straight for Patrol/SLT support
- Students must adhere to the one-way system mapped out across the school to ensure one direction of travel. The only exception to this is on arrival to school before 9.00am and when departing after 3.00pm where students use their allocated entry/exit doors so may move in both directions on the stairs. Students must walk sensibly and quietly along the corridors and stairwells respecting each other's personal space

Equipment and mobile phones

- Students are not allowed to share equipment and should carry a packet of tissues
- Students must ensure they have a named water bottle with plenty of water from home as the water fountains will be switched off
- Students must be equipped for learning and have their own pen, pencil, ruler, sharpener, pencil rubber, highlighters in a pencil case. They must bring this in a school bag together with a reading book for DEAR time and a notebook. Where possible, they should have a calculator for maths lessons. Students will not have access to lockers so will carry their bags during the day
- Students must wear their PE kit to school on the days they have PE/dance as the changing rooms are not in use
- Mobile phones may be brought into school but must be switched off/to silent except at social time where they may be used in the outside designated year group areas and with a member of staff's permission in a

lesson. Students will not be able to use their mobiles whilst eating due to the enhanced cleaning regimes which are being implemented

- We recommend students wear face coverings/masks in communal areas inside school ie in the corridors and the dome but they must be worn correctly and stored in an individual, sealable plastic bag between use. If we are subject to a local lockdown students will be required to wear face coverings in school corridors and other communal spaces where social distancing cannot be maintained

Break and lunch times procedures

- Break and lunch times are staggered ... students are expected to be outside in the fresh air, within their allocated zone, for most of the social time and not stay in the Dome
- Years 7, 9, and 11 are scheduled for early break/lunch and Years 8, 10 and 6th form are on late break/lunch
- There is a limited menu at break and lunchtime and no breakfast service. Students must have money loaded onto their sQuid accounts in advance if they wish to use the canteen, as the cash loaders in school are not in use and cash will not be accepted
- Students purchasing food and drinks from the canteen will use the Dome to eat and students with a packed lunch will eat in the hall ... there are designated areas and serveries for each bubble to use and the chairs/tables have been placed to ensure the necessary distance so students must not move these
- Students using the canteen must find a seat in their allocated area and wait to be called to the serveries in turn to avoid crowding around the pods. All seats in the Dome will face the serveries. Only students purchasing food and drinks are allowed to use the Dome area
- Packed lunches should be healthy and not contain fizzy drinks in order to maximise energy levels and learning potential
- Mobile phones must not be used in the Dome or in the hall during social time
- Students must clear their crockery, waste and any litter when they have finished eating and go to their designated outdoor space for fresh air
- Students can only socialise with others in their year group and maintain physical distance when outside
- Students should use their allocated toilets at social time and ensure physical distance is maintained

Rewards and sanctions

Our existing rewards systems remain in place, recognising students for a range of positive behaviours with reward points.

However, if students fail to meet our expectations we will counsel them in how to make the necessary improvements, help them to reconnect with our school systems and support further if this is required. Staff may call students back at social time for follow up conversations to support this reconnection and reiterate expectations. Where students persistently disrupt learning we will contact home to discuss further, remove social time, facilitate time-out. Students who wilfully and persistently refuse to comply with our Covid-19 secure procedures or deliberately cough or spit at students and staff, thereby putting them at risk, will be dealt with in line with the most serious sanctions outlined in our behaviour policy and is likely to result in a fixed term exclusion.

Attendance

The latest government guidance states that attendance is mandatory from September for all students and we are looking forward to welcoming our new Year 7 and 12 students and greeting and reconnecting with students from other years. As such we will be reverting back to our normal expectations for attendance.

Uniform

From September 2020 all students must wear uniform to school apart from the days they have PE/dance when they must wear their PE kit

Expectations for students at home

Remote learning rules

If students are not in school, we expect them to follow all of the rules detailed below under the supervision of parents/carers or another responsible adult. Parents/carers should contact their child's Head of House if they think

s/he might not be able to comply with some or all of the rules, so we can consider alternative arrangements and support them with their learning ...

- Be contactable during school time
- 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

Monitoring arrangements

We will review this policy addendum as guidance from the Local Authority or Department for Education is updated and after the first 2 weeks of the new term followed by every 3 to 4 weeks after that

Links with other policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Attendance Matters
- Health and Safety Policy
- Online Lesson Policy
- ICT Acceptable Usage Policy