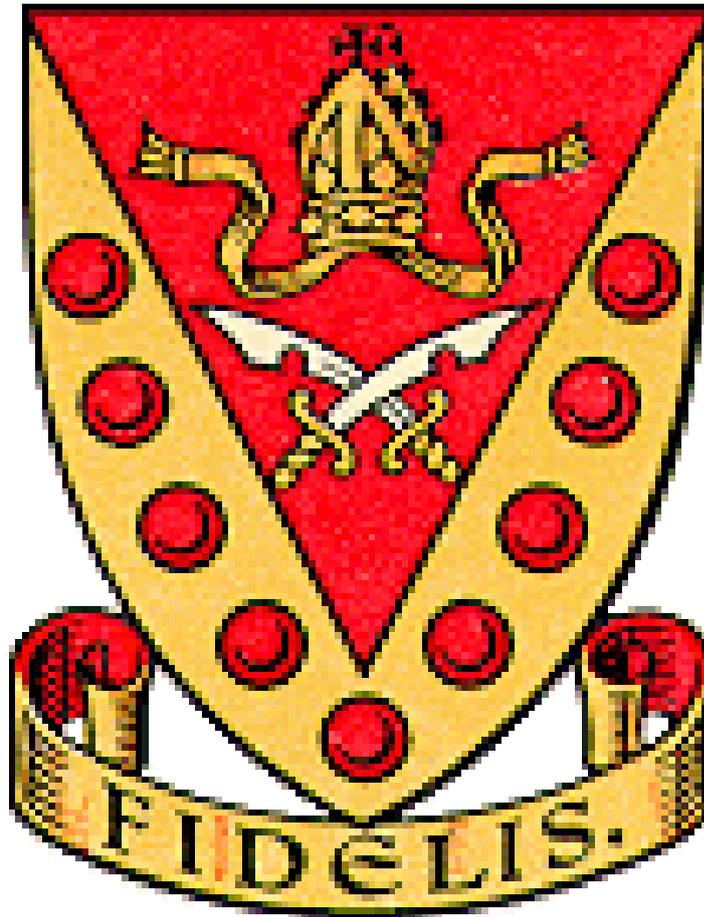


Bishopshalt School

Behaviour Policy

COVID-19 school recovery arrangements



Responsibility	Mrs Jane King	Date reviewed	September 2020
Headteacher	Mr L McGillicuddy	Next review date	TBC
Ratified by	Governing Body	Date Ratified	December 2020

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

This document needs to be read alongside the school's Behaviour Policy which has been in place since the start of the academic year. This addendum seeks to act as an interim agreement whilst Bishopshalt School manages the Covid-19 pandemic and the social distancing measures that have to be put in place alongside other government guidelines advised by Public Health England.

Student behaviour and conduct in school and in the local community is of paramount importance if the school is going to be successful in both educating students and keeping them safe. What is clear is that all students will have to conduct themselves in a sensible and controlled manner at all times and respond immediately to instruction and guidance. Students who do not follow instructions or who ignore the guidance given to them will be deemed beyond the reasonable control of the school and therefore present a danger to the school community. What follows are examples of how the school will seek to manage certain aspects of behaviour during the COVID-19 pandemic. This list is not exhaustive but it is an indication of the stance that the school has to take to ensure the health and safety of everybody:

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

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.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. These rules and expectations have been clearly communicated throughout this pandemic. Parents should contact Jane King, Deputy Head, 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.

Bishopshalt will continue, through the application of this policy, to ensure that it is as Covid Secure as possible.

Reasonable adjustments are made to students with underlying medical conditions or SEN characteristics to ensure that they are able to continue to receive a full and comprehensive education.

This may include, though not limited to

- Ability to not wear a mask
- Respite from lessons due to anxiety
- Counselling support
- Reduction of sanctions

Students enter the site as per normal however directed by the following times.

Bubble	Arrive	Assemble time
7	8-8.10am	8.30am
8	8.10-8.20am	8.30am
9	8.20-8.30am	8.35am
10	8.30-8.40am	8.40am
11	8.40-8.50am	8.50am
Sixth Form	8.50-8.55am	8.55am

Siblings, if travelling together, to attend at the earliest time.

Upon arrival students follow one way system to their designated bubble Zone.

- Mansion Gardens - Sixth Form
- Field behind Maths - Year 11
- Main Court (closest to public road) - Year 8
- Front Court - Year 10
- Back Court - Year 9
- Field behind PA - Year 7

Students will be alerted, by a whistle, to assemble in form groups. Students assemble in alphabetical order. Students must then wait in silence for further instructions. Students who arrive after the whistle to assemble will be deemed as late.

Bubble Zones will be managed by the SLT DOS for the Year Group, and the relevant Year Tutor.

At the beginning and end of each period students line up in their designated zones in form groups.

At the beginning of each lesson teachers collect students, or the students are sent to the classroom, from the relevant Bubble Zone. Students in classroom bubbles as follows

- Mansion Building - Sixth Form
- Maths/Business - Year 11
- English corridor and room 67/68 - Year 10
- History, 85-87 and 84 - Year 9
- Languages and Geography - Year 8
- Science - Year 7

At the end of lessons 1-4, following the one way system, staff return students to their Bubble Zone. Students line up again in forms by alphabetical order awaiting direction from the Bubble Lead.

At the end of the day students will be dismissed via bubble. Teachers are to release their students at the following times, onto the one way system. Teachers are to walk with the students to the front of the school until students can divert either to the South or North Gate.

Year Groups are to be dismissed at the following times

- Year 7 - 3.10pm
- Year 8 - 3.20pm
- Year 9 - 3.30pm
- Sixth Form - 3.35pm
- Year 10 - 3.40pm
- Year 11 - 3.45pm

Social Distancing

Staff and students need to adhere to the social distancing guidance at all times. To support this, markings have been placed on the floor of key areas of the school to demonstrate the distance that students need to observe. Social distancing needs to be followed when students are in classrooms, moving around the buildings and when students are travelling to and from school. Some staff and students will be feeling very apprehensive about the COVID-19 pandemic and others will be less concerned.

Masks

Students, unless authorised by the Deputy Head Teacher (Pastoral) must wear a mask at all times except for when in lesson or in the bubble. Students can choose to always wear a mask. Masks must be black, blue or of the surgical variety. Students must arrive at school with a mask as it is part of the mandatory equipment. Failure to do so will result in a same day detention unless there are mitigating circumstances. This decision will be made by the aforementioned Deputy Head.

Travelling to and from school

Students need to understand that they represent the school as well as their family on the journey to and from school. They also need to remember that many people feel very worried about the COVID-19 pandemic but have to travel to work or other destinations. As a result of this it is important that students observe all of the social distancing guidelines when they are travelling to and from school. Students should avoid using public transport if at all possible but if they have to use a bus/train to get to school they need to adhere to the government guidelines on personal protection. If students are walking to school, they should leave a two-metre gap between themselves and their friends and other members of the public.

Arriving to school

Students can arrive at school at the time given to them in accordance with their schedule but not before. Students need to arrive at the South Gate where they will be greeted by staff and registered. They will then assemble on the Courts in a socially distanced manner before being escorted to their lesson.

Arriving to lessons

Students will be escorted from the Courts to their classroom by members of staff. Students need to move to the lesson in a socially distanced manner.

In class behaviour

Whilst in lessons students will be expected to follow their normal classroom routines and co-operate with their teacher at all times. Students must follow the Classroom Code of Conduct at all times. Standard rules such as putting your hand up to contribute to the lesson and not talking over the teacher will be enforced so that learning time can be maximised. The room will be set out in a layout that lends itself to social distancing and students will sit in the same place every time that they are in that lesson.

Rewards

Staff will use the normal rewards process for students.

Warnings & sanctions

If a student is behaving in a way that is unacceptable or their actions are placing themselves or others at risk they will be given warnings to modify their behaviour immediately in accordance with the school's three warning system. There may be the need to place a student 'on call.' A teacher may judge that a student's behaviour is so serious that warnings are not appropriate and it is more appropriate to place the student 'on call' immediately so that a member of Senior staff can deal with the issue. When a student is placed 'on-call', communication will be made to the parent or carer. They may also be sent home from school via a formal

exclusion. The school will not accept behaviour that places the school community in danger. Due to social distancing, the school will be operating a different school day. Detentions will still occur. They will last for One hour from the end of the relevant Year groups dismissal time.

Equipment

Students must bring their own equipment to every lesson and must not share items. The equipment that students need to bring is set out in the Student Planner and has been reiterated in the letter sent to parents prior to their child attending school after the COVID-19 lockdown. Masks are also required equipment.

Uniform

The same standards apply to school uniform. If a student is having difficulty with their uniform, they will be referred to the pastoral team who will act accordingly.

Physical altercations

If a student enters into a physical altercation with another child, they place themselves at risk of exclusion.

Other Relevant Policies

This annex complements and supports a range of other policies and guidance and should therefore be read in conjunction with:

- The Behaviour Policy
- Physical Intervention to Control or Restrain Students Guidance
- Anti-Bullying Policy
- Policy on Prohibited Substances Including Drugs
- Mobile Phone Policy
- Home/School Agreement
- Sixth Form Code of Conduct

Lessons on remote learning platforms

Expectations and instructions

As when in school, we have high expectations, so that you, and all your fellow pupils can learn. You must meet these expectations **at all times**.

- a. You must be **on time** to lessons, sign in a couple of minutes early if possible to ensure you are not late
- b. If you are waiting for the lesson to begin **do not write in the chat box**, instead write the date and title and try to recall what you studied last lesson
- c. Students 'join' or enter the virtual lesson without the need for comment or anything posted in the chat box to allow the lesson to start on time.
- d. The teacher greets the class and will remind the class of expectations.
- e. Any reasonable instruction must be followed.
- f. Unless requested specifically by a member of staff to do otherwise, all pupils must turn-off their cameras and mute their microphones so the lesson can proceed without interruption.
- g. Parents have been informed that the teacher may ask pupils to turn their camera on during a 'live lesson'. Parents should ensure that students are working in an appropriate place and are also dressed appropriately.
- h. No calling out - every pupil must wait until they are asked to contribute, either using the 'raise hand function' and waiting until the teacher invites you to contribute or by using a 'chat' feature or comment.
- i. Just like in a lesson in school, students are not permitted to 'chat' to each other or interrupt the learning in any way. You should **only** write in the chat box if you have a question for your teacher or if your teacher asks you to
- j. If anyone else is speaking or commenting, the class must be attentive.

- k. Students will complete class work to the best of their ability. Homework should be completed to a high standard and it must be handed in on time.
- l. No one is permitted to leave the lesson without permission.
- m. All pupils should show manners to every other member of the class and the teacher. This includes not posting anything inappropriate, offensive or distracting.
- n. Once the lesson has concluded, all pupils must 'leave' the meeting/lesson when instructed without further comment. The teacher will notify students when the lesson has ended.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum of every four school weeks by Jane King, Deputy Head. At every review, it will be approved by the Chair of Governors in the first instance and then the Full Governing Board.